Journal of Soil and Water Conservation

Style Guide

The *Journal of Soil and Water Conservation* (JSWC) uses the *Chicago Manual of Style* (CMS), 18th 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 (view full Instructions for Authors)

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 8.159

Author names and bios

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

When submitting author information, include all authors' full names, affiliations, and locations. ORCID codes may be provided here as well.

There is no word limit for bios. Bios are submitted at author's preference and may include the title "Dr." if the author notes it.

Abstract

Abstracts should be between 100 and 400 words and be formatted as one paragraph.

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.

Keywords

At least three and no more than ten terms should be included and presented in alphabetical order. Write out chemical names. Capitalize only proper nouns. Place semicolon (;) between terms. dash.

Example: **Keywords:** adoption; agriculture; household; Ontario; rural water conservation

Sections and headings

Standard section headings are used in JSWC unless a compelling reason exists for alternate section headings. Use the following headings for the research section (see Instructions for Authors for separate Data Notes and Review Article headings):

- Introduction
- Materials and Methods
- Results and Discussion
- Summary and Conclusions
- Acknowledgments (optional)

- Disclosure Statement
- Funding (optional)
- ORCiD (optional)
- Notes on Contributors (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 and follow the rules of sentence-style capitalization. They appear above the first line of text in that section.

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

Do not use abbreviations in headings, except for abbreviations of modeling tools already defined in the text (e.g., AnnAGNPS, CREAMS, SPARROW, SWAT, RUSLE, etc.).

The "Summary and Conclusions" section should include at least a couple sentences describing the conservation implications of the research findings.

JSWC does not support footnoting except for Taylor & Francis's operational notes (open access, corresponding author, etc.).

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:

- References to material in the text is formatted as online Supplemental Material S1.
- 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.
- Files will be posted to the online journal in the format provided by authors (e.g., PDF, Word, Excel, etc.).
- 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.

Capitalization

Sentence-style capitalization is used for B-level headings, article titles, figure captions, and table titles.

Reference: CMS 8.159

Headline-style capitalization is used for A-level headings and article, journal, chapter, and book titles in the references.
Reference: CMS 8.160

In headline-style, CMS now capitalizes all prepositions more than four letters. However, we follow Taylor & Francis's style, which still does not capitalize any preposition.

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 6.33 to 6.34

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 6.24

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 6.32

Use a comma after "e.g." and "i.e."
Reference: CMS 6.54

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 6.41

Do not include a comma around Jr., III, Inc., Ltd, etc., except for when the name is inverted (surname, first name, suffix), as in the References.
Reference: CMS 6.46 to 6.47

Ellipses

In quotations, use ellipses (without brackets) to indicate missing text. A single space should appear before and after the ellipses. If a sentence ends before an ellipses, include an ending period before the ellipses (do not add space between the period and the ellipses).

Hyphens

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

Example: Report CX-492.1
Reference: CMS 6.81

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, especially in tables. However, it is acceptable to use the en dash if indicating a time period (usually followed by a noun; e.g., 2017–2018 academic year) and, when labeling parts of a figure, to indicate multiple parts, as in (A–C) rather than (A), (B), and (C).

Example: 0 to 7.5 cm (0 to 3 in)
Reference: Variance from CMS 6.83, 9.62

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 6.91

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 6.107

Avoid back-to-back parentheticals and separate items by a semicolon. References in parentheticals are an exception and are not combined with other parentheticals.

