

AUTHOR'S GUIDE TO AES/CES NUMBERED PUBLICATIONS

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How to Submit an AES/CES Manuscript for Publication

1. Finalize the manuscript.

- **Footnote author information** (title, affiliation) and double-check its accuracy. Use a single footnote for all authors. If desired, provide email address and phone number for corresponding author(s). For guides, you may omit the footnote and include author title in byline.

- **Label and title all your figures, tables, and appendices, and reference them in the text.** Every image, chart, table, graph, or diagram needs to be referenced in the text. Figures and tables should be numbered (separately) in the sequence of their reference in the text.

- **Include graphs, charts, and images as separate files**, in their original file formats, or in clean hard copy. Charts, graphs, or tables created in Excel or PowerPoint should be provided in XLS or PPT format. Screen shots and photographs should be in JPG, TIFF or PICT format with as high a resolution as possible. The only material that should be included in your Word file is material that was created in Word.

2. Obtain permission to publish.

- **For CES publications**, obtain the “Request for Approval of Manuscript” form, signed by your department head. You need to get the signature. The form is available on the Web at:

http://cahe.nmsu.edu/employee/agcom/services/service.2/approval_form.pdf.

- **For AES publications**, contact Steve Loring (sloring@nmsu.edu; 646-1464) and consult the AES publication guidelines at cahe.nmsu.edu/aes/pdfs/aes_pubs_procedure.pdf.

- **For Task Force publications**, contact the head of your task force.

Note: If a section of text will be used in multiple articles or publications (or will be used as a template in reporting subsequent years of data), please send it in for editing *before* incorporating it into multiple documents.

3. Send your manuscript to the editor

- E-mail the text and images files to the editor (smiamy@nmsu.edu), send them along with your approval form by campus mail (Amy Smith, University Communications and Marketing Services, MSC 3K) or hand deliver them to Rm. 125, Regents Row, Roberts Building. AES manuscripts will be passed along to the editor by Steve Loring.

- **Let the editor know the audience and intended distribution of this publication.** Are you writing for the general public? For a group of agricultural producers? For the scientific community? Will you be handing out copies of this publication at an upcoming meeting? This can be done in e-mail to the editor (smiamy@nmsu.edu), in a phone call (646-1163) or in person in Rm. 125 Regents Row, Roberts Building.

- **Indicate if the material is time-sensitive.** Do you have a deadline for a meeting or conference? Are you trying to release this publication by a season when it will be especially useful to producers?

- **The editor will enter your order into the Print Portal** (print.nmsu.edu) along with your contact information, information about the job, and the index number for payment.

- **You will receive a print order number** to track the progress of your manuscript through pre-press and printing. The system will send you an e-mail update each time you need to take action in this process. When you receive an edited draft or typeset proof of your publication for review, you will receive an e-mail from the Printshop system telling you that your job is “out for approval” and requires a response from you.

4. Your manuscript will be edited.

- **The editor will return your manuscript to you** as an e-mail attachment, with edits and comments entered using Word’s revision tracking function. Please accept or reject these changes and respond to comments. For instructions about using the “Track Changes” function in Word, see [Using Revision Tracking].

- **Return the file to the editor** as an e-mail attachment, along with any image files you did not provide initially. **Your manuscript now goes into layout and typesetting.**

5. Your manuscript will be typeset.

- **The typesetter will e-mail you a proof of your publication in PDF form.**
Please look this over carefully. It is your responsibility to check for mistakes in this final version before the publication goes to print. Sign the approval form and return it by fax to 575-646-2702. Let the typesetter know how many copies of the publication you are ordering for personal use. These will be combined with orders from Extension offices (CES publications) and for the libraries (AES/CES publications).

6. Your publication will be printed and posted to the Web

<http://cahe.nmsu.edu/pubs/>

Components of an AES/CES Manuscript Submission

Text

- Submit as a Word file (DOC) or text file (TXT) or rich text file (RTF)
- No formatting is necessary. The less formatting you add, the easier for the typesetter.

Text boxes

- Include in main text, or append to manuscript.

Tables

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

Graphs, Charts, Diagrams

- Do not insert in text.
- Must be either...
 - separate files (JPG, XLS, TIFF).
 - in clean hard copy.

Photos and Illustrations

- Do not insert in text.
- Must be either...
 - separate files (JPG, XLS, TIFF).
 - in clean hard copy.

Screen Shots

- Do not insert in text.
- Must be either...
 - separate files (JPG, XLS, TIFF).
 - in clean hard copy.

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

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 “Reviewing” toolbar under *View, Toolbars*.
2. Make sure both “Comments” and “Insertions and Deletions” are checked under the *Show* menu on the reviewing toolbar.
3. Choose “Final Showing Markup” from the pulldown menu at the left of the toolbar.
4. Make sure that the “Track Changes” button on the toolbar is highlighted, so that any new changes you make will be recorded.

