



Guidelines for Preparing Major Workshop Manuscripts

For the Proceedings of the Association for Biology Laboratory Education (ABLE)

These guidelines were prepared to assist presenters of **major workshops** in the preparation of their manuscripts for publication in the ABLE workshop/conference proceedings, *Tested Studies for Laboratory Teaching*. Although it is not possible to provide guidelines for every usage, this document attempts to address the most common questions. For specific examples of style and usage, authors should consult, *very* closely, the most recent proceedings volumes.

Submission of Manuscript

Your manuscript is due to the Proceedings Editor *no later than the **October 1st immediately following the annual conference***. (Of course, your submission is very welcome any time before that date!) All manuscripts must be submitted electronically via the ABLE manuscript submission website. See the pull-down menu under Proceedings, Author Guidelines, and click on Manuscript Submission.

Please submit the following:

- **One electronic copy** of your complete manuscript (following the guidelines below), sent as an uploaded file (Microsoft Word; PC or Mac versions) on the Manuscript Submission webpage found on the ABLE website.
- **One electronic copy** of each Figure, Photograph and Illustration that is embedded in your complete manuscript (following the guidelines below), uploaded (Figures, Photographs and Illustrations as jpg, tif, psd, ai, pdf, or png files) on the Manuscript Submission webpage found on the ABLE website. Your image files may only be in these six formats. Please do not submit images in other formats. Tables should be created in MS Word in your manuscript and are not needed as separate documents.
- **Signed ABLE Copyright Form** from the submitting author. The submitting author represents all the authors of the manuscript and must submit a copyright form listing all the authors and the copyright owner. Copyright forms are available for download from the ABLE web site. The Copyright Form is a fill-able pdf document. Type the names of all the authors, type the name of the copyright owner(s), list the year as the year following the conference presentation, print a copy and sign on behalf of all the authors,

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- Please enter all the information requested in the on-line Manuscript Submission webpage. Some of this information will be redundant with the Front Page and Title Page content of your manuscript (see Format of Major Workshop Papers below) but is needed by our website managers to efficiently catalog your manuscript once the Proceedings are “published” on our website.
- If a manuscript is not submitted for a major workshop, the conference program abstract for that major workshop will be published.

Format of Major Workshop Papers

Please submit your manuscript adhering to the following format (please consult last year’s ABLE proceedings, as most will be the same or similar):

Title: The beginning of your article includes the following:

- **title** in 20-point bold Times New Roman font, align left
- **name** in 14-point bold Times New Roman, align left
- **mailing address** in 12-point Times New Roman for each author, align left. List institution, department, street address, city state or province (as abbreviation), mailing code, country (e.g., USA, CA)
- **email address** in 12-point Times New Roman for each author, align left
- an **abstract** (in 10-point Times New Roman), written as a single paragraph (not to exceed 100 words), align left
- **keywords** (3-8) in 10-point Times New Roman
- **running head** (condensed title) that the Editor will place as a header on every other page in 10-point Times New Roman, align left
- **copyright line:** © year of publication (year after conference in which workshop was presented), copyright holder’s name (author/s or institution) in 10-point Times New Roman, align left

Primary Headings:

Introduction: A general introduction, written for the instructor, should provide the objectives of the laboratory exercise and contain relevant background information (e.g., level of difficulty, time required to prepare and set up, time required for students to perform) to assist the reader in assessing how the exercise can best be used. This introduction is distinct from that in the Student Outline.

Student Outline: This section should contain the text that is distributed to the students.

Materials: A list of materials and equipment required by students in the laboratory (specify quantities as per number of students).

Notes for the Instructor: This section should highlight critical steps in the experimental procedure and issues relating to safety in the laboratory. Remember that many of the persons who will attempt to use your exercise may have little or no expertise in the topic(s) covered. Lacking your knowledge and experience, they may encounter problems which are not apparent in your description of the Student Outline. Address any problems the technicians had in preparing for your workshop and the major questions and problems participants had during your workshop. Detailed instructions should be included in appendices.

