

## *Crius* Publication Requirements 2014:

Please review the sample document below the instructions for an example. Students or faculty should feel free to contact the CITR (325-942-2782 or [citr@angelo.edu](mailto:citr@angelo.edu)) with questions.

*Crius* projects must be submitted to the CITR by June 2, 2014. The faculty member and student are responsible for editing and revising the submission.

1. Students will submit both a paper copy and an e-copy.
  - a. Hard copy will be delivered to the CITR.
  - b. E-copy will be delivered to [citr@angelo.edu](mailto:citr@angelo.edu)
  - c. The hard copy should have photo/images/tables placed appropriately.
  - d. See #4 below for the electronic version
  - e. See #4 and #5 below regarding images and the e-copy.
  - f. The CITR will be editing and preparing *Crius* for publication over the summer months. Please be sure we have contact information for the faculty and student if possible.
  
2. 12 point, Times New Roman font, single-spaced. Please do not switch between fonts and font sizes throughout the document.
  - a. 1" margins
  - b. Set tabs and paragraph indents at .25.
  - c. One space after a period.
  - d. **Highlight** any italicized words in the document or References page.
  - e. The Title should be centered, author's name under. Skip a line and center Abstract. See the attached example for formatting title, author's name, abstract
  - f. Do not add unnecessary inline or horizontal line separators. (That's the dark line that runs the width of the page, ie, \_\_\_\_\_).
  
3. Documentation format—students should use the discipline appropriate documentation formatting (MLA, APA, etc); however,
  - a. Do not use all caps/bold for titles.
  - b. Use Endnotes in the document.
  - c. Your Works Cited/References should **follow** your Notes.
  - d. Please double check these pages for formatting and correct citations. The CITR is not in a position to ensure the formatting is correct.
  
4. Images/Tables: In the e-version, include all images/tables/etc at the end of the text.
  - a. Within the text: Indicate where you would like the Image/Table/etc by placing a blank line in the text with **TABLE** in all caps and highlighted. (See attached example) If you do not tell us specifically where the image goes, we will place it at the nearest textual marker.
  - b. Include the Table/Image description under the highlighted word and then add another blank space.

- c. We need original files whenever possible. Submit the copied/pasted files at the end of the essay but also submit the original images (labeled appropriately, ie Table 1. See #5 below for more information about images and tables.)
  - d. Remember that we cannot “fix” images.
5. A final note about images/tables/etc.
- a. Vector graphics give the best output when printing diagrams, line art, charts, etc. You may submit your vector images in .SVG, .PDF, .EPS, .AI file formats. Using a vector image means your graphic can be mathematically scaled larger and smaller without losing quality. That is as long as you are not using a Raster image embedded in the vector file. This is possible as long as you abide by the Raster dpi settings and outputs in the follow paragraph.
  - b. All artwork for CRIUS should be in a print-ready format and appropriate resolution size. Photos/Raster/Bitmap images, such as .JPG, .PNG, .BMP, .TIFF files should be in at least 300dpi (dots per inch) or at least 1650 width by 1650 hight in pixels (px.)
  - c. You can use a slide presentation tool such as LibreOffice Impress (free @ <http://libreoffice.org>) or Microsoft Powerpoint. The same resolution and rules apply to the output of the file for journal submission.
  - d. You should not create complex images or diagrams with Microsoft Powerpoint. It is not a graphic design program and the vector shapes might not export correctly to other standard vector editing programs.

Overview:

- Best to use a vector editing program for diagrams, line art, charts etc.
  - Raster images such as .JPG, .PNG, .BMP, .TIFF should be 300dpi or at least 1650px by 1650px.
  - DO NOT submit photos inside a .DOC file. Send the original, high resolution photo.
  - DO NOT create complex graphical drawings with Microsoft Powerpoint, use Inkscape or Adobe Illustrator
- e. **Software**  
A vector imaging program, such as **Inkscape** (Free @ <http://inkscape.org>), allows you to layout your journal submission, as well as have full control over text placement and the ability to create additional vector graphics to enhance your submission as well.

6. Any student submitting a video component must contact the CITR prior to recording.

## Investigation of a Really Cool Activity in Northern Tom Green and Southwestern Coke Counties

*Students' name (s)*

### Abstract

As natural . . . (*Myotis velifer*, *Lasiurus borealis*, *Lasiurus cinereus*, *Parastrellus hesperus*, *Lasionycteris noctivigans*, *Perimyotis subflavus*, *Tadarida brasiliensis*, *Nycticeius humeralis*) previously documented in . . . (*Myotis velifer*, *Lasiurus borealis*, and *Tadarida brasiliensis*) and a suspected fourth species (*Lasiurus cinereus*) within the survey area.

Obviously, the abstract would be long here. The example shows that we need students to highlight any terms that need italicized in the text. We will remove the highlighting when we go to press. The highlighting, though, allows us to ensure we italicize the correct words.

Notice also the way we would like the title, followed by a blank line and then the abstract? We would like the student to provide as little formatting as possible.

## Introduction

A total of eight species of bats have been previously recorded between Coke and Tom Green Counties (Ammerman et al. 2012). Five of the eight species have been previously documented in Coke County during a 1986-1987 study on the mammal fauna of Coke County (Simpson and Maxwell 1989). This study reported the first records of Cave Myotis (*Myotis velifer*) and Eastern red bats (*Lasiurus borealis*) for the county. No additional surveys since this study have been done in order to document new species occurrences for the county. Based on their known occurrence in neighboring counties, it is possible three additional species (*Nycticeius humeralis*, *Lasionycteris noctivagans*, *Antrozous pallidus*) may be present in the county (Ammerman et al. 2012). Known species for Tom Green County include *M. velifer*, *L. borealis*, *Lasiurus cinereus*, *L. noctivagans*, *Parastrellus hesperus*, *Perimyotis subflavus*, *N. humeralis* and *Tadarida brasiliensis* (Ammerman et al. 2012). Each of these species varies in their preferred habitat, primary food sources, flight speeds, agility, and morphological features.

This section simply reinforces the need to highlight terms that need italicized. Notice the student needs to add a blank line and highlight where each figure will appear. In the electronic copy, the figures will go at the end of the document. See above for the best way to render images, figures, and tables. You will add the Figure description after the highlighting.

### (FIGURE 1 Goes Here)

Figure 1. Map of the survey sites in northern Coke Counties.

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More text herevv More text here More text here More text here More text here More text here  
More text here More text here More text here More text here

Notice the second example below showing us where the student would like Figure 2 to appear? Students might write that the data shows the concentration of bats in a particular area (Figure 1 and 2). Since Figure 1 is above these paragraphs, the student should let us know that Figure 2 goes below. Again, the actual figure in the e-copy will be at the end of the document.

### (FIGURE 2)

Figure 2. Number of call files per each acoustic survey sites from 5 May to 6 September 2012.

The highest bat activity was documented . . .

One last example as the student notes that from *T. brasiliensis*, *L. borealis*, and *Myotis sp.* (Table 1).

### (TABLE 1)

Table 1. Total bat activity for 5 species categories.