



Journal of Soil and Water Conservation

Style Guide

The *Journal of Soil and Water Conservation* (JSWC) uses the *Chicago Manual of Style* (CMS), 17th edition, as its primary style reference. Because SWCS is multidisciplinary, authors should not assume style conventions of their discipline will be supported.

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Parts of the Manuscript

Title

Use sentence-style capitalization (capitalize only the first letter of the first word in the title, proper nouns, and the first word following a colon).

Example: The cost of cleaner water: Assessing agricultural pollution reduction at the watershed scale

Reference: CMS 8.158

Author names and bios

Do not include author names or identifying information anywhere within the manuscript submission document. (This information is submitted separately.)

Abstract

The word “Abstract” is followed by a colon. The text follows on the same line. Abstracts should be between 100 and 400 words.

The abstract should be written so as to give the reader a synopsis of the problem addressed, brief overview of the research method, and a summary of the findings and conclusions. In addition, the abstract should include a couple sentences describing the conservation implications of research results.

Write out full terminology in the abstract. Don’t use an acronym unless it’s central to the paper or appears more than twice in the abstract. If an acronym is used and defined in the abstract, define it again within the paper.

Key words

At least three and no more than six terms should be included and presented in alphabetical order. Capitalize only proper nouns. Place an em dash (—) between terms, with no space on either side of the em dash.

Example: **Key words:** adoption—agriculture—household—Ontario—rural water conservation

Sections and headings

Standard section headings are used in JWSC unless a compelling reason exists for alternate section headings. Use the following sections:

- Introduction (section heading does not appear—see below)
- Materials and Methods
- Results and Discussion
- Summary and Conclusions
- Acknowledgements (optional)
- Supplemental Materials (optional)
- Disclaimer (optional)
- References

Use no more than two levels of headings. A-level headings are boldfaced and should appear as above following rules of headline-style capitalization.

B-level headings are boldfaced and italicized, follow the rules of headline-style capitalization, indented, and include a period at the end. They are set inline; that is, the first sentence begins on the same line.

Example: ***Soil Translocation in the Tillage Direction.*** The soil displacement measured in the direction parallel to that of tillage varied in the different plots.

Reference: CMS 8.159 (headline-style capitalization)

Do not use abbreviations in headings. An exception may be made for the abbreviated names of specific modelling tools already defined in the text, e.g., AnnAGNPS, CREAMS, SPARROW, etc.

Do not use “Introduction” heading in the paper. Instead, the first sentence of the article will be set in boldface type. As this convention provides a lead-in to the article, the first sentence should be a thesis statement or otherwise worthy of special emphasis. In some cases, the first paragraph may consist of only one sentence.

The “Summary and Conclusions” section should include a couple sentences describing the conservation implications of the research findings.

JSWC does not support footnoting.

JSWC does not support appendixes except in rare occasions.

JSWC accepts supplementary files. Supplementary files will be linked to the manuscript and available for download. Please be aware of the following supplementary material guidelines:

- Multiple tables, figures, etc. should be integrated into a single file and labeled appropriately, e.g., Supplementary Table 1 (Table S1 in main text).
- Captions should be included for each item.
- References may be included in the supplementary materials and should be formatted in JSWC style. However, these will not be live links and will not contribute toward citation measures.
- Include the paper title and full author list in the supplemental file. A citation for the corresponding published article will be added to the file by journal staff, if possible.
- Files will be posted to the online journal in the format provided by authors (e.g., PDF, Word, Excel).
- Supplementary material will not be edited or formatted by journal staff. Please ensure that materials are clearly presented and correspond with the style and terminology used within the main text.
- File sizes should be limited to below 10 MB, when possible.
- The following file types are accepted: Adobe PDF (.pdf), Microsoft Word (.doc, .docx), Microsoft Excel (.xls, .xlsx), Microsoft Powerpoint (.ppt, .pptx), Plain Text (.txt), HTML page (.html), JPEG image (.jpeg, .jpg), GIF image (.gif), EPS image (.eps), QuickTime Movie (.mov, .mp4), WAV Audio (.wav)

- To request to submit an additional file type, please email pubs@swcs.org

Capitalization

Sentence-style capitalization is used for article titles, figure captions, table titles, and article/chapter titles in the references.

Reference: CMS 8.158

Headline-style capitalization is used for A-level headings, B-level headings, and book/journal titles in the references.

Reference: CMS 8.159

Punctuation

Commas

Use a serial comma (include comma before the final item in a list).