Acknowledgments: Acknowledge those who contributed to the exercise.

Literature Cited: Include only those references cited in the text. References given as further reading should also be included in the body of the text. For example: “For further reading see Allen (1981), Baker and Carpenter (1976), Dodds *et al.* (1985), and Street (1973, 1989).”

About the Author(s): A short biography should be written in paragraph form and typically includes academic training, current position, extraordinary awards or achievements, and research and teaching interests.

Appendices: Include addresses of suppliers, instructions for the preparation of media and chemicals, rearing of animals, growing of plants, and any other special instructions and information. If there is more than one appendix refer to them as APPENDIX A, APPENDIX B, etc., and give each a concise title. Supplemental materials such as website contents or prepared text materials may be submitted separate from your Proceedings manuscript via the ABLE Manuscript Submission website. After editorial review, supplemental materials may be posted to the ABLE Proceedings website and linked to your Proceedings chapter.

Manuscript Preparation

Word processor setup

Base font: 12-point Times New Roman

Line space: Single

Margins: 1.25” top; 1.00” bottom; 0.75” both sides

Justification: Full

Columns: One

Pagination: Remove all page numbers from the manuscript.

Headings

In general use no more than four **levels of organization**: primary headings (centered and bold in 14-point Times New Roman font), secondary headings (left-hand margin and bold 12-point), tertiary headings (left-hand margin and in italic 12-point), and quaternary (left-hand margin, underlined, and in 12 point). It is not necessary to have secondary headings unless complexity of the text calls for them; tertiary headings may be used directly under primary headings if they introduce limited material.

Body or paragraph

Indent the first line of each paragraph 1/2 inch (0.50"). Use full justification and do not break words at the right-hand margin anywhere in the manuscript. (This includes hyphenated words as well as words divided between syllables.) Give the scientific and colloquial names the first time a plant or animal is mentioned. Scientific names should appear in *italics* and not be underlined.

Spelling should follow American English (e.g., behavior, center, color, liter, pipet). For general matters of spelling use *Webster's New Collegiate Dictionary*; if two or more spellings of a word are given, the first listed is the one preferred (with the exception of formulae and appendices).

Use 12-point Times New Roman as the base font. All portions of the manuscript should be **single-spaced**, including text, titles of tables, figure legends, literature cited, and appendices. However, insert a single space before and after introducing a primary heading. Insert a single space before secondary and tertiary headings.

Tables

When possible, use the TABLE feature in MS Word to create your tables. Please do NOT use spaces or tabs to align the columns of your table. Identify each table with a bold numeric reference and title, centered at the top of the table (see example below). When possible, the table should be centered within the page.

Table 6. Number of aquatic insects in stream sample.

Pollution-intolerant	Intermediate	Pollution-tolerant
___ caddisfly larvae	___ beetle larvae	___ blackfly larvae
___ dobsonfly larvae	___ crane flies	___ midge larvae
___ mayfly larvae	___ damselflies	

Graphics

Embed each graphic in your document as a graphic file. Include a centered figure legend below the graphic (using narrower margins on both sides), as shown in the example below.

Figure 1. Typical results for simulated growth of catfish as a function of protein content of the diet. Growth was simulated in tanks with temperature set at 25°C, oxygen set at 10 mg/liter, and with a feeding rate which was varied to match the feed consumption rate of the fish.

In addition to embedding graphics files in your manuscript, each Figure, Photograph and Illustration file must be uploaded (Figures, Photographs and Illustrations as jpg, tif, psd, ai, pdf, or png files) on the Manuscript Submission webpage found on the ABLE website. Your image files may only be in these six formats. Please do not submit images in other formats. Tables should be created in MS Word in your manuscript and are not needed as separate documents.

