

# INSTRUCTIONS FOR THE PREPARATION OF MANUSCRIPTS

#### For the Annual Reviews of:

Anthropology
Astronomy and Astrophysics
Cancer Biology
Cell and Developmental Biology
Clinical Psychology
Criminology
Developmental Psychology
Earth and Planetary Sciences
Ecology, Evolution, and Systematics
Economics
Financial Economics
Fluid Mechanics
Food Science and Technology

Law and Social Science
Linguistics
Marine Science
Neuroscience
Organizational Psychology and Organizational
Behavior
Political Science
Psychology
Resource Economics
Sociology
Statistics and Its Application
Vision Science

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Revised March 2018

# TABLE OF CONTENTS

Manuscript Submission Checklist	
Annual Reviews' Editorial Principles and Policies  Principles  Copyright, Archiving, and Permissions  Disclosure Statement  An Original Synthesis of Ideas	
Manuscript Preparation	
Article Components	
Graphic Components 13 Tables Figures	
Supplemental Material 15	
Literature Cited  Harvard-Style References Citations in Text Citations in Bibliography Bibliographic Style Citation Management Software Website Citations	
Nomenclature	

Equations and Formulas	21
Software	
Layout	
Special Characters	
Submitting Your Manuscript Files	22
Online Submission Instructions	
Email and FTP Submission Options	
APPENDIX A: Literature Cited Examples	23
APPENDIX B: Standard Abbreviations and Units	27

# MANUSCRIPT SUBMISSION CHECKLIST

Include the following with your submission:

RE	QUIRED ELEMENTS
	Editable files of manuscript, figures, and tables (Microsoft Word or TeX file for text; see <u>Author Graphics Guide</u> for acceptable figure file types); if submitting in TeX, include bib file and all other associated files
	Title Page: full article title, author(s) name(s) and affiliation(s) including email address(es) and, if available, ORCID numbers, Corresponding Author contact information
	Keywords: as many as 6
	Abstract: 150 words maximum
	Headings: clearly formatted throughout text
	Figures: submit each with its own caption clearly labeled; separate file for each figure, do not integrate within text. Send editable, high-resolution or vector files. See <u>Author Graphics Guide</u> for more details. In addition to individual figure files, provide a PDF file containing all figures. Obtain any necessary permissions for use. If you need assistance in paying any incidental fees, please contact your Production Editor
	Tables: either all at end of article, following Literature Cited, or submitted together in a separate editable file
	Literature Cited: See correspondence from your Production Editor for the maximum number of references permitted; references should be formatted per journal specifications (see sections of this handbook, below, for details)
	PDF file of final manuscript, including all figures, tables, references, and optional elements (listed below), in addition to the editable files
OF	PTIONAL ELEMENTS
	Terms and Definitions list: provide definitions for as many as 20 of the most important abbreviations or key terms, limited to 20 words maximum; insert below Literature Cited section
	Summary Points list: highlight the central points of your review (as many as 8), in complete sentences; insert above Acknowledgments and/or Literature Cited section
	Future Issues list: note where research may be headed (as many as 8), in complete sentences; insert above Acknowledgments and/or Literature Cited section
	Reference Annotations: brief (15 words maximum) explanation of citations' importance (as many as 10); insert below Literature Cited section
	Related Resources list: up to 10 references, not listed in Literature Cited, to materials (websites, books, videos) that may be of interest to readers; insert below Literature Cited section
	Sidebar (50 words minimum, 200 words maximum) briefly discussing a fascinating adjacent topic; insert below Literature Cited section, but be sure to call out the sidebar in text; it will be typeset near the section containing the callout

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Prior to publication, all authors will be asked to complete and sign a disclosure statement.

The possibility of conflict of interest does not disqualify anyone from authorship. We will, however, disclose the potential conflict of interest to our readers.

#### AN ORIGINAL SYNTHESIS OF IDEAS

The mission of Annual Reviews is to provide critical, scholarly reviews of important topics in selected branches of science. Each review must be an original work prepared for Annual Reviews.

#### $\square$ Each manuscript must be originally written for publication in an Annual Reviews journal.

The preparation of a review must, by its very nature, rely heavily on the ideas, observations, and reports of others. Therefore, it is important for authors to exercise care in citing and quoting other publications. This precaution applies also to the use of the author's own previous writing. The following guidelines are intended primarily to protect new Annual Reviews authors from inadvertent infringements of copyright, any appearance of plagiarism, or accidental bias in assembling bibliographies.

Extra vigilance is required of literature review authors, for whom the task of materials assembly (today often a software cut-and-paste operation) must be separated carefully from those of information synthesis and fresh expression.

In view of the historic importance of Annual Reviews articles in defining the current state of scientific knowledge, authors should strive to be fair, yet discriminating, in their selection of references. Include only those papers you consider to be genuinely important: Do not clutter the bibliography with citations of marginal relevance to your topic merely for the sake of "completeness." However, do not be so sparing with your references that you might appear to have minimized or disregarded the work of your competitors or newcomers to the field.

## MANUSCRIPT PREPARATION

#### **SOFTWARE**

Manuscripts may be prepared in Microsoft Word or in LaTeX. If using LaTeX, please go to http://www.annualreviews.org/page/authors/gen eral-information, select the journal for which you are writing, and download the appropriate style file and instructions.

#### **STYLE**

The style manuals to which we refer at Annual Reviews include Webster's Dictionary, The Chicago Manual of Style (University of Chicago Press), and Council of Science Editors' Scientific Style and Format.

PROOFREADING Please proofread carefully for both errors and inconsistencies in the following: spelling (especially of scientific terminology, proper names, and foreign words), mathematical notation, numerical values in tables and text, and accuracy of quotations.

**☑** Be sure all references are cited and all tables and figures are called out in the text.

**FOOTNOTES** We discourage the use of footnotes as these tend to interrupt the flow of the text. If footnotes are used, number all text footnotes consecutively in order of appearance throughout the article. Use a superscript number to key each footnote to the word or statement annotated (e.g., "The term operator is used"). Do not use footnotes just for references, whether published or unpublished. See the Literature Cited section starting on p. 16 for guidance on references. Designate footnotes to tables by superscript lowercase letters; begin lettering anew for each table.

ITALICS Indicate italics using an italic type style. Avoid the use of underlining.