Example: The soil was black, packed, and hard.

Reference: CMS 6.19

When items in a series involve internal punctuation, separate with semicolons.

Example: We interviewed John Glenn, senator; Jack Hardy, journalist; and Alex Haley, author.

Reference: CMS 6.60

An adverbial or participial phrase of more than a few words at the beginning of a sentence is usually followed by a comma.

Examples: On Sunday no adverse effects were noted.
On the other hand, the data were inclusive.

Reference: CMS 6.30 to 6.31

Do not use a comma when a single subject has two verbs in a sentence.

Example: The researcher gathered two samples and analyzed the data using standard methods.

Reference: CMS 6.23

A restrictive phrase is essential to the meaning of the noun to which it belongs. Do not use commas to set off restrictive clauses. Do use commas to set off nonrestrictive clauses.

Examples: The bird with a blue beak darted from limb to limb.
The bird, one of many animals living in the forest, darted from limb to limb.

Reference: CMS 6.29

Use a comma after “e.g.” and “i.e.”

Reference: CMS 6.51

Use a comma between day and year and after year.

Example: On March 27, 2007, the forces advanced.
Data were collected in March 2003.

Reference: CMS 6.38

Do not include a comma around Jr., III, Inc., Ltd, etc.

Reference: CMS 6.43 to 6.44

Hyphens

Use hyphens to separate characters that don't indicate an operation or range.

Example: Report CX-492.1
Reference: CMS 6.77

For guidance on use of hyphens in compound terms, see section on compounds below.

En dashes

Though en dashes can be correctly used to indicate ranges, SWCS prefers to use “to” in order to avoid any ambiguity with minus signs/negative signs or en dashes used in compound words.

Example: 0 to 7.5 cm (0 to 3 in)
Reference: Variance from CMS 6.78, 9.60

Em dashes

The em dash may be used to set off an element for explanation or emphasis. No extra spaces should appear on either side of the em dash.

Example: The plan to restrict water usage in the Great Plains was contested—hotly contested in many areas—as a result of a mass marketing campaign.
Reference: CMS 6.85

Parentheses

For a parenthetical element inside another parenthetical element, use parentheses on the outside and square brackets on the inside.

Example: The corn yield on all acres (2,200 ha [1,750 ac]) clearly shows the drop.
Reference: CMS 6.101

For mathematical fences, use the following order, from inside out: $\{[()]\}$.

Reference: CMS 12.26

Quotation Marks

Closing quotation marks should follow periods and commas.

Reference: CMS 6.9

Colons

For guidance on use of a colon before a series or list, see the section on lists below.

Compounds, Prefixes, and Suffixes

Compounds may be open (space between), closed (no space between), hyphenated, or include an en dash (–).

Reference: CMS 7.81 to 7.82

When a compound modifier (phrasal adjective) is placed before a noun, it is usually hyphenated. When a compound modifier follows the noun and verb, it is usually not hyphenated. If a compound begins with an adverb ending in *ly*, it should not be hyphenated.

Examples: The conservation-oriented program was well run.
The program was conservation oriented.
The athlete was well trained.
It was an effectively executed program

Reference: CMS 5.92 to 5.93, 7.85 to 7.86

The en dash is used in place of a hyphen in a compound word when one its elements is a compound or hyphenated compound itself.

Example: post–World Water II years

Reference: CMS 6.80

Following are some commonly compounded elements, prefixes, and suffixes, and their general hyphenation patterns:

anti	Usually closed, except for the double <i>i</i> . Examples: antihypertensive, anti-inflammatory
based	Usually hyphenated. Example: value-based agriculture
bi	Usually closed. Example: binomial
borne	Usually closed. Examples: foodborne, waterborne
co	Usually closed. Examples: coauthor, coordinate, co-worker
counter	Usually closed. Example: counterclockwise
cross	Often hyphenated, but consult dictionary. Example: cross-reference, crossover, cross section
down	Usually closed as a noun. Examples: breakdown, rundown, slowdown
e	Usually hyphenated. Example: e-mail.
fold	Closed unless formed with a numeral. Examples: fivefold, 150-fold.
high	Hyphenate before noun. Example: high-resolution photograph
in	Varies. Examples: in-law, incoordination, inflow, Internet, cave-in, in situ
inter	Usually closed. Examples: interface, interorganizational
large	Hyphenate before noun. Example: large-scale factory
level	Hyphenate before noun. Example: farm-level planning, at the field level
like	Usually closed but hyphenated after words ending in <i>l</i> and proper nouns. Examples: wormlike, shell-like, Boston-like.
long	Hyphenate before noun. Examples: long-term feasibility, in the long term
maker	Usually open. Example: decision maker, policy maker
making	Hyphenate before noun. Example: decision-making power
mega	Usually closed. Example: megavitamin
micro	Usually closed. Examples: microeconomics, microorganisms
mid	Usually closed except with proper nouns and numerals. Examples: midcareer, mid-July, mid-1990s
mini	Usually closed. Example: minivan
multi	Usually closed. Example: multidisciplinary
non	Usually closed. Examples: nonagricultural, nonnegotiable, nonpoint source
off	Sometimes closed, sometimes hyphenated. Examples: runoff, off-farm practice
old	Usually hyphenated. Examples: decade-old, 200-year-old debate
on	Sometimes closed, sometimes hyphenated. Examples: ongoing, online, on-farm practice, on-site
out	Varies. Examples: turnout, graze-out
over	Usually closed. Example: overmagnified, overseeded, overwintered, turnover
post	Usually closed. Examples: postdoctoral, postprecipitation
pre	Usually closed. Example: preemergence, preplant, preregistration
pseudo	Usually closed. Example: psuedotechnocrat
re	Usually closed. Examples: reedit, recharge, re-cover
semi	Usually closed. Example: semiarid, semiopaque
short	Hyphenate before noun. Example: short-term strategy
socio	Usually closed. Example: socioeconomic
specific	Hyphenate before noun. Example: site-specific management
stereo	Usually closed. Example: stereochemistry
sub	Usually closed. Example: subbasin, subsurface, subzero
trans	Usually closed. Example: transmembrane
un	Usually closed. Example: unfunded
up	Usually closed as a noun. Examples: breakup, buildup, signup

under Usually closed. Example: undercount
web Noun form open, adjective form hyphenated. Examples: web page, web site, web-related activity
wide Usually closed, but hyphenated after proper nouns. Examples: worldwide, Chicago-wide

Reference: CMS 7.89

Examples from journal: auto-irrigate, agroecology, by-product, data set, groundwater, half-life, iso-erosion, policy maker, polyvinyl chlorolide, rain fed, raindrop, stormwater, streambank, topsoil, workload, row crop

Lists

Use of colon before items in a list

The colon should not be used before a series introduced by a verb or a preposition.

Example: The study involved: data collection and analysis of the findings. (Colon should be removed.)
The fish were caught with: (1) nets, (2) hooks, and (3) hands. (Colon should be removed.)

Reference: CMS 6.67

Run-in lists

A colon should appear between the introductory material and first item in the list only if the introductory material is an independent clause. If the items are to be enumerated, use numerals in parentheses.

Example: The sentence included (1) commas, (2) em dashes, and (3) parentheses.
The sentence included the following: (1) commas, (2) em dashes, and (3) parentheses.

Reference: CMS 6.129

Vertical lists

Introduce a vertical list with a complete grammatical sentence, followed by a colon. Capitalize the first letter of the first word of a vertical list. Items in the list should not have closing punctuation unless they consist of complete sentences.

Use numbered lists if there is reason to emphasize the order or if the list items are referred to by number or quantity in the text. Otherwise, use bulleted lists.

Examples:

Three factors should be considered:

1. Price
2. Availability
3. Transportation

The following parks are included on the map:

- Canadian Rocky Mountain Parks are found in British Columbia and Alberta.
- Glacier Bay straddles the British Columbia, Alaska, and Yukon border.

Reference: CMS 6.130

Treatment of Various Terms

Grammar and word usage

Commonly accepted rules of American English should be used. Some frequently misused words are identified here:

affect, effect	Affect is a verb meaning to influence or to have an effect on. Effect is usually a noun meaning an outcome or a result. (Effect may be used as a verb meaning to make happen or to produce.)
assure/ensure/insure	Assure is to let people know their concerns are being addressed. Ensure is to make sure something will happen. Insure should be reserved for underwriting financial risk.
data	The word “data” is plural. Database is one word, and data set is two.
that/which	“That” is used with a restrictive phrase; a commas should not preceding it. “Which” is used with a nonrestrictive phrase; a comma should precede it.
Reference:	CMS 5.250, 6.27

Names and titles

Capitalize formal titles used before personal names. Lowercase titles when after the name, informally, or in apposition.

