

Please find in the website the templates for authors to use as they prepare their manuscripts in WORD. The authors just need to add in their names, affiliations, and title of their paper.

Many of the authors will not know how to use the WORD program properly, so you will have to correct all the formatting mistakes when they submit their papers to you. In addition to the templates, please send all the authors the following checklist for their articles:

**(1) Please remove PO Boxes and street addresses from your affiliations. Also, the laboratory and college/department should be listed above the university.**

**(2) Please italicize *et al.*, *e.g.*, *etc.*, and *i.e.* throughout the paper and fix your in-text citations, as they should be listed in alphabetical order.**

**(3) Please eliminate pronouns like 'we', 'I', 'our study', and 'my study' throughout your text. Proper technical writing should not use such phrases.**

**(4) Please eliminate numbers from headings. We do not use those.**

**(5) Please write out 'Fig.' as 'Figure' throughout the paper.**

**(6) Please have the main headings of: INTRODUCTION, METHODS, RESULTS, DISCUSSION, CONCLUSIONS. All of your other headings can be subheadings under these main sections.**

**(7) Please add text between all headings, as we no longer accept stacked headings. For main headings (*e.g.*, METHODS, RESULTS, DISCUSSION), we only ask that you have a brief paragraph (2-3 sentences) in between the main heading and the first subheading to introduce the section. Technically, that is proper scientific writing protocol, so we've made it one of our formatting requirements.**

**(8) Please have a separate METHODS section.**

**(9) Please have a separate RESULTS section and a separate DISCUSSION section. We no longer combine the two.**

**(10) Please change 'Concluding remarks' to 'CONCLUSIONS.'**

**(11) Please change 'References' to 'LITERATURE CITED.'**

**(12) Please check each of your references in the LITERATURE CITED section thoroughly and refer to the specific examples in the JCR Author Instructions to revise them properly.**