

## **Guidelines for Research Series Publications**

### **Arkansas Agricultural Experiment Station**

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#### **Report Expectations**

Submitted reports should be thorough and of high quality. Reports not meeting the quality expectations outlined in the following document will be returned to the author for further editing. A good report should:

- Clearly communicate the reasons for the research.
- Provide a complete description of materials and methods (field procedures, measurements, statistical analyses, etc.).
- Accurately describe the results.
- Communicate the practical nature of the results.
- Be reviewed by the coauthors.

#### **Report Organization**

##### **Title**

**Authors with affiliations**, listed after the title, with footnote superscripts for each author that correspond to their position/title, department, location. Example:

*M.E. Fogleman,<sup>1</sup> J.K. Norsworthy,<sup>1</sup> Z.D. Lancaster,<sup>1</sup> and R.C. Scott<sup>2</sup>*

<sup>1</sup> Graduate Assistant, Professor, and Graduate Assistant, respectively, Department of Crop, Soil, and Environmental Sciences, Fayetteville.

<sup>2</sup> Professor, Department of Crop, Soil, and Environmental Sciences, Lonoke.

**Abstract** (300-word limit)

**Introduction**

**Procedures**

**Results and Discussion**

**Practical Applications**

**Acknowledgments**

Acknowledge all funding sources, as well as the University of Arkansas System Division of Agriculture. Please see Appendix A for an explanation of required acknowledgments for Division work funded by any USDA agency and/or NIFA Capacity Grant.

**Literature Cited**

**Include Tables at end, and provide figures in separate files**

## **Naming Files**

Name report files as follows:

*lastname.docx* | (e.g., Norman.docx).

If submitting more than one manuscript, add numbers following your name (e.g., Norman#1.docx, Norman#2.docx, etc.).

## **Uploading Report Files**

Submit AAES research articles via FormStack. Specific instructions will be sent with the Call for Papers directing you to the location to submit for each research publication.

Email Dianne Saffire ([saffire@uark.edu](mailto:saffire@uark.edu)) with questions about uploading documents.

## **Body Text Format**

At the top right corner of page 1, include information for the corresponding author:

Name  
Title/rank  
Department  
Email address  
Phone number

This will be the ONLY corresponding author throughout the process. The final text proof of your submission will be emailed to this address.

1. Use Microsoft Word, 8.5 x 11-in. document.
2. One-inch margins (top, bottom, left and right).
3. Font: 12-pt Times New Roman for body text.
4. Double-spaced.
5. Number pages at bottom of page.
6. Indent paragraphs using tabs (not spaces).
7. Use only one (1) space after all punctuation (periods, colons, etc).
8. Use spell check. We recommend a Grammarly.com account for a more rigorous spell check. You can sign up for free and don't need to install anything on your computer. Simply upload or copy and paste your text into the browser-based Grammarly editor to perform a thorough spelling and grammar review.
9. Approximate length: six (6) pages, double-spaced text, plus four (4) pages of tables/figures. If more space is needed, contact the editors of the publication.
10. Footnotes: Use numbers (1,2,3) for text footnotes. Letters (a,b,c) are for table and figure footnotes. See the Table Format section below for exceptions.

## **Table Format**

1. Construct ALL tables using Microsoft Word table formatting.
2. Font: 11-pt Calibri.
3. Format tables for a portrait page orientation (approximately 7.5-inch width) to limit need for landscape-oriented pages. Contact the editor if a landscape-oriented table is required.
4. Table title and footnotes should be included within the table's cells. This ensures the width of the table and text is consistent.
5. Table title should be bolded and centered on the first row of the table.
6. Column headers in the top rows should be bolded.
7. Ruling lines should be black, ½-point weight, and solid. Place above and below column headers and at end of table (above footnotes). No vertical dividers or other horizontal lines are necessary.
8. If letters a, b, c are used to denote significant differences in tables, please add a footnote explaining this use. In this case, symbols must be used in place of letters for footnotes. Use symbols in this order: †, ‡, §, ¶, #, ††, ‡‡, §§, ¶¶, ##, etc.
9. Each table should be able to stand alone (i.e., no need to reference text). Explain abbreviations in footnotes.
10. All tables should be placed together in order at the end of the file after the text and literature cited.

