

INFORMATION FOR CONTRIBUTORS

Submission Information

1. Send original communications to: Teresa North, *Transactions* Editor, Office of Budget, Planning, and Institutional Research, Western Illinois University, 1 University Circle, Macomb, Illinois 61455.
2. Submission of a paper to the Editor will be held to imply that it has not been published previously except in Abstract form and, if accepted, will not be published elsewhere in the same form, without written consent of the Editors.
3. The format for manuscripts should follow a form appropriate to the specific discipline; most commonly, e.g., Abstract (no more than 250 words), Introduction, Materials and Methods, Results, Discussion, and Summary.
4. Manuscripts should be typewritten, double-spaced on one side of bond paper (8.5" x 11") with all margins of not less than 1.0 inch. The author must submit one original and two copies of the manuscript, and should retain a copy.
5. Tables and figures may be incorporated within the manuscript or included at the end of the manuscript. Tables must be numbered consecutively in the order in which they are referred to in the text. Likewise for figures.
6. Both genus and species must be given for all organisms used in the investigation.
7. In the text, references should be quoted by the author's name and date, e.g., (Smith, 1960). Footnotes are to be avoided.
 - a. At the end of the manuscript, full references, in alphabetical order, must be listed and include the names of the authors, date of publication, full title of the paper, title of the journal, volume number, and the first and last page numbers. References to books must include the number of the edition, publisher, and place of publication.

Acceptance Information

8. Each manuscript will be reviewed by no less than two anonymous reviewers.
9. For manuscripts deemed acceptable for publication, authors must address the reviewers comments and provide a revised manuscript copy to the Editor.

Publication Information

10. Upon final acceptance of manuscripts for publication the author shall provide a computer disk (3.5 floppy, CD-ROM, or 100/250/750MB zip) and hard copy version of the manuscript to the Editor containing all text and tables.
11. Where possible, all graphs, charts, and diagrams should likewise be provided on disk in suitable graphic format (JPEG, TIFF, PICT, etc.), with minimum 300 dpi resolution for images. Otherwise high quality, glossy originals must be provided for direct scanning.
12. Photographs and photomicrographs should be black and white glossy prints as they will be reproduced via gray-scale photo-offset. The entire printed area must fit within a centered 8 inch by 5 inch area, including room for figure heading. More than a single figure may appear on each page as long as appearance of the page is not cluttered.
13. Galley proofs will be sent to the author, first-mentioned author, or designee for correction. Corrections to the page proofs must be restricted to printer's error only. Other alterations will be charged to the author.
14. The page charge for members is \$50.00 per page for grey-scale publication. The charge for non-members is doubled. Twenty-five reprints (no additional copies) will be provided to the author by the Academy, as well as an electronic PDF file, if desired.