Authors' Guide to AES/CES Numbered Publications
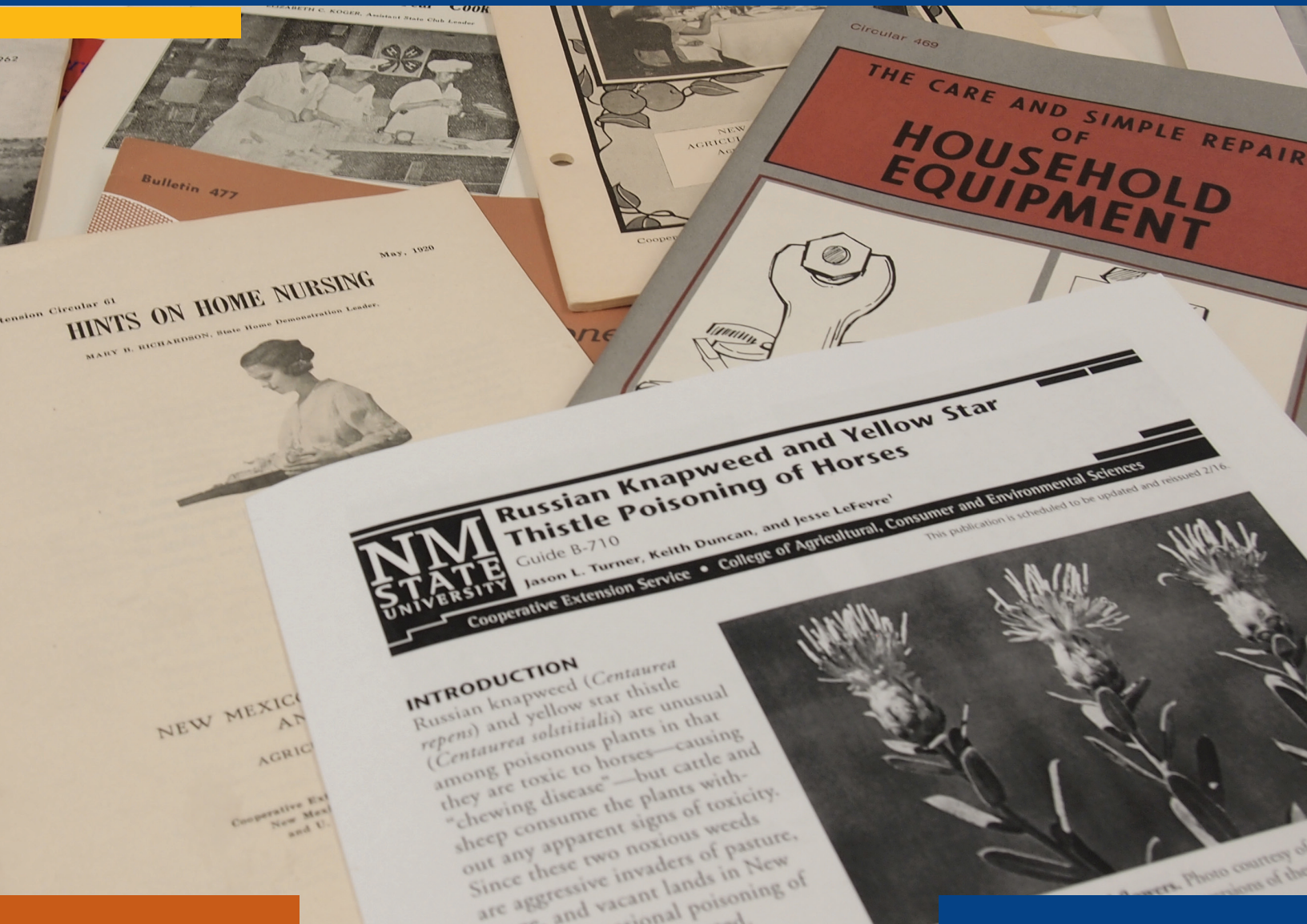
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Agricultural Experiment Station • Cooperative Extension Service