Please refer to the examples on the following page.

Bold titles, column headings, & units.

½-pt ruling line borders only above and below column headers and at bottom.

All table text is Calibri, 11-pt font.

Title is included in the top row of the table.

**Table 9. The percentage of sampled acres as distributed within five soil-test levels and median Mehlich-3 extractable magnesium (Mg) by geographic area for soil samples submitted to the University of Arkansas System Division of Agriculture's Soil Testing and Research Laboratory in Marianna from 1 January 2017 through 31 December 2017.**

Geographic area	Mehlich-3 soil Mg <sup>a</sup> (ppm)					Md <sup>b</sup> (ppm)
	<31	31-50	51-140	141-500	>500	
	-----(% of sampled acreage)-----					
Ozark Highlands - Cherty Limestone and Dolomite	1	3	48	44	4	135
Ozark Highlands - Sandstone and Limestone	1	7	44	46	2	138
Boston Mountains	3	14	55	26	2	95
Arkansas Valley and Ridges	2	7	57	31	3	110
Ouachita Mountains	1	4	63	31	1	111
Bottom Lands and Terraces	1	2	31	45	21	206
Coastal Plain	4	15	56	23	2	89
Loessial Plains	0	1	28	66	5	202
Loessial Hills	0	2	19	75	4	240
Blackland Prairie	4	7	36	53	0	153
Average	2	6	44	44	4	148

<sup>a</sup> Analysis by inductively coupled argon plasma spectroscopy (ICAP) in 1:10 soil volume:Mehlich-3 volume.  
<sup>b</sup> Md = median.

Footnotes are included in the bottom row of the table.

Define abbreviations in footnotes. Table should stand alone from body text.

Units go under ruling line, directly over column or columns.

**Table 5. Effect of K-fertilization rate on corn grain yield for four trials conducted in Chicot (CHZ82), Clay (CLZ82), Lee (LEZ82), and Lonoke (LOZ82) counties during 2018.**

K rate (lb K <sub>2</sub> O/acre)	Grain yield			
	CHZ82	CLZ82	LEZ86	LOZ82
	----- (bu./ac) -----			
0	110 b <sup>†</sup>	141 b	115	178
50	149 a	192 a	113	197
100	160 a	188 a	115	198
150	-	170 a	117	182
200	174 a	183 a	111	196
C.V., % <sup>‡</sup>	9.7	7.6	9.2	7.9
P-value	0.0593	0.0054	0.8626	0.3758

<sup>†</sup> Means followed by the same letter are not significantly different at P = 0.10.  
<sup>‡</sup> C.V., Coefficient of variation.

