

# NALMS STYLE GUIDELINES

Please familiarize yourself with the style for *Lake and Reservoir Management*, the journal for the North American Lake Management Society: manuscript organization, text style, abbreviations, and references. This style guide largely follows the CSE Manual of Scientific Style and Format, 7th edition – Council of Science Editors. For text citations and references, please follow the examples provided here, which diverge slightly from CSE convention. Where additional detail is desired, see the referenced text.

## Table of Contents

<b>NALMS editorial policies</b> .....	2
<b>Manuscript submission</b> .....	3
<b>Manuscript presentation</b> .....	3
<b>Style and word usage</b> .....	6
Common problems .....	6
Abbreviations and acronyms .....	7
Punctuation .....	9
Geographic locations .....	11
Numbers .....	11
Equations and measurements .....	12
Time and dates .....	12
Common and scientific names .....	13
Latin usage .....	13
<b>References</b> .....	14
Text citations .....	14
Reference list .....	14
<i>General style</i> .....	14
<i>Journals</i> .....	15
<i>Books</i> .....	16
<i>Unpublished information</i> .....	16
<i>Government/Agency documents</i> .....	16
<i>Non-English publications</i> .....	17
<i>Symposia and proceedings</i> .....	17
<i>Theses and dissertations</i> .....	17
<i>Internet sites</i> .....	17
<b>Supplemental Information</b> .....	18
General Information .....	18
Examples .....	18
Format .....	18
<b>Notes</b> .....	19
<b>Comments</b> .....	19

## NALMS Editorial Policy

*Lake and Reservoir Management* (LRM) publishes original studies relevant to lake and reservoir management that have not been previously published. Literature syntheses and papers developing a conceptual foundation of lake and watershed ecology are considered for publication, as are notes that expand on existing information or provide preliminary results from long-term studies. Comments on papers that stimulate discussion can also be accommodated. All papers are subject to peer review for uniformity and high quality. Papers are published in print and online, with online versions fully searchable through common database applications. Online publication will precede print version distribution, accelerating availability.

The Journal uses the following evaluation criteria:

- 1. Relevance to lake management.** Information presented must be relevant to lake and reservoir management or contribute knowledge on subjects of interest and educational value to some segment of the lake management community. No strong distinction between pure and applied research is intended, but the management implications of all work are to be discerned and discussed. Case histories are acceptable when they add to our management knowledge in a substantive way.
- 2. Integration with current knowledge.** The subject and intent of the paper must be introduced within the context of current knowledge as evidenced by the citation of relevant literature. Clearly state how the paper seeks to expand current knowledge.
- 3. Soundness of study design and data use.** Research methods and design must be technically sound and provide data that are appropriate to address the chosen topic in a balanced context without ambiguity. Data must be analyzed with appropriate statistics as warranted. Conclusions should be properly supported. Correct application of accepted principles of watershed science and aquatic ecology is expected.
- 4. Importance and clarity of message.** Articles must provide or confirm an important advance, innovation or synthesis of information in lake and/or watershed management. Results and discussion should clearly and concisely convey key messages. The applicability of findings to related fields should be elucidated.
- 5. Originality.** The study should not have been published previously, and closely related papers should be considered explicitly in the narrative. Differences from closely related work should be clearly stated. Extensions of previously published work are acceptable when they add a major new dimension to the past work.

These criteria are applied in a balanced manner during review. They are not intended to discourage contributions by nontechnical authors; NALMS continues to welcome quality articles on all aspects of lake management: technical, economic, and socio-political.

## Manuscript submission

*Lake and Reservoir Management* receives all manuscript submissions electronically via their Manuscript Central website located at: <http://mc.manuscriptcentral.com/ULRM>. Manuscript Central allows for rapid submission of original and revised manuscripts, as well as facilitating the review process and internal communication between authors, editors and reviewers via a web-based platform. For Manuscript Central technical support, you may contact them by e-mail or phone support via <http://scholarone.com/services/support/>. If you have any other requests please contact the journal at [kjwagner@charter.net](mailto:kjwagner@charter.net).

The submitted manuscripts, including the references, must be double-spaced, Times New Roman font, 12-pt type with 1-inch margins formatted for 8.5 x 11 in (letter size) paper. Left justify. Provide the title, authors' names, affiliations, and complete addresses (including 5-digit zip codes for submissions from the USA) on the first page. Please include the e-mail address for all authors. Authors should also supply an abbreviated version of the title suitable for the running head, not exceeding 50 character spaces. Pages must be numbered consecutively, beginning with the title page, including tables, figures and the list of figure legends. Manuscripts should not exceed 25 pages as submitted, including abstracts, references and tables. Longer papers and monographs will be considered on a case-by-case basis: please contact the Editor before submitting papers that exceed the 25-page limit. Brevity is strongly preferred in submitted papers for print versions, but note that extensive data or additional, highly relevant material can be included as an appendix in the online version. All authors must acknowledge their approval of the submission; signatures on a cover letter accompanying the manuscript or on a separate correspondence to the Editor are acceptable.