NM STATE UNIVERSITY
New Mexico State University
College of Agricultural, Consumer and Environmental Sciences

AUTHORS' GUIDE TO AES/CES NUMBERED PUBLICATIONS
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How to Submit an AES/CES Manuscript for Publication

Once your manuscript is complete, contact your department head to coordinate a peer review (http://aces.nmsu.edu/pubs/guidelines/documents/ces-publication-review-guidelines_march-2009.pdf). After the peer review, your department head must sign the publication approval form (http://aces.nmsu.edu/pubs/guidelines/documents/numpubapproval-form.pdf). After that, submit an electronic copy and a hardcopy of your manuscript and the signed approval form to the AES/CES publications unit.

Please visit http://aces.nmsu.edu/pubs/guidelines/nmanuscripts.html for the most current information on how to submit a manuscript for publication and the steps in the publication process, as well as links to required forms.

Components of an AES/CES Manuscript

All manuscripts will contain at least a text file. We encourage authors to submit photos to enhance the value of the publication; photos also help to catch readers' attention when we post publications to social media outlets (Twitter, facebook). We maintain a large database of photos of a variety of subjects and may be able to help you find a suitable photo for your publication.

Text
- Submit as a Word file (.doc or .docx), text file (.txt), or rich text file (.rtf).
- No formatting is necessary. The less formatting you add, the easier it is to apply the final template and formatting.

Tables
- May be included in text or as separate files.

Graphs, Charts, Diagrams, Photos, Illustrations, Screen Shots
- **DO NOT** insert in text.
- Must be either
    - separate files (JPG, XLS, TIFF), or
    - a clean hardcopy printout.

Material from outside sources
- Always obtain written permission--even from another Extension source.

- Send a copy of permission or forward the e-mail giving permission along with your manuscript submission. For guidelines on seeking permission to reproduce material, see http://aces.nmsu.edu/pubs/guidelines/documents/aes_ces_pubs_permissions_email.pdf. A permission request form is available at http://aces.nmsu.edu/pubs/guidelines/documents/ase_ces_pubs_copyright_permissions.pdf.

- When using data from another source (e.g., in a graph), it must be reformulated or manipulated to new purpose. Always cite the original data source.

- Acknowledge the source of images, data, or diagrams used with permission.

- Never reproduce someone else's work word for word except as a direct quote with attribution.

Remember to number all tables, charts, graphs, diagrams, photos, illustrations, screen shots, and appendices and to reference them in the text.

Using Revision Tracking
The editor will edit and comment on your manuscript using the Track Changes function in Microsoft Word. When you open the edited draft of your document, you should be able to see these edits and comments highlighted or in the margins. If you do not see them, take the following steps:

1. Activate the "Review" toolbar under **View, Toolbars,** or click the "Review" tab on the main toolbar (if activated).

2. Make sure both "Comments" and "Insertions and Deletions" are checked under **Show Markup** on the Review toolbar.

3. Choose "Final Showing Markup" from the pulldown menu in the Review toolbar.

4. Make sure that the "Track Changes" button on the toolbar is **On** so that any new changes you make will be recorded.

   If you would like to view or print the document in its edited form without changes or comments highlighted, choose "Final" in the pulldown menu on the Review toolbar. Make sure to return to "Final Showing Markup" when you continue working with the document so you don't overlook any marks or comments.
   Go through the document and review each edit, choosing either to accept or reject each change using the buttons on the Review toolbar or on the comment bubbles. It is helpful to the editor if you leave comments noting why you have rejected changes or responding to the editor's comments. You can also use the "Accept" button on the toolbar to "Accept All Changes in Document" in one step. This can be useful if you have read through the edited document and are satisfied with the changes and don't want to review them individually, or if you have rejected some changes and want to accept the rest.
   After you return the approved edited manuscript to the editor, the editor will delete comments and accept any new changes you have made.