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

Reference: CMS 6.108

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 7.88

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 5.96, 7.87 to 7.91

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

Example: post–World Water II years

Reference: CMS 6.86

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

anti	Usually closed, except for the double *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 closed. Example: email.
fold	Usually hyphenated. Examples: five-fold, 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 *l* and proper nouns. Examples: wormlike, shell-like, Boston-like.
long	Hyphenate before noun. Examples: long-term feasibility, in the long term
maker	Usually open. Except for: decision-maker and decision-making
making	Hyphenate before noun. Example: history-making event
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: pseedotechnocrat
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
use	Always open, even as adjective. Example: land use, water use management
under	Usually closed. Example: undercount
web	Noun usually closed, adjective form hyphenated. Examples: webpage, website, web-related activity
wide	Usually closed, but hyphenated after proper nouns. Examples: worldwide, Chicago-wide

Reference: CMS 7.89, 7.96

Examples from journal: aboveground, agroecology, auto-irrigate, belowground, by-product, coauthor, coworker, cross section, dataset, decision-maker, decision-making, foodborne, groundwater, half-life, iso-erosion, inflow, land use, microorganisms, midcareer, multidisciplinary, nonpoint source, overwintered, overseeded, *p*-value, plant available P, policymaker, polyvinyl chloride, rain fed, raindrop, row crop, runoff, socioeconomic, soilborne, stormwater, streambank, subzero, topsoil, trade-off, USDA NRCS, USDA NASS, US EPA, waterborne, water bodies, water holding capacity, water soluble P, water use, website, workload, worldwide.

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 6.71

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 6.140

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 6.141

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 and dataset are one word.
principle/principal	Principle is a fundamental truth or proposition that serves as the foundation for a system of belief or behavior. Principal is first in order of importance *or* the person with the highest authority or most important position in an organization, institution, or group.
that/which	"That" is used with a restrictive phrase; a comma should not precede it. "Which" is used with a nonrestrictive phrase; a comma should precede it.

Reference: CMS 5.254, 6.29

Names and titles

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

Examples: Professor Jennifer Fillbee
Linda Bemore, a professor at the University of Massachusetts
Reference: CMS 8.20 to 8.22

Academic degrees

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

Examples: MS, PhD, master's degree
Reference: CMS 8.30, 10.23

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, Southern California
Reference: CMS 8.48 to 8.50

The names of basins and watersheds are typically lowercased, but there are a few exceptions (mostly if there isn't a body of water type [river, creek, lake] named: Delaware Watershed or Delaware River watershed):

Western Lake Erie Basin
The Great Basin
San Juan Basin
Junggar Basin
Georgia Little River Experimental Watershed

but

Upper Mississippi River basin
Lower Mississippi River watershed

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 8.63to 8.67

In running text, the names of states, provinces, and territories should be spelled out.

Examples: Etter, Texas (in text)
Reference: CMS 10.32

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 10.34

In running text, write out country names including the United States when used as nouns. Use US as an adjective (do not define).

Examples: In the United States,
US policy
Reference: CMS 10.37 (traditional rule upheld)

Latitude and longitude

For latitude and longitude, use degree and prime symbols without spaces between. A single space should appear before the cardinal direction.

Example: 19°29'65" N, 107°45'36" W
Reference: CMS 10.41

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 6.41

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 10.44

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

Reference: CMS 10.46

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. Units of time are typically written out unless part of a compound unit.

Examples: The solution was stirred for 30 seconds.
The sample was tested at 15-minute intervals.
The rate of flow was 3 m min^{-1}.

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
post hoc (and no hyphen)
vis-à-vis

Reference: CMS 7.55, 7.57

Scientific names

At first instance, include the scientific name in parentheses following the common (vernacular) name. Tables are an exception when scientific plant names are already included in the paper to avoid lengthy table notes.

Examples: corn (*Zea mays* L.)
cotton (*Gossypium hirsutum* L.)
soybean (*Glycine max* [L.] Merr.)
rye (*Secale cereale* L.)
wheat (*Triticum aestivum* L.)
alfalfa (*Medicago sativa* L.)
white lupin (*Lupinus albus* L.)
clover (*Trifolium* spp.)

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 8.121

Unspecified species may be indicated with “sp.” or “spp.” (plural). Varieties may be indicated with “var.”
Reference: CMS 8.124

The author of a name may be added without italics. A capital L. stands for Linnaeus.
Reference: CMS 8.125
Examples: corn (*Zea mays* L.)