Use italics for

- Scientific names of bacteria and protozoa
- Genera, species, and subspecific taxa

- In chemical names, p, o, m, n, cis, sec, sic, trans, syn
- Genes, genotypes, loci, markers, mutants, alleles, operons
- Mathematical variables

Do NOT use italics for

- Emphasis
- Common foreign words such as ad hoc, a priori, in vivo, in vitro
- Abbreviations such as sp., spp., var.
- Names of taxa of rank higher than genus
- Generic names used as adjectives
- Names of microorganisms used colloquially (e.g., actinomycetes)
- Strain designations
- Names of cells, phages, hosts, phenotypes
- Abbreviations for subatomic particles
- R, X, M, B, A, etc. in formulas and equations where they represent chemical elements or groups

#### **LENGTH**

ESTIMATING THE LENGTH OF THE MANUSCRIPT Every Annual Reviews volume has an assigned length. Likewise, each article has a length assigned by the editors (always indicated in the letter of invitation). Please keep to this length, which includes any figures and tables submitted.

If you are preparing your manuscript in Microsoft Word, you can roughly estimate the typeset length of your article with online length calculator for your Annual Reviews journal. At http://www.annualreviews.org/page/authors/gen eral-information, select the journal for which you are writing, and click on "Article Length Estimator" in the left-hand box.

If you are preparing your manuscript in LaTeX and use the appropriate Annual Reviews style file, the PDF output of your article is roughly its typeset length.

✓ Adhere to the length guidelines presented in your invitation letter.

PRODUCING THE SUBMISSION PDF If working in Microsoft Word, all material (text, literature cited, footnotes, figure captions, tables, and other article components) should be prepared double spaced using 12-point type. Please do not use small (less than 12 point) type or space-anda-half line spacing. These manipulations do not make your review shorter, only harder to read.

Number all pages consecutively and arrange in this order: title page, text, literature cited, article components (see p. 9), figure captions, tables, and figures.

Place the title page on a separate sheet and include

- title of article
- name(s), affiliation(s), and email address(es) for all authors
- shortened running title (40 characters max)
- Corresponding Author contact information

#### **QUOTATION GUIDELINES**

Detailed instructions for citing sources and preparing your Literature Cited section are included below. Here we describe some general guidelines for paraphrasing or quoting from others' work:

- When describing the findings or theories of others, always cite source publications in close proximity to your discussion.
- Omnibus citations at the beginning of an article are sometimes appropriate, but they should not be used as substitutes for explicit citations in the relevant sentences or paragraphs of text.
- The original sources of novel technical terminology, or uniquely apposite words or

- phrases recently introduced into the literature, should be cited, unless these terms already have become established in the common vocabulary of the field.
- If you wish to use a sentence, or an essential part thereof, from another article, always set it off in quotation marks and cite its source, preferably including the page number from which the quotation was taken. However, one should keep the number of direct quotations to a minimum.
- If you choose to quote several consecutive sentences from another source, set off this material as an extract. Omit quotation marks and indent from both left and right margins; after the quotation, indicate the author's name and the year of the reference.
- If you need to quote, paraphrase, or abridge more than approximately 250 words from a single source (whether consecutively or in scattered quotations), please ensure that appropriate permission has been obtained from the copyright holder—even when quoting from your own work if someone else holds the copyright. In cases of extensive quotation we urge you to discuss your intentions, whenever possible, with the quoted author.
- You must obtain permission to use any diagrams, illustrations, or tables from other publications. If you need assistance in paying any incidental fees, please contact your Production Editor. Also, if this material has been redrawn or revised, please indicate this with a parenthetical note in the figure caption or in a footnote to the table.

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## **ARTICLE COMPONENTS**

#### REQUIRED FI EMENTS

To help readers better find and understand what they seek, we ask authors to provide the following:

- Title Page: full article title, author(s) name(s) and affiliation(s) including email(s) and, if available, ORCID numbers for all authors, Corresponding Author contact information
- Keywords: as many as 6
- Abstract: 150 words maximum
- Headings: clearly formatted throughout text
- Figures: submit each with its own caption clearly labeled; separate file for each figure, do not integrate within text. Send editable, high-resolution or vector files. See the Author Graphics Guide for more details. Number figures consecutively in text (i.e., Figure 2 should not come before Figure 1). In addition to individual figure files, provide a PDF file containing all figures. Obtain any necessary permissions for use. If you need assistance in paying any incidental fees, please contact your Production Editor.
- Tables: either all at end of article, following Literature Cited, or submitted together in a separate file
- Literature Cited: formatted per journal specifications

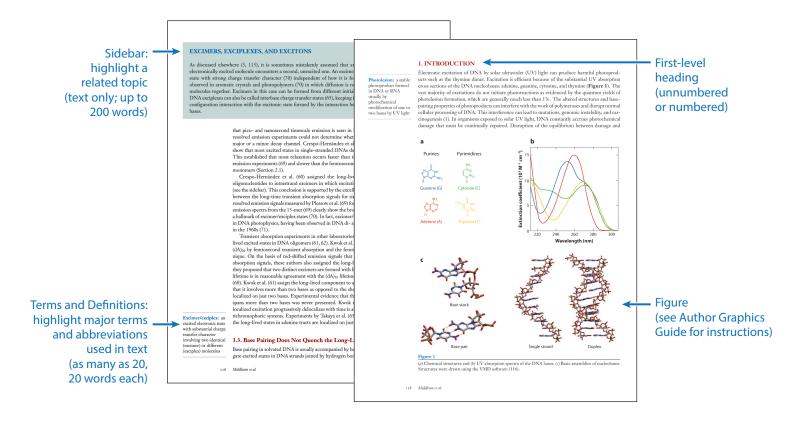
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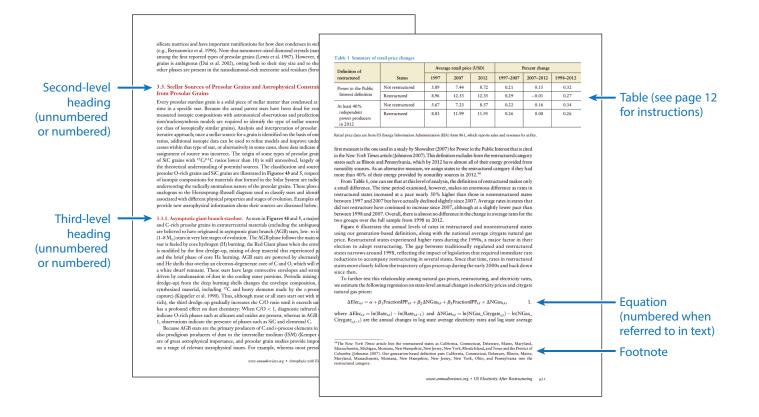
Authors may also provide any of the below additional components:

