

PROJECT PROPOSAL SUBMISSION CHECKLIST

Must be completed and included with submitted proposal by the Work Group Chair.

- ___ Follow guidelines with the exception of the budget sheets
- ___ Format manuscripts for 22 x 28 cm (8½ x 11 inch).
- ___ Number *all* pages sequentially.
- ___ Use 10 font; Times New Roman. Do not justify right margins.
- ___ Format headings appropriately
- ___ Leave at least a 2.5-cm (1-inch) margin on all sides, except budget pages.
- ___ Use metric units of measurement with English units in parenthesis.
- ___ Define all abbreviations the first time they are used.
- ___ Express ratios by using a slant line (e.g., mg/L).
- ___ Scientific names should accompany common names in the title and when they are first mentioned in the abstract and in the text. Authority for scientific names need not accompany the genus and species unless needed for clarity.
- ___ Spell out one to ten unless followed by a unit of measurement (e.g., four fish, 4 kg, 14 fish). Do not begin a sentence with a numeral. Use 1,000 instead of 1000; 0.13 instead of .13; and % instead of percent.
- ___ Use the 24-hour clock for dial time: 0830, not 8:30 a.m. Calendar date should be day month year (7 August 1990).
- ___ Each reference cited in the text must be listed in the References section, and vice versa.
- ___ Literature citations in the text follow the name-and-year system.
 1. Start this section at the top of a new page.
 2. Spell out journal names in full.
 3. Verify all entries against citations in the text.
 4. Verify the accuracy of all entries against the original sources, especially journal titles, authors, pages, and spelling.
 5. Start the first line of each entry at the left margin and indent other lines.
 6. Alphabetize entries first by the surnames of the senior authors and first word or acronym of corporate authors; second by the initials of senior authors with the same surname (e.g., Smith, B. F. precedes Smith, J. W.); and third, by the surnames of the junior authors. Single authored citations precede multi-authored works by the same senior author regardless of date.
 7. List multiple works by the same authors by date.
 8. Distinguish papers by the same author in the same year by putting lower case letters after the date (e.g. 1994a, 1994b). Be sure that such date citations within the text correspond to the dates in the Literature Cited.
 9. Reference to unpublished data or personal communications is strongly discouraged. If necessary, cite as R. Ishihara (Humboldt State University, unpublished data) or R. Ishihara (Humboldt State University, personal communication).
 10. Within parentheses, use a semicolon to separate multiple citations of literature and figures and tables (Smith1991; Jones 1994) (Table 1; Fig. 2). Cite multiple references within parentheses by year, with the oldest first.

The following illustrates some common citation formats.

Journal Article:

Xu, D. and W. A. Rogers. 1993. Oxytetracycline residues in hybrid striped bass muscle. *Journal of the World Aquaculture Society* 24:466-472.

Book:

Boyd, C. E. 1982. *Water quality management for pond fish culture*. Elsevier Scientific Publishing Company, Amsterdam, The Netherlands.
Stickney, R. R., editor. 1986. *Culture of nonsalmonid freshwater fishes*. CRC Press, Inc., Boca Raton, Florida, USA.

Article or chapter in a book:

Ward, P. D. 1982. The development of bacterial vaccines for fish. Pages 47-58 *in* R. J. Roberts, editor. *Microbial diseases of fish*. Academic Press, New York, New York, USA.

Dissertation or Thesis:

Hymel, T. M. 1985. *Water quality dynamics in commercial crawfish ponds and toxicity of selected water quality variables to *Procambarus clarkii**. Master's thesis. Louisiana State University, Baton Rouge, Louisiana, USA.

Presentation:

Morris, J. E. 2014. Snail management in culture ponds: Role in limiting grub issues. North Central Aquaculture Conference, Toledo, Ohio, February 22-23, 2014.

On-line Resources:

Hayward, R. S., Masagounder, K., Clayton, R. D., Morris, J. E. and Ali, M. 2013. Increasing growth and feed efficiency of Juvenile Walleye, *Sander vitreus* (Mitchill, 1818), through novel, subsatiation, restrict/feed cycles from late summer into fall. *Aquaculture Research*. DOI: 10.1111/are.12263. Available: <http://onlinelibrary.wiley.com/doi/10.1111/are.12263/full>. (September 16, 2014).

___ Use "Figure" only to start a sentence; otherwise use "Fig." or "Figs." (e.g., Fig. 5; Figs. 5, 6). Spell out "Table" in all usages.

___ Assemble the manuscript in this order of the main sections:

1. **SUMMARY OVERVIEW** (Participants, Objectives, and Proposed Budgets) **PROJECT SUMMARY, JUSTIFICATION, RELATED CURRENT AND PREVIOUS WORK, ANTICIPATED BENEFITS, OBJECTIVES, PROCEDURES, FACILITIES, REFERENCES, PROJECT LEADERS, BUDGET, SCHEDULE FOR COMPLETION OF OBJECTIVES, LIST OF PRINCIPAL INVESTIGATORS, and CURRICULUM VITAE** for Principal Investigators. All sections should be centered, in bold, and all capital letters.
2. Second level sections in the text should be noted as centered headings in capital and lower case letters. Third level headings are left justified and capital and lower case letters, and underlined. Fourth level (if necessary) headings should be left justified, capital and lower case letters, and in italics.

___ Provide list of three possible reviewers

___ Submit in Word format

Please note that the Director's Office reserves the right to reject and send back to the Work Group chair any proposal that is not formatted per these guidelines that are necessary for submission to USDA in the Plan of Work.