

We encourage all biology educators to write for *The American Biology Teacher*. The peer-reviewed journal includes articles for teachers at every level. For example:

- Research on teaching alternatives, including evaluation of a new method; cooperative learning; concept maps; learning contracts; investigative experiences; use of educational technology; simulations and games; and the process of making value judgments.
- Social and ethical implications of biology and how to teach them; aging and death; genetic engineering; energy; pollution; agriculture; population; health care; nutrition; sexuality; gender; and drugs.
- Specific how-to-do-it suggestions for laboratory, field activities, or interdisciplinary programs.
- Simple quick biology exercise or “Quick Fix” for the classroom; including motivational strategies to teach a concept (250-500 words).
- Reviews of recent advances in the life sciences.
- Imaginative views of the future and suggestions for coping with changes.

Manuscript Selection Criteria

1. Information must be useful to biology teachers at all levels.
2. The manuscript must contain original material that has not been published elsewhere.
3. The manuscript should be organized logically and coherently; the writing style should be clear.
4. Illustrations should be included if they add clarity or increase reader interest. See Preparing Figure Artwork.
5. Limit manuscripts to 4,000 words (or 16 typewritten, double-spaced pages), including references and excluding illustrations. We prefer short, concisely written articles.
6. Manuscripts should align with the *National Science Education Standards* and their focus on inquiry-based learning.

General Style and Format

- Indicate whether you would like your manuscript published online or in print. Online pieces generally appear sooner than the print pieces.
- The title should be a descriptive but concise invitation to read further.
- A good introductory paragraph captures the readers’ attention. It should highlight the major points in subsequent paragraphs. Include a 50-word abstract for our Web site listing.
- Include subheads in any manuscript longer than five pages.
- For the text body, do not use tabs or another type of formatting, other than capitalization, punctuation, and italics. For more information, see Manuscript Requirements.
- Most articles need formal conclusions. In many cases, suggestions for implementing ideas are more useful than summaries.
- **References:** List in alphabetical order on a separate page at the end of your article. References must be complete and in *ABT* style. The following examples illustrate *ABT*’s style format:

Magazine or journal article

Raham, G. (1986). Pill bug biology: A spider’s spinach but a biologist’s delight. *The American Biology Teacher*, 48(1), 9-16.

Book

Hutchinson, G.E. (1962). *The Enchanted Voyage and Other Studies*. New Haven, CT: Yale University Press.

Article in an edited book

Popper, K. (1980). Science: Conjectures and refutations. In E.D. Kemke, R. Hollinger & A.D. Kline (Editors), *Introductory Readings in the Philosophy of Science* (pp. 19-34). NY: Prometheus Books.

Web site

Roberts, L., Davenport, R.J., Pennisi, E. & Marshall, E.

(2001). A history of the Human Genome Project. *Science*, 291, 1195. Available online at: <http://www.sciencemag.org/cgi/content/full/291/5507/1195>.

Cite in-text references in the following manner

“Blue-green algae have the simplest nutritional requirements of any known organism” (Keeton, 1973).

(or)

Keeton (1973) has noted that “blue-green algae have the simplest . . .”

For more guidelines on preparing references, see the *Publication Manual of the American Psychological Association, 4th Ed.* (2001).

- For more information, see Preparing Figure Artwork.

Editorial Style

On questions of punctuation, abbreviation, and style, *ABT* follows the *Chicago Manual of Style, 14th Ed.* Our spellings are those preferred in *Webster’s Tenth New Collegiate Dictionary*. There are excellent articles and books on effective writing styles (e.g., *The Elements of Style* by W. Strunk, Jr. and E.B. White).

A variety of styles makes a journal more interesting; thus, we offer the following writing tips:

- Use the active voice and conversational tone whenever possible.
- Avoid abstract or very technical language and define all specialized terms.
- Use concise words to emphasize your point rather than gimmicks such as capitalization, underlining, italics, or boldface.
- Attempt to minimize in-text references. Documentation is necessary in most scientific writing, but it should not distract readers from ideas.
- Use the SI (metric) system for all weights and measures.

Manuscript Requirements

1. Accepted formats for text files:
 - a. Microsoft Word
 - b. WordPerfect
 - c. text only
2. **PowerPoint files will not be accepted.**
3. Double-space all copy, including tables, figure captions, and references. Put your title on a separate page and do not underline titles or subtitles.
4. If you have figure(s) with text, include all of the text used in the figure(s) at the end of the article. If you have table(s), include all of the text used in the table(s) at the end of the article.
5. Be sure all figures are camera-ready. (See the following page for more info.)
6. Have all necessary permissions in writing. Include credits, if applicable. If photographing students, written permission is required. NABT has a downloadable form for this purpose.
7. **Do not embed anything into your text (Word) file.** Include all items as separate files.
8. Include your address(es), phone, e-mail, and fax numbers **on the cover page only.**
9. References should follow the guidelines in the *Publication Manual of the American Psychological Association, 4th Ed.* (2001).
10. Follow the guidelines in the Preparing Artwork section.

Submission Guidelines

Authors may choose to submit their manuscripts **electronically** or by **hard copy**. We encourage e-mail submission as it is faster and saves paper. To submit electronically, send two e-mails: one with a cover letter identifying the manuscript and the other with no identifying cover letter/information so as to allow for the blind review process. If you have a large number of high resolution graphics, you may want to send a separate disk containing the graphics.

