

Information for Contributors

Submission Requirements

1. Membership in the Illinois State Academy of Science is not required for publication, however, members received a reduced publication page charge.
2. *Transactions* uses an online format for submission, review, and and publication of manuscripts. Manuscripts can be submitted online at <http://www.ilacadofsci.com> with a Word format preferred.
3. Submission of a manuscript to the Editor will be held to imply that it has not been previously published except in Abstract form and, if accepted, will not be published elsewhere in the same form without written consent of the Editor.

Manuscript Guidelines

1. Manuscript format should follow a form appropriate to the specific discipline: most commonly, e.g., Abstract, Introduction, Materials and Methods, Results, Discussion, and Summary.
2. Tables and figures must each be numbered consecutively in the order they are referred to in the text. At manuscript submission, authors may include tables/figures either at the end of or in the body of the manuscript. At publication all tables and figures will be incorporated into the body of the manuscript as close to first reference as possible.
3. Color figures, etc. may be used for the online publication format. When a year end hard copy of all manuscripts is printed for limited distribution it will be in grey-scale format.
4. Genus and species must be given for all organisms used in the investigation. Common names are also recommended.
5. In the text, references should be quoted by the author's name and date, e.g., (Smith, 1960). Footnotes are to be avoided.
6. At the end of the manuscript, full references, must be listed in alphabetical order and include the names of the authors, date of publication, full title of the paper, title of the journal, volume number, and page numbers. References to books must include the number of the edition, publisher, and place of publication.

Review and Acceptance Information

1. At submission, authors are encouraged to submit names and addresses of potential content reviewers to add to the Transactions reviewers database. All reviews are blind to the author to maintain the confidentiality of the reviewer.
2. Each manuscript will be reviewed by no less than two anonymous reviewers.
3. For manuscripts deemed acceptable for publication, authors must address the reviewers comments and provide a revised copy to the Editor.

Publication Information

1. Upon final acceptance of a manuscript for publication, the author shall provide the Editor with electronic copy of the final version of the manuscript including all text and tables.
2. All graphs, charts, diagrams, and figures should likewise be provided in suitable electronic format (JPEG, TIFF, PICT, etc.), with a minimum 300 dpi resolution for images. Incorporation into, e.g., a Word document, is not sufficient as quality is reduced. Rather, raw versions are requested.
3. Pre-press proofs will be sent to the author or designee for review prior to publication. Corrections to the page proofs are restricted to minor revision and due to printer error. Other alterations will be made at cost and charged to the author.
4. Academy member page charges are \$50.00 per page. The charge for non-members is doubled.
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