Examples: Professor Jennifer Fillbee
Linda Bemore, a professor at the University of Massachusetts

Reference: CMS 8.19 to 8.22

Academic degrees

Omit periods. Names of degrees are lowercased when referred to generically.

Examples: MS, PhD, master’s degree

Reference: CMS 8.29, 10.21

Place names and political divisions

Capitalize regional terms that are accepted as proper names but not when used as an adjective describing a part of a larger area.

Examples: Midwest, Texas panhandle, eastern United States

Reference: CMS 8.47 to 8.54

Lowercase “federal” and “state” except when used as part of a name.

Examples: Many farmers are interested in learning about federal programs.
Some states offer training programs.
Thousands signed up for the Federal Bureau of Investigations e-newsletter.

Reference: CMS 8.51, 8.65

In running text, the names of states, provinces, and territories should be spelled out. In the references, use the two-letter abbreviations used by the United States Postal Service.

Examples: Etter, Texas (in text)
Etter, TX (in references)

Reference: CMS 10.27 to 10.29

In running text, set off states with commas. Use Washington, DC, without periods.

Examples: They arrived in Albany, New York, to witness the event.
They arrived in Washington, DC, to witness the event.

Reference: CMS 6.17, 6.39

In running text, write out country names including the United States when used as nouns. Use US as an adjective.

Examples: In the United States,
US policy

Reference: CMS 10.32 (traditional rule upheld)

Latitude and longitude

For latitude and longitude, use degree and prime symbols without spaces between.

Example: 19°29'65" N, 107°45'36" W

Reference: CMS 10.36

Crop rotation

Use the slash (/) for crop rotation within a year and use an en dash (–) between years. Note that the slash is commonly misidentified as a backslash (\).

Example: corn/wheat cover–cotton/wheat cover

Dates and time

Use a comma between day and year and after year.

Examples: On March 27, 2007, the forces advanced.

Data were collected in March 2003.

Reference: CMS 6.38

Write out months in the text and references. In figures and tables, abbreviate months as follows: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., and Dec. Do not abbreviate May, June, or July.

Reference: CMS 10.39

In writing time of day, use a.m., p.m., EST, EDT, CST, SCT, MST, MDT, PST, and PDT, as appropriate.

Reference: CMS 10.41

For units of time following numeral measures, use s, min, h, d, wk, mo, and y for SI units and sec, min, hr, day, wk, mo, and yr for English units.

Foreign words

Italicize words and phrases in a foreign language if they are likely to be unfamiliar to readers.

The following terms are familiar enough that they should not be italicized:

ad hoc
ad libitum
ad valorem
a posteriori
a priori
de facto
de novo
e.g.
et al.
i.e.
in situ
in toto
ipso facto
per se
vis-à-vis

Reference: CMS 7.54

Scientific names

At first instance, include the scientific name in parentheses following the common (vernacular) name.

Examples: corn (*Zea mays* L.)

cotton (*Gossypium hirsutum* L.)
white lupin (*Lupinus albus* L.)

Italicize genus, species, and subspecies. The genus name should be capitalized, and species and subspecies names should be in lowercase. After the first use, the genus name may be abbreviated to a single letter and period.

Reference: CMS 8.120 to 8.125

Unspecified species may be indicated with “sp.” or “spp.” (plural). Varieties may be indicated with “var.”

Reference: CMS 8.123

The author of a name may be added without italics. A capital L. stands for Linnaeus.

Reference: CMS 8.124

Examples: corn (*Zea mays* L.)

Divisions higher than genus are capitalized and not italicized.

Reference: CMS 8.126

Common names should not be capitalized unless they include proper nouns/adjectives.

Examples: buckwheat
chickpea
chickweed
fieldpea
gamagrass
South African fly
sweetclover
sweetcorn

Reference: CMS 8.128

Brand names and trademarks

Authors should consider the use of generic terms instead of brand names and registered trademarks. If it is necessary to use a trademark name, do not use ® or ™ (there is no legal requirement to use these).

Example: There is every reason to believe Microsoft Word is a monopoly.

Reference: CMS 8.153

Chemical names and symbols

Chemical symbols should be defined at first use. For subsequent use, the periodic symbol may be used for elements without definition. Write out the word in headings, figure captions, and table titles.

Examples: C, N, P, O, H, Na, Cl
Examination of nitrogen levels

Reference: CMS 8.149, 10.63

Numbers and Units

Numbers

Spell out numbers that begin a sentence.

Example: Twenty-two people attended.

Reference: CMS 9.5

Spell out single-digit numbers. Use numerals for all others, including whole numbers 10 and greater.