**Proofs:** Edited copy will be returned to the author for approval as galley proofs of the article as it will be printed. Changes should be limited to error correction; other additions or changes to text, which should have been done earlier, will not be done at this point.

**Page charges:** There are no page charges for NALMS members, and authors are expected to be NALMS members. Upon acceptance of a paper into the formal review process, but prior to copyediting effort, nonmember authors are expected to become NALMS members.

**Reprints:** Reprints may be ordered directly from the printer by completing a reprint order form that will be included with the galley proofs. Authors are provided a PDF version of the published paper.

**Copyright:** Published papers become the property of NALMS. Authors must sign a copyright release. Authors may post the pre-review version of the paper to a website of their choosing or freely disseminate it, but peer reviewed, copyedited, published papers may only be accessed through the journal unless permission is granted to NALMS, through the publisher.

## Manuscript presentation

**Text format:** Use standard Word format, double-spaced, Times New Roman font, 12-pt type with 1-inch margins formatted for 8.5 x 11 in (letter size) paper. Left justify. Do not embed

tables and figures, number lines, put text in columns, lock references into a block that cannot be individually edited (as with citation programs like Endnote), or use specialized formatting of any kind. Leave a single space, not two, between a period and the next sentence.

**Headings:** Limit to 4 levels. Capitalize only first letter of first word and proper nouns (sentence style).

A common example of heading levels:

**Level 1:** 16-pt, bold type, left justified.

**Level 2:** 14-pt, bold, italics, left justified

**Level 3:** 12-pt, bold, left justified

**Level 4:** 12-pt, italics, indented as part of paragraph, follow with colon.

**Title page:** Title, author name(s), affiliation and complete address appear centered on the first page, preceding the abstract. List complete information for each author. Title: Bold, 16-pt type; capitalize only first letter of first word and proper nouns. Author names: bold 12-pt type. Addresses and contact information: italic, 12-pt type, not bold. Single space following author name:

**Title: 16-pt, bold, centered**

**Authors' names: 12-pt, bold, centered**

*Addresses: 12-pt, italic, centered, run-on*

**Bibliographic strip** should precede the Abstract.

Author(s). Year. Title. Lake Reserv Manage. 00:00-00.

**Abstract:** heading bold, centered. Must not exceed 250 words (one paragraph) and must succinctly state the findings of the study. Begin with the main conclusion from the study and follow with the most important findings. Methods should be included as needed for the reader to understand what was done, with greater detail only if the method is the primary topic of the paper. The abstract should allow a reader to determine relevance of the paper to the reader and also should be able to stand alone (it will appear in abstracting services and may be all some readers ever see).

**Key words:** (two words), bold, followed by a colon; include 5–8 key words in alphabetical order immediately following the abstract. Suggestions: significant words from title; common and scientific names of principal organisms; geographic area; name of phenomena studied; specialized method names.

**Introduction:** not titled; approximately 500 words. A brief explanation of importance of topic and a concise synthesis of literature specific to the manuscript's main topic, followed by objectives or hypotheses tested.

**Study site:** use past verb tense to describe the area, with the exception of geologic formations and geographic locations (the lake is located east of the mountains; depth of the lake was 2.5 m).

**Materials and methods:** use past verb tense to present a brief description of dates, sampling regimes, experimental design, and data analysis. Previously published methods should be cited without explanation; new or modified methods should be identified as such and explained in detail. Use appropriate subheadings for long, detailed methods.

**Results:** Limit the results to findings related to the stated purpose of the work. References to tables and figures should point out important aspects of each and not repeat the obvious or restate the table title or figure caption. Be as specific as possible by replacing vague descriptors such as “many,” “few,” or “significantly larger” with numbers.

**Discussion:** present your interpretation of findings and literature comparisons. Include reasonable speculation and new hypotheses to be tested when appropriate. Synthesize most important findings and relate to study objectives. Management implications derived from your results should be included. Do not repeat any part of the results in this section.

Combined Results and Discussion sections are allowable when appropriate.

**Acknowledgments:** a brief and straightforward recognition of contributors to the study and manuscript.

**References:** see section following **Style and word usage**.

**Tables and figures:** Tables and figures (illustrations) should not be embedded in the text, but should be included as separate sheets or files. Tables and figures should be designed to fit either a 1 or 2 column space in the journal. A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. All units must be included. Figures should be completely labeled, taking into account necessary size reduction. Provide a list of all legends separate from the actual graphics; include an explanation of all symbols and abbreviations in the graphic and provide sufficient information for the graphic to stand alone. Graphics should be the highest quality possible so that when reduced to journal size significant information is clear. Pictures must have high resolution (typically 1000 dpi or more).

