

## Instructions to Authors: *ILAR Journal* Style Guidelines

### Format the Manuscript

- Aim for 20–30 pages double-spaced
- Number all pages and lines
- Text: use Microsoft Word for PC (*not Mac*)
- Headings: Style these as follows:
  - A-head: Bold, flush left, each word (except prepositions and articles) capped
  - B-head: Not bold, flush left, capitalized words as in A-head
  - C-head: Italic, not bold, centered, capped as in A-head
  - D-head: Paragraph indent, bold, first word capped, followed by period. Text follows on same line.
- Separate tables and figures so that they appear after (*not embedded in*) the text
- Figures: These must be of camera-ready quality. Provide electronic versions (if available) and hard copy (glossies) of any gray-tone figures.
  - Important:* Provide separate files for figures: .eps, .tif, .gif, .ppt, or .jpg
- Email to <cfletcher@nas.edu>

### Specific Sections to Include

- Abstract: ± 250 words
- Key Words: ≤ 8 key terms, arranged alphabetically and appearing after the abstract
- Conclusion[s], Concluding Thoughts, Summary, or Future Directions (or something along these lines).
- Acknowledgments: Indicate source of funding (as well as thanks if you wish).

### Identify Abbreviations

- Provide an alphabetical list of abbreviations used ≥ 3 times and include the definitions.
- Define all abbreviations the first time they are used in the text.

### Include Author Affiliations

For all authors, provide full name, degree(s), title or position, institution, city, and state or country. For the corresponding author, also provide mailing and email addresses.

### Style the References

Follow *Scientific Style and Format: The Council of Biology Editors Manual for Authors, Editors, and Publishers* (6th ed., 1994) and prepare your reference list as follows:

- Use the author-date format for in-text citations (without commas; e.g., Fox and Obernier 2005; Kiesecker et al. 2001).
- Put references in both the text and the list in alphabetical order.
- Use “et al.” for in-text citations of sources by 3 or more authors. In the reference list, all authors’ names must be shown.
- Page numbers in the reference list are inclusive (e.g., p 213-219, not 213-9).
- Alignment “hangs,” as indicated below.

#### Coauthored Journal Article:

Brown MJ, Murray KA. 2006. Phenotyping of genetically engineered mice: Humane, ethical, environmental, and husbandry issues. *ILAR J* 47:118-123.

#### Chapter in an Edited Book:

Schallert T, Woodlee MT. 2005. Orienting and placing. In: Whishaw IQ, Kolb B, eds. *The Behavior of the Laboratory Rat: A Handbook with Tests*. New York: Oxford University Press. p 129-140.

#### Organization Abbreviation as Author:

ARENA [Applied Research Ethics National Association]. 2002. *Institutional Animal Care and Use Committee Guidebook*. Bethesda: Office for Laboratory Animal Welfare, National Institutes of Health.

#### Web Resource:

Swanson JC, McNitt JI. 2006. Rabbits. Available online (<http://ars.sdstate.edu/animals/rabbits.html>), accessed June 7, 2006.

#### Workshop Proceedings Reported in a Journal:

ILAR Workshop [Institute for Laboratory Animal Research Workshop on Demands for Rhesus Monkeys in Biomedical Research]. A report of the workshop held April 19-20, 2003, in Washington DC. *ILAR J* 44:236-238.