

Checklist for CAST Authors

I. General Instructions

- Prepare the manuscript as a Word document to print on 8 ½ X 11" paper. Double-space throughout, including Contents, Literature Cited, tables, and figure legends.
- Use Times New Roman 11-point font for text. Clearly label and distinguish between A-, B-, and C-level heads.
- Leave at least a 1" margin on all sides. Avoid hyphens or dashes at end of lines; do not divide a word at the end of a line. Do not justify right margin.
- Submit the manuscript on a pc-formatted disk, on CD, or by e-mail attachment.
- Provide measurements in metric units. These may be followed by British units in parentheses.
- Write out numbers one through ten unless a measurement (four sources and four farms but 4 years, 4 cm). Numbers above ten are numerals. Use 36% not thirty-six percent; the percentage of participants, not the percent of participants or the % of participants. Use 1,000 not 1000; 0.13 not .13.
- Write out abbreviations and acronyms at first use and abbreviate consistently thereafter (except in titles, headings, and at the beginning of a sentence)—“The Environmental Protection Agency (EPA) supported the research. Then in 2003, the EPA...”
- Set numbered lists and equations sentence style, if possible.
- Use standard statistical symbols such as SD, *N*, and *P*.
- Cite each figure and table in the text and make sure data described matches actual figure/table. Organize text so figures/tables are cited in numerical order. Write out and capitalize Table and Figure.
- Arrange **Issue Papers** as follows: Title Page; Contents; Summary; Introduction; Text; Recommendations; Appendix A—Glossary [optional]; Literature Cited; Tables; Figures.
- Arrange **Reports** as follows: Title Page; Contents; Interpretive Summary, Executive Summary, Introduction, Text; Recommendations; Appendix A—Abbreviations, Acronyms, and Symbols; Appendix B—Glossary; Literature Cited; Tables; Figures.
- Arrange **Special Publications** as directed by the Managing Scientific Editor.
- All references cited in the text are listed with complete accurate bibliographic information in Literature Cited. All references listed in Literature Cited appear in the text. Dates and spellings match throughout.
- Reference citations in the text are as follows:
 1. One author: Jones (2002) or (Jones 2002)
 2. Two authors: Jones and Jackson (2001) or (Jones and Jackson 2001)
 3. Three authors: Jones, Jackson, and Smith (1999) or (Jones, Jackson, and Smith 1999)
 4. More than three authors: Jones and colleagues (2000) or (Jones et al. 2000)
 5. Multiple sources are arranged alphabetically: (Baker 2004; Jones et al. 2004; Smith 2002)
 6. Multiple publications by same authors are arranged chronologically: (Jackson 1999, 2001a,b,c, 2003;

Johnson 2002, 2004).

7. Manuscripts accepted for publication but not yet published: (Smith, in press)
8. Unpublished material: (H. Smith, unpublished) or (Smith, H. J. 2003. Personal communication)

II. Literature Cited

(Refer to recent CAST documents; see also reverse side of Checklist for examples.)

- Verify all entries against original sources, especially those in languages other than English. Capitalize all nouns in German. Check diacritical marks.
- List citations in alphabetical order by first author's surname. Single author titles precede multi-authored titles by the same senior author, regardless of date.
- List works by the same author(s) chronologically, beginning with earliest date of publication.
- “In press” citations must have been accepted for publication and the name of the journal or publisher included.
- Insert a period and space after each initial of an author's name.
- Use an en-dash to designate page ranges.
- Abbreviate journal names in accordance with BIOSIS and CBE (Council for Biology Editors) guidelines; do not use periods. Underline titles and other terms to be italicized.

III. Tables

- If material is taken from another source, obtain written permission and cite source in title.
- Begin each table on a new page and double-space all data.
- Number tables in Arabic followed by a period. Capitalize first word of title; all others lowercase unless a proper noun. No period at end of title.
- Do not reduce type size in tables; use same as in text.
- Capitalize first word of each entry in each column
- Indicate footnotes by lowercase superscript letters (a,b,c)
- Do not use vertical lines in tables.

IV. Figures

- If material is taken from another source, obtain written permission and cite source in legend.
- Double-space numbered legends and group on a separate page(s).
- Number figures in Arabic followed by a period. Capitalize first word of legend; all others lowercase unless a proper noun. Add period at end of legend.
- Make sure figures match descriptions in text, and that legends match figures.
- Prepare and submit high-resolution photographs and other special figures on a disk or CD.



