The Stanford Biologist: Instructions to Authors

The following instructions should be read and followed by all undergraduates who plan to submit a manuscript for publication in *The Stanford Biologist*. Time and energy is saved for both the author and editors if the format and procedures outlined below are followed during the preparation and submission of the manuscript. Most importantly, the major points of the study to be presented may be lost if the manuscript is poorly prepared and unclear. Questions should be addressed to Tim Meier, SJ (Editor), gastrula@stanford.edu, or phone (650) 723-3767.

A. General Information

**Who May Submit Manuscripts.** Authors must be undergraduate or co-term (pre-baccalaureate) students who are enrolled in a BA or BS program at Stanford or enrolled in a BA or BS program elsewhere while conducting research under the guidance of a Stanford faculty member. Stanford undergraduates who have performed original work under the supervision of a sponsor at a different institution are also eligible to publish in the journal.

**Type of Manuscripts Accepted.** Papers submitted must represent original scientific work conducted by the author with supervised faculty sponsorship. Manuscripts must be written according to the outline provided below. TSB publishes five types of papers:

- **Articles** are full-length manuscripts which describe completed or ongoing research projects in which substantial progress has been made. Articles could include summer research projects or expanded senior honors thesis proposals.

- **Reviews** can be written on any subject or person. To write about a Stanford faculty member, for example, the current focus of their research should be discussed and may include descriptions of past and present research projects by undergraduates, graduate students, and postdoctoral fellows.

- **Works in progress** are shorter communications which basically report the following: who you are, your work, what question you are asking and why, how you are going about answering it, what results you have accumulated so far, and what you plan to do next. These questions should be answered in the format described below in section B.

- **Techniques papers** can be written about a new method or procedure you are developing.

- **Opinions/Editorials** can be written on any topic concerning the scientific and research community today. They should represent the original opinions of the author and should be no longer than 1000 words.

- **Note:** TSB is not a copyrighted journal; therefore, publication in TSB does not preclude publication in another journal.

**What, When, and Where to Submit.** Students must submit three copies of the manuscript, printed on only one side of letter size paper (8.5 x 11 inches). For papers accepted for publication, the final copy should be submitted on a CD or Zip disk using Microsoft Word as the word processing program. Manuscripts should be submitted to Dr. Meier (or outside his door at Gilbert 118).

(Note: the deadline for submission to Volume 10 of TSB is 29 April, 2005.)
B. Organization of Manuscript

**General Information.** A manuscript must contain each of the following sections in the order given: Title Page, Summary, Introduction, Materials and Methods, Results, Discussion, Acknowledgments, and References. Text should be double-spaced throughout. Manuscripts for Articles should not exceed 10 single-side pages including the space required for figures, tables, and graphics. Works in progress are limited to 3 pages and 2 figures.

It is mandatory that all manuscripts be written in clear, grammatical English. Authors should have faculty sponsors and peers read the article for both scientific clarity and English composition (The *Biologist* is asking for student editors to help authors with this). Manuscripts that do not meet minimum standards on composition and grammar will be declined. All abbreviations should be defined at the first instance in which they are used. All manuscripts must contain each of the following sections:

1. **Title Page.** The title should be as informative as possible and as short as possible without compromising clarity. The title should not exceed two printed lines. After the title, indicate the author(s), the sponsor, and the sponsor’s department and institution. The title page should also include contact information for the author (phone, P.O. Box, and email address).

2. **Summary.** Should succinctly and clearly state the hypothesis tested, the study performed, and the major findings. It should be understandable in itself, containing no jargon or abbreviations, and must not exceed 120 words.

3. **Introduction.** Should give the purpose of the study, the working theory or hypothesis, and the relationship of the project to earlier work in the field. This section should be appropriately referenced.

4. **Materials and Methods.** Should sufficiently describe the materials and methods used in order to permit a qualified investigator to repeat the work. Previously published procedures should be cited in the reference section.

5. **Results.** Figures and Tables should be employed to summarize the results with ample explanation in the narrative. Discussion should be reserved for the following section. Figure, tables, photographs, and graphics may be included within the text or at the end of the document, but originals must be submitted with the document. Originals will be returned upon request.

6. **Discussion.** Should be clear and concise and should deal with the interpretation of the results. What is their significance? How do the results relate to the original theory or hypothesis? What new experiments are suggested or what improvements can be made?

7. **Acknowledgements.** Credit should be given to those who have provided any financial, intellectual, and personal support. This includes any institutions, agencies, or persons who have provided funding (ex. Hughes Summer Research Fellowships), equipment, space, tissues, enzymes, specific expertise, etc.

8. **References.** References must be cited in the text by author and year of publication (e.g. Smith, 1991; Smith and Jones, 1992). For references with more than two authors, list only the first author (e.g. Smith et al., 1993) List references alphabetically in the reference section using the exact format as follows:


   References should be arranged alphabetically, according to the last name of the first author. In cases where multiple references have the same authors, list older references first.

**Electronic file format.** For all papers accepted for publication, the final revised copy should be submitted on disc, in either Macintosh or PC format, and saved as a Microsoft Word document. Tables should be provided in the same format. Figures and graphs should be provided in digital form, saved in formats compatible with Cricket Graph, Microsoft Excel, Adobe Photoshop or Adobe Illustrator. These graphic images should be saved as separate files and included on the disc.

**Cover.** If you have good, interesting color photos associated with your work, please submit them for consideration for TSB’s cover.