Writing Style for AES/CES Numbered Publications
For consistency of style among numbered publications, the editor will adhere to the style guidelines below. Also included are general suggestions for effective writing and specific issues encountered in New Mexico and in Extension and Experiment Station publications.

General style
- Whenever possible, use the active voice, especially for Extension publications. For more information on using the active voice, see http://aces.nmsu.edu/pubs/guidelines/documents/activepassivevoice.pdf.

- Extension publications are meant to be instructional and how-to in nature, and are written for a general audience. Keep sentences and paragraphs short, use a simple vocabulary, and use descriptive headings.

- Especially for Extension publications, define technical terms on first reference in the text. If there are many such terms, consider using a table or appendix to define them.

- Use gender-neutral words like dairy producer instead of dairyman, but avoid awkward constructions like (s)he or he/she. Rework sentences to make them gender-neutral by using plural nouns with plural pronouns or by eliminating gender-specific pronouns.

  Each 4-H student showed her project horse in the halter division.

  becomes

  The 4-H students showed their project horses in the halter division.

  or

  Each 4-H student showed a project horse in the halter division.

Terminology and spelling
- Use chile to refer to the crop, the plant, the vegetable, or the sauce. Use chili to refer to the ground-meat-and-tomato stew, in which chile is usually a minor ingredient.

- Remember ñ: Doña Ana not Dona Ana. Piñon not pinon or pinyon.

- Within a manuscript, use variety or cultivar but not both.

- Refer to our country as the U.S. or the United States, and to a group within it as the U.S. cattle industry or the United States cattle industry. Don't use America or the USA.

- Capitalize the names of established regions, but use lowercase for directional or generalized names. Capitalize the Southwest, the

Pacific Northwest, the South, or Southern California, but lowercase northern United States or northern Mexico.

- Within New Mexico is a little trickier. Capitalize Northern New Mexico because it is an established region, but leave southern New Mexico, south-central New Mexico, or northeastern New Mexico lowercased. Capitalize the Rio Grande Valley but lowercase the valley of the Rio Grande.

- When referring to locations out of state, specify the state. When referring to locations within New Mexico, town or county names are sufficient: Tucumcari or Sierra County, but Moscow, Idaho or Hudspeth County, Texas. If a university's name contains the name of a state, it is not necessary to specify the state: Texas A&M University in College Station, but Cornell University in Ithaca, New York.

- Capitalize taxonomic divisions genus and above and italicize genus and species when referring to an organism: *Phytophthora cinnamomi*. Abbreviate genus after the first reference: *P. cinnamomi*. When referring to a disease that contains a genus name, capitalize the genus name but use normal type for the whole disease name: Phytophthora root rot. Common names of plants or animals should also not be capitalized, except for proper nouns: lesser long-nosed bat but Townsend's big-eared bat; milk thistle but Sacramento Mountains thistle.

- Spell and capitalize computer terms as follows:

    Web, Internet, website, e-mail, database, online, PDF, URL

Symbols and numbers
- Use the percent sign (%) rather than writing out percent in both text and figures, except when referring to the measurement in general:

    The percentage of students entering NMSU from farming or ranching backgrounds increased substantially in the 2080s. In 2076, only 26% of NMSU students had participated in state FFA clubs while in high school. By 2089, that number was 77%.

- Spell out numbers one through nine, except in measurements or when grouped for comparison with numbers 10 or above. Use numerals for 10 and above except when they begin a sentence. Likewise, spell out ordinals "first" through "ninth," but use 10th, 11th, etc.

- For numbers 1,000 and above, use a comma to set off the thousands position. Use figures with millions and billions: 2.6 million.

- Use numerals for any number that precedes a standard unit of measure: 5 mg or 17 hr.

- No space between degree symbol and degree unit in temperatures: 20°C.

- Write out fractions; do not use the glyphs used by Word's autoformat: 1/2 not ½. Fraction glyphs cannot be read by some e-reader devices.

