GUIDE TO AUTHORS

The *Journal of Cave and Karst Studies* is a multidisciplinary journal devoted to cave and karst research. The *Journal* is seeking original, unpublished manuscripts concerning the scientific study of caves or other karst features. Authors do not need to be members of the National Speleological Society but preference is given to manuscripts of importance to North American speleology.

LANGUAGES

The *Journal of Cave and Karst Studies* uses American-style English as its standard language and spelling style, with the exception of allowing a second abstract in another language when room allows. In the case of proper names, the *Journal* tries to accommodate other spellings and punctuation styles. In cases where the editor finds it appropriate to use non-English words outside of proper names (generally where no equivalent English word exist), the *Journal* italicizes them (i.e., *et al*.). Authors are encouraged to write for our combined professional and amateur readerships

CONTENT

Each paper will contain a title with the authors' names and addresses, an abstract, and the text of the paper, including a summary or conclusions section. Acknowledgments and references follow the text.

ABSTRACTS

An abstract stating the essential points and results must accompany all articles. An abstract is a summary, not a promise of what topics are covered in the paper.

STYLE

The *Journal* consults The Chicago Manual of Style on most general style issues.

REFERENCES

In the text, references to previously published work should be followed by the relevant author's name and date (and page number, when appropriate). All cited references are alphabetical at the end of the manuscript with senior author's last name first, followed by date of publication, title, publisher, volume, and page numbers. Geological Society of America format should be used (see http://www.geosociety.org/pubs/geoguid5.htm). Please do not abbreviate periodical titles. Web references are acceptable when deemed appropriate. The references should follow the style of:

Author (or publisher), 16 July 2002, Webpage title: Publisher (if a specific author is available), full URL (e.g., http://www.usgs.gov/citguide.html).

If there is a specific author given, use their name and list the responsible organization as publisher. Because of the ephemeral nature of websites, please provide the specific date. Citations within the text should read: (Author Year).

SUBMISSION

Authors should submit three copies of their manuscript (include only copies of the illustrations) to the appropriate specialty editor or the senior editor. Manuscripts must be typed, double spaced, and single-sided. Electronic mail submissions are encouraged. Authors will be requested to submit an electronic copy of the text, a photograph, and brief biography upon acceptance of the paper. Extensive supporting data will be placed on the *Journal*'s website with a paper copy placed in the NSS archives and library. The data that are used within a paper must be made available. Authors may be required to provide supporting data in a fundamental format, such as ASCII for text data or comma-delimited ASCII for tabular data.

DISCUSSIONS

Critical discussions of papers previously published in the *Journal* are welcome. Authors will be given an opportunity to reply. Discussions and replies must be limited to a maximum of 1000 words and discussions will be subject to review before publication. Discussions must be within 6 months after the original article appears.

MEASUREMENTS

All measurements will be in Systeme Internationale (metric) except when quoting historical references. Other units will be allowed where necessary if placed in parentheses and following the SI units.

FIGURES

Figures and lettering must be neat and legible. Figure captions should be on a separate sheet of paper and not within the figure. Figures should be numbered in sequence and referred to in the text by inserting (Fig. x). Most figures will be reduced, hence the lettering should be large. Once the paper has been accepted for publication, the original drawing (with corrections where necessary) must be submitted to the editor. Photographs must be sharp and high contrast. Color will generally only be printed at author's expense.

TABLES

See the "Guidelines for Authors for Producing Tables" on pages 60-61.

COPYRIGHT AND AUTHOR'S RESPONSIBILITIES

It is the author's responsibility to clear any copyright or acknowledgement matters concerning text, tables, or figures used. Authors should also ensure adequate attention to sensitive or legal issues such as land owner and land manager concerns or policies.