**Color reproduction:** Color figures beyond the annual allocation by the publisher to NALMS are printed at the author’s expense; arrangements for color must be made in advance with the Editor. If a figure must print in color to properly represent the data, contact the editor to ensure it can be accommodated within the annual color allocation for LRM. Otherwise, authors will be charged for color pages printed. Rates for color art reproduction are: \$900 for the first page of color; \$450 per page for the next three pages of color. A custom quote will be provided for articles with more than 4 pages of color. Color reprints can only be ordered if print reproduction costs are paid.

Only one image may be supplied per figure number; authors should produce color graphics that will convert well to black and white for the printed version of LRM. . The publisher will alert the authors if any color figures will not reproduce well in black and white.

## Style and word usage

### *Common problems*

**Voice:** use first person, active voice in text when possible to avoid wordiness.

No: The purpose of this study was to test the hypothesis that ...

Yes: We hypothesized that ...

**Verb tense:** study site is described in past tense unless describing geographic locations or geological formations, such as glacial lakes and mountain chains. Area rainfall, lake depths, watershed land cover, and other attributes should be in past tense. Established facts and findings from past research are in present tense, but methods and results of current study are in past tense.

**Wordiness:** avoid unnecessary introductory phrases such as “in order to” and “a total of.” Below is a sample of common wordy expressions and their preferred alternatives:

#### Wordy phrases

a total of  
a limited number of  
a majority of  
all macrophytes, irrespective of species  
at the present time  
by means of  
for the duration of the study  
despite the fact that  
due to the fact that  
during the course of  
if conditions are such that  
in order to  
in close proximity to  
in the absence of  
in view of the fact that  
it is reasonable to assume that  
it is worth pointing out that  
it would thus appear that  
might be the mechanism responsible for  
necessitates the inclusion of  
occur in areas of the Atlantic  
prior to; previous to  
sample sites were separated by more than 20 m  
separated by a maximum distance of 10 m  
and a minimum distance of 3 m  
serves the function of being  
showed a tendency toward  
small in size, green in color  
summer months  
take into consideration  
the analysis presented in this paper  
the purpose of this study was to test  
was of the opinion that  
we demonstrated that there was a direct  
were responsible for  
which is; that were; there is  
within the realm of possibility

#### Alternative phrases

(delete)  
few (or use a number when possible)  
most  
all macrophytes  
now or currently (not presently, which means soon)  
by  
during  
although  
because (not since, which refers to time)  
during or while  
if or when  
to  
near  
without  
because  
(delete)  
note that  
apparently  
might have caused  
needs or requires  
are in the Atlantic  
before  
sample sites were >20 m apart  
3–10 m apart  
is  
had or were  
small, green  
summer  
consider  
our analysis  
we tested  
thought  
we demonstrated a direct  
caused  
(usually delete and recast sentence)  
possible

**Table/Figure citations:** do not use tables and figures as sentence subjects or objects. Instead, describe the event or phenomena and refer to the figure or table in parentheses.

No: Figure 4 shows that total phosphorus increased over time.

Yes: Total phosphorus increased over time (Fig. 4).

No: As can be seen in Table 2, the volume increased.

Yes: The volume increased (Table 2).

**Secchi:** disk, not disc. Secchi is capitalized.

**Unit style:** present units of measure as mg/L (preferred style). Use same style throughout the manuscript, including all figures and tables. Leave a single space between measurement and unit (45.7 mm, 25.8 C). No degree symbol before the C denoting centigrade.

### ***Abbreviations and acronyms***

**Country, province and state names:** spell out Canadian province and United States state names in text. Follow all city and town names with country name, unabbreviated. Use 2-letter postal abbreviations only in tables, figures, references, addresses, and in parenthetical information.

#### *United States 2-letter postal abbreviations*

AK = ALASKA  
AL = ALABAMA  
AR = ARKANSAS  
AZ = ARIZONA  
CA = CALIFORNIA  
CO = COLORADO  
CT = CONNECTICUT  
DC = WASHINGTON, DISTRICT OF COLUMBIA  
DE = DELAWARE  
FL = FLORIDA  
GA = GEORGIA  
HI = HAWAII  
IA = IOWA  
ID = IDAHO  
IL = ILLINOIS  
IN = INDIANA  
KS = KANSAS  
KY = KENTUCKY  
LA = LOUISIANA  
MA = MASSACHUSETTS  
MD = MARYLAND  
ME = MAINE  
MI = MICHIGAN  
MN = MINNESOTA  
MO = MISSOURI  
MS = MISSISSIPPI  
MT = MONTANA  
NC = NORTH CAROLINA  
ND = NORTH DAKOTA  
NE = NEBRASKA  
NH = NEW HAMPSHIRE  
NJ = NEW JERSEY  
NM = NEW MEXICO  
NV = NEVADA

