

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* requires online submission, review, and publication of manuscripts. Manuscripts must 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Editor will be held to imply that it has not been previously published except in Abstract form and, if accepted, will not be published elsewhere in the same form without written consent of the Editor.
4. Absence of conflict of interest confirmation or acceptable explanation of conflict of interest is required for submission of a manuscript.

Manuscript Guidelines

1. Manuscript format should follow a form appropriate to the specific discipline: most commonly, 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.
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 at a minimum: all authors, last name first; year of publication; full title of the paper; journal, volume, and pages; or book, edition, and pages.

Review and Acceptance Information

1. At submission, authors are encouraged to submit names and addresses of potential content reviewers to add to the *Transactions* reviewer database. All reviews are blind to the author to maintain the confidentiality of the reviewer.
2. Each manuscript will be reviewed by at least two anonymous reviewers.
3. For manuscripts deemed acceptable for publication, authors must address the review 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 must be provided separately in electronic format (JPEG, TIFF, PICT, PNG, etc.) with a minimum 300 dpi resolution for images.
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 \$40.00 per page. The charge for non-members is \$100 per page.
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