- Terms and Definitions list: provide definitions for as many as 20 of the most important abbreviations or key terms, limited to 20 words maximum: insert below Literature Cited section
- Summary Points list: highlight the central points of your review (as many as 8), in complete sentences; insert above the Acknowledgments and/or Literature Cited section
- Future Issues list: note where research may be headed (as many as 8), in complete sentences; insert above the Acknowledgments and/or Literature Cited section
- Reference Annotations: brief (15 words maximum) explanation of citations' importance (as many as 10); insert below the Literature Cited section
- Related Resources list: up to 10 references, not listed in Literature Cited, to materials (websites, articles, animations) that may be of interest to readers: insert below the Literature Cited section
- Sidebar (50 words minimum, 200 words maximum) briefly discussing a fascinating adjacent topic. Please give the sidebar a title and insert it below the Literature Cited section. but be sure to call out the sidebar in text; it will be typeset near the section containing the callout. The sidebar cannot contain figures or

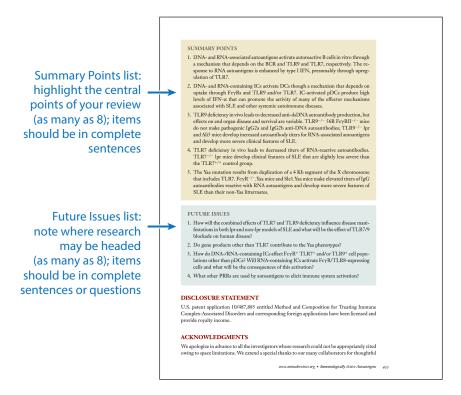
Examples on the next pages show how these components will be laid out in your article.

#### ARTICLE COMPONENTS



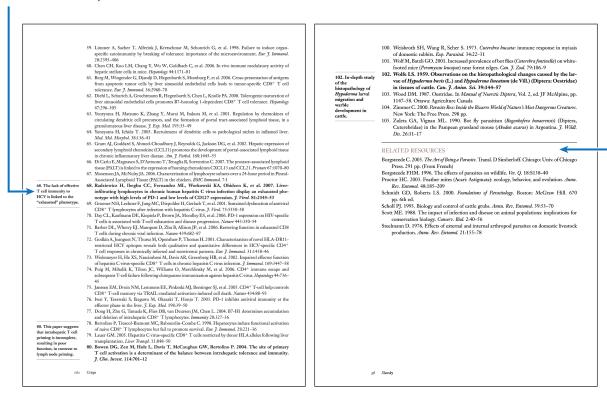


## **ARTICLE COMPONENTS (CONTINUED)**



Reference style and reference annotations: explain the special importance of selected references from Literature Cited (as many as 10)

Related Resources: references to material (other published reviews/articles, online material) not already part of Literature Cited that may be of interest to readers (as many as 6)



### **ARTICLE COMPONENTS: TABLES**

A one-line title for each table should enable the reader to understand the table without referring to the text.

Provide a brief heading for each column; type headings in lowercase letters, capitalizing the first word only. If subheadings are used, draw a horizontal line under the main heading to extend above all relevant subheadings.

Units of measure should be indicated in parentheses after the appropriate heading rather than in the body of the table, e.g., Temperature (°C).

Table 1 Values of muscle-fiber length and muscle physiological cross-section area reported in the literature

	Muscle-fiber length (cm)			Muscle PCSA <sup>c</sup> (cm <sup>2</sup> )				
Muscle	Wickiewicza	Friederich <sup>a</sup>	Warda	Tateb	Wickiewicza	Friederich <sup>a</sup>	Warda	Tated
Gluteus maximus (superior)	$NA^{e}$	10.8	NA	NA	NA	17.4	NA	NA
Gluteus maximus (middle)	NA	13.0	NA	NA	NA	14.6	NA	NA
Gluteus maximus (inferior)	NA	13.9	NA	NA	NA	14.1	NA	NA
Gluteus medius (anterior)	NA	4.7	NA	NA	NA	19.0	NA	NA
Gluteus medius (middle)	NA	6.8	NA	NA	NA	13.3	NA	NA
Gluteus medius (posterior)	NA	6.0	NA	NA	NA	15.4	NA	NA
Vastus medialis	7.0	7.8	9.7	NA	21.1	41.2	20.6	46.1
Vastus intermedius	6.8	7.6	9.9	NA	22.3	49.6	16.7	54.3
Vastus lateralis	6.6	8.0	9.9	NA	30.6	40.4	35.1	69.9
Soleus	2.0	3.0	4.4	NA	58.0	122.2	51.8	NA
Gastrocnemius (lateral)	5.1	6.1	5.9	NA	NA	11.5	9.7	23.9
Gastrocnemius (medial)	3.5	3.9	5.1	NA	32.4	33.8	21.1	43.7

<sup>&</sup>lt;sup>a</sup>Data reported by Wickiewicz (51), Friederich (49), and Ward (50) were obtained by dissection of cadaver specimens.

Include additional information in footnotes keyed to the title, heading, or entry of the table as appropriate, a, b, c, etc. Abbreviate longer headings to conserve space and explain the abbreviations in a footnote.

<sup>&</sup>lt;sup>b</sup>Data reported by Tate (59) were obtained from magnetic resonance imaging performed on living subjects. Muscle-fiber lengths were not measured by Tate (59).

<sup>&</sup>lt;sup>c</sup>Abbreviation: PCSA, physiological cross-sectional area.

<sup>&</sup>lt;sup>d</sup>Muscle PCSA was calculated using muscle-fiber lengths reported by Ward (50).

<sup>&</sup>lt;sup>e</sup>Abbreviation: NA, not applicable.

## **GRAPHIC COMPONENTS**

Annual Reviews strongly encourages the effective use of figures and tables. Article page allotments include space used for figures and tables. Thus, information presented graphically should be referenced, but not repeated, in the text. Figures and tables you submit with your article will appear in both typeset and HTML versions of your article.

The digital methods for creating and sending your figures are treated in the Annual Reviews Author Graphics Guide.

#### TABLES

Only material requiring several columns and several entries should be submitted in tabular form (incorporate other material into the text). Tables should fit within an Annual Reviews page width (6.33 in; approximately 15 cm). Submit editable electronic files for all tables.