NY = NEW YORK  
OH = OHIO  
OK = OKLAHOMA  
OR = OREGON  
PA = PENNSYLVANIA  
RI = RHODE ISLAND  
SC = SOUTH CAROLINA  
SD = SOUTH DAKOTA  
TN = TENNESSEE  
TX = TEXAS  
UT = UTAH  
VA = VIRGINIA  
VT = VERMONT  
WA = WASHINGTON  
WI = WISCONSIN  
WV = WEST VIRGINIA  
WY = WYOMING

*Canadian province 2-letter postal abbreviations*

AB = ALBERTA  
BC = BRITISH COLUMBIA  
MB = MANITOBA  
NB = NEW BRUNSWICK  
NL = NEWFOUNDLAND AND LABORADOR  
NT = NORTHWEST TERRITORIES  
NS = NOVA SCOTIA  
NU = NUNAVUT  
ON = ONTARIO  
PE = PRINCE EDWARD ISLAND  
QC = QUEBEC  
SK = SASKATCHEWAN  
YT = YUKON

**Metric units, prefixes, abbreviations and acronyms:** identify first time used in text unless listed below. Do not begin a sentence with an acronym or measurement; do not use an apostrophe with plural acronyms.

*Standard abbreviations*

acre	ac
altitude above sea level	a.s.l.
amount	amt
approximately	~
Celcius	C
day	d
diameter	dia
gram	g
greater than	>
hectare	ha
height	ht
hour	h
inside diameter	i.d.
less than	<
liter	L
meter	m
milligram per liter	mg/L
milliliter	mL

minute	min
month names (3-letter)	Jan, Feb, etc.
outside diameter	o.d.
parts per billion	ppb
parts per million	ppm
percent	%
second	sec
temperature	temp
versus	vs.
volume	vol
weight	wt
year	yr

*Limnological abbreviations:* Identify first time used in text.

Some common examples:

Biochemical oxygen demand	BOD
Chlorophyll	Chl
Chlorophyll a	Chl- <i>a</i>
Dissolved oxygen	DO
Dissolved organic carbon	DOC
Dissolved inorganic nitrogen	DIN
Total nitrogen	TN
Total organic carbon	TOC
Total phosphorus	TP
Total suspended solids	TSS

Abbreviations unique to a paper are allowed to reduce the word count as long as they are clearly defined upon first use in the text and on any tables and figures (Example: Diver-Assisted Suction Harvesting = DASH).

Acronyms represent both singular and plural uses; do not add an “s” to indicate plural.

### ***Punctuation***

**Comma:** Do not include a comma after the next-to-last item in a series of 3 or more items.

We surveyed oligotrophic, mesotrophic and eutrophic lakes.

**Semicolon:** Items in a series that require additional punctuation or explanation are separated by semicolons.

Many reasons can be found for the decline, including loss of ground cover from erosion, agriculture, and development; external loading from the watershed; and increased recreational use.

Enumerated items should be preceded by numbers in parentheses.

Many reasons can be found for the decline, including (1) loss of ground cover from erosion, agriculture, and development; (2) external loading from the watershed; and (3) increased recreational use.

Two complete but related sentences are separated by a semicolon.

The lake had a mean depth of 9.7 m; the surface area was 4266 ha.

**Hyphen:** Excepting prefixes of ex-, self-, and quasi-, do not hyphenate prefixes, suffixes, or combined word forms unless needed to avoid confusion (pretreatment/post-treatment).

Hyphenate compound modifiers that precede nouns, but not if they follow the word being modified.

We conducted a small-reservoir study.  
We conducted a study of small reservoirs

Hyphenate a modifier containing a number (3-L bottle, 6-wk study).

Do not hyphenate modifiers ending in -ly (freely available nutrients).

Hyphenate fractions (two-thirds, one-half).

**En dash:** A line the length of the capital letter N, not to be confused with a hyphen. The symbol, found in the Insert Symbol menu of Word, is commonly used to indicate a range of times or amounts, with no spaces between the number and the dash.

We placed the traps 8–10 m from the surface.

Omit the en dash if the range includes “from” or “between.”

The amount in each sample ranged from 3 to 6 mg.  
Each core measured between 12 and 15 m.

Do not use an en dash with negative numbers (see **Equations and measurements** for minus sign information)

No: -17–24 mg  
Yes: -17 to 24 mg

Use an en dash, not a slash, to indicated progression, relationships, or alternatives.

