# AZA NAG Conference Paper Submission Instructions to Authors

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### Abstract

Please use the following settings when formatting your paper:

* Times New Roman, 12 pt font
* Margins should all be 1”
* Text Alignment: Justify
* Single-spaced, with 10 pt spacing after the paragraph.
* No double spaces after periods.

You can apply the “Body” style from the ribbon above to apply this formatting automatically.

### Introduction

The authors section should be in ***bold italic,*** and the authors should be named using their ***Full First Name MI. Last Name, Degree(s)***. Superscript numbers are used to denote the institution, and an asterisk is used to denote the presenting author.

Institutions section is ***bold italic*** and should include the corresponding superscript number ***Institution Name, Department, Street Address, City, State Zip, Country***

### Materials & Methods

Each major section header should be **bold title case**. Suggested headers are: **Introduction, Materials & Methods, Results, Discussion, Conclusion, Acknowledgements, Literature Cited**

Any subheadings should be ***bold italic sentence case***. You can use the “Section Heading” style in the ribbon above to apply this automatically.

Sub-subheadings should be *italic sentence case*.

### Results

The content of your paper should be as detailed as possible. **“Data will be presented” and other vague language is unacceptable.** Present as much finalized data as possible.

### Discussion

Figures & tables need to be inserted at the end of the paper after the Literature Cited. All units need to be S.I. units.

Figure headings need to be *under* the figure and listed as **Figure 1.** Full description of the figure.

Table headings need to be *above* the table and listed as **Table 1.** Full description of the table.

Please caption the Tables and Figures with enough information so that they can stand alone without the need to reference the text of the paper to be fully understood.

Figure formatting

Figures, such as charts and graphs, are best created in Excel and then saved as a jpeg file that can be inserted into Word. Although digital proceedings will be in color, printed proceedings will be in grayscale. Please make sure that any data points made in graphs and charts can be easily differentiated when converted to grayscale.

Example:



**Figure 1.** Mean average daily gain (ADG; ±SD) of female leopard tortoises (*Stigmochelys pardalis*; *n* = 17) fed isoenergetic diets over two 12-mo periods (Jan-Dec 2012 and Jan-Dec 2014).

Table Formatting

Tables should be natively in Word (not pasted in as images) so that they can be edited for the proceedings. They should contain no vertical lines, and have horizontal lines at the top, underneath the column header row, and at the bottom of the table. All numbers should be decimal aligned[[1]](#footnote-1). Use superscript letters to denote statistical differences where necessary. Use superscript numbers to denote footnotes. Footnotes added below the table.

Example

|  |
| --- |
| **Table 2**. Food disappearance and intake of dry matter and energy from a flock of greater flamingos (*Phoenicopterus ruber roseus*) when fed in the barn or on the exhibit shoreline at the San Diego Zoo Safari Park. |
| **Item** | **Study 1: Building** | **Study 2: Shore** |
| SDZG Flamingo 24 fine |  |  |
|  Offered, kg | 36.44 | 39.35 |
|  Orts, kg | 1.00 | 10.85 |
|  Consumed, kg | 35.44 | 28.50 |
| Mazuri Waterfowl Breeder |  |  |
|  Offered, kg | 3.54 | 3.62 |
|  Orts, kg | 0.00 | 0.00 |
|  Consumed, kg | 3.54 | 3.62 |
| Intake per bird (157 birds in the flock) |  |  |
|  As-fed intake, kg | 0.248 | 0.204 |
|  DM intake, kg1 | 0.223 | 0.184 |
|  DM intake, % of body weight2 | 7.45 | 6.14 |
|  Energy intake, kcal ME3 | 672 | 566 |
|  Requirement, Zoo, kcal ME/d2,4 | 253 |
|  Requirement, Free-ranging, kcal ME/d2,5 | 585 |
| 1Assumes 90% DM.2Based on a 3.0 kg flamingo.3SDZG Flamingo 24 Fine, 2.66 kcal ME/g as-fed; Mazuri Waterfowl Breeder, 3.22 kcal ME/g as-fed.4ME kcal/d = 115 x BW,kg0.729 (Robbins, 1993).5ME, kcal/d = 2.51 x BW, g0.681 (all birds, Nagy et al., 1999). |

### Conclusions

### Acknowledgements

Citing works in the body of the text

In the body of the text, all papers should be cited using the author’s last name and the year of publication separated by a comma: Ex. (Brooks, 2003). If there are two authors, list both with &: Ex. (Brooks & Maslanka, 2015). If more than two authors, use *et al.*: Ex. (Brooks *et al.*, 2014).