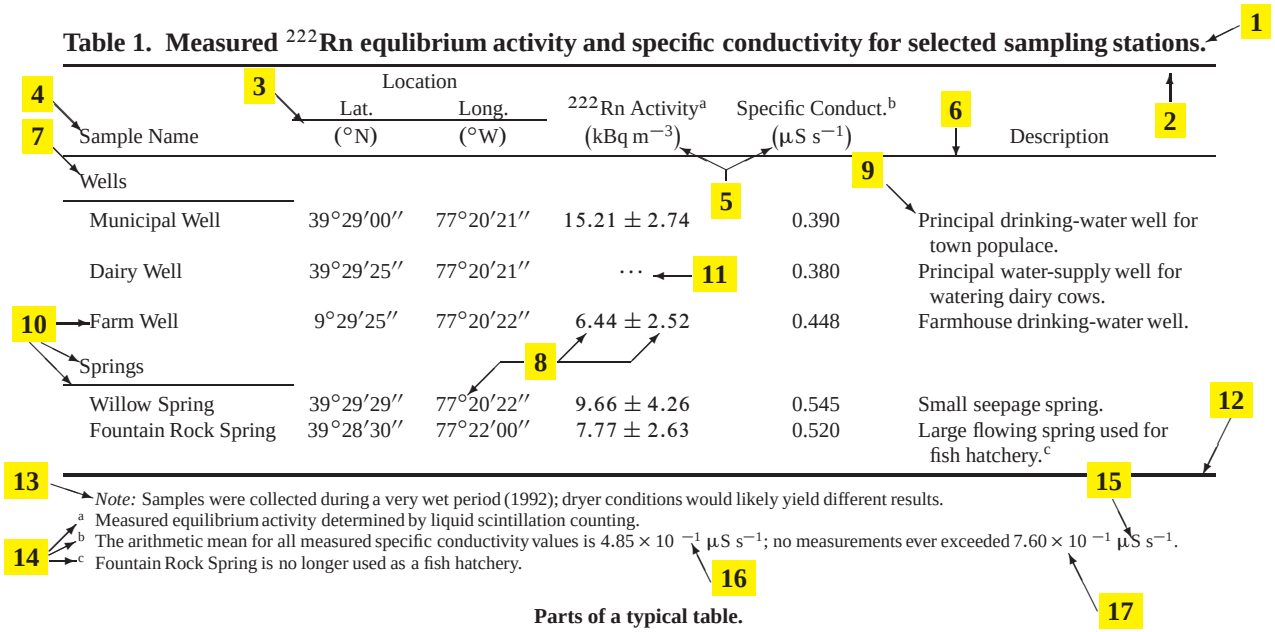
PROCESS

All submitted manuscripts are sent out to at least two experts in the field. Reviewed manuscripts are then returned to the author for consideration of the referees' remarks and revision, where appropriate. Revised manuscripts are returned to the appropriate associate editor who then recommends acceptance or rejection. The Senior Editor makes final decisions regarding publication. Upon acceptance, the author should submit all photographs, original drawings, and an electronic copy of the text to the editor. The senior author will be sent one set of PDF proofs for review. Examine the current issue for more information of the format used.

ELECTRONIC FILES

The *Journal*'s final layout is done using Quark Xpress. Microsoft Word is used in word processing and all figures and photographs should be submitted in either EPS or TIF format. The *Journal* is printed at 305 dpi. Thus, illustrations that are to be printed at 3.5 inches wide require at least 1068 pixels.

GUIDELINES FOR AUTHORS FOR PRODUCING TABLES FOR THE *JOURNAL OF CAVE AND KARST STUDIES*



Parts of a typical table.
Highlighted numbers are explained by numbered items in the text.

TABLE CAPTION

1. Number tables in the order in which they are cited in the paper. Follow the number with a period and two blank spaces, then the caption. Capitalize only the first letter in the caption, except symbols from chemical elements (e.g., Rn) AND the first letter of formal names and scientific names (except species epithets). Capitalize abbreviations for years before present only whe appropriate (e.g., Ma and ka). End the caption with a period. Italicize all scientific names. Left justify and boldface the entire table caption on one or more lines at the top of the table.

2. Separate the caption from the rest of the table with a thick horizontal line. In the example shown, line thickness is 0.08 em[1].

TABLE HEADINGS

3. Where appropriate place a very thin line underneath a subheading. In the example shown, line thickness is 0.03 em[1].

4. Start all column headings just below the thick horizontal lines. Left justify the first column; center all other column headings. Capitalize each initial letter for each heading item unless other capital letters are required (e.g., scientific names or chemical symbols).