The transects were plotted in a north–south direction.  
Communication is necessary to the researcher–manager relationship.  
Managers are required to conduct a cost–benefit analysis.

**Parentheses:** Avoid parentheses within parentheses (( )), but if absolutely necessary, use brackets within parentheses; ([ ]). Do not use abutting parentheses. Instead, enclose all text within one set and separate with a semicolon:

No: (Fig. 8 and 9) (Wetzel 2001)  
Yes: (Fig. 8 and 9; Wetzel 2001)

**Quotations marks:** Punctuation is always placed inside the quotation marks in American writing style (“phase,” or “phase.”). American style writing uses double, not single, quotation marks to denote a unique word or phrase. Enclose in quotations first use, identify, and omit quotation marks in subsequent uses.

## ***Geographic locations***

**Latitude and longitude:** Use degrees, minutes, and direction without spaces. Use single and double prime symbols (found in Insert Symbol menu), not quotation marks or apostrophes, for minutes and seconds. Separate latitude and longitude with a semicolon and space.

43°15'09"N; 116°40'18"E

**Generic geographical terms such as lake, mountain, and river:** Capitalize only if part of a proper name (Missouri River and Mississippi River). Generic terms that follow two or more proper names are not capitalized (Missouri and Mississippi rivers).

**Compass points:** Capitalize if they refer to a geographical region or form part of a place name (Central America, Southern California, Middle East). Use lower case when they refer to a simple direction (central Manitoba, western California, northern Atlantic).

## ***Numbers***

**Cardinal numbers:** Use numerals for cardinal numbers indicating amount or quantity, unless the number is the first word of a sentence or is used in a nonquantitative sense.

The 5 lakes were oligotrophic.  
We collected samples on days 1, 5, and 10.

This one is the preferred method.  
One reason for the change is agriculture.

Use numerals to express mathematical relationships, such as ratios and multiplication factors (2:1; 10× magnification; 3-fold).

Numerals “1” and “0” are easily confused with letters “l,” “I,” and “O”; therefore, one and zero are usually spelled out when standing alone, unless connected to a unit of measure (1 yr; 0 mm), used as an assigned value (a mean value of 0;  $x = 0$ ), or are part of a series of other numbers (0, 1, 8, and 12).

When a numerical qualifier is adjacent to a numerical measurement, spell one out or recast the sentence.

No: We tested 8 50-ml samples.  
Yes: We tested eight 50-ml samples.  
Yes: We tested 8 samples of 50 ml each.

Use commas as space-holders in numbers >9999.

4290  
12,876  
438,907

**Ordinal numbers:** Use digits for ordinal numbers 10 and above, but spell out single-digit ordinals unless used in a series.

The third sample was contaminated.  
We did not see a change until the 12<sup>th</sup> trial.  
We tested the 1<sup>st</sup>, 9<sup>th</sup> and 15<sup>th</sup> samples.

**Fractions:** Spell out and hyphenate (two-thirds) unless using a mixed fraction (3½ years).  
Decimal or percent form is preferred when possible.

### ***Equations and measurements***

**Equations:** Separate equations from text with double spaces. Indent equation 1 in from left margin and include equation number in parentheses at right margin:

Species diversity was determined using the reciprocal of Simpson's Index (D) (Krebs 1998):

$$1/D = \sum p_i^2 \tag{1}$$

where 1/D = Simpson's reciprocal diversity index, and  $p_i$  = the proportion of individual species in the community.

**Minus sign:** use the appropriate minus symbol (−) found in the Insert Symbol menu, not a hyphen (-) or dash (–). Minus signs will move as part of the number it accompanies, even on a line or page break, but hyphens and dashes will not.

**Multiplication sign:** use the appropriate symbol (×) in equations, not an x.

**Mathematical expressions:** leave a space between the symbol and numbers when used in a mathematical expression ( $P < 0.001$ ,  $SD = 2.0$  m) but not when the symbol is a modifier (SD was  $< 2.0$  m).

**Decimals:** do not use “naked” decimals (0.005, not .005); use a period to indicate a decimal point, not a comma.

**Sub- and superscripts:** use where appropriate, with subscript preceding any superscripts ( $X_i^3$ ).

**Liter measurements and designation:** abbreviate as L and mL in all text, tables and figures.

**Unit style:** Present units of measure as mg/L (preferred style). Use same style throughout the manuscript, including all figures and tables. Leave a single space between measurement and unit (45.7 mm, 25.8 C).

### ***Time and date***

Spell out units when not connected to a number, but abbreviate day (d), hour (h), minute (min), month (mo) and year (yr) when used with a numeric value.