Examples: Two methods were compared.
11 years ago
Reference: CMS 9.3

Use numerals for numbers less than 10 if there are other numbers of the same type within the paragraph.

Example: The team uncovered 11 pebbles and 9 stones.
Reference: CMS 9.7

When quantities are used with units of measurement, use numerals.

Examples: 3 km, 7 g
Reference: CMS 9.16 to 9.17

Use commas for numbers with at least four digits.

Example: 1,500
Reference: CMS 9.54

For numbers 1,000,000 and greater, use scientific notation.

Example: 1×10^6

Temperatures

Include temperature in degrees Celsius in the running text with degrees Fahrenheit following in parentheses. No spaces should appear on either side of the degree symbol.

Examples: 105°C (221°F)
Reference: CMS 9.16 to 9.17

Percentages

Use the percent symbol (%) closed up to the numeral. “Percentage” refers to an amount or rate as expressed in units of percent (per 100).

Examples: 5%
The percentage of fish being harvested declined.
Reference: CMS 9.18

Decimal fractions

Place a zero before the decimal point for quantities less than one.

Example: 0.73
Reference: CMS 9.19

Measurements

Numerals and abbreviated units are used for measurements except for in general use. Include a space between numeral and unit. Do not hyphenate measurements and do not include periods after unit labels.

Examples: 2 kg weight
200 m (620 ft)
Reference: CMS 9.16 to 9.17

In the text, use the International System of Units (SI). If authors prefer, the SI units may be followed by the English units or local units in parentheses. Upon first use of non-English local units, provide conversion factors.

In figures and tables, use only International System of Units (SI). English units may be used instead, at the author's discretion, if the paper is from within a field that typically follows that convention.

In a numeral series and in ranges, the abbreviation comes at the end, except for percents and degrees, which are repeated.

Examples: 10, 30, and 45 cm (3.9, 12, and 18 in)
440 to 600 mm (17.3 to 23.6 in)
365, 123, 60.8, and 50.4 ha (902, 304, 150, and 125 ac)
0.8 to 7.14 Mg ha⁻¹ (0.40 to 3.18 tn ac⁻¹)
16°C and 27°C (61°F and 81°F)
16°C to 105°C (61°F to 221°F)
16%, 49%, and 78%
20% to 40%

Reference: CMS 10.51 to 10.59 (SI units) and 10.64 to 10.68 (English units)

Operators and equations

Mathematical signs and symbols may be used as shorthand for words in the running text, unless the result is awkward or ungrammatical.

Reference: CMS 12.5

Single-letter mathematical variables are usually italicized.

Reference: CMS 12.10

JSWC recommends the following simple rule of spacing in mathematics: Place a space on either side of binary relation signs (=, <, >, etc.) and a space on either side of binary operation signs (+, −, ×, ÷, etc.) unless the binary operation sign is used to modify a symbol rather than combine two symbols or expressions (e.g., −1). As an exception, do not include any spaces in superscript and subscripts, even if they include operation or relation signs.

Example: $x + y = 0.05$
 <12

Reference: Variance from CMS 12.16

In order to maintain efficient typesetting and to distinguish minus signs from hyphens, JSWC uses en dashes (–) for minus signs.

Display equations that are longer than one typeset line will be broken before a relation or operation sign.

Reference: CMS 12.23

Number equations in the order that they are presented in text (e.g., see equation 1). Insert tab after the equation and place the number in parentheses. The number will be right justified in page layout.

Example: $A = 1 + 2$ (1)
Reference: CMS 12.21

Display equations should generally be punctuated as if they were sentences or parts of sentences. Definitions of terms follow the equation in paragraph style preferably.

Examples:

$$\text{FFC} = \text{AAP} \div (\text{AAP} + e^{(9.043 - 0.002135 \times \text{AAP})}),$$

where FFC is fraction of field capacity and AAP is average annual precipitation (mm).

$$L = \beta(S) + \alpha,$$

where L is soil displacement by tillage (m), S is slope gradient (m m^{-1}), α is constant, and β is regression coefficient.

Reference: CMS 12.21 to 12.24

For mathematical fences, use the following order, from inside out: $\{[()]\}$.

Reference: CMS 12.26, e.g., $[2 + 5(6+3)]$

Abbreviations

Within each manuscript, write out the full term at first use followed by the abbreviation in parentheses and thereafter use the acronym, except spell out in headings, figure captions, and table titles.