All tables will be formatted according to house style. Please adhere to the following guidelines when preparing your tables.

BODY OF TABLE Align entries under the appropriate heading or subheading. Make sure your table clearly indicates the vertical alignment of headings and data. Type longer entries in block style, leaving extra space between entries. Align numbers on the decimal; if numerical data are mixed, center entries in the column. Write out repeated entries or merge cells; do not use ditto marks. Use ND (no data or not determined), NA (not applicable or not available), and NT (not tested) as needed; do not use a dash or leave a cell blank.

**FOOTNOTES** Footnotes should be at the bottom of the table: label each with a lowercase superscript letter (a, b, c, etc.) keyed to the title, heading, or entry on the table. Begin the lettering anew for each table. If a footnote applies to more than one table, key it to the title of subsequent tables. Include references in the body of the table rather than as footnotes.

ACCEPTABLE FILE TYPES Table files must be compatible with Microsoft Word [.doc(x) or .rtf]or Excel (.xls). Mathematically complex tables may be submitted in LaTeX.

The illustration on the previous page is a guide for laying out the title, columns, rows, and footnotes for a table.

#### **FIGURES**

Please refer to the Author Graphics Guide for details on the preparation of illustrations.

Figures should be well-designed drawings or well-chosen photographs that illustrate key points in your article or that present relevant data in an economical way. Annual Reviews Illustration Editors will work with you to enhance your figures' legibility, color, style, and consistency. Modified figures will be sent to you for approval before publication.

To maximize their usability, all figures must be submitted in editable digital form. Export your figures to PDF format (sometimes available under the "print" menu) directly from your graphics creation program. If such files are not available, please contact your Production Editor. Regarding scanning originals, please see the Author Graphics Guide for scan resolution. Other acceptable file formats and additional details are discussed in the Author Graphics Guide.

FIGURE SIZING On an Annual Reviews page the maximum space available for figures is 6.33 in wide  $\times$  7.66 in high (approximately 15 cm  $\times$ 19.5 cm). Annual Reviews' in-house Illustration Editors will determine the appropriate final figure size unless you give specific directions. (Note that photographs should not be enlarged beyond the size at which they retain 300-dpi resolution.)

**LETTERING AND SYMBOLS** Lettering in figures must be of professional quality and large enough to be legible. Specify type at 7, 8, or 9 pt. Use a standard sans-serif font such as Helvetica, Arial,

or Myriad Pro. If you plan to submit scaled images that contain type, be certain that type is still legible (no smaller than 6 pt) and consistent in size for all the figures in your review. Ensure that text remains editable (not converted to shapes or outlines or flattened into images) to allow us to make house style or sizing changes.

GRAPHS Graphs should be in editable vector format. Using Photoshop or other raster-based programs to create graphs is strongly discouraged. For plot points in graphs, use symbols that are readily available (Zapf Dingbats or another computer-generated symbol font), and choose symbols that can be seen as separate entities along a line. In final form, the plot symbols should be large enough to be legible (8 pt). For plots with multiple lines/symbols, use color to distinguish elements.

**CHEMICAL STRUCTURES** Complex equations and chemical structures that cannot be typeset in one or two lines are considered art (see p. 21). If possible, such equations should be submitted in math-friendly software applications such as LaTeX or MathType. Submit complex chemical structures as editable vector graphics.

FIGURE CAPTIONS Every figure must have an accompanying descriptive caption. Bundle figure captions together in a text file (or place them at the bottom of the article's text file). Please do not attach captions to figure files.

**COLOR FIGURES** Color figures are integrated into the article's page layout and printed at no cost to you.

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See the Author Graphics Guide for details on submitting figures.

NUMBERING AND NAMING FIGURES Number your figures consecutively as you wish them to appear in your review and as they are referenced in the text. When preparing your text files, spell out the word "Figure" in captions and text. If a figure has multiple panels, refer to parts of the figure as (a), (b), (c), etc. in the caption and as, e.g., Figure 1a in the text. If further distinction is needed, subparts can be described as (left), (right), (top), (middle), and (bottom). If a sequence of steps is shown, numbers may be used to label each step. The caption should then refer to Step 1, Step 2, etc.

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✓ It is the author's responsibility to put Supplemental Material in a final, copyedited form before submission. We do not have the personnel to check, revise, or maintain these materials upon submission or thereafter.

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due date along with the rest of the article.

Authors should also review our Supplemental Material Policy (online at http://www.annualreviews.org/page/authors/auth or-instructions/preparing/supmat). This policy provides detailed guidelines for the submission of Supplemental Material, including

- Preparation guidelines
- Submission guidelines
- Supported file types
- Size limitations on Supplemental Material
- Maintenance guidelines
- How to call out your Supplemental Material in the printed version of your article.

## LITERATURE CITED

Here, you will find general guidelines for citing sources in your Annual Reviews article. In Appendix A of this handbook, numerous examples illustrate how to list various types of sources (books, articles, websites, conference papers, etc.) in your Literature Cited section.

**☑** Each reference in the Literature Cited section must be mentioned in text, figure captions, or tables.

#### HARVARD-STYLE REFERENCES

The following Annual Reviews use the unnumbered, name and year (Harvard) bibliographic style: Anthropology; Astronomy and Astrophysics; Cancer Biology; Cell and Developmental Biology; Clinical Psychology; Criminology; Developmental Psychology; Earth and Planetary Sciences; Ecology, Evolution, and Systematics; Economics; Financial Economics; Fluid Mechanics; Food Science and Technology; Law and Social Science; Linguistics; Marine Science; Neuroscience; Organizational Psychology and Organizational Behavior; Political Science; Psychology; Resource Economics; Sociology; Statistics and Its Application; and Vision Science.

NUMBERED REFERENCES: Some Annual Reviews use numbered citations: Analytical Chemistry; Animal Biosciences; Biochemistry; Biophysics; Biomedical Engineering; Biomedical Data Science: Chemical and Biomolecular Engineering; Condensed Matter Physics; Control, Robotics, and Autonomous Systems; Entomology; Environment and Resources; Genetics; Genomics and Human Genetics; Immunology; Materials Research; Medicine; Microbiology; Nuclear and Particle Science; Nutrition; Pathology: Mechanisms of Disease; Pharmacology and Toxicology; Physical Chemistry; Physiology; Phytopathology; Plant Biology; Public Health; and Virology.

