NMJS Author Submission Guidelines

This is a guide to be used to prepare manuscripts for publication in the New Mexico Journal of Science (NMJS). Manuscripts should be 4,500 words or less and must be submitted as a Microsoft Word document. This guide is broken into the following sections:

I. Manuscript Components

Required	As Needed
Title	
Abstract	
Keywords	
Introduction	
Methodology	
Results	
Discussion	
Author Information	
	Acknowledgement
References	
	Appendix

II. Component Descriptions and Guidelines

NMJS requires authors to correctly format manuscripts and specific text components with our premade Word Styles prior to submission. More information is provided in the Section III of this guide.

Abstract: The abstract should briefly state the problem or purpose of the research, indicate the theoretical or experimental plan used, summarize the principal findings, and point out major conclusions. Potential readers and researchers read many more abstracts than full papers. The number of paragraphs in the abstract should be limited to two. Preferably, the abstract is one paragraph only. For finding papers, searchable databases use the title, the abstract, and the keywords. The majority of your text in this section should use Word Style (BD_Abstract).

Keywords: Important phrases (one to three words each) that can help find the paper in searches but are not included in the title or the abstract should be listed in the Keywords section. Limit the number of keywords so that they fit in three or fewer lines, including the heading “Keywords”. The majority of your text in this section should use Word Style (BG_Keywords).

Introduction: The introduction introduces the research topic, why that topic is important, the hypothesis of an experiment, and other points to give the reader an idea of the research presented in the paper. Study or review of relevant literature may be part of the introduction. However, if too long, literature review should be a section by itself. The majority of your text in this section should use Word Style (TA_Main_Text).

Methodology: Many papers present results from an experiment. For such papers, a section that follows Introduction is usually titled “Materials and Methods” or "Methodology". Authors may choose to incorporate subheadings within this section if desired. See the Materials and Methods section of the NMJS example paper or NMJS Template to see this

demonstrated. The majority of your text in this section should use Word Style (TA_Main_Text).

Results: This section should summarize relevant data, observations, and findings. The American Chemical Society's Preparing a Research Paper PDF describes the results section like this, "In this section, relevant data, observations, and findings are summarized. Tabulation of data, equations, charts, and figures can be used effectively to present results clearly and concisely. Schemes to show reaction sequences may be used here or elsewhere in the report." The majority of your text in this section should use Word Style (TA_Main_Text).

Discussion: The discussion section consists of analysis and interpretation of the results. The American Chemical Society's Preparing a Research Paper PDF describes the discussion section like this, "The crux of the report is the analysis and interpretation of the results. What do the results mean? How do they relate to the objectives of the project? To what extent have they resolved the problem? Because the "Results" and "Discussion" sections are interrelated, they can often be combined as one section." The majority of your text in this section should use Word Style (TA_Main_Text).

Author Information: Please include contact information (email preferred) for the corresponding author here. This information should use Word Style (FA_Corresponding_Author_Footnote).

Acknowledgement: Only include if desired. The text in this section should use Word Style (TA_Main_Text2).

References: Make sure this text uses Word Style (TF_References_Section) before bolding and italicizing font as described in the ACS Style Guide: Effective Communication of Scientific Information. If you do not, you will lose the bold and italic formatting when you apply this word style. Ensure all citations and references are formatted in the author date format option described in the ACS Guide. There are many other guides available online if you do not have access to the aforementioned ACS guide. Here are a few we recommend: https://libguides.usc.edu/c.php?g=235076&p=1561830 or https://www.citethisforme.com/citation-generator/acs-referencing-generator. The example paper and template both include examples of commonly references material types like journals and books.

Appendix: Only include if absolutely necessary. Limit four in total.

III. Specific Formatting Requirements

Word Styles & Template Instructions

NMJS requires authors to correctly format manuscripts and specific text components with our premade Word Styles prior to submission. For clarity, we have inserted comments throughout the NMJS Template indicating which Word Style is being used. You will want to delete these comments prior to submitting your manuscript.

If typing your manuscript directly into the NMJS Template, click in the text of the template that you want to replace and begin typing your manuscript. If you copy & paste your content into the template, you MUST paste it as unformatted text for the styles to be applied.

Species Names

Species names must always be italicized. The ACS Style Guide stipulates, "Use lowercase for species, subspecies, and varieties, even in titles." The first time the name appears, spell it out completely, after that abbreviate the first word to its first letter. See the NMJS Template and Example Paper for an example of this.

Units and Numbers

Limit the number of significant digits to six, preferably four. Very few cases justify exception to that rule. (For example, a paper that discusses the effect of numbers of significant digits on computation accuracy may require the use of many significant digits. Numbers of votes for two candidates on an election ballot may have to be precise to more than six digits.) Processing of measured data may give many significant digits. Round the result to the precision of the measurement system, or four significant digits, whichever is shorter. Use Celsius or Kelvin not Fahrenheit for units if at all possible.