Write out full acronyms in the abstract. Don't define an acronym unless it's central to the paper or appears more than twice in the abstract. If an acronym is defined in the abstract, define it again within the paper.

Example: The Production Flexibility Contract (PFC) paid producers whether crops were produced or not.
The USDA now feels the PFC was less than an efficient production control method.

Reference: CMS 10.3

Here are some acronyms and initialisms commonly used in JSWC:

AAP	average annual precipitation
AFO	animal feeding operations
ARS	Agricultural Research Service (USDA)
ASABE	American Society of Agricultural and Biological Engineers
BLM	Bureau of Land Management
BMPs	best management practices
CREP	Conservation Reserve Enhancement Program
CRP	Conservation Reserve Program
CSREES	Cooperative State Research Education and Extension Service (USDA)
CSP	Conservation Stewardship (Security) Program
CTIC	Conservation Technology Information Center
DEM	digital elevation models
EPIC	Environmental Policy Integrated Climate
EQIP	Environmental Quality Incentives Program
ERS	Economic Research Service (USDA)
FAO	Food and Agriculture Organization (UN)
GIS	geographic information system(s)
GPS	global positioning system
JSWC	Journal of Soil and Water Conservation
NASS	National Agricultural Statistics Service (USDA)
NOAA	National Oceanic and Atmospheric Administration
NPS pollution	nonpoint source pollution
NRCS	Natural Resources Conservation Service (USDA)
OM	organic matter
POMC	particulate organic matter carbon
RUSLE	Revised Universal Soil Loss Equation
SCS	Soil Conservation Service (USDA)
SOC	soil organic carbon
SWCS	Soil and Water Conservation Society
TMDL	total maximum daily load
TN	total nitrogen
TP	total phosphorus
UK	United Kingdom
UN	United Nations
US (adj.)	United States (noun)
USDA	United States Department of Agriculture (do not write out)
USDOI	United State Department of the Interior
USEPA	United States Environmental Protection Agency

USGS	United States Geological Survey
USLE	Universal Soil Loss Equation

The following abbreviations do not need to be defined:

e.g.	exempli gratia (for example)
et al.	et alii (and others)
etc.	et cetera (and so forth)
i.e.	ed est (that is)
n.d.	no date (citation and reference)
<i>p</i>	<i>p</i> value
sd	standard deviation
se	standard error
sem	standard error of the mean
vs.	versus (write out in running text)

Reference: Variance from CMS 10.42

Documentation

Follow the author-date system for reference lists and text citations.

Text citations

No punctuation should appear between the author and date. No page numbers are included in text citations in JSWC style.

Example: (Jones 2005)
Reference: CMS 15.7 and 15.22

If two references have the same authors and years, use letters immediately after the dates in both the reference list and text citation.

Example: (Stout 1999a, 1999b)
Reference: CMS 15.20

For works by two authors, use “and.” For works by three or more authors, use et al.

Example: (Day and Smith 1999; Day et al. 1999)
Reference: Variance from CMS 15.9, 15.29

For two or more references in a single parentheses, separate works by the same author with a comma and works by different authors with a semicolon.

Example Peters et al. (1989, 1990) performed a number of tests that showed conclusively that large confinement houses can create serious neighborhood problems.
(Miller 2005; Clark and Gibbons 2006)
Reference: CMS 15.30

Reference List Components

Reference lists should be alphabetized by author last name. If multiple sources have the same first author, the references should be alphabetized by the second author last name, and so forth. If two sources have identical author lists, they should be ordered by publication date, earliest publication to most recent publication.

Author's name

Use only first and middle initials. No space between initials.

Reference: Variance from CMS 15.12, 15.33

Organization as author

For sources by an institutional author that has a common acronym, use the acronym in the parenthetical citation. In the reference list, alphabetize by acronym and provide full name in parentheses for the first reference listed by that author.

Example: Text citation: The statistics were verified (USDA ARS 1998).
Reference list: USDA ARS (USDA Agricultural Research Service). 1998.
Reference list: International Monetary Fund. 1999.
Reference: Variance from CMS 15.37

No date/forthcoming

Use “n.d.” (no date) when the publication date of a published work is unknown. Use “forthcoming” for works accepted by a publisher but not yet published. Note that no comma precedes “n.d.” or “forthcoming” in text citations.

Examples: Text citation: (Woods and Winthrop n.d.)
Reference list: Woods, D.A., and R.G. Winthrop. n.d.
Text citation: (Smith forthcoming)
Reference list: Smith, J. Forthcoming.
Reference: Variance from CMS 15.44 to 15.45

Place of publisher

In the references, use the two-letter abbreviations used by the United States Postal Service. No state, province, or country is needed if the city is not likely to be confused or unknown.