For Hard Copy

- Use standard paper and the following page format: one side of 8 1/2 x 11 inch (22 x 28 cm) white bond, leaving a 1 1/2 inch (4 cm) margin on all sides. This leaves room for editorial marks.
- Present tables, graphs, and line drawings on separate sheets of paper at the end of the manuscript. Indicate placement of tables, photographs, and figures within the body of the manuscript. Key each illustration and photo on the back to its caption, but place all captions on a separate page at the end of the text file. Mark the tops of photos and figures.
- Submit an original and four copies of your manuscript. In addition to submitting original artwork, it is permissible to include photocopies of artwork for the four reviewers' copies.
- Include a disk containing a copy of your manuscript.

Editorial Procedures

- We direct communications to the first author of multiple author articles.
- At least three individuals review each article. This is a blind review process in which reviewers do not know the names of the author(s). Authors should put their names only on the title page.
- Although we attempt to make decisions on articles as soon as possible after receipt, this can often take six

to eight months. Articles not accepted are returned to their authors. If you submit hard copies of your manuscript, **include two stamped, self-addressed envelopes and return postage with your article.**

- The editor submits accepted manuscripts to the national office for copy editing. There, the editorial staff will contact authors by phone or e-mail. We edit articles for both style and content, but the author is ultimately responsible for scientific and technical accuracy. Check it carefully before submitting your article. Page proofs will be sent to authors for a final review two weeks before publication.
- We require biographical information (e.g., full name, title, school/organization) and contact information (e.g., postal address, phone, fax, e-mail) so we can send page proofs, a copyright release form, and reprint information before an article is published.
- On the title page, provide each author's name, current position, mailing address, e-mail address, home and work telephone numbers, fax number, and a word count.
- Authors receive one complimentary copy of the issue in which their article appears. Reprints may be ordered any time after publication.

Note: For non-members of NABT, there will be page charges of \$100 per journal page. There are no page charges for *ABT* manuscripts if all authors of the manuscript are members of NABT.

Thank you for your interest in *The American Biology Teacher*.

We look forward to seeing your manuscript soon.

William Leonard, Leonard@clemson.edu

Cheryl Merrill, Managing Editor, cmerrill@nabt.org

Mail submissions to:

William Leonard

530 Village Creek Road, Mountain Rest, SC 29664 • Leonard@clemson.edu

Guidelines for Preparing Figure Artwork

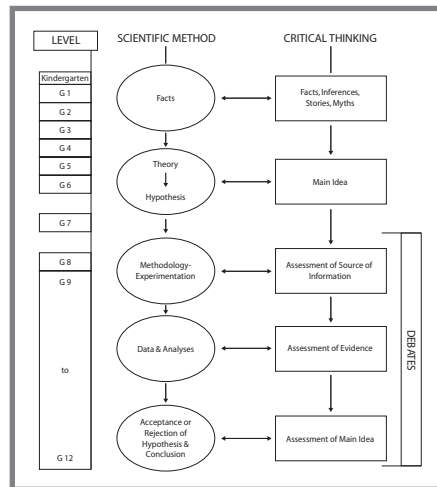
(A) Photographic images:



Sample of a photographic image (A)

- All images must be production-ready.
- Digital files are preferred for manuscripts and they must meet the following guidelines:
 - **Quality: Send the original file.** This should be the largest file you have with the highest resolution. Digital cameras should be set to the highest camera setting. Ideally, these files (camera shots or scans) should be 350 pixels per inch.* If you must use images from a Web site, also provide us with the URL, which will give us the option of creating a better screen capture. Do not attempt to adjust or resample the resolution for digital files. These files are typically in TIFF or JPEG format.
 - **Labeling:** If you need to add text labeling to identify parts of your image, also send a version of the image **without** text labeling.
- If you cannot send digital files, you may send original photographic slides or prints (no duplicates or polaroids).

(B) Line art images:



Sample of a line art image (B)

- All images must be production-ready.
- A vector file is preferred (Illustrator or Freehand, saved as an EPS file).
- Raster images in TIFF or EPS formats are also accepted. These should be 1200 dpi* at the final usage size (typically 3" x 5"). If you have a low resolution image, do not attempt to adjust or resample the resolution.
- **Labeling:** To add text labeling to identify parts of your image, also send a version of the image without text labeling.
- If artwork has been computer-generated, it must be submitted in a digital file.
- **Files created in Inspiration software will not be accepted.**

* Low-resolution images that are intentionally resampled at a higher resolution will be returned to the author and the article will be placed on hold. Include a hard copy of all files as a reference.

Requirements for Submitting Cover Photographs for *The American Biology Teacher*

We encourage submissions of cover photographs from all members of NABT. Covers are selected based on the quality of the image, originality, and interest to life science educators. The last few years have seen a marked decline in the number of suitable covers submitted, due in large measure to the failure of the images to meet technical specifications. Almost none of the electronic images have met *ABT* requirements. Please read and follow the requirements listed below. If you have questions, contact Cheryl Merrill.

1. Sharp, clear, color 35 mm slides are highly preferred. Submit only the original; duplicates will not work. If you wish to submit digital images, the file must have these minimum requirements: 400 pixels per inch at 8.5 x 11.25. This translates to a minimum of 3400 pixels by 4500 pixels, for a total file size of more than 15 megabytes uncompressed.
2. Choose slides with a vertical subject orientation.
3. Leave room at the top for the *ABT* banner.
4. Be sure to clearly label your slides with your name in ink.
5. Include a brief description of the image, details of the shot (i.e., circumstances, time of day, location, type of camera, camera settings, etc.), and biographical information.
6. Include your name, home and e-mail address, and phone numbers where you can be reached.
7. Include a self-addressed envelope and return postage if you wish your slide returned.

If you have any questions, contact Cheryl Merrill at 703-264-9696 or Cmerrill@nabt.org.