

GUIDELINE FOR PROPER WRITING

Style and Writing

The paper must be at least 5 pages double spaced and 12-point font (Times, Times New Roman, Helvetica) with 1 inch margins plus a page containing the references. You may use bold subtitles to delineate the different sections of the paper: **Introduction, Species Description, Life History, etc.**

Grammar

Check your grammar. This includes sentence structure and use of punctuation. Remember that semicolons separate complete thoughts (sentences) while colons are generally used to delineate a list. If you are uncertain about punctuation, look in a book or the internet for proper use.

Never use quotations. There is no need for quotations anywhere in the text. Nothing is ever written so well or in such a complex fashion that is cannot be paraphrased.

Do not use informal wording or abbreviate words. For example, do not use “don’t” in place of “do not” or “won’t” in place of “will not” – they are too informal for a scientific paper.

Figures and Tables

You may use both figures and tables in your paper. Be sure that all figures/tables are mentioned in the body of the text and are not there as extraneous material. They should be important for explaining a topic and not used as fillers. There are many ways to cite a figure/table in the body of a paper; however, the most appropriate way is to do so as if it were a reference. For example, “Spermatozoa released by males are rod-shaped and lack a flagellum; whereas spermatozoa deposited on a females’ posterior end possess a round end and a rod-shaped end (Fig. 15.7). ”

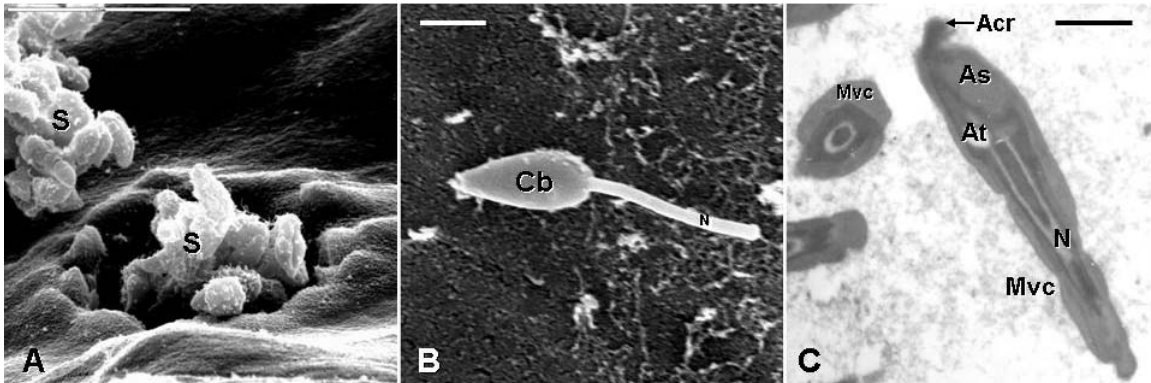


Figure 15.7 Scanning and transmission electron micrographs of gordiid spermatozoa. (A) Sperm (S) emerging from the cloacal opening of a male *Gordius difficilis*. Note the rod shape of the spermatozoa. Scale bar = 10 μm . (B) A single sperm on the posterior region of the cloaca of a female *G. difficilis* from Bolek & Coggins (2002). Note the round end (Cb) and rod-shaped end (N) where part of the nucleus is located. Scale bar = 1.5 μm . (C) Cross and longitudinal sections of a spermatozoon from the reproductive system of a *Gordius* sp. Note the numerous compartments and organelles including Arc = acrosome, As = acrosomal sheath, At = acrosomal tube, Mvc = multivesicular complex and N = nucleus. Scale bar = 1.5 μm .

Important points about taxonomic names:

Recall that species are part of a larger classification system that is organized as: Kingdom, phylum, class, order, family and genus. There are also ‘super’ categories such as superclass, and ‘sub’ categories such as subfamily, infraorder, etc.

1. Species names: Species names are always binomens: e.g. *Gordius robustus*. The first part of the species binomen is the genus name (Latin noun, capitalized) and the second part is the specific epithet (Latin adjective, never capitalized). A species name always consists of both parts and is always either italicized or underlined. When writing a species name within a section of the paper (Abstract, Introduction, etc), your first mention of the species should always be spelled out, e.g., *Paragordius obamai*. If the name is mentioned again, the first part of the name (genus), may be abbreviated to a single letter plus “.” Example, *P. obamai*. Note that both parts are still italicized.

2. Non-genus or species names are never italicized or underlined.

References:

Primary literature: Any journal article including review articles. You must use a *minimum* of 5 references. My lectures, internet websites, and textbooks do not count. Journals: Use Google Scholar to find and download publications from campus.

Citing References in the text

There are different methods of citing authors within the body of the text. For example:

1. One author reference: “Author (1998) indicates that other scientists think...”
2. 2 Authors: “Author and Author (2000) states that...”
3. 3 or more authors: Author et al. (2000) argue that *Hallucigenia sparsa*...” Please note that only the first author’s name is used and that et al. is not italicized. Also, note that “et al.” is only used in the body of the text. All author names appear in the references section.
4. Some scientists consider *Wiwaxia corrugate* to be ... (Author, 1999; Author, 2004). Always cite works in chronological order (Janovy and Jones, 1991; Cook et al., 1992; Bolek, 1997a,b).

Examples of References style at the end of the paper

Chapter in a book

Aho, J. M. 1990. Helminth communities of amphibians and reptiles: Comparative approaches to understanding patterns and processes. *In* Parasite communities: Patterns and processes, G. Esch, A. Bush, and J. Aho (eds.). Chapman and Hall, New York, p. 157–196.

Book

Thorp, J. H., and A. P. Covich. 2001. Ecology and classification of North American freshwater invertebrates. 2nd ed. Academic Press, San Diego, California, 1,056 p.

Journal Articles

One author:

Bolek, M. G. 2000. Records of horsehair worms *Paragordius varius*, *Chordodes morgani* and *Gordius robustus* (Nematomorpha) from Indiana. *Journal of Freshwater Ecology* 15: 421–423.

Two authors:

Bolek, M. G., and J. R. Coggins. 2002. Seasonal occurrence, morphology, and observations on the life history of *Gordius difficilis* (Nematomorpha: Gordioidea) from southeastern Wisconsin, U.S.A. *Journal of Parasitology* 88: 287–294.

Three or more authors:

Szmygiel, C., A. Schmidt-Rhaesa, B. Hanelt, and M. G. Bolek. 2014. Comparative descriptions of non-adult stages of four genera of Gordiids (Phylum: Nematomorpha). *Zootaxa* 3768: 101-118.