Examples: Etter, TX: Publisher.
Washington, DC: Publisher.
New York: Publisher.
Paris: Publisher.
Reference: CMS 10.27 to 10.28, 14.130

Reference List Examples

Journal article

Except for first author, author initials should precede last names. For works with more than ten authors, only the first seven should be listed in the reference, followed by *et al.* No quotation marks for article titles or italics for journal titles are required. Article titles are in sentence-style capitalization. Spell out all names of journals. Article DOIs and URLs may be included. URLs based on DOIs are the preferred format.

Examples:
Black, A.S., J.S. Johns, and R.R. Done. 1998. Soil conservation in America. *American Soil Science Journal* 45(4):2356-2357.
Franzluebbbers, A.J., M.H. Poore, S.R. Freeman, and J.R. Rogers. Soil-surface nutrient distributions in grazed pastures of North Carolina. *Journal of Soil and Water Conservation* 74(6):571-583.
<https://doi.org/10.2489/jswc.74.6.571>.
Samani, Z.A., and M. Pessarakli. 1986. Estimating potential crop evapotranspiration with minimum data in Arizona. *Transactions of American Society of Agricultural Engineers* 29(2):522-524.
Muldoon, D.D. 1987. Daily life of the mountain rapper. *Journal of the West* 26 (October):14-20.
Reference: Variance from CMS 14.7 to 14.8, 14.23, 14.76

Abstract

An abstract is treated like a journal article, but the word *abstract* must be added.

Example:

Lovejoy, C.O. 1979. A reconstruction of the pelvis of A1-288. *Abstract*. American Journal of Anthropology 40:460.

Reference: CMS 14.186

Books

Examples:

Brett, P.D., S.W. Johnson, and C.R.T. Back. 1989. *Mastering Watershed Management*. San Francisco: Amati Press.

Cline, C.L., ed. 1970. *The Letters of William Blackwell, Farmer*. Oxford: Clarendon Press.

Meyer, D.J. 1997. *Water Flow in Soils*. New York: Random House.

Reference: Variance from CMS 14.100 to 14.163

Reports and the like

Reports, bulletins, and other publications published as freestanding documents should be treated essentially as books. URLs for documents may be included.

Examples:

Chepil, W.S. 1957. *Width of Field Strips to Control Wind Erosion*. Kansas Agricultural Experiment Station Bulletin 92. Manhattan, KS: Kansas State University.

Ortmann, G.F., G.F. Patrick, W.N. Musser, and D.H. Doster. 1992. *Information Sources, Computer Use, and Risk Management: Evidence from Leading Commercial Corn Belt Farmers*. Purdue University Agricultural Experiment Station Bulletin 638. West Lafayette, IN: Purdue University.

USDA. 1998. *Resource Book: Funding Available For Experimental Conservation Methods*. Washington, DC: USDA.

Reference: Variance from CMS 14.220

Chapters or parts of a book

Sentence-style capitalize chapter titles; headline-style capitalize book titles. Place an italicized *In* before the book title.

Examples:

Burroughs, P. 1996. *Opportunities of the moment*. *In* *Water Flow in Soils*, ed. D.J. Meyer. New York: Random House.

Fishworthy, T.L., and A. B. Culpepper. 1991. *Windrow conservation in the Southwest*. *In* *American Farming in the 1900s*, 2nd ed., ed. Jane Smith, 217-279. Toledo, OH: Holt, Rinehart, and Winston.

Reference: Variance from CMS 14.106

Papers published in conference proceedings

Individual contributions to conference proceedings are generally treated like chapters in multiauthor books. Note publisher city and name are included in addition to the full title.

Examples:

Gregory, J.M., and J. Borrelli. 1998. *Physical concepts for modeling soil erosion by wind*. *In* *Proceedings of the American Society of Agricultural Engineers Southwest Regional Meeting, Baton Rouge, Louisiana, April 3, 1998*. St. Joseph, MI: American Society of Agricultural Engineers.

Schomberg, H.H., and J.L. Steiner. 1994. *Predicting crop residue distribution and cover for erosion modeling*. *In* *Proceedings of Great Plains Agriculture Council Crop Residue Management Conference, Amarillo, Texas, August 1994, 27-34*. Cordell, OK: Great Plains Agricultural Council.

