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Journal Manuscript Preparation Guidelines for RURALS

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Journal Manuscript Preparation Guidelines for RURALS: Review of Undergraduate Research in Agricultural and Life Sciences

COPYEDITING

RURALS *does not* copyedit the manuscripts, and with the exception of adding the title page, pagination, and headers/footers, RURALS does not make any formatting changes to the submissions. Therefore, authors are their own copyeditors and typesetters. This means that authors need to pay greater attention to the editing and look of their manuscripts than is typically required by print journals, which may do copyediting and typesetting—but not, however, without headaches such as the introduction of errors and the need for authors to do careful reviews of page proofs.

FORMATTING REQUIREMENTS

- Single space the paper
- Set margins at least 1 inch (2.5 cm) top and bottom
- Keep single column layout.
- Font size for the body of the text should be between 10-12 point (serif fonts are preferred).
- Indent all paragraphs except those following a section heading. An indent should be at least 2 em-spaces.
- Do not insert extra space between paragraphs of text with the exception of long quotations, theorems, propositions, special remarks, etc. These should be set off from the surrounding text by additional space above and below.
- Do not “widow” or “orphan” text (i.e., ending a page with the first line of a paragraph or beginning a page with the last line of a paragraph).
- All text should be left-justified (i.e., flush with the left margin—except where indented). Where possible, it should also be right-justified (i.e., flush with the right margin).
- Sections, including the Introduction, should be flush-left and numbered consecutively with the first letter capitalized (Example: 1. Introduction, 2. Model, 3. Results). Number of subsections should start with the number of the section, should be in italics, and only the first letter of the first word should be capitalized (e.g. 2.1. *Static model*, 2.2. *Dynamic model*) Leave space before and after each subheading.
- Footnotes should be numbered consecutively with superscript Arabic numerals and included in the body of the article.
- Tables should be numbered consecutively with title on the top of each table. To the extent possible, tables should appear in the document near where they are referenced in the text. Large tables or figures should be put on pages by themselves. Avoid the use of overly small type in tables. In no case should tables or figures be in a separate document or file.
- Figures should be numbered consecutively with title in the bottom of each figure. To the extent possible, figures should appear in the document near where they are referenced in the text. In no case should figures be in a separate document or file.
- Displayed formulae should be numbered consecutively throughout the manuscript as (1), (2), etc. The numbers should be placed the right-hand side margin of the page. Leave a space before and after each equation.
- Fractions in the text should be of the form x/y .
- Within the text of your manuscript, use the “author-date” method of citation. For instance, ‘Early pioneers in this literature include Klein, Crawford and Alchian (1978), Williamson (1983) and Grossman and Hart (1986)’, ‘contracts are becoming increasingly common in the agri-food supply chain (Hueth and Ligon, 1999a, b; Hueth et al., 1999; Young and Burke, 2001; Vercammen and Schmitz, 2001).
- Within the References section, the citations should follow the style of the leading journal in your field. Please consult with your faculty advisor and footnote the References section heading which a statement that reads “References are styled according to [put name of journal in italics].”