

JOURNAL OF THE PENNSYLVANIA ACADEMY OF SCIENCE

INFORMATION FOR AUTHORS: EDITORIAL POLICY & MANUSCRIPT FORMAT

1. Scope and Editorial Policy

The Journal of the Pennsylvania Academy of Science publishes original research papers, short communications (Research Notes), review articles, and commentaries covering the natural, physical, engineering, and social sciences. All contributions must convey the importance of the findings and interpret their implications in light of current knowledge. Manuscripts submitted for review must be unpublished, uncopyrighted, and not under consideration elsewhere; any personal communications cited require prior authorization. Submission implies that all co-authors and the host institution have approved the manuscript, and disclosure of potential conflicts of interest is mandatory.

2. Peer Review Process

Our double-anonymized peer review ensures a fair and unbiased assessment. Authors should remove all identifying information – including metadata, footnotes, and acknowledgements – from the manuscript file. We request you submit names, email addresses, as well as the professional area of expertise of three-five potential reviewers of your manuscript. The reviewers must be outside the author's institution, possess knowledge of current research in the area of study, and generally be professionally qualified to referee the paper. The peer reviewing process is the Editor's responsibility, and the reviewers are selected at the full discretion of the Editor.

3. Manuscript Preparation

Manuscripts should be submitted as Microsoft Word files (.doc or .docx) in "Normal" style with no tracked changes, hidden text, or comments. Use Times New Roman, 12-point font, and double spacing throughout (including tables, figures, and references), with 3 cm margins on all sides. *Do not use single spacing anywhere* (including Literature Cited). Paragraphs should be indented using a single tab character, and pages must be numbered consecutively in the bottom right corner, beginning with the Abstract page. Manuscripts must be submitted in English.

4. Structure and Content

Authors should organize their manuscripts in the following order: (1) Abstract and Keywords, (2) Introduction, (3) Materials and Methods, (4) Results, (5) Discussion, (6) Acknowledgements, (7) Literature Cited, and (8) Appendices (if applicable). Title and Author names are entered separately in the Editorial Manager System and should not appear in the manuscript file.

4.1 Title and Abstract: The title should be concise yet informative, formatted in Title Case. The Abstract must be a single paragraph of no more than 200 words for full-length articles and 150 words for Research Notes, summarizing the objectives, methods, principal results, and

conclusions. Authors should also provide three to six keywords that capture the core themes of the work.

4.2 Introduction: The Introduction should orient the reader by summarizing relevant background literature and clearly stating the research hypothesis or objectives. Only essential reference should be cited to maintain focus.

4.3 Materials and Methods: This section must describe materials, procedures, equipment, and study design in sufficient detail to allow reproducibility. When employing previously published methods, cite the original source and briefly note any modifications.

4.4 Results: The Results should present key findings in a clear and concise manner, using text, tables, or figures as appropriate. Each table and figure must be cited in the text, and figures must include descriptive legends and mandatory alternative text (see [here](#) for alt-text guidance).

4.5 Discussion: In the Discussion, interpret your results in relation to existing research, relate back to your stated objectives, and avoid unwarranted speculation. Highlight the broader implications and potential future directions.

4.6 Acknowledgements: Acknowledgements should identify funding sources (e.g., “This work was supported by NIH grant R01-XXXX,”) and recognize technical or editorial assistance. Include any required disclaimers regarding institutional endorsement.

5. References and Citations

5.1 In-Text Citations: Cite sources using the author-year format: two authors (Smith and Reif 1984), three or more (Gur et al. 1983). For multiple citations, list in chronological order separated by commas (Castellano et al. 2003, Gross 2010, Schell et al. 2021). Research Notes with fewer than five references may integrate citations directly into the text without a separate reference list.

5.2 Literature Cited: List references alphabetically by the first author, using full journal and book titles (italicized) and including volume and page numbers. Examples are provided below.

Journal Article: Schell, J. M., E. J. Rollinson, and H. Whidden. 2021. Detection and distribution of eastern small-footed bats (*Myotis leibii*) in the Delaware Water Gap National Recreation Area. *Journal of the Pennsylvania Academy of Science* 94: 7-24.

Book Chapter: Gross, D. A. 2010. Swainson’s Thrush. In M. A. Steele, M. C. Brittingham, T. J. Maret, and J. F. Merritt, eds. *Terrestrial Vertebrates of Pennsylvania*. The Johns Hopkins University Press. Baltimore, MD, p. 215-218.

Book: Turner, M. G., R. H. Gardner, and R. V. O'Neill. 2001. *Landscape Ecology in Theory and Practice: Pattern and Process*. Springer-Verlag New York, Inc. New York, NY.

Website: Pennsylvania Natural Heritage Program. 2021. *Pennsylvania Conservation Explorer*. Available at <https://conservationexplorer.dcnr.pa.gov/>. Accessed 3 November 2021.

6. Tables, Figures, and Appendices

Tables should be numbered, titled, and submitted as separate Word files. Figures must be provided as TIFF or JPEG files with legends on a separate page. All items in appendices should be labeled with an “A” prefix (e.g., Table A1).

7. Accessibility and Ethics

Authors must include alternative text for every figure; refer to [PSU Press](#) for detailed guidelines on composing effective alt text. Ethical compliance statements are required: indicate IACUC approval for animal studies and IRB approval for human subjects research.

8. ORCID iDs and Data Availability

We encourage all authors to provide ORCID identifiers during submission. Additionally, include a brief Data Availability Statement indicating where underlying datasets can be accessed or any restrictions.

9. Submission and Production

Manuscripts should be submitted via the JPAS Editorial Manager at <http://www.editorialmanager.com/jpas>. At least one author must hold membership in the Pennsylvania Academy of Science. There are no page charges, and the corresponding author will receive galley proofs for final review. Refer to the *Submission Guidelines for Authors* file on the Editorial Manager website for additional information.

For questions, contact Yiben Wang Ph.D. (Editor-in-Chief) at JPAS@press.psu.edu.