Divisions higher than genus are capitalized and not italicized.
Reference: CMS 8.127

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 8.129

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 8.154

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, keywords, abstracts, table titles, and if it begins the sentence. On occasion for a nontechnical paper chemical names may be written out without abbreviation.
Examples: C, N, P, O, H, Na, Cl
Examination of nitrogen levels
Reference: CMS 8.150, 10.69

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 9.18

Use commas for numbers with at least four digits.

Example: 1,500
Reference: CMS 9.56

Temperatures

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

Examples: 105°C (221°F)
Reference: CMS 9.18

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 9.20

Decimal fractions

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

Example: 0.73
Reference: CMS 9.21

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 9.18

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. Unit conversions of a repeated value need not be repeated in the same paragraph they appear. 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 percentages 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})
16ºC and 27ºC (61ºF and 81ºF)
16ºC to 105ºC (61ºF to 221°F)
16%, 49%, and 78%
20% to 40%

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.

Single-letter mathematical variables are usually italicized.

Examples: The study surveyed farmers (n = 45) and ranchers (n = 32).
R^2
p-value
Reference: CMS 7.73

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 6.130

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 7.45

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)

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:

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

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

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

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

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

Reference: CMS 6.108

Example: [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, keywords, and table titles.

Write out full acronyms in the abstract. There is no need to use an acronym unless it's central to the paper. 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 (Note: "USDA" should proceed any USDA agency name upon first use but may be dropped thereafter.):

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
US EPA	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)
p	*p*-value
sd	standard deviation
se	standard error
sem	standard error of the mean
vs.	versus (write out in running text)

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 13.116

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 13.114

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

Example: (Day, Smith, and Johnson 1999; Day et al. 1999)
Reference: Variance from CMS 13.116, 13.123

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.
Tests showed conclusively that large confinement houses can create serious neighborhood problems (Miller 2005; Clark and Gibbons 2006).
Reference: CMS 13.124

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. Add space between initials.

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 (Agricultural Research Service). 1998.
Reference list: International Monetary Fund. 1999.
Reference: Variance from CMS 13.86

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 14.44 to 14.45

Place of publisher

Though no longer required by CMS, Taylor & Francis still follows this guideline. 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 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.* Article titles are in quotation marks, and journal titles are italicized. There is a space between volume and issue number, and between colon and page range. A journal may not always have an issue number, or it may be designated by publication month (but not year). Article titles are in headline-style capitalization. Spell out all names of journals. Article DOIs and URLs may be included, followed by a period. DOIs should be provided for JSWC articles. 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 (4–5): 2356–2357.

Franzluebbers, A. J., M. H. Poore, S. R. Freeman, and J. R. Rogers. 2019. "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 the ASABE* 29: 522–524.

Muldoon, D. D. 1987. "Daily Life of the Mountain Rapper." *Journal of the West* 26 (October): 14–20.

Reference: Variance from CMS 14.67 to 14.86,

Preferred formatting for frequently cited journals:

CATENA
JAWRA: Journal of the American Water Resources Association
PLOS One
Science of The Total Environment
Science [rather than *Science (New York, New York)*]
Transactions of the ASABE

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*. 2nd ed. Oxford: Clarendon Press.

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

Reference: Variance from CMS 14.2 to 14.57

Reports and the like

Reports, bulletins, and other publications published as freestanding documents should be treated essentially as books. The title should end with a period; any series titles or numbers should begin a new, unitalicized sentence. 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 14.117

Chapters or parts of a book

Chapter titles are in quotes; book titles in italics. Place an un-italicized "In" before the book title. Chapter numbers (e.g., "Chapter 22: Opportunities") are only included when listed as part of the title on the DOI page (usually on Wiley or Routledge sites).

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*, ed. Jane Smith, 217–279. 2nd ed. Toledo, OH: Holt, Rinehart, and Winston.

Reference: Variance from CMS 14.8

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 14.115

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 14.115

Theses and dissertations

Manuscript titles appear in quotes.

