

## **AUTHOR GUIDANCE FOR PROCEEDINGS OF THE NORTH AMERICAN CRANE WORKSHOP, 2015**

### INSTRUCTIONS TO AVOID COMMON ERRORS:

1. Always use numerals except in the title or to spell the number “one” when used as a pronoun.
2. Use 4 digits to indicate a year except when referring to a winter that spans 2 calendar years, e.g., Dec 2005-Feb 2006 could be indicated by winter 2005-06.
3. Add scientific name first time common name is used in Abstract and first time common name is used in body of paper. Do not use scientific name in title, elsewhere in text, or in tables and figures.
4. All dates are in day (numeral)-month (spelled out)-year (4-digit numeral) format in text. Use this same format in tables, figures, and in parentheses except use 3-letter abbreviation for month.
5. Follow JWM style for literature citations.
6. Capitalize only the first word in axes titles in figures.
7. Spell out names of states and provinces (see exception in 20 below). Only use USPS code when state or province is part of a mailing address.
8. Follow JWM style, especially regarding italics, for statistical symbols.
9. Use only 1 space, not 2, between the period at the end of a sentence and the first letter of the next sentence.
10. Follow JWM style for abbreviation of measurement units.
11. Use initials, not first names, in Acknowledgments.
12. Use JWM style for web citations, but do not cite the web address for pdf files downloaded from the web. Cite pdfs as a printed report or article.
13. Follow NACWG style (e.g., Proceedings 11 or 12) for capitalization and italicization of titles, headings, and subheadings.
14. Do not combine “from” and a hyphen to specify end points of a range, e.g.: “from 4 January to 7 March” and “during 4 January-7 March” are both correct. “from 4 January-7 March” is incorrect.
15. Do not repeat name of state after city in citations for books or theses if state name is already in name of publisher.
16. Use different symbols for dash, hyphen, and minus sign as follows:  
Hyphen: Use hyphen on keyboard (-).  
Dash: In MS Word use General Punctuation Figure Dash, Unicode character 2012 (–).  
Minus sign: In MS Word use Mathematical Operator, Unicode character 2212 (−).
17. Indent all paragraphs 0.25 inches.
18. For a list of 2 names of rivers or counties, capitalize the words “Rivers” or “Counties”. For list of 3 or more names, do not.
19. Use a hyphen (-) with no surrounding spaces between dates.
20. Use state and provincial abbreviations (see Table 1) in tables and figures. Otherwise, follow current JWM style.
21. Use commas, not semicolons, to separate first order table, figure, or literature reference in parentheses. Use semicolons to separate higher order groups containing references separated by commas.
22. In cases where JWM and Proceedings of the NA Crane Workshop differ, used the latter style.

Table 1. Geographical abbreviations for use in tables and figures and postal codes for use in addresses.

Unit	ANSI	USPS	Unit	ANSI	USPS
U.S. and territories			U.S. and territories (continued)		
Alabama	Ala.	AL	Oklahoma	Okla.	OK
Alaska	Alas.	AK	Oregon	Oreg.	OR
American Samoa	Am. Samoa	AS	Pennsylvania	Pa.	PA
Arizona	Ariz.	AZ	Puerto Rico	P.R.	PR
Arkansas	Ark.	AR	Rhode Island	R.I.	RI
California	Calif.	CA	South Carolina	S.C.	SC
Canal Zone		CZ	South Dakota	S.D.	SD
Colorado	Colo.	CO	Tennessee	Tenn.	TN
Connecticut	Conn.	CT	Texas	Tex.	TX
Delaware	Del.	DE	Trust Territory Trust	Territ.	TT
District of Columbia	D.C.	DC	Utah	Ut.	UT
Florida	Fla.	FL	Vermont	Vt.	VT
Georgia	Ga.	GA	Virginia	Va.	VA
Guam		GU	Virgin Islands	V.I.	VI
Hawaii	Haw.	HI	Washington	Wash.	WA
Idaho	Id.	ID	West Virginia	W.Va.	WV
Illinois	Ill.	IL	Wisconsin	Wis.	WI
Indiana	Ind.	IN	Wyoming	Wyo.	WY
Iowa	Ia.	IA	Canadian provinces and territories		
Kansas	Kans.	KS	Alberta	Alta.	AB
Kentucky	Ky.	KY	British Columbia	B.C.	BC
Louisiana	La.	LA	Manitoba	Manit.	MB
Maine	Me.	ME	New Brunswick	N.B.	NB
Maryland	Md.	MD	Newfoundland	Newf.	NF
Massachusetts	Mass.	MA	Northwest Territories	Northwest Territ.	NT
Michigan	Mich.	MI	Nova Scotia	N.S.	NS
Minnesota	Minn.	MN	Ontario	Ont.	ON
Mississippi	Miss.	MS	Prince Edward Island	Prince Edward Isl.	PE
Missouri	Mo.	MO	Quebec	Que.	PQ
Montana	Mont.	MT	Saskatchewan	Sask.	SK
Nebraska	Nebr.	NE	Yukon Territory	Yukon Territ.	YT
Nevada	Nev.	NV	Other		
New Hampshire	N.H.	NH	United States	USA	
New Jersey	N.J.	NJ	New Zealand	N.Z.	
New Mexico	N.M.	NM	United Kingdom	U.K.	
New York	N.Y.	NY			
North Carolina	N.C.	NC			
North Dakota	N.D.	ND			
Ohio	Oh.	OH			