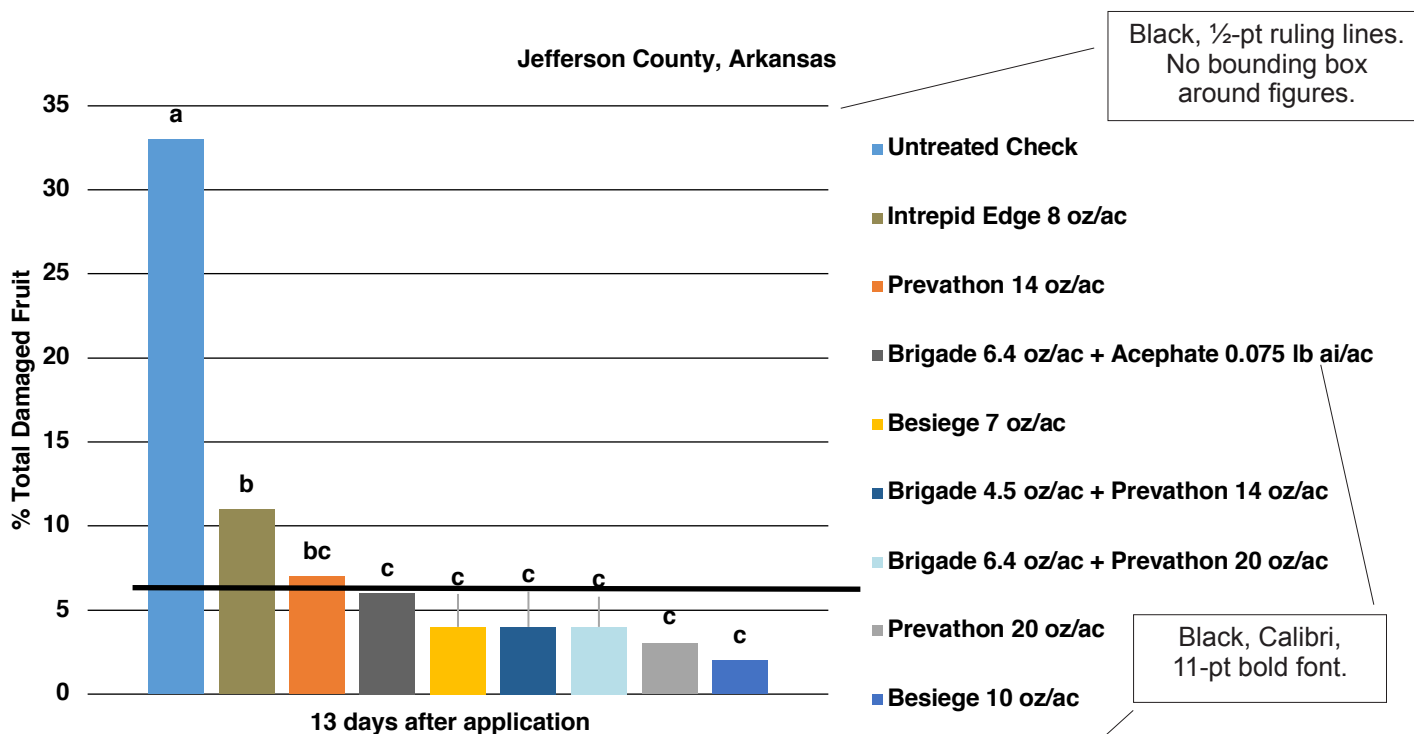
If letters a, b, c are used to note significance, use symbols in this order: †, ‡, §, ¶, #, ††, ‡‡, §§, ¶¶, ##, etc.

Significant letters should be in the same table cell as the value.

Decimal align values in the same column.

## Figure Format

1. 300 DPI minimum resolution.
2. Font: 11-pt Calibri for all figure text, including axes labels, legends, etc.
3. Change text color to black from the default gray color in Microsoft Word and Excel.
4. For graphs created in Word, set borders to black, ½-point solid ruling lines.
5. Center figure captions below each figure. Label as follows: “Fig. 1. description.”
6. Provide original Word or Excel files for graphs created in those programs. Do not send TIFF, PDF or JPG image files of figures created in Word or Excel.
7. Save figures created outside of Word or Excel (e.g., SigmaPlot) as 300 DPI high-resolution TIFF images (high-resolution JPG and PDF files are also acceptable).
8. Figures may use color when necessary. Choose muted colors and avoid bright, neon colors. Use a color-blind safe palette by avoiding red and green.
9. Papers with embedded figures will be returned and not accepted.
10. Format figures for a portrait page orientation (approx. 7-1/2 inch width) to limit need for landscape-oriented pages.
11. If letters a, b, c are used to denote significant difference in a figure, please explain in the figure caption (see example).
12. Each figure should be able to stand alone (i.e., no need to reference text). Explain abbreviations in caption.



**Fig 3. Assessment of bollworm damaged fruit 13 days after application of foliar insecticide on a non-*Bacillus thuringiensis* (*Bt*) cotton cultivar in 2018. Treatments with the same lowercase letter are not significantly different according to Fisher’s protected least significant difference at  $\alpha = 0.1$ .**

Define abbreviations in footnotes.