- Omit trademark symbols (®, ™). When trademarked names appear in publications, we include a brand name disclaimer.

Figures and tables
- Use title style capitalization for table titles.

- Use sentence style capitalization for figure titles and for headings within figures and tables.

- Number figures and tables by their order of reference in the text, and be sure to refer to each figure or table either in parenthesis-- (Figure 2)--or as part of a sentence--"Table 4 illustrates correct format for dashes and hyphens."

- If you use charts, graphs, or text from another source--even another Extension publication--it is critical to obtain written permission for this use. (An e-mail from the author is sufficient.)

Abbreviations
- Write out acronyms or abbreviations the first time they are mentioned, followed by the acronym/abbreviation in parentheses: National Agricultural Statistics Service (NASS), deciSiemens per meter (dS/m). Afterward, use the acronym or abbreviation alone. Extremely common acronyms (USDA) need not be defined.

- When reporting measurements in the text, units of measure should be abbreviated, but write out uncommon units on first use. Abbreviate inches with a period at the end to avoid confusion: in., sq in. Other measurements, imperial or metric, do not take a period: L, ml, cm, ft, hr, cwt. Pound/pounds is always abbreviated lb, not lb. or lbs. Use "ft" and "in." instead of ' and ".

- Names of months may be abbreviated, but be consistent. When using the names of months alone or with a year, spell out the month with no comma to separate month and year: January 2002. Use the format month-day-year: January 1, 2002.

Punctuation
- Always include the Oxford or serial comma: red, white, and blue not red, white and blue.

- Use only one space after periods and colons.

- For cultivar names, use single quotation marks ('Roma') unless the name is immediately preceded or followed by the word cultivar: cultivar Roma. For cultivar names only, sentence punctuation goes outside the quotation marks: 'Rome Beauty', 'Golden Delicious', and 'Granny Smith'.

- Use punctuation as normal after a URL, except in your references section where the final period usually used in a reference can be omitted.

- The items in a bulleted list need not be punctuated if introduced by a complete sentence followed by a colon.

- Items in a bulleted list should be punctuated if introduced by a sentence fragment where the bulleted items form a complete sentence, or if one of the items is itself a complete sentence.

Citations and footnotes
- Use the author, date system of in-text citation: Brown and Wilson (2005) found, (Brown and Wilson, 2005).

- Use the following examples for citations in the reference section. (Note: When the author and publisher are the same, use "Author" as the publisher's name instead of repeating it. When the publisher's name includes the state in which it is located [e.g., Texas A&M], use only the city and omit the state name in the publisher's address.)

    Book
    Author, F.N., S.A. Author2, and T.B. Author3. 2002. *Title of book*. City where published, State: Publisher.

    Chapter or article in an edited book
    Author, F.N. 2002. Title of article. In E.D. Name (Ed.), *Title of book*. City where published, State: Publisher.

    Journal article
    Author, F.N. 2002. Title of journal article. *Journal name*, volume, 123-130.

    Standalone, non-book, non-journal article
    Author, F.N. 2002. *Title of other article*. Source (e.g., website, newsletter, etc.).

    Extension/government publication
    Author, F.N. 2002. *Title of article/publication* [Publication number]. City where published, State: Publisher.

    Online source
    Author, F.N. (where available; if no author, list page title instead). 2002 (where available; if no date given, list "n.d."). Title of webpage or article. Retrieved Month day, year from URL

- Minimize footnotes and endnotes. Use footnotes only when material is crucial to readers' understanding but would be truly cumbersome in the text.

- Whenever possible, cite the most recent information available. If a source is more than 10 to 15 years old, try to find a more recent source.

Suggestions for AES/CES Writers

Attribution
- Whenever possible, minimize in-text citations, especially in Extension guides and circulars. Information commonly agreed upon by professionals in your field does not need to be cited. If you find yourself citing frequently in order to attribute phrasing, ordering, or ideas rather than original research, make a greater effort to put aside your sources and to write and analyze independently.