Bottles were turned each day.  
Bottles were turned every 12 h.  
Traps were emptied every 4 d.

Use the 24-hr system: 00:01 (1 min past midnight) through 12:00 (noon) through 24:00 (midnight).

**Date sequence:** day, month, year, without punctuation (20 September 1989). Spell out months except in tables, figures, references, and inside parentheses, in which 3-letter abbreviations are used with no period (26 Apr 2002).

**Plural dates:** do not use an apostrophe for plural dates (1970s).

### ***Common and scientific names***

**Common names:** do not capitalize common names of species except for proper names (rainbow trout, Canada goose).

**Scientific names:** should follow first use of common or vernacular name, if one is widely used for the organism, in parentheses. Use italic font, with first letter of genus uppercase. Abbreviate genus names with the first letter when repeated within a few paragraphs, provided the meaning is clear and cannot be confused with another genus in the manuscript with the same first letter. Subspecies names are also italicized.

The fourth species is a hybrid of the Mozambique tilapia (*Oreochromis mossambicus*) and the Wami River tilapia (*O. Urolepis hornorum*).

Genus names are always capitalized and italicized, even when used to describe the entire genera of organisms, unless the genus vernacular names are the same, as with *Gorilla* and gorilla; and *Python* and python. Family and order names are not italicized.

*Micropterus* [meaning all bass] are common inhabitants in these lakes.  
*Python molurus* is an invasive python species in North America.

**Other name qualifiers:** do not use unless essential; omit taxonomic author names unless critical to the identification of the species.

**Generic species indicators:** use sp. (not italicized) to designate a single, unknown species name and spp. for plural.

*Micropterus* spp. are common inhabitants in these lakes, but *M. salmoides* is most abundant.

### ***Latin usage***

Try to avoid using in text with the exception of et al. in citations. If use of Latin is necessary, italicize phrases (*in situ*). Acceptable abbreviations are i.e. (meaning “that is,” or “specifically”) and e.g. (meaning “for example”), followed by a comma. Phrases using i.e. and e.g. should only be used within parentheses and are not italicized.

Do not use etc. to indicate an extended list of items, ca. to indicate approximately (unless approximating a date), sensu to mean in the style of, or cf. to indicate a comparison.

## References

Incorrect citations and references require more editing time than any other manuscript problem. Each text citation must have a corresponding reference, and each reference must be cited in the text. The name spellings and year of publication of the citation and corresponding reference must match. Please check carefully before submitting your manuscript.

### *Citations in text*

#### **General guidelines**

Do not number citations. Use a comma between citations but not between author and year.

Smith (2000) and Adams (2003) concluded the lakes were eutrophic.  
The lakes have become eutrophic (Smith 2000, Adams 2003).

For more than one citation, cite in ascending order of year of publication. For 2 or more citations with the same year, cite alphabetically.

(Jones 1995, Kline 1995, Bailey 2001, Yeats 2001, Allen 2003).

For more than one citation with the same author and year, designate citations alphabetically with lower case letters.

(Rogers 1998a, 1998b, Rogers and Andrews 1998, Rogers 1999, Clark 2000a, 2000b).

For 2 authors, separate names with “and.” For >2 authors use “et al.” in regular font; no period after et.

(LaBounty and Burns 2005, Holdren et al. 2006).

Unpublished citation information must include name, employer or title, and date, followed by type of communication, such as unpubl. or pers. comm. Unpublished citations are not listed in references.

(A. Beatty, U.S. Forest Service, May 2006, pers. comm.).

### *Reference list*

#### **General style**

References immediately follow Acknowledgments. Double space, use hanging indents of 0.5 in (paragraph indentation option under Word format menu).

Published literature is listed alphabetically by first author or agency name. Anonymous is not used.

First author surname is followed by initials with no comma between and no periods after initials. Subsequent author names are separated by commas, with no “and” between the final 2 authors.

Nürnberg GK, Hartley RH, Davis E. 1987. Hypolimnetic withdrawal in two North American lakes with anoxic phosphorus release from the sediment. *Water Res.* 21:923-928.

For several references by the same first author, list single-author publications first, in ascending

order of year of publication, followed by multi-authored papers alphabetically by second author regardless of year of publication.

Effler SW. 1988.  
Effler SW. 1996.  
Effler SW, Johnson EL, Jiao J, Perkins MG. 1992.  
Effler SW, Matthews DA. 2003.  
Effler SW, Perkins MG, Johnson DL. 1998.

Surname prefixes such as de, la, van, van de, and von, are part of the surname and are alphabetized as such.

Crumpton WG, Isenhart TM, Mitchell PD. 1992.  
de Hoyos C, Comin FA. 1999.  
Edmondson WT. 1972.