When using Track Changes in the “Page Layout” view, you will see comments and deleted sections marked in the margins, with new material set off in the text. In the “Normal” view, you will see both the deleted and new material in the text. Comments will be shown in endnote style at the bottom of the screen. You can adjust colors and other preferences.

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. 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 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. The editor will delete comments upon reviewing the document. You can also use the “Accept and Reject Changes” function under the *Tools* menu to “Accept

all changes” in one step. This can be useful if you have read through the edited document, 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.

When distributing or publishing documents electronically, be careful with metadata—stored historical data such as that produced by revision tracking. Comments or text intended for deletion but retained by the revision tracking system will be viewable by others if you distribute the document without having accepted changes or deleted comments. Since it is possible to send or print a document with changes hidden, using the “Final” view, this could occur despite an author or reviewer’s best intentions. To avoid this, always deal with your document in the “Final Showing Markup” form and accept or reject each change before passing it along.

When working with an editor, you will create metadata in the form of your own comments and changes. Before passing on the document to be typeset, 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.

You can also consult the NMSU writing style guide at <http://brand.nmsu.edu/printprojectresources/writingguide.php>

Words appearing in italics are being set off as the topic of discussion. They should not ordinarily be italicized.

General style

- Whenever possible, use the active voice.
- Report research in the present tense, but give survey results in the past tense.
- Especially for Extension publications, define technical terms on first reference in the text. If there are many related terms, consider using a table 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* (or, better yet, *piñón*) 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*.
- When referring to groups or industries within other countries or states, a rule of thumb is that larger entities take an adjective (Canadian flax growers) and smaller ones a noun (Socorro chile producers). There are exceptions (the U.S. is one).
- Capitalize the names of established regions, but use lowercase for directional or generalized names. Refer to the *Southwest*, the *Pacific Northwest*, the *South*, *Southern California*, but to the *northern United States* or *northern Mexico*. The *Southwest* refers to a region including New Mexico, Arizona, and some parts of Texas, Colorado and Utah, but usually not California. The *South* refers to a region including, loosely, Louisiana, Alabama, Mississippi, Georgia, Tennessee, Arkansas and the Carolinas.
- 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 (e.g. *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 (e.g., *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*). However, when referring to a disease, use lowercase and normal type (phytophthora root rot). Common names of plants or animals should also not be capitalized, except for proper nouns. For example, *lesser long-nosed bat* but *Townsend's big-eared bat*; *milk thistle* but *Sacramento Mountains thistle*.
- Spell and capitalize computer terms as follows:

*Web, Web site, e-mail, database, online
FTP, 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%.

- Use a lowercase, italicized p when indicating level of significance ($p \geq 0.05$).
- 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 and 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 hours).

Figures and tables

- Use title style capitalization for table titles.
- Use sentence style capitalization for figure titles and for headings within figures and tables.
- Whenever possible, type up the table or figure title as part of your regular text rather than including it within the figure or table.
- 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

- Give the full meaning or derivation of acronyms or other derived words the first time they are mentioned. Afterwards, use the acronym or abbreviation alone. Extremely common acronyms (USDA) or derived words (UNESCO) need not be defined.
- When reporting measurements in text, units of measure can be abbreviated, if desired:

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

- With specific dates, abbreviate Jan., Feb., Aug., Sept., Oct., Nov., and Dec., but spell out the others. When using the names of months alone or with a year, spell them all out (January 2002). Use the format month-date-year, as in Jan. 1, 2002.
- Avoid Latin phrases and abbreviation in the body of text. Say *for example* not *e.g.*, *that is* not *i.e.*, *all other things being equal* not *ceteris paribus*. In parenthesis, use the Latin abbreviations.

Exception: in text as well as in parenthesis, use the abbreviation *et al.* on second and subsequent references when citing publications by a group of more than two authors.

- Be precise. If you are giving an example, use *e.g.* If you are stating exactly what is being referred to, use *i.e.*:

“Minimize in-text citations in Extension publications intended for the public (e.g., circulars).”

“Publications intended not as an ongoing resource but as a historical record (i.e., technical reports, task force reports, variety test reports and research bulletins) receive a single printing.”

Punctuation

- For cultivar names, use single quotation marks (‘Roma’) unless the name is immediately preceded 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, in which case 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 with which each item forms 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.
- Minimize footnotes and endnotes. Please use footnotes sparingly, only when material is crucial to readers’ understanding but would be truly cumbersome in the text.

- For circulars, bulletins, and research reports, *do* use a footnote to indicate titles and affiliations of authors. (One footnote should contain information for all authors. If desired, contact information for the corresponding author can be included here).

