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NOTES:

- Webster's 10th for spellings (follow copy on names of mammals)
- CBE 6th for all style points not on here
- omit word "the" in running text if it's not needed—use discretion
- *copyeditor*: if at all possible, copyedit tables and equations online in electronic files, using word processor characters for any special symbols; otherwise, copyedit tables and mark equations on hard copy; *in either case, do not remove original electronic version of tables or equations from online files*
- insert a note to pager at beginning of article regarding thin spaces and hair spaces (if used): <Replace X@X with thin space. Replace X#X with hair space.>
- use SGML entities for other characters that aren't available in Word
- OK to use SGML entities for all symbols and special characters

QUERIES:

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- stock query is always used as first query; place after the first sentence of abstract or text
- place queries between comment tags near the text to which they refer: <AQ> 2. Please provide title for reference 15. Copy editor </AQ>
- separate query file is created by the typesetter

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- PDFs at 1XO to managing editor
- paper proofs to managing editor
- clean proofs

VOLUME LINE:

Journal of Mammalogy, 81(1):361–374, 2000

- appears in upper left-hand corner of 1st page of article

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- appears in lower left-hand corner of first page of article (below corresponding author footnote)

LRH:

- page number to the outside
- JOURNAL OF MAMMALOGY centered
- *Vol. 84, No. 2* to the inside
- this head is canned; copyeditor, do not insert

RRH:

- *May 2003* to the inside
- HARRIS AND McMILLAN—SHORT TITLE
GENUS SPECIES
- OBITUARY—NAME OF DECEASED
- use et al. for 3 or more authors
- short title should be 40 characters max
- page number to the outside

TITLE:

ALL CAPS BOLD FLUSH LEFT

- common name, genus species, families, kingdoms all permitted in any combination the author uses
- no need to specify genus species with common name (do not delete; do not query to add)

AUTHOR LINE:

BRUCE D. PATTERSON,* C. L. HOLMES, JR., AND LINDA PFELT

- space between initials
- asterisk refers to new corresponding author footnote
- corresponding author not necessarily the 1st author

AFFILIATION AND PRESENT

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Present address of JCL: Address starts a new line

- provide complete postal address for everybody
- spell out or query to have author spell out acronyms
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- put addresses in the order the authors are cited
- if everyone is from the same place, no initials appear parenthetically afterward
- For author affiliations, OK to use spelling given by author (Brasil, México)
- For all affiliations, regardless of country: City, State/Province (no comma) Zip, Country (including USA)

CORRESPONDING AUTHOR

FOOTNOTE:

* *Correspondent: name@world.com*

- thin space used after asterisk (use X@X and write note to pager at beginning of article; see NOTES)
- appears in lower left-hand corner of the 1st page of the article (it replaces the old volume line)
- no period after e-mail address
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* *Correspondent.*

SUBMITTED/ACCEPTED LINE:

Submitted 2 March 1999. Accepted 4 August 1999.

- appears just after references

ASSOCIATE EDITOR LINE:

Associate Editor was Edward J. Heske.

- appears as the article's very last line, after submitted/accepted line

ACKNOWLEDGMENTS:

- #1 head used
- use 1st person
- style for grants: National Science Foundation (DEB 97-01057)
- "... grant S1-1274 to M. Aguilera" (note the use of first initial)
- do not abbreviate names of agencies
- reduced type used
- change "We wish to thank" and "We want to thank" to "We thank"

APPENDIX:

APPENDIX II

Description of characters

Paragraph indented run-in #3 head, if used.—

Text runs in.

- Use a #2 head if there are 3 levels of head: #2 appendix head is centered, lightface roman, cap and lowercase
- use roman numerals
- set in reduced type
- follow usual stacking of heads; no reverse italic
- follows references, submitted/accepted line, and associate editor
- all appendices are numbered
- table appendices use this same format; if no descriptive #3 head, set table appendix title as roman (not italic)
- specimens examined: abbreviate distance (mi, km, etc.) and directions (E, N, SW, etc.) with no periods
- ♂, ♀, ♂♂, ♀♀ may be used
- use punctuation that is logical; make consistent throughout an appendix
- follow instructions (if given) on