Possessives
- In general, indicate the possessive with 's. When indicating possessiveness in a word ending with s, use an apostrophe only.

    In the Black Range, ranchers were the miners' successors.

Common word confusions
- Remember that affect is usually a verb and effect is usually a noun.

    Q: What was the effect on the NMSU community of turning Pistol Pete into Lasso Larry?
    A: It had a negative effect on the morale of the shooting club but positively affected the rodeo team.

- The plural of index is indices, not indexes.

- The singular of species is species not specie (that's money).

- The singular of premises is premises not premise (that's the proposition of an argument).

- Ensure, assure, insure: To ensure is to make sure the outcome of something. To assure is to affirm for someone (as in reassure). To insure usually means to provide insurance for.

- Its, it's: Its is always possessive. It's is always a contraction of it is.

- I.e., e.g.: "i.e.," means "that is," while "e.g.," means "for example." Always use lowercase letters and periods for each, as well as a comma before and after.

Punctuation
All sentences used as examples in this section come from Ellington et al. (2005).

- When introducing a list, do not use a colon or a comma after the word "including."

    "Leafhoppers feed on a large variety of plants, including trees, shrubs, and field and garden plants" (p. 10).

- If any clause in the list includes a comma, use semicolons to separate the items in the list.

> "Geocoris feed on insect eggs and small larvae; caterpillars, including tomato fruitworms; whiteflies; mites; aphids; leafhoppers; and nymphs of true bugs" (p. 17).

- A sentence full of semicolons can be hard to read. Sometimes it is worth rewriting a sentence to avoid multiple semicolons. The previous example sentence could have been rewritten in several ways:

  > Geocoris feed on insect eggs and small larvae, on caterpillars—including tomato fruitworms—and on whiteflies, mites, aphids, leafhoppers, and nymphs of true bugs.
  >
  > or
  >
  > Geocoris feed on caterpillars, including tomato fruitworms, and on insect eggs, small larvae, whiteflies, mites, aphids, leafhoppers, and nymphs of true bugs.

  This is a matter of intended emphasis (the second revision may imply that caterpillars are Geocoris' primary food item) and of personal preference.

- In general, use a comma after "which" when it is followed by an independent clause (a clause in which the meaning is not dependent on the preceding clause).

  > "Spiders have two separate body parts and eight legs, unlike insects, which have three body parts and six legs" (p. 15).

- If the meaning of a clause does depend on the preceding clause, use "that" with no comma.

  > "The egg parasitoids are a specialized group of tiny wasps that attack insect eggs" (p. 22).

- Use a comma before words such as "and," "or," "but," or "while" if the sentence clause that follows could stand on its own (i.e., is independent). If it could not stand on its own (i.e., is dependent), omit the comma.

  In this sentence, a comma is required before while: "Some transmit plant diseases, while others interfere with the plant's normal physiology" (p. 10).

  In this sentence, no comma is required before and: "Adults often run sideways and have one or more rows of spines on the hind tibia (second major segment of the back leg)" (p. 10)

Common formatting pitfalls and how to avoid them
- Use an ellipsis to indicate omission of words from a quotation. Word automatically converts three typed periods to an ellipsis. If a sentence or more has been omitted, four dots are needed, that is, a

period plus an ellipsis. If the omission occurs at the beginning or end of the quotation, an ellipsis is not necessary.

- Hyphens are single-length dashes used to create compound adjectives (wide-mouth jar, boom-mounted loader), to separate prefixes from root words when necessary for clarity (re-energize), and to indicate that a number modifies a word (usually as part of a compound adjective, e.g., 4-inch lid). They can also be used as minus signs in equations and to express temperatures below zero.

- En dashes are dashes of medium length (the length of an "n") used to indicate ranges (4–6 years).

- Em dashes are long dashes (the length of an "m") used as punctuation, to set off a clause, or to indicate a break in the flow of the sentence.

> Our confusion about Em dashes arises from the transition from typewriters—on which only hyphens could be produced—to word processors.

Works Cited

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