Suggestions for AES/CES Writers

Attribution

- Whenever possible, minimize in-text citations, especially in 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.
- Of course, it is vitally important to acknowledge use of language or specific ideas from other sources, whether in direct quotes or sentence-by-sentence if paraphrasing. Try never to borrow the *ordering* of ideas from another source.

Possessives

- Apostrophes indicate possessiveness, or that letters or numerals have been left out. Though the '80s were a decade, the 80s are a range of temperatures.
- In general, indicate the possessive by 's. When indicating possessiveness in a word ending with *s*, use an apostrophe only.

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

- Except when a word contains periods (*Ph.D.* 's) do not use an apostrophe to indicate a plural.

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.

When *affect* is used as a noun, it means an attitude or emotion expressed in body language. If *he was without affect*, he behaved simply and unselfconsciously. In the few cases where *effect* is used as a verb, it always is transitive: *to effect change*.

- 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).

- To *ensure* is to make sure.
- To *assure* is to affirm for someone (as in *reassure*).
- To *insure* usually means to provide insurance for.

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

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 sentence above 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.

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

- *That* is most often used preceding information critical to the meaning of a sentence, and does not take a comma.

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

- Use a comma before words like *and*, *or*, *but*, or *while* if the part of the sentence that follows could stand on its own. If it could not stand on its own, 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 have one or more rows of spines on the hind tibia and often run sideways.

Common formatting pitfalls and how to avoid them

- Use only one space after periods. Two spaces after a period is a convention of the typewriter era.
- Use ellipsis points to indicate omission of words from a quotation. Word automatically converts three typed periods to an ellipsis; or use key code Alt+0133 for Windows and Option+; for Mac. 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, ellipsis points are not necessary.
- Use hyphens and dashes with precision. It improves manuscripts’ readability and presentation.

Hyphens are the single-length dashes used to create compound words in which one word modifies the other, to separate prefixes from root words when necessary for clarity, and to indicate that a number modifies a word. They can also be used as minus signs in equations and to express temperatures below zero.

Examples in which a **hyphen** is used correctly:

Word modifying another word:

“...regular or wide-mouth Mason jars” (*Home Canning of Vegetables*,
Nancy Flores, Guide E-307)

Livestock-Poisoning Plants of New Mexico Rangelands (Circular 531)

Number modifying a word:

The junior Western Pleasure was restricted to 3-year-olds

“The traditional 3-minute egg may take 5 to 6 minutes” (Guide E-215 *High-Altitude Cooking*, Martha Archuleta).

Prefix modifying a number:

Post-1970, women were to be found in the workforce as often as in the kitchen.

En dashes are dashes of medium length used to indicate ranges and to create compound words in which each word has equal weight.

Examples of **en dash** usage:

“Fry doughnuts at 350–360° at 5,000 ft” (p.2, *High-Altitude Cooking*, Martha Archuleta).

Once established, alfalfa hayfields produce for 4–6 years without reseeding.

For centuries the Camino Real, a Mexico City–Santa Fe trading route, was the longest highway in North America.

Cow–calf operations predominate among New Mexico cattle ranches.

Em dashes are long dashes used as punctuation, to set off a clause or to indicate a break in the flow of the sentence.

They can also be used for attributing a quotation or to indicate the subset of an organization.

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

USDA—Forest Service

“That there be granted to the several States, for the purposes hereinafter mentioned, an amount of public land, to be apportioned to each State a quantity equal to thirty thousand acres for each Senator and Representative in Congress.”

—Morrill Act of 1862

(U.S. Statutes at Large, as cited in U.S. State Department [1999])

You can easily format dashes in your word processing program. If you type two hyphens together, without spaces around them, Word will auto-format them into an em dash (provided they are embedded in text). The keyboard shortcut for an em dash on a Mac is

Opt+shift+-. In Windows it is Ctrl+shift+-. The keyboard shortcut for an en dash on a Mac is Opt+-. In Windows it is Ctrl+-.

Sentence style

• Parallel construction speeds readers' understanding. Don't be afraid to repeat words to make your meaning clear. Here are three reasonable sentences:

Considering your audience is key to composing Extension materials.

Clarity of writing is key to the composition of Extension materials.

Accurate information is key to Extension materials.

Put them together and you get a very awkward sentence:

Key to composing Extension materials is to consider audience, writing clearly, and accurate information.

Three parallel ideas are being presented, but they are expressed in non-parallel language. To avoid this, assign the clauses parallel verbs (*consider, write, present*):

Key to composing Extension materials is to consider your audience, to write clearly, and to present accurate information.

Even better, put the statement into active voice. Often this automatically restores parallel structure.

To compose good Extension materials, consider your audience, write clearly, and present accurate information.

References

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