For journals with numbered references, please download, or obtain from your Production Editor, the appropriate Author Instruction Handbook.

#### CITATIONS IN TEXT

- Use the name-and-year system.
- Use ampersand to indicate authorship for two authors. For three or more authors, use "et al.," "and coworkers," or "and associates" in text. Use no comma before ampersand.

```
White & Gray (2004) experimented...
Smith et al. (1999) tested the theory.
```

 Distinguish between references with the same author(s) and year by indicating 1987a, 1987b, etc.

```
Byron et al. (1986; 1987a,b)
determined...
```

- In multiple citations, references should appear in either chronological or alphabetical sequence throughout. If inconsistent, alpha order will be applied in copyediting.
- Use semicolons to separate unlike elements within the parentheses.

```
... (Moorehouse 2006; J.S. Smith,
unpublished information).
```

- Do not use author's initials for published references in text unless necessary to distinguish two authors of the same surname.
- Italicize titles of books and journals.
- References to unpublished observations, personal communications, papers in preparation, etc., should be enclosed in parentheses in text (R.S. Jones, unpublished observations). List all authors up to six (for seven or more authors, list five followed by et al.) and include all their initials (as well as your own) in these citations. Except for Physical Chemistry, do NOT list these citations as references in the Literature Cited section. *Entomology* does not permit the citation of unpublished works.

#### CITATIONS IN BIBLIOGRAPHY

- Do not list references as footnotes to the text.
- Do not use Microsoft Word's Footnotes or Endnotes functions for citing/listing references.
- Set line spacing to 2 throughout the Literature Cited section.
- Do not indent the first line of each entry.
- For each author, use last name first, then initials, no periods.
- Responsibility for the accuracy of the bibliographic references rests entirely with the author.
- List references in alphabetical order by last name of author, then by initials, by last name of coauthors, and finally by year. Alphabetize compound surnames by the first word, e.g., list under "de," "van," "von," etc.

Zeiger E. 1990. Article title. Zeiger E, Armond P, Melis A. 1981. Article title.

Zeiger E, Bloom AJ, Hepler PK. 1990. Article title.

Zeiger E, Field C, de Vitry C. 1988. Article title.

Zeiger E, Field C, Mooney HA. 1981. Article title.

Zeiger E, Hepler PK. 1991. Article title.

Zeiger E, Hepler PK. 1993. Article title.

- Include titles of articles or chapters for all Annual Reviews **EXCEPT** Astronomy and Astrophysics, Condensed Matter Physics, and Nuclear and Particle Science.
- Use italics for the book or journal title (see Appendix A for examples). Do not abbreviate book titles. Abbreviate titles of journals, proceedings, symposia, and serial compendia according to the ISSN List of Title Word Abbreviations (LTWA), published by the International Organization for Standardization. (Go to http://www.issn.org/services/onlineservices/access-to-the-ltwa/ for general

information on using the guide, and scroll down to the "View the LTWA" section for the online guide.) Do not abbreviate one-word journal titles.

#### BIBLIOGRAPHIC STYLE

Most cited sources can be formatted using the general guidelines below. For exceptions or special cases (websites, conference papers, errata, abstracts, etc.), see Appendix A at the end of this handbook.

List numbered references in the Literature Cited with numerals and period, without parentheses. Include the following information (in this order):

- 1. Name(s) of author(s), last name first, followed by initials without periods. Include both (or all) initials for each author whenever they were included in the original article or book. Do not leave space between initials. Do not use a comma between surnames and initials—use commas only to separate different authors' names. If a given reference has seven or more authors, list the first five, then type "et al." in the bibliography. (But in text, use et al. for three or more authors.) If a reference has six or fewer authors, list them all. (EXCEPTION: For the Annual Review of Astronomy and Astrophysics, if a given reference has six or more authors, list the first three, then type "et al." in the bibliography. If a reference has five or fewer authors, list them all.)
- 2. Year of publication of the article or book, followed by a period, with no parentheses. If the article has recently been accepted for publication and is actually in press, list it in the Literature Cited section. Provide journal title and expected year of publication, plus volume and pages when known.
- 3. Title of article or chapter (except Astronomy and Astrophysics, Condensed Matter Physics, and Nuclear and Particle Science).
- 4. Title of journal (abbreviated unless only one word) or book (not abbreviated unless part of a periodical series), e.g., J. Psychol.
- 5. For a book reference, name(s) of editor(s).

6. Volume number, then a colon and inclusive page numbers; if there is no volume number, inclusive page numbers preceded by a comma and "pp." Do not repeat hundreds digit unless needed, e.g., 3-10, 71-77, 100-9, 331-35, 1002-3, 1198-202, 1536-38. The issue number can be included in parentheses immediately following the volume if necessary.

For example: 10(4):123-30

7. For a book reference, place of publication, name of publisher, and edition, if necessary. For example: New York: Sage (do not put a period at the end of the reference).

#### CITATION MANAGEMENT SOFTWARE

If you are using Thomson Reuters' EndNote®, you may download the journal's EndNote style file from the AR website at http://www.annualreviews.org/page/authors/auth or-instructions/preparing/endnotes.

If you are using another reference management program, it may include the style for the Annual Reviews journal for which you are writing. If not, you may be able to use the style for another Annual Reviews journal (contact your Production Editor), or you can edit the citation manager's style module to accord with the Annual Reviews journal style, namely:

 Author names are given last name first, followed by initials—with NO punctuation except for commas between authors and a period at the end.

Sample: Brown J, Smith R, Jones CE.

- The year comes after the names, followed by a period.
- Journal article titles are lowercase except for the first word, proper nouns, and acronyms.
- Journal titles are italic. Abbreviations are followed by periods.

If you have any difficulty setting up your EndNote system, please go to http://www.endnote.com/support.

#### WFBSITF CITATIONS

GENERAL GUIDELINES When you cite a specific

source that is housed online, you should include it in the Literature Cited section. Entries in the Literature Cited section should contain as many items from the following list as are relevant and available.