5. Abbreviate units of measurement and place them in parentheses on a separate line just below the rest of the heading. Use only Le Système International d'Unités (SI) units of measurement[2]. Enlarge parentheses as necessary to enclose unit of measure completely (i.e., to account for superscripts and subscripts).

6. Separate the headings from the body of the table with a thin horizontal line. In the example shown, line thickness is 0.05 em[1].

TABLE BODY

7. Start all columns just below the thin horizontal line at the base of the column headings. Left justify the first column and center all the other columns. Do not show units of measurement in the column if they can be abbreviated and placed in parentheses just below the column heading.

8. Align columns of numbers on the decimal or other appropriate marker (e.g., the ° symbol). Use a zero before the decimal point for values less than one.

9. Align text entries on the left and indent each line after the first and end each sentence with a period. Use only an initial capital for each complete sentence unless other capitals are required.

10. Separate sections of the table with line spaces. Label these sections with a very thin lined heading that is left justified. In the example shown, line thickness is 0.03 em[1]. Indent subitems one space.

[1]One em is the width of a capital 'M' in the current font.

[2]See Nat. Inst. of Stan. and Tech. Publ. 330 and 811 at http://physics.nist.gov/cuu/Units/bibliography.html for correct SI units.

11. Do not leave blank spaces in the body of the table. These should be marked '...' (no data), 'N.A.' (not applicable) or otherwise as appropriate, and the abbreviations should be marked with a footnote for explanation.

12. Follow the body of the table with a thick horizontal line. In the example shown, line thickness is 0.08 em[1].

FOOTNOTE SYMBOLS

- If several items in a table require footnotes, use relative position in the table to determine the order in which footnotes are assigned. Start at the top of the table, work from left to right, then from top to bottom.
- Use lowercase alphabetical characters for footnotes: a, b, c ... z.

TABLE FOOTNOTES

13. Treat each footnote as a separate paragraph; indent the first line three spaces and end the footnote with a period. Place general information about the table in the first footnote. Precede this entry with 'Note:' in italics rather than with a symbol.

14. Footnotes should appear in the same order as the symbols were used in the table. Use only an initial capital letter for each sentence in each footnote.

ADDITIONAL REQUIREMENTS

15. Scale SI units using appropriate SI prefixes (e.g., k, µ, etc.)

16. Always use the mathematical minus sign, '–' to indicate subtraction when using mathematical formulae; never substitute an hyphen '-', an en-dash '–', or an em-dash '—' for a minus sign '–' in mathematical formulae.

17. When reporting data using scientific notation always use the symbol for multiplication, × (e.g., 7.60×10^{-1} µS s^{-1}).

- If a separate section is to be incorporated into the table (e.g., different dates for different sampling events) then separate these sections with a centered and italicized caption within the body of the table. Do not boldface this caption, only capitalize the inital letter of the first word in the caption except as required (e.g., scientific names), and do not end this caption with a period.
- Never use vertical lines anywhere in the table.
- Never boldface any part of the table other than the caption.
- Never use English units of measurement except as allowed (see EXCEPTIONS).
- Never italicize units of measure.
- Never use nonSI units of measurement except as permissible under specific SI guidelines (e.g., liter).
- When reporting data using scientific notation never use the letter ex, 'x' and never report data using either 'e' or 'E to indicate the exponential as would be obtained from a computer program (e.g., 7.60E–1 µS s^{-1}).
- Never substitute a spreadsheet for a properly constructed table.

EXCEPTIONS

- If appropriate, some units of measurement may be used in place of SI units of measurements (e.g., hours may be more appropriate than seconds for long time periods).
- In rare instances it may be reasonable to list the correct SI unit of measure followed by its English equivalent enclosed in brackets. For example: (m^3 s^{-1}) [cfs]; subsequent English numerical values also enclosed in brackets would follow the SI numerical values in the body of the text.
- The combination of thick and thin lines may be replaced with a set of uniformly-thick lines.

SPECIAL EXCEPTION

- If for some reason a proposed data table cannot reasonably match the example shown, then please contact the Editor of the *Journal of Cave and Karst Studies* for consideration of a special exception.
- For those individuals using software or equipment other than MS Word®, WordPerfect®, or LATEX, (e.g., typewriter) then please contact the Editor of the *Journal of Cave and Karst Studies* for consideration of a special exception and/or assistance.