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 14.113

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 14.116

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 14.104

Data packages and datasets

The R package suite is formatted as a book, but specific packages are formatted as websites (titles appear in quotes) with versions, if applicable, appearing after it. Datasets include author, year of publication, dataset title, publisher, and "data release," "dataset," or other data description.

Examples:

R Core Team. 2023. *R: A Language and Environment for Statistical Computing*. Vienna, Austria: R Foundation for Statistical Computing. https://www.R-project.org/.

Kassambara, A. 2023. "rstatix: Pipe-Friendly Framework for Basic Statistical Tests." R package version 0.7.2. https://CRAN.R-project.org/package=rstatix.

Wood, S. 2023. "mgcv: Mixed GAM Computation Vehicle with Automatic Smoothness Estimation." Version 1: 9–1. https://doi.org/10.32614/CRAN.package.mgcv.

Yang, R. 2025. "Model Archive: Statistical Analysis of the Influence of Conservation Implementation on Water Quality During Surface Runoff Events at Edge-of-Field Monitoring Sites Located in the Laurentian Great Lakes Basin, 2012–2021." US Geological Survey data release. https://doi.org/10.5066/P13HSQF8.

Reference: CMOS 14.157

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 14.111

Figures and Tables

Figure captions and table titles should be included before each figure and table, respectively. The caption should use sentence-style capitalization, define any abbreviations, and use a period at the end.

In figures, if an abbreviation is used in the image, define it in the caption after the main text.

Example: **Figure 2.** Research methodology workflow diagram showing a summary of key research steps. AOI is area of interest; HUC12 is Hydrologic Unit Code 12.

Each figure and table must be called out in the text. 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, 3.51

Parts of figures may be identified in the running text with lowercase letters a, b, c, etc., or uppercase letters A, B, C, etc., depending on what the author has used to label the figure panels.

Letters should appear within parentheses (a), etc., in the figure caption, and closed up to the number in call outs (Figure 1a, etc.). Figures with multiple parts should not begin with (a), but have an introductory phrase or sentence applying to the entire figure.
Reference: Variance from CMS 3.12

Place an em dash (—) in cells not containing data.
Reference: CMS 3.68

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 *†‡§‖#. Taylor & Francis superscripts these symbols, which is acceptable.
Reference: CMS 3.77 to 3.80

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 3.78

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.)

Stub column data are left aligned. Conventions for spanner heads (CMS 3.58) and cut-in heads (CMS 3.59) will be applied. Numerical data of like units will be decimal aligned in columns (CMS 3.73).

For table values with some whole numbers and some decimal numbers, ask authors if ".0" can be added after whole numbers so there are equal decimal places for all values.

Example:

Table 3
Arithmetic mean concentrations for each watershed for the entire record period, October 1996 to November 2004.

					Spanner head	
Watershed	Sediment* (mg L^{-1})	NH_4-N† (mg L^{-1})	NO_3-N‡ (mg L^{-1})	Total N§ (mg L^{-1})	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

Notes: Samples were obtained using standard methods. NH_4-N = ammonium nitrogen; NO_3-N = nitrate nitrogen.
Source: Brownville et al. (2006).
* Note one.
† Note two.
‡ Note three.
§ Note four.

Figure images

Figures ideally follow the style guide in the following ways, but however authors submit figures is acceptable.

- Use abbreviations for units. Define all abbreviations either in the caption or within the figure.
- Use the superscript exponent "–1" to indicate "per" (e.g., kg/ha should be written as kg ha^{-1}).
- Use en-dashes (–) (not hyphens) for negative signs.
- The x and y axes use sentence-case capitalization.
- Italicize *R* in R^2 and *p* when referring to *p*-values.
- Dates should be written out using abbreviated months (e.g., "9/3/2017" becomes "Sept. 3, 2017").
- If maps are used, include a compass or direction symbol.
- Add "US" before the dollar symbol (e.g., US$500) for US currency.