- Name of the author, editor, compiler, or translator of the web-based item (if available and relevant), followed by any appropriate abbreviations, such as ed.
- Title of article or other short work within a scholarly project, database, or periodical
- Title of an online book or periodical, in italics
- Name of the editor, compiler, or translator of a book (if applicable and if not already listed), preceded by any appropriate abbreviation, such as ed.
- Publication information for any print or PDF version
- Title of the scholarly project, database, periodical, or professional or personal site (in italics) or, for a professional or personal site with no title, a description such as home page (in italics)
- Version number (if not part of the title) or, for a journal, the volume, issue, or other identifying number
- Date of electronic publication or posting or latest update, whichever is most recent (if the resource is still being updated)
- Name of any institution or organization sponsoring or associated with the website
- URL

#### For example:

US Food Drug Admin. 2004. Innovation or Stagnation: Challenge and Opportunity on the Critical Path to New Medical Products. Washington, DC: US Food Drug Admin. http://www.fda.gov/oc/initiatives/ criticalpath/whitepaper.html

Clinical Data Interchange Standards Consortium (CDISC). 2007. CDISC and industry collaborative group lead FDA critical path initiative opportunity for data collection standards. CDISC PR#33, May 15. http://www.cdisc.org/news/PR33cdis ccdashprojectfinal.pdf

SPECIFIC VERSUS GENERAL SOURCES ON WEBSITES If you wish to cite a specific source that is housed on a website or that is a pamphlet or report that is downloadable only, these sources should be cited in the Literature Cited section according to the instructions described above. For example:

Kennedy E, Dodd C, Clinton HR. 2005. Letter to US Dep. Labor, Apr. 12. http://www.nationalpartnership.org /site/DocServer/FMLASenateLetterto DOL.pdf?docID=963

In contrast, to reference a general website that might be a good source of information for your reader, include it in text only, not in the Literature Cited section. For example:

A valuable clearinghouse of information on the passage of the Family and Medical Leave

Act is the online library at the National Partnership for Women & Family website (http://www.nationalpartnership.org).

Unless instructed otherwise, we will attempt to make links and email addresses live in the online version of your review. However, we cannot maintain such external-to-Annual Reviews links, which will generate errors for your readers if the webpage is eventually [re]moved. We thus encourage you to refer only to URLs that you expect to be stable and accessible to readers of your article for many years to come.

You may wish to host material on unstable websites as Supplemental Material (see p. 15). Also, URLs can be included in the Related Resources section of your review (see p. 9).

## **NOMENCLATURE**

#### GENERAL NOMENCLATURE

The primary nomenclature manual for Annual Reviews is Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers (8th edition). Other authoritative references are listed below.

BACTERIOLOGICAL NAMES Use the List of Bacterial Names with Standing in Nomenclature (http://www.bacterio.cict.fr) and the Approved Lists of Bacterial Names as guides for validly published scientific names of bacteria and archaea. Use Bergey's Manual of Determinative Bacteriology and Index Bergeyana as guides for names of unknown bacteria.

INORGANIC, ORGANIC, AND BIOCHEMICAL NOMENCLATURE We accept all abbreviations, symbols, and trivial names in the rules of the IUPAC-IUB.

DRUGS Use nonproprietary (generic) names for drugs. When the name is relatively unfamiliar, follow its first use with the trade name. Entomology, Medicine, Nutrition, Pathology: Mechanisms of Disease, and Pharmacology and Toxicology require the use of ® as a superscript on first use of a trade name.

EXCEPTION: In *Psychology*, the terms adrenaline and noradrenaline (not capitalized) are permissible in place of epinephrine and norepinephrine.

GENETICS The 8th edition of Scientific Style and Format covers all organisms for which they have been able to obtain rules and guidelines (http://www.councilscienceeditors.org/publicatio ns/resources.cfm). Also see the section on italics in this handbook.

GENUS-SPECIES SCIENTIFIC NAMES Spell out the full generic and specific names on first use: e.g., Escherichia coli. Thereafter, the genus name should be abbreviated to the first letter (E. coli). If the name appears frequently and may be confused with another genus whose first letter is

the same, spell both names out every four or five pages.

INSECTS Use common and scientific names approved by the Entomological Society of America (http://www.entsoc.org/commonnames) whenever possible. Authors from non-North American countries may use common names current in their countries. In general, do not capitalize the first letter of a common name unless a proper name is included.

#### ABBREVIATIONS AND SYMBOLS

Use abbreviations and symbols sparingly and only if terms are repeated frequently. Define all but the obvious standard symbols and abbreviations when they first appear in text (a list of standard abbreviations and units is provided in Appendix B on p. 26). Avoid using nonstandard abbreviations in titles and headings.

Chemical and graphic formulas may be used (see next section) and are set in roman type. Use U<sup>3+</sup> rather than U<sup>+++</sup>. Atomic weights of isotopes are to be indicated by superscripts preceding the element symbol: <sup>14</sup>C, [<sup>14</sup>C]urea.

Use abbreviations of units of measure only when preceded by a numeral: 38 mm (but, a few millimeters).

Use the same abbreviations for units of measure when singular and plural, without periods or apostrophes except in special cases noted in Appendix B. Verbs must agree in number with the quantity: 1 mm is, 3 mm are.... Use a space between the numeral and the unit of measure, except with degree, percent, and Svedberg (5°C, 10%, 6S).

Spell out genus names upon first usage: The name may be abbreviated to its first letter afterward when used in combination with the species name. Never abbreviate generic names when used alone; also, do not abbreviate the species name when a subspecies is designated. For example, use *B. thuringiensis israelensis*, not B. t. israelensis.

## **EQUATIONS AND FORMULAS**

#### **SOFTWARE**

If preparing your manuscript in Microsoft Word, please use MathType rather than Equation Tools to create your equations.

#### I AYOUT

Equations and formulas should be in complete sentence form; include punctuation after displayed equations/formulas.

Set out long equations/formulas on a separate line(s).

Number displayed equations/formulas if referred to later in the text. Use a single sequence of Arabic numerals, placed to the right of the equation/formula.

Complicated chemical formulas that cannot be typeset on one or two lines must be submitted as graphics (see section on figures); assemble these at the end of the text, preferably grouped together on one page.

Avoid the vertical placing of side chains. Use the following format, indented from the left margin:

CH-C(:CH2)-CH2-CH(CH3)CH2-CH:CH-COOH

SPECIAL CHARACTERS

Use the multiplication ex  $(\times)$  in numerical and vector products only. In all other cases, use the multiplication (centered) dot.

Use the slash to mean "per"; write km/s, not km s<sup>-1</sup>. In arrays, use brackets to indicate a determinant and vertical lines for a matrix.

Observe the following order for brackets: {[()]}; do not use parentheses within parentheses.