Explain significant difference in footnotes.

## **Style Issues**

1. Abbreviations: Spell out abbreviations at first instance in Abstract AND again in main body of the article. Example: "Rice Research Verification Program (RRVP)."
2. Units: Use English units for all measurements. If necessary to indicate metric units, place them in parentheses next to English units. Common abbreviations: foot = ft, inch = in., hour = h, acre = ac, bushel = bu., etc.
3. In general, use numerical symbols as opposed to spelling out numbers, even "one" through "nine." Correct examples:
  - The treatment was replicated 3 times.
  - The flavor was given a rating of 3.
  - Plate waste was 3% of total intake.
4. In a series of three or more terms with a single conjunction, use a comma after each term except the last. Example: The American flag is red, white, and blue.

## **Literature Cited Format**

1. In-text References: Use author/date reference system (Smith, 1991) in text. Textual citations to multiple authors are handled as follows:
  - Two authors (Smith and Franklin, 1991);
  - Three or more authors (Smith et al., 1991).
  - If there is more than one "Smith et al., 1991," distinguish them by 1991a, 1991b, etc. according to the alphabetized listings in the literature cited section. In text citation would be: (Smith et al., 1991b).
2. Order of Citations: Alphabetize the literature cited by the author's last name. If the author is first author on more than one article, list first those articles on which s/he is the only author (in chronological order). Multiple author articles then follow, alphabetized by second author's last name. If the second authors are the same as well, go to the third author, etc. If all authors are the same, arrange chronologically by publication date.
3. Literature Cited style: note that the order for first author is last name comes before initials and for subsequent authors, initials are first followed by last name.
4. Include access dates for web articles (all links must work properly).

### Examples:

Shah, U., A. Proctor, J.O. Lay Jr, and K. Moon, 2012. Determination of CLA trans, trans positional isomerism in CLA-rich soy oil by GC–MS and silver ion HPLC. *J. Amer. Oil Chem. Soc.* 8:979-985.

The Pew Research Center. 2014. Internet and Technology. Accessed: 8 December 2014. Available at <https://www.pewInternet.org/>

## **Required Acknowledgment of USDA Grant Funding in Publications**

As the Division receives funding support through grants from any USDA agency for our research and extension programs/projects, we must acknowledge such support when publishing material written or published with the grant support. Therefore, when publicizing a program/project that was supported at least in part by a USDA agency grant, we must acknowledge the USDA awarding agency support by using one of the following statements on publications written or published with grant support, and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity:

- *“This material is based upon work that is supported by the [insert name of USDA agency that awarded grant], U.S. Department of Agriculture, under award number XXX-XXXX-XXXXX.”*  
or
- *“This material is based upon work that is supported, in part, by the [insert name of USDA agency that awarded grant], U.S. Department of Agriculture, under award number XXX-XXXX-XXXXX.”*

One of the above acknowledgment statements must be included on any publication supported by USDA grant funds, depending on whether the USDA grant fully supported or partially supported the material. For purposes of this acknowledgment, “publication” means a published book, periodical, pamphlet, brochure, flyer, or similar item. It does not include any audiovisuals. For example, if a publication was written or published with partial support from a National Institute of Food and Agriculture (NIFA) grant, the publication would include the following acknowledgment statement:

- *“This material is based upon work that is supported, in part, by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under award number XXX-XXXX-XXXXX.”*

Additionally, except in papers published in scientific journals, if a publication, article, or paper is published about an Extension or Research project/program that has been supported by USDA agency grant funds, you must include the following statement:

- *“Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture.”*

### **NIFA CAPACITY GRANTS**

In addition to the above, the USDA-NIFA has also requested that publications written or published (at least in part) with NIFA capacity grants be acknowledged by use of the following language:

- *“This work is/was supported, at least in part, by the USDA National Institute of Food and Agriculture, [insert project type, e.g. Hatch/Evans-Allen/McIntire Stennis] project [insert accession number].”*