Documentation and Literature Cited

When citing references in the text, use the form "Jones (1981)" if the author's name is part of the sentence and "(Jones, 1981)" if it is not. If there are more than two authors use the form

“Barnes *et al.* (1984)”); however, cite all names in the Literature Cited. Provide multiple citations in alphabetical order; for example, Ashe (1967), Ball (1945), and Cook (1987).

Provide page number(s) for material that is quoted directly from a source. For example: Haldane (1927:21) once wrote “comparative anatomy is largely the story of the struggle to increase surface in proportion to volume.”

To simplify the retrieval of cited references by others do not use journal abbreviations in the Literature Cited section. Sample literature citations follow. Additional references and further readings should be cited directly within the body of the text or appear in an appendix. Pay particular note of the use of punctuation and capital letters in the samples below; periods that follow name(s), year, and title are followed by two blank spaces. In all book citations include the total number of pages.

Bold, H. C., and J. W. La Claire. 1987. *The plant kingdom*. Fifth edition. Prentice-Hall, Englewood Cliffs, New Jersey, 309 pages.

Carlisle, D. B., and F. Knowles. 1959. Colour change. (Chapter 3). Pages 40–69, in *Endocrine control in crustaceans*. Cambridge University Press, 119 pages.

Slatis, H. M., M. B. Katznelson, and B. BonneTamir. 1976. The inheritance of fingerprint patterns. *American Journal of Human Genetics*, 28: 280–289.

Sunderland, N., and M. Roberts. 1977. New approach to pollen culture. *Nature*, 270: 236–238.

Use the following format for on-line journals or web sites of professional society’s or government agencies:

Author name or name of professional society or government agency. Date of internet publication. Document title and journal title volume (number). Web address or URL. Date of access.

Copyright

The manuscript must be accompanied by letters of permission from copyright holders in order to use any copyrighted material.

Style and Usage

Do not use underlining anywhere in the text; scientific names should be in italics. Hyphenate compounds used as adjectives (3-year-old male, 10-mL pipet, 3-minute intervals). Use serial commas, *including* that preceding the conjunction (left, right, and center; *not*: left, right and center). Leave one space after punctuation that ends sentences (periods, question marks, etc.) and only one space after colons, semicolons, commas, and other internal punctuation marks.

Numbers and Mathematics

Use decimals rather than fractions, except in equations. Decimals not preceded by a whole number should always be preceded by a zero (0.75).

Use numerals for numbers greater than nine except when starting a sentence (associated abbreviation or symbol should be spelled out as well: “Eleven grams,” but “About 11 g”; “Fifteen percent,” but “More than 15%”).

Spell out numbers one through nine *except* when used with units of measure or time (6 mm, 3 days, 4 years, but five students, seven observations), or in a series that includes at least one number greater than nine (1 syringe, 3 beakers, and 25 test tubes). Use commas in numbers of four digits or more (1,000) except in catalog numbers.

In giving ranges, use “from 10.1 to 31.0 mm,” but “the range is 10.1–31.0 mm” (i.e., use “to” when it is preceded by “from”).

Specify currency as U.S. or Canadian dollars (\$40 US, \$48 CDN).

Units of Measure

Use the metric system for all measures (20 kg, 6 g, 30 km). A list of accepted abbreviations that can be used in text, tables, and figures of manuscript, without explanation or punctuation, appears below. Other measures should be spelled out (e.g., dozen, day, inch, second, minute, hour, month, week, year).

°C	degrees Celsius	m	meter	mm	millimeter
cm	centimeter	µg	microgram	M	molar
g	gram	µL	microliter	X	magnification
kg	kilogram	mL	milliliter	nm	nanometer
km	kilometer	mg	milligram		

Miscellaneous

- Italicize all Latin words and abbreviations, except those commonly used (e.g., i.e.).
- Periods and commas should be placed within closing quotation marks. A semicolon and colon should be placed outside closing quotation marks.

Last Revised: 20 May 2014