Use boldface roman rather than arrows for vectors. Use italics for variables, but subscript labels that are not themselves variables should be in roman. Numerals, symbols for chemical elements, and functions such as ln, exp, and cos should not be italicized.

Define uncommon symbols on first use for the nonspecialist.

Distinguish superscripts to superscripts and subscripts to subscripts from double superscripts and double subscripts (e.g.,  $e^{a^2}$  versus  $e^{a^2}$ ,  $n_{H_a}$ versus  $n_{\rm H3}$ ).

Align subscripts with superscripts when appropriate to do so.

## SUBMITTING YOUR MANUSCRIPT FILES

#### **ONLINE SUBMISSION INSTRUCTIONS**

We encourage invited authors to submit their manuscripts online. Your Production Editor will send you the URL in advance of your manuscript due date.

#### HELPFUL NOTES FOR ONLINE SUBMISSION

- If possible, please compress each file using, for example, WinZip, StuffIt, or GZip software. Then upload.
- Whenever uploading more than five files, compress all contents into a single folder and then upload.
- Always include a PDF file of your final manuscript, including figures and tables, in addition to separate, editable files.
- If uploading revisions, please again include a PDF file of revised text, figures, and/or tables.

## EMAIL AND FTP SUBMISSION **OPTIONS**

- Files may be attached to an email message and sent directly to your Production Editor.
- Manuscript files must be compatible with Microsoft Word's ".doc(x)" or ".rtf" format. Mathematically complex articles may be submitted in LaTeX.
- A PDF of the final submitted version, including all figures and tables, must accompany all submissions (but does not take the place of editable text and figure files).
- An FTP upload is also an option. Please contact your Production Editor for more information.

## APPENDIX A: LITERATURE CITED EXAMPLES

References appear as follows (note patterns of abbreviation, capitalization, spacing, and punctuation):

#### **ABSTRACT**

Josen LA, Tollis TM, Anthony A. 1993. Finding solutions to sequences. Fed. Proc. 32(3):855 (Abstr.)

#### ARTICLE IN A JOURNAL WITH TITLE OF ARTICLE

Roberts DF. 2001. A demographic study of a Dinka village. Hum. Biol. 28:323-49 Wilmington SR, Matouschek A. 2016. An inducible system for rapid degradation of specific cellular proteins using proteasome adaptors. PLOS ONE 11:e0152679

#### ARTICLE IN A JOURNAL WITHOUT TITLE OF ARTICLE

Berson SA, Balow RS. 1999. Am. J. Med. 50:623-29

[use only for Astronomy and Astrophysics, Condensed Matter Physics, and Nuclear and Particle Science]

#### ARTICLE IN A JOURNAL IN PRESS

Park IJK, Wang L, Williams DR, Alegría M. 2017. Coping with racism: moderators of the discrimination-adjustment link among Mexican-origin adolescents. Child Dev. In press. https://doi.org/10.1111/cdev.12856

Brown MS, Radhakrishnan A, Goldstein JL. 2018. Retrospective on cholesterol homeostasis: the central role of Scap. Annu. Rev. Biochem. 87:In press. https://doi.org/10.1146/annurev-biochem-062917-011852

#### ARTICLE IN A JOURNAL WITH AN ERRATUM

Wilson P. 2001. Title of article. J. Mol. Biol. 229:1175-83. Erratum. 2001. J. Mol. Biol. 238:639

#### BOOK REFERENCE: WHOLE BOOK CITED

Seaver W. 1995. Luck's Lady: The Theory of Probability. Garden City, NY: Doubleday Bronson D, Gerber RA, eds. 2003. Handbook of Biochemistry, Vols. 1, 2. San Francisco: Freeman. 2nd ed.

Lerner RM, ed. 2003. Handbook of Child Psychology, Vol. 1: Theoretical Models of Human Development. New York: Wiley

#### **BOOK REFERENCE: INDIVIDUAL CHAPTER CITED**

Bornstein L. 2002. Recombination in bacteria. In Human Genetics, Vol. 1, ed. R Johnston, E Smith, pp. 65-73. London/New York: Macmillan

New MI, Schram P. 2000. Congenital adrenal hyperplasia. In Current Diagnosis, ed. RB Conn, WZ Borer, JW Snyder, pp. 50-75. Philadelphia: Saunders

#### BULLETIN

Price GK, Lin W, Falck-Zepeda J. 2003. Distribution of market benefits from adopting biotech crops. Tech. Bull. 1906, US Dep. Agric., Washington, DC

#### DATABASE

Natl. Cancer Inst. 2012. Adult primary liver cancer treatment. PDQ: NCI's Comprehensive Cancer Database, Bethesda, MD, updated Feb. 23. http://cancer.gov/cancertopics/pdq/treatment/adult-primaryliver/HealthProfessional

World Bank. 2012. Little Green Data Book. Washington, DC: World Bank. https://openknowledge.worldbank.org/handle/10986/12266

#### MAGAZINE/NEWSPAPER/RADIO ARTICLE

Jones A. 2004. Title of article. New York Times, Jan. 15, p. A6 Ledge J. 1999. Spanish Signs. Atlanta, GA, WABE Radio Broadcast, March 15 [do not repeat year if year is the same]

#### NO AUTHOR ASCERTAINABLE

Begin reference with name of editor, compiler, or sponsoring body, if known. Otherwise begin with title of article, chapter, journal, or book, followed by year. Do not use "anonymous."

#### PAGE SPAN WITH LETTERS

11:W50-55 11:125S-28S

#### PAPER PRESENTED AT A MEETING OR CONFERENCE

Andrade RG. 1990. Culture shared and unique. Paper presented at the 69th Annual Meeting of the American Anthropological Association, San Diego

#### **PATENT**

Crane P, Lackmeyer G, Longyear J, Melconian A, Steward D. 2006. Electronically scanning direction finding antenna system. US Patent 6,987,489

#### PREPRINT AND WORKING PAPER

Chiang E, Laughlin G. 2012. The minimum-mass extrasolar nebula. arXiv:1211.1673 [astro-ph.EP]

Pasaniuc B, Price AL. 2016. Dissecting the genetics of complex traits using summary association statistics. bioRxiv 072934. https://doi.org/10.1101/072934

Chase-Dunn C. 2016. Social movements and collective behavior in premodern polities. Work. Pap. 110, Inst. Res. World Syst., Univ. Calif., Riverside. http://irows.ucr.edu/papers/irows110/irows110.htm