Reference: CMS 14.217

Papers presented at conferences or meetings

Any conference and meeting references must carry the full information, including the name of conference host organization written out. URLs to online information may be included.

Examples:

Nelson, R.G., L.E. Wagner, and K. Stueve. 1993. Mass reduction of standing and flat crop residues by selected tillage implements. Paper presented at the American Society of Agricultural Engineers Winter Meeting, Chicago, December 14-17, 1993.

Saleh, A. 1997. Soil surface roughness measurements: A comparison study. Paper presented at the Soil and Water Conservation Society Annual Conference, St. Louis, MO, July 14-16, 1997.

Reference: CMS 14.217

Theses and dissertations

Examples:

Downright, A.B. 1992. Water Diffusion in No-Till Fields. PhD dissertation, University of Chicago.

Ross, D.Q. 1999. Measuring Crop Residue in Limited Farming Areas. Master's thesis, Columbia University.

Reference: CMS 14.215

Working papers and other unpublished works

Example:

Frishberg, N., and B. Gough. 1994. Time on our hands. Working paper, Salk Institute for Biological Studies, La Jolla, CA.

Reference: CMS 14.218

Electronic sources

Books, reports, articles, and other materials available online should be formatted according to the type of reference, with the addition of the URL at the end.

For other materials published online, include as much of the following as can be determined: author of the content, publication date (if known), title of the page, title or owner of the site, URL. No access date is required.

Examples:

Federal of American Scientists. n.d. Resolution comparison: Reading license plates and headlines. Federation of American Scientists. <http://www.fas.org>.

Soil Survey Staff. 2007. US general soil map. USDA Natural Resources Conservation Service. <http://soildatamart.nrcs.usda.gov>.

Reference: Variance from CMS 15.50

Personal communications

Personal communications may be cited in the text and are not listed in the references.

Example: According to A. Saleh (personal communication, October 12, 1999), ...

Reference: CMS 15.53

Figures and Tables

Please place figures and tables at the end of your manuscript.

Figure captions and table titles should be included before each figure and table, respectively. According to journal house style, place the words "Figure" and "Table" on lines of their own and the caption or title on the line below in sentence-style capitalization. Do not use abbreviations in headings. Include a period at the end.

Reference: Variance from CMS 3.23, 3.54

Each figure and table must be called out in the text. Do not capitalize references to tables and figures in the text.

Examples: In table 7, the species order for extinction shows we are next.
The test results clearly define the problem (figure 2).

Reference: CMS 3.9, 3.50

Parts of figures may be identified with lowercase letters a, b, c, etc., in the figure, within parentheses (a), etc., in the figure caption, and closed up to the number in call outs (figure 1a, etc).

Reference: Variance from CMS 3.12

Place an em dash (—) in cells not containing data.

Reference: CMS 3.67

General notes and credit lines may appear at the foot of figures and tables, following “Note/Notes” or “Source” (as appropriate) and a colon. Notes referring to specific data or elements in figures and tables may be included using *†‡§||#.

Reference: CMS 3.76 to 3.79

Include credit lines except for figures and tables created by the author. It is the author’s responsibility to obtain permission to reproduce illustrative material under copyright.

Reference: CMS 3.29 to 3.37, 4.72 to 4.103

Use only SI units in figures and tables. (English units may be used instead, at the author’s discretion, if the paper is from within a field that typically follows that convention.)

Reference: CMS 10.51 to 10.59 (SI units)

Stub column data are left aligned. Conventions for spanner heads (CMS 3.57) and cut-in heads (CMS 3.58) will be applied. Numerical data of like units will be decimal aligned in columns (CMS 3.72).

Example:

Table 3

Arithmetic mean concentrations for each watershed for the entire record period, October 1996 to November 2004.

Watershed	Sediment* (mg L ⁻¹)	NH ₄ -N† (mg L ⁻¹)	NO ₃ -N‡ (mg L ⁻¹)	Total N§ (mg L ⁻¹)	Spanner head	
					Inorganic N (mg L ⁻¹)	Organic N (mg L ⁻¹)
8921	30.0	0.14	0.30	2.42	0.44	1.73
8922	29.8	0.15	0.27	2.64	0.42	1.97
8923	29.7	0.28	0.57	3.07	0.85	1.98
8924	20.4	0.20	0.45	2.81	0.65	1.92

Note: Samples were obtained using standard methods.

Source: Brownville et al. (2006).

* Note one.

† Note two.
‡ Note three.
§ Note four.