

OSU Beef Cattle Library

Guidelines for Style and Format

The OSU – Beef Cattle Library will be an online database of extension articles hosted at the new “Beef Cattle Sciences” website (<http://beefcattle.ans.oregonstate.edu/>), which will provide up-to-date and research-based information to professionals and beef cattle producers. Articles will be peer-reviewed prior to acceptance for publication. All faculty members from OSU are encouraged to contribute to the Beef Cattle Library. Faculty from other institutions are also welcome to publish articles; however, at least one OSU faculty member should be listed as a co-author.

We require close adherence to the guidelines. Please read them carefully **before** you begin writing. There are several aspects of formatting that are easier to do right the first time than to correct later.

GENERAL

- Use Microsoft Word or WordPerfect to create text.
- Please limit the text to 4 written pages (not including figures and tables).
- Document should be double-spaced and lines should be numbered.
- **Introduction, Conclusions, and References** sections are mandatory.
- English units are required unless no English equivalent is available.
- Include all figures, graphs, and tables on individual pages at the end of the document.
- Tables should be created with the Word “table feature”.
- Graphs and figures may be created using any program that is compatible with Word, including PowerPoint, Excel and Word Chart, and should be saved in their original format.

FORMATTING OF MAIN TEXT BODY

A Microsoft Word template accompanies this document. Nevertheless, please write the text according to the following formatting guidelines:

- **Title** - Arial 18, bold, left justified with first letter of words in caps.
- **Authors(s)**
 - Names - Arial 11, normal font, left justified.
 - Information – Times New Roman 9, left justified.
- **Section Headers** – Arial 13, bold, centered with first letter of words in caps.
- **Sub-headers within a Section** – Arial 11, bold and italic, centered.
- **General Paragraph Text** – Times New Roman 11, normal font with first line indented, single spaced and left justified.
- **Tables**
 - Title – Arial 9, normal font, left justified.
 - Body - Arial 9, normal font, justification will depend on the type of table.
 - Footnotes - Arial 9, normal font, left justified
- **Figures**
 - Title – Arial 9, normal font, left justified.
 - Body - Arial 9, normal font.

REFERENCES

Try to hold citations and references to a minimum, but make sure that all data reported in the article are properly cited and referenced. Include the **References** section at the end of the text. Publications with more than two authors should be cited and referenced using et al., rather than listing all authors. Use the ASAS guide for journal abbreviations if you are unsure of the appropriate ones (http://www.asas.org/jas/journal_abbrevs.pdf). Do not include the title of the article in the citation. As an example, in the text cite “(Cooke et al., 2008)”, whereas in the References section use “Cooke et al. 2008. J. Anim. Sci. 86:2296.”

USAGE NOTES

Following are some helpful hints concerning numbers, abbreviations, etc.

- Never begin a sentence with numerals or abbreviations.
- Numbers and units that function as adjectives (e.g., 7-mL injection) are treated like any other hyphenated adjective.
- Spell out numbers one through nine when they precede nouns other than units of measure. Use numerals for numbers larger than nine. When a series includes numbers above and below 10, use numerals for all.
- No list of abbreviations will be included. Spell out the first use of all abbreviations other than common physical units and time (i.e., d-day, yr-year, lb-pound, in-inches).
- Units of measure immediately before or after a numerical value must be abbreviated (e.g., 7 lb, d 32) unless they begin a sentence.
- If you need to use a symbol e.g., g, TM, Greek letters, etc., do so by choosing “Symbol” in the “Insert” menu in Word. Select the appropriate symbol from the chart and insert it. Symbols inserted using other methods will not correctly translate to electronic documents.

REVIEW PROCESS

Articles will be forwarded to 2 anonymous reviewers (at least one will be from outside the Oregon State University system), which will be experts on the field. Authors are also welcome to provide a list of four potential reviewers (two within and two outside OSU) that are qualified to review the article. Selected reviewers will have three weeks to recommend if articles are suitable or not for publication at the Beef Cattle Library, and eventually provide revisions to strengthen the article. After the review process, authors will have **three weeks** to address the revisions and re-submit the article.

There are three main grounds for rejection of articles:

- Inadequate formatting style and grammar
- Information does not meet the Beef Cattle Library’s objective (*up-to-date and research-based information*)
- Plagiarism

PUBLICATION

Upon acceptance for publication, articles will be formatted into the Beef Cattle Library model (see attached PDF). Proofs will be returned to authors, who will have **five days** to carefully read and check proofs against the typed manuscript. The revised and accepted version will be assigned a publication number (**BEEF###**), and immediately incorporated into the Beef Cattle Library.

SUBMISSION INFORMATION

The Beef Cattle Library will be divided into two main sections, which will contain several sub-sections:

- **Beef Production**
 - Nutrition
 - Reproduction
 - Health
 - Breeding and Genetics
 - Management

- **Forages**
 - Range Management
 - Management of Improved Pastures
 - Hay Production
 - Invasive Species

When submitting an article, please include a cover letter containing the author(s) information, article title, and targeted sub-section. Each sub-section is assigned to an associate editor, which will be responsible for the initial evaluation of submitted articles and identifying potential reviewers. These associate editors are:

Reinaldo Cooke: Reproduction, Health, and Breeding and Genetics

David Bohnert: Nutrition, Management, and Hay Production

Dustin Johnson: Range Management, Management of Improved Pastures, and Invasive Species

For article submission and any questions, concerns, and suggestions, please contact:

Reinaldo F. Cooke

Eastern Oregon Agricultural Research Center - Burns Station

Oregon State University

67826-A Hwy 205

Burns, OR 97720

Email: reinaldo.cooke@oregonstate.edu

Office: 541-573-4083

Fax: 541-573-3042