If referencing more than one work for the same line, separate references using a semicolon within the ( ): Ex. (Brooks, 2003; Brooks *et al.*, 2014). If sentence structure requires the authors’ names to be used in the sentence, then put only the year of publication in parentheses after the author names Brooks *et al.*(2014). Articles listed in the same parentheses need to be listed in chronological order first and alphabetical order second. If two articles have the same author(s) and publication year, then letters will be used to denote the different articles (Brooks, 2003a, 2003b). These letters should be added to the corresponding reference in the Literature Cited at the end of the paper.

Literature cited format

Journal names shall be abbreviated according to the conventional ISO abbreviations used by PubMed (<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>). One-word titles must be spelled out.

Reference format

List all references in Alphabetical Order first and chronological order second. Use ¼” hanging indent. For all references, list all author names in the literature cited section, do not shorten a reference with *et al.* in this section (only in the body of the text).

You can use the “Biblio” style in the ribbon above to apply these settings automatically.

### Literature Cited

*Journal Article*

Hewson-Hughes AK, Hewson-Hughes VL, Miller AT, Hall SR, Simpson SJ, and Raubenheimer R (2011) Geometric analysis of macronutrient selection in the adult domestic cat, *Felis catus*. *J Exp Biol* 214:1039–1051.

*Book*

Stevens CE and Hume ID (1995) Comparative physiology of the vertebrate digestive system. 2nd Edition. Cambridge: Cambridge University Press.

[NRC] National Research Council. (2003) Nutrient requirements of nonhuman primates. 2nd Edition. Washington, D.C.: National Academies Press.

*Article within edited book*

Henry B, Maslanka M, and Slifka K (2010) Quality control aspects of feeding wild mammals in captivity. In: Kleiman D, Thompson K, and Baer CK, Eds. Wild Mammals in Captivity: Principles and Techniques for Zoo Management, Second Ed. pp 104-119.

*Thesis or Dissertation*

Hornocker, MG (1967) An analysis of mountain lion predation upon mule deer and elk. Doctoral Thesis, University of British Columbia. 1–115.

*Conference Proceedings*

Desai SV and Schlegel ML (2011) Evaluating the stability of nutrients of cut *Eucalyptus sideroxylon* browse for koalas. In Ward A, Coslik A, Maslanka M, Eds. *Proceedings of the Ninth Conference on Zoo and Wildlife Nutrition*, AZA Nutrition Advisory Group. Kansas City, Missouri. pp 51-54.

*Online Source (No author)*

[AND] Academy of Nutrition and Dietetics. (2014) Nutrition Care Manual. https://www.nutritioncaremanual.org. Accessed May 1, 2015.

*Online Source (with author)*

Lintzenich BA and Ward AM (1997) Hay and pellet ratios: Considerations in feeding ungulates. In: Nutrition Advisory Handbook, Fact Sheet 006. [www.nagonline.net](http://www.nagonline.net). Accessed October 04, 2010.

Wyatt, A (2016) Aligning Decimal Numbers in Tables. <https://word.tips.net/>. Accessed March 12, 2017.

1. Quick technique for decimal-aligning in Word (Wyatt, 2016):

**Select the table column** whose contents you want decimal-aligned.

**Click repeatedly on the tab stop marker** at the left edge of the ruler, stopping when you see the symbol for a decimal tab (looks like an upside-down T with a dot).

**Click on the ruler** at the location above your column where you want the numbers aligned. [↑](#footnote-ref-1)