**Author’s Guide to Preparing Papers for NCKRI**

**Format**
Papers must be submitted electronically via the Scholar Commons website using the provided MS Word template to ensure correct formatting, fonts, and layout. The correct fonts, sizes, margins, etc., are already built into the template; please do not change them. The maximum length of each manuscript is limited to ten (10) pages, including all figures, text, and references. Contact Lewis Land, lland@nckri.org, for questions about formatting.

We ask that authors employ the metric system at all times when citing units in the text. English units may be inserted parenthetically at the author’s discretion. In accordance with new USGS guidelines, please use the term “groundwater,” as opposed to “ground water” or “ground-water.” Use the term “sinkhole” as one word, rather than “sink hole”.

**Artwork**

Photographs and figures should be included for formatting purposes in the MS Word manuscript at the sizes and in the locations you desire. They must also be uploaded as individual separate files via the Scholar Commons website with your manuscript. The editors will use the separate files to replace those in the MS Word file in order to preserve maximum quality of the images. The name of the author should be included as part of each file name. Digital photos should be submitted in jpeg format, graphics as TIF files, with a minimum resolution of 300 dpi. Figures at 300 dpi resolution should be 3” x 4” (900x1200 pixels). Color graphics are acceptable.

**References**

A list of references cited should be included at the end of the paper. Use 0.3 inch hanging indent for citations. Examples of the acceptable citation style are provided below. Personal communications should not be included in the list of references, but cited in the body of the text. For example, (Land, 2003, personal communication) or (Veni, 2011, written communication).

Journal article, one author:

Klimchouk AB. 1997. The role of karst in the genesis of sulfur deposits, Pre-Carpathian region, Ukraine. Environmental Geology 31 (1): 1-20.

Journal article, two authors:

DuChene HR, Martinez R. 2000. Post-speleogenetic erosion and its effect on cave development in the Guadalupe Mountains, New Mexico and west Texas. Journal of Cave and Karst Studies 62 (2): 25-29.

Journal article, multiple authors:

Sherlock RL, Lee JKW, Cousens BL. 2004. Geologic and geochronologic constraints on the timing of mineralization at the Nanisivik Mississippi Valley-type deposit, northern Baffin Island, Nunavut, Canada. Economic Geology 99: 279-293.

Magazine article:

Cochran WW, Mouritsen H, Wikelski M. 2004 April 16. Migrating songbirds recalibrate their magnetic compass daily from twilight clues. Science 304: 127-133.

Books, one author:

White W. 1988. Geomorphology and hydrology of karst terrains. New York (NY): Oxford University Press.

Books, specified edition, multiple authors:

Roberts C, Varty B, Lucas V. 2004. Writing for the biological sciences. 10th ed. Toronto (ON): Addison-Wesley. p. 73-76.

Editor of a book:

Simpson B, Callahan N, editors. 1989. Country singin aint for me. 3rd ed. Washington, DC: Country Press.

Chapter or article in an edited book:

Evans S, Smith JA. 2000. Ecotourism in tropical rainforests: an environmental management option for threatened resources? In: Ford JT, Tribe R, editors. Forest tourism and recreation: case studies in environmental management. 4th ed. Wallingford (GB): CABI Publishing. p. 127-142.

Chapter or part of an authored book:

Shakelford RT. 1978. Surgery of the alimentary tract. Philadelphia (PA): W.B. Saunders. Chapter 2, Esophagoscopy. p. 29-40.

Conference proceedings:

Johnson PS, Land L, Price LG, Titus, F, editors. 2003. Water resources of the lower Pecos region, New Mexico: science, policy, and a look to the future. Proceedings of the third New Mexico Bureau of Geology and Mineral Resources Decision Makers Conference; Albuquerque, New Mexico: University of New Mexico Press.

Conference papers:

Van Houten N, Flanders R. 1975. Nachos Flanders style. In: Simpson C, Lumpkin L, editors. The Book of Nacho. Proceedings of the Fourth International Symposium on Stadium Food; 1976 Feb. 10-15; Vancouver, British Columbia. Pullman (WA): Fallout Press. p. 175-200.

Thesis or dissertation:

Simpson, L. 2008. Level 5 Veganism: consumption of nothing that casts a shadow [master's thesis]. Springfield (OR): Springfield University. 248 p.

Circulars and government reports:

Motts WS, Cushman, RL. 1964. An appraisal of the possibilities of artificial recharge to groundwater supplies in part of the Roswell Basin, New Mexico. US Geological Survey Water-Supply Paper 1785.

Reference book entry:

Moore D. 2002. Fungal control of pests. In: Pimental D, editor. Encyclopedia of pest management. New York (NY): Marcel Dekker. p. 320-324.

Web page:

Scientists close in on source of X-rays in lightning [Internet]. 2008. [Place of publication unknown]: Scienceblog.com; [updated 2008 July 16; cited 2008 July 29]. Available from: http://www.scienceblog.com/cms/scientists-close-source-x-rays-lightning-16904.html.

Web page with personal author:

Troyer G. Sensory phantoms: dealing with the loss of a limb [Internet]. 2009. [Place of publication unknown]: Canadian Broadcasting Corporation; [updated 2009 Jan 5; cited 2009 Jan 13]. Available from: http://www.cbc.ca/health/story/2009/01/05/f-troyer-phantompain.html.

Article in an internet-only journal:

Sarkar T, Zhao W, Sarkar NH. 1995. Expression of junoncogene in rodent and human breast tumors. Journal of Biology [Internet]. [cited 2004 Dec 22]; 1(1): [about 8 screens]. Available from: <http://epress.com/w3bio/vol1/sarkar/sarkar.html>.

Technical report from research institution or government web site:

World health report 2004: changing history [Internet]. 2004. Geneva (CH): World Health Organization [WHO]; [cited 2008 Jul 22]. 170 p. Available from: <http://www.who.int/entity/whr/2004/en/report04_en.pdf>