Surname titles follow the initials, with no punctuation between.

Samuels B Jr, Rogers T III.

For more than one reference with the same lead author and year, but multiple other authors, designate alphabetically with lower case letters.

Kloiber SM, Brezonik PL, Olmanson LG, Bauer ME. 2002a.  
Kloiber SM, Brezonik PL, Olmanson LG, Bauer ME. 2002b.

Cite in text as (Kloiber et al. 2002a, 2002b).

List all author names 1–10, followed by et al. if authors number >10.

Alphabetize agency names by first word of agency, not by acronym used in text citation.

Capitalize only first word and proper nouns in titles (sentence style). Do not italicize or underline titles.

Determining ecoregional reference conditions for nutrients, Secchi depth, and chlorophyll *a* in Kansas lakes and reservoirs.

Separate page numbers with a hyphen, with no spaces: 32-39.

### **Journal references**

List volume, issue number (if available and relevant), and page range of article.

No space between colon and page number range (33:12-20).

Use journal abbreviations denoted in accepted lists, with no periods following abbreviations. A few examples are:

BIOSIS (<http://www.library.uq.edu.au/faqs/endnote/biosciences.txt>)  
Web of Sciences ([http://images.isiknowledge.com/help/WOS/L\\_abrvjt.html](http://images.isiknowledge.com/help/WOS/L_abrvjt.html))  
Caltech Library (<http://library.caltech.edu/reference/abbreviations/>)

ISI ([http://www.efm.leeds.ac.uk/~mark/ISlabbr/A\\_abrvjt.html](http://www.efm.leeds.ac.uk/~mark/ISlabbr/A_abrvjt.html))

*General style:* Author(s). Year. Journal title. J abbr. vol(issue):pp-pp.

Carlson RE. 1977. A trophic state index for lakes. *Limnol Oceanogr.* 22:361-369.

Jones JR, Knowlton MF. 2005. Chlorophyll response to nutrients and nonalgal seston in Missouri reservoirs and oxbow lakes. *Lake Reserv Manage.* 21:361-370.

### **Book citations**

Do not include total page number at end of full volume book citations. Use 2-letter postal abbreviations in parentheses for state and province publisher addresses.

#### *Single volume*

Dodds WK. 2002. *Freshwater ecology: concepts and environmental applications.* San Diego (CA): Academic Press.

#### *Multiple volumes or editions*

Wetzel RG. 2001. *Limnology: Lake and river ecosystems.* 3<sup>rd</sup> ed. San Diego (CA): Academic Press.

#### *Editors as authors*

Thornton KW, Kimmel BL, Payne FE, editors. 1990. *Reservoir limnology: ecological perspectives.* New York (NY): John Wiley and Sons Inc.

#### *Book chapter*

Jeppesen E, Søndergaard M, Jensen JP, Lauridsen TL. 2003. Recovery from eutrophication. Restoration of eutrophic lakes: a global perspective. In: Kumagia F, Vincent WF, editors. *Freshwater management: global versus local perspectives.* New York (NY): Springer-Verlag. p. 135-151.

### **Unpublished documents**

#### *In press*

Knowlton M, Jones J. Forthcoming. Temporal coherence of water quality variables in a suite of Missouri reservoirs. *Lake Reserv Manage.* 23(issue # if known).

#### *In prep, submitted, or other unpublished work or communication*

These sources do not appear in the reference list. Cite in text by author(s) initials and last name, professional association and/or title, date, and type of communication, such as pers. comm., unpubl., or pers. correspondence.

AB Smith, University of Virginia, professor, Oct 2002, pers. comm.

DK Garrett, U.S. Forest Service, District Forester, Jul 1999, unpubl.

### **Government and agency publications**

#### *With known authors*

Carney CE. 1996-2003. *Lake and wetland monitoring program annual reports.* Topeka (KS): Kansas Department of Health and Environment.

#### *Part of a numbered series*

Walburg CH, Novotny JF, Jacobs KE, Swink WD, Campbell TM, Nestler J, Saul GE. 1981. Effects of reservoir releases on tailwater ecology: a literature review. US Army Corps of Engineers Technical Report E-81-12.

### *Agency as author*

[USEPA] United States Environmental Protection Agency. 2000. Improved enumeration methods for the recreational water quality indicators: Enterococci and *Esherichia coli*. Washington (DC): EPA/821/R-97/004.

Alphabetize in ref list as United.  
Cite in text as (USEPA 2000).

[APHA] American Public Health Association. 1992. Standard methods for the examination of water and wastewater, 18<sup>th</sup> ed. Washington (DC).

Alphabetize in ref list as American.  
Cite in text as (APHA 1992).

### **Non-English publications**

End reference with original language of document. If title is non-English, a following English translation in square brackets is preferred.