#### **PROCEEDINGS**

Diftler MA, Mehling JS, Abdallah ME, Radford NA, Bridgwater LB, et al. 2011. Robonaut 2-the first humanoid robot in space. In 2011 IEEE International Conference on Robotics and Automation, pp. 2178-83. New York: IEEE

Holder J. 2009. Galactic binary systems. Proceedings of the 2009 Fermi Symposium, Washington, DC, Nov. 2-5, eConf C091122.

http://www.slac.stanford.edu/econf/C0911022

#### **RFPORT**

New RL, Oldur S. 2001. Propulsion jet streams. NASA Tech. Rep. 32-1529, Jet Propuls. Lab., Pasadena, CA

#### **SUPPLEMENT**

If suppl. is part of journal title:

Martin RN, Barrett AH. 2001. Ap. J. Suppl. 36:1-51

If suppl. is not part of journal title:

Taylor CA. 1995. J. Microbiol. 11(Suppl. 2):5-10

#### THESIS OR DISSERTATION

Cafiso DS. 1997. Electrical and ion selective properties of photoreceptor membranes. PhD Thesis, Univ. Calif., Berkeley

[include thesis or dissertation title in journals that do not ask for article titles]

#### **TRANSLATION**

Aachen BL. 1937. Basis of Society. Transl. R Jones, 1958, in Am. J. Sociol. 23:18-57 (From German)

#### UNPUBLISHED INFORMATION

Refer to such data in the text as personal communication, submitted, unpublished data, etc., listing all researchers by initials and surname (e.g., W.C. Houser, U.M. Bandlier & C.F. Kim, unpublished data). Except for Economics, Financial Economics, Physical Chemistry, and Resource Economics, do NOT list these references in the Literature Cited section. Citations of unpublished works are not permitted in Entomology.

#### **WEBSITE**

Taussig M. 2015. Seeds of time. Flatbread Society. http://www.flatbreadsociety.net/stories/30/seeds-of-time

#### YEAR, 1ST EDITION

Castellanos J. 1994 (1589). [No period before parentheses]

#### REPEATED REFERENCES

If different sections of the same book, symposium, etc. are cited in separate references, give full information once, with the reference listed under the editor's name. Include title of chapter in each reference.

Domb AJ. 2002. Lipospheres for controlled delivery. See Salkman 2002, pp. 288-92 Salkman B, ed. 2002. Solid Nanoparticles: Methods and Industrial Applications. Boca Raton, FL: Taylor & Francis

Straub EH. 2001. Hemophilia. See Salkman 2002, pp. 216-49

Do not use "Ibid." Instead, repeat the name of the author each time.

## APPENDIX B: STANDARD ABBREVIATIONS AND UNITS

Symbols and abbreviations on this list, as well as all SI base and derived units and prefixes, may be used in your manuscript without explanation.

acceleration of gravity	g	equilibrium constant	K
acquired immune deficiency syndrome	e AIDS	equivalent	eq
alternating current	ac	erg	spell out
angstrom	Å	et alii (and others)	et al.
ante meridiem	AM	et cetera	etc.
approximately	~	exempli gratia (for example)	e.g.
approximately equal	$\approx$	exponential	exp.
aqueous	aq	figure	spell out
arbitrary unit	a.u.	foot	ft
astronomical unit	AU	foot candle	fc
atmosphere	atm	gauss	G
atomic mass unit	amu	Gibbs energy change	$\Delta G $ (not $\Delta F$ )
atomic unit	au	giga-	G-
atomic weight	at wt	gram calories	gcal
bar	spell out	gravitational constant	G
barn	b	gravity, centrifugal	g
British thermal unit	Btu	hour	h
calorie (heat calorie)	cal	human immunodeficiency virus	HIV
centimeter-gram-second	cgs	hydrogen ion (concentration)	pН
compare	cf.	id est (that is)	i.e.
cosecant	csc	inch	spell out
cosine	cos	infective dose	$ID_{50}$
cotangent	cot	infrared	IR
counts per minute	cpm	international unit	IU
curie	Ci	kilo-	k-
curl	spell out	kilobase, kilobase pair	kb
cycles per second	Hz	kilocycle	kc
daltons	Da	kilowatt-hour	kWh
day	spell out	lethal dose	LD <sub>50</sub>
decibel	В		
degree	0	levo	L
degrees Celsius	°C	liter	L
degrees Fahrenheit	°F	logarithm	log
deuteron	d	logarithm, natural	ln
dextro	D	magnitude	mag
diffusion coefficient	D	maximum	max
direct current	dc	mega-	M-
dyne	dyn	metric ton (tonne)	t
electromagnetic unit	emu	Michaelis constant	$K_{\rm m}$
electromotive force	emf	micro	μ-
electron	e	microgram	$\mu g \text{ (not } \lambda)$
electron spin resonance	ESR	micrometer (not micron)	μm
electron volt	eV	millibar	mbar
electrostatic units	esu	milliequivalent	meq
enthalpy change	$\Delta H$	milliliter	mĹ
entropy change	$\Delta S$	millimeters of mercury	mm Hg
entropy unit	eu	million years ago, mega annum	Mya, Ma
ona opj umi	Ca		=

minute	min	solar mass	${ m M}_{\odot}$
minutes of arc	arcmin	species	sp., spp.
molar (concentration)	M (not μmol/mL)	Specific rotation	α
mole	mol (not M)	square centimeter	$cm^2$
molecular weight	$M_{\rm r}$ or mol wt	Svedberg (10 <sup>-13</sup> s)	S
month	spell out	standard deviation	SD
neutron	n	standard error	SE
normal (concentration)	N	tangent	tan
oersted	Oe	tera-	T-
page, pages	p., pp.	tesla	T
parsec	pc	three-dimensional	3D
parts per million	ppm	ton	spell out
percent	% DM	tonne (metric ton)	t
post meridiem	PM PD	torr	torr (not Torr)
potential difference		two-dimensional	2D
probable error	pe	ultrahigh frequency	UHF
proton radiation, ionizing, absorbe	p ed dose rad	ultraviolet	UV
radiofrequency	RF	universal gravitational	
retardation factor	$R_{\rm F}$	universal time	UT
	_	variant	r.
revolutions per minute	rpm	versus	spell out
roentgen	r	weight concentration	g/mL (not mg%)
root mean square	rms	weight percent	wt%
second	S	week	spell out
seconds of arc	arcsec	year	spell out
sedimentation coefficient	S		