The Science Source for Food,
Agricultural, and Environmental Issues

Literature Citations: Examples Following CAST Guidelines

[Format for Text Citations in Brackets]

One Author

Andrews, R. P. 2000. Mycotoxins: Production and isolation. *Am J Toxicol* 38:130–142. [Andrews 2000]

Andrews, R. P. 2003. *Identification of Mycotoxins*. University of Florida Press, Gainesville. 110 pp. [Andrews 2003]

Two Authors

Andrews, R. P. and M. R. Cowan. 2001a. The cost of clean food. *Am J Toxicol* 39:141–150. [Andrews and Cowan 2001a]

Andrews, R. P. and M. R. Cowan. 2001b. *Production and Isolation of Mycotoxins*. 2d ed. Clear Water Press, Orlando, Florida. 565 pp. [Andrews and Cowan 2001b]

Three Authors

Andrews, R. P., M. R. Cowan, and L. L. McGovern. 1999. Production, isolation, and separation of mycotoxins. *Am J Toxicol* 37:76–90. [Andrews, Cowan, and McGovern 1999]

Andrews, R. P., F. R. Johnson, and M. R. Cowan. 2001. *Mycotoxins in Food*. CRC Press, Boca Raton, Florida. [Andrews, Johnson, and Cowan 2001]

More Than Three Authors

Andrews, R. P., F. R. Johnson, M. R. Cowan, and R. P. Fredrickson. 2003a. *Mycotoxin Isolation*. Elsevier Scientific Publishers, London. 1,560 pp. [Andrews et al. 2003a]

Andrews, R. P., D. O. Tripp, C. E. Richardson, and M. R. Cowan. 2003b. Microbial toxicity in stored food: *Aspergillus*. *Mycopathologia* 119:55–60. [Andrews et al. 2003b]

Editor(s)

Baker, L. L. and R. P. Andrews. 1999. Production, isolation, and separation of mycotoxins. Pp. 178–185. In P. I. Burgon, M. D. Forbush, and D. Bevan (eds.). *Mycotoxins*. Vol. 2. Blackwell Publishers, Oxford, U.K. [Baker and Andrews 1999]

In Press

Baker, L. L., R. P. Andrews, and M. R. Cowan. In press. Isolation of mycotoxins. *Toxicology*. [Baker, Andrews, and Cowan, in press]

Proceedings

Dahl, K. O., C. E. Richardson, Jr., F. R. Johnson, and M. R. Cowan. 2000. Biochemistry, pathology, and toxicology of mycotoxins. Pp. 46–62. In *Proceedings of the Twenty-second National Conference on Environmental Toxicity, Fort Collins, Colorado, 6–10 October 1999*. Miscellaneous Publication Number 1356. Natural Resources and Environment Division, U.S. Department of Agriculture–Agricultural Research Service, Washington, D.C. [Dahl et al. 2000]

King, A. B. 2002. Mycotoxins in the 21st century: Analysis of risks. *Toxicol Monitor* 41:116–125, <<http://www.ajtoxicology.andrews.june2003.htm>> (26 August 2003) [King 2002]

Online

Martinson Center for Environmental Food Safety (MCEFC). 2003. Homepage, 24 September, <<http://thompsoncenterforefs.htm>> (28 July 2003) [MCEFC 2003]

Smart, M. M. 2002. Mycotoxins and the environment: Effects on human health 1900–1950. Ph.D. dissertation, Purdue University, West Lafayette, Indiana. [Smart 2002]

Dissertation

Stevenson, J. D. 1998. “Two farm groups moving to urge stepped-up tests for aflatoxin in food.” *The Wall Street Journal*, September 19, p. A12. [Stevenson 1998]

Newspaper Article

Thomas, T. S. and F. E. Montgomery. 1999. State and local public health institutions as “policy police.” Paper presented at the Twenty-second International Conference on Environmental Toxicity, 6–10 October, Fort Collins, Colorado. [Thomas and Montgomery 1999]

Paper Presented at a Meeting

U.S. Department of Agriculture–Agricultural Research Service (USDA–ARS). 2001. *Resource Book: Public Policy Analysis July–December 1999*. USDA–ARS, Washington, D.C. [USDA–ARS 2001]

Government Publications

U.S. Department of Commerce (USDOC). 1999. *Statistical Abstracts of the United States*. National Databook. Bureau of the Census, U.S. Department of Commerce, Washington, D.C. [USDOC 1999]

U.S. House of Representatives. 1985. *Food Security Act of 1985*. 99th Congress, 1st session, H.R. 2100, Washington, D.C. [U.S. House 1985]

U.S. Senate. 1998. *Report of Activities of the National Advisory Council on Food Safety, January 1, 1997–December 31, 1997*. 131st Congress, 2d session, Staff report 2265, Washington, D.C. [U.S. Senate 1998]