Mousavi SF, Samadi Brojeni H. 1996. Evaluation of sediment distribution in the reservoirs of small dams of the Charmahal-Bakhtyari Province. *Water Sewage J.* 18:4-13. Persian.

Heo WM, Kim B, Kim Y, Cho KS. 1998. Storm runoff of phosphorus from nonpoint sources into Lake Syang and transportation of turbid water mass within the lake. *Korean J Limnol.* 31:1-8. Korean.

### **Symposia and proceedings**

#### *Complete volume*

Likens GE, editor. 1972. Nutrients and eutrophication. Special Symp. 1. American Society of Limnology and Oceanography. Lawrence (KS): Allen Press.

#### *Individual article from a proceedings or symposia*

Edmondson WT. 1972. Nutrients and phytoplankton in Lake Washington. In G.E. Likens, editor. Nutrients and eutrophication. Spec. Symp. 1, American Society of Limnology and Oceanography. Lawrence (KS): Allen Press. p. 172–193.

### **Theses or dissertations**

#### *MS*

Guenther PM. 1989. Minimum pool requirements for the enhancement and maintenance of salmonid fisheries in small Wyoming reservoirs. MS thesis. Laramie (WY): University of Wyoming:

#### *PhD*

Long JM. 2000. Population dynamics and interaction of three black bass species in an Oklahoma reservoir as influenced by environmental variability and a differential harvest regulation. PhD dissertation. Stillwater (OK): Oklahoma State University:

### **Internet citations**

#### *General information*

A website may only be referenced if it is sponsored by an organization committed to maintaining it in perpetuity. Personal or university-based sites are not allowed because they are prone to

disappear when the scientist who created them moves or loses interest.

Year of reference is the publication date of the paper, the web page creation date, or most recent update. Because Internet information is modified regularly, Internet references require an accessed date.

#### *Professional site*

[ISSG] Invasive Species Specialist Group. 2005. Global invasive species database.  
<http://issg.org/database/species/ecology.asp?si=775&fr=1&sts=sss>. Accessed 15 Aug 2007.

Alphabetize in ref list by Invasive.

#### *Government publication*

Walker WW Jr. 1986. Empirical methods for predicting eutrophication in impoundments; Report 3, Phase III: Applications manual. Technical report E-81-9, U.S. Vicksburg (MS): Army Engineer Waterways Experiment Station. <http://www.wes.army.mil/el/elmodels/emiinfo.html>. Accessed 2 Feb 2006.

## **Supplemental information**

### *General information*

Online publishing allows for inclusion of information that may not fit into a printed paper with page limits or may be deemed redundant (tables of data included in a figure) or otherwise inappropriate for the print version (extensive photographic evidence, metadata, other potentially useful information not essential to the paper). Authors should create any supplement as a separate file entitled “Supplement.” This material is additional to the 25-page limit imposed on written materials.

### *Examples*

Materials suitable for inclusion in a supplement include but are not limited to:

Methodological details useful for repeating the work but not essential to the conclusions drawn from the data.

Maps or related location information helpful to understanding where the work was conducted but not essential to comprehending how the work was performed or understanding the results.

Large data tables upon which analyses are based but for which some summary has been given (a condensed table or figure, or possibly a narrative explanation).

Tables of statistical analyses summarized in the paper but that need not be viewed to understand data interpretations (e.g., lengthy tables of correlation coefficients or significance levels where differences are apparent from figures or the narrative is conclusive).

Photographic evidence, figures, or other graphics beyond those necessary as examples to explain the work in the main body of the paper.

Additional references of interest not essential to integrate the work into current knowledge.

### *Format*

Supplemental materials should be formatted according to the above style guidelines, just as with the main paper.

## **Notes**

Notes are used to expand on previously published work or present important preliminary results from a longer, larger study that won't be published for a year or more (still in progress). In general, a note should be no more than 5 pages and use only one or two graphics. The text formatting conventions that apply to papers apply to notes; the ordering of elements is the primary difference. A note begins with the title, followed by the abstract, without author names and affiliations after the title. The introduction is not labeled. The methods section is labeled, and the results and discussion sections are usually combined. Author names and affiliations follow the discussion, followed by acknowledgments and then references.

## **Comments**

Comments are short discussion pieces responding to a published work, usually disagreeing with a finding or clarifying some key aspect. They tend to spawn discussion, and the author(s) of the original paper will be given the opportunity to respond in the same issue. Discourse is to be civil and focused on issues of importance to lake management. The text formatting conventions that apply to papers apply to notes; the overall format is just much simpler and the length should not exceed 3 pages. The title is followed by the text, without any headings. The author(s) and affiliation(s) appear at the end, followed by any references.