Use numerals with units of time or measure, and use a space between the numeral and the unit, except %, $, ° (angular degrees), ′ (angular minutes), and ″ (angular seconds). The following are a few examples.

a. 0.30 g, 50%, $250
b. 273 K, 47°8′23″, 180° (but 180 °C)
c. 90 °C, 50 μg of compound/dL of water

Exception: Spell out numbers with units of measure used in a nontechnical sense.
If you take five minutes to read the ACS style guide (ACS style guide page 210), you'll be surprised. The process included heating 25 mL of each material to 90 °F for five minutes. Adhesion was increased in 2 materials, not significantly changed in 11 materials, and reduced in 7 materials.

Use Greek letter μ (type the letter "m", then change the font to Symbol), not Roman letter u, to denote micro. (A μ that is a variable should be italicized like most scalar variables. Italicizing differentiates variables from micron or units). For numbers whose absolute values are very large or very small, use scientific notation *a*E*p* where *a* is between 0.01 and 99.99,

and *p* is a multiple of three. For example, -12.35E6 instead of -12,345,678; 0.1235E-6 instead of 0.00000012345.

Figures, Graphs, Tables, and Pictures

To insert graphics within the text or as a figure, chart, scheme, or equation, create a new line and insert the graphic where desired. Graphics cannot be larger than 6.5 inches wide or 9 inches tall and must be high quality (no pixelation). Ensure all text encased in your graphics is Times New Roman font (or visually similar) and no smaller than 11pt when sized at your desired dimensions. Chart axis must be labeled.

Each figure must have a caption that includes the figure number and a brief description, preferably one or two sentences. The caption should immediately follow the figure with the format "Figure 1: Figure caption" and use the premade Word Style (VA_Figure_Caption). All figures must be mentioned in the text consecutively and numbered with Arabic numerals. The caption should be understandable without reference to the text.

Each table must have a caption that includes the table number and a brief description, preferably one or two sentences. The caption should immediately follow the table with the format "Table 1: Table caption" and use the premade Word Style (VA_Figure_Caption). Use tables only when the data cannot be presented clearly as narrative, when many precise numbers must be presented, or when more meaningful interrelationships can be conveyed by the tabular format. Tables should supplement, not duplicate, text and figures. Tables should be simple and concise. It is preferable to use the Table Tool in your word-processing package, placing one entry per cell, to generate tables. Ensure you apply the Word Style (TC_Table_Body) for all text in a table except the caption.

Equations and Chemical Reactions

Put equations, if any, in a new line. Use the menu bar Insert > Symbols > Equation. Insert and edit the equation. Click Tab to advance the cursor to the end of the line. Put an equation number there. Center the equation using the "Center Tab" on the ruler bar. (In current MS Word version: Click "View" on the menu bar. Make sure the "Ruler" box is checked and the ruler bar is displayed. Click the "Tab" symbol at the top left corner until the "Center Tab" symbol () shows up. Place the center tab at 3.25". Click to the left of the equation. Press the Tab key.) The equation line should look like below:

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos\frac{n\pi x}{L} + b_n \sin\frac{n\pi x}{L} \right) \tag{1}$$

If you continue the paragraph and are not starting a new one, use Word Style TA_Main_Text_2. So this sentence belongs to the same paragraph as the equation above. "In-line" equations like

$$f(x_n) = (a_n^2 + b_n^2)^{1/2} \exp(jn\pi x/L) \tag{2}$$

are preferred to equations created using Equation Editor. For symbols in the text, do not use equation editor. For example, do not use Equation Editor to insert symbols like π, α_1, $\Psi(\tau_i)$, exp($jn\pi x/L$), etc. in line. Use the premade Word Style (O_Symbols or Greek Characters) instead. The Word Style (TA_Main_Text) supports the use of Latin letters. To insert a Latin character, go to Insert > Advanced Symbol.

Format chemical reactions like this:

$$\text{VOC} + \text{OH} \rightarrow \text{OPR} + \text{H}_2\text{O} \quad (1)$$

$$\text{OPR} + \text{NO} \rightarrow \text{OOR} + \text{NO}_2 \quad (2)$$

$$\text{NO}_2 + h\nu \rightarrow \text{NO} + \text{O}_3 \quad (3)$$

References

Ensure all citations and references are formatted in the author date format option described in the ACS Guide. There are many other guides available online if you do not have access to the aforementioned ACS guide. Here are a few we recommend: https://libguides.usc.edu/c.php?g=235076&p=1561830 or https://www.citethisforme.com/citation-generator/acs-referencing-generator. The example paper and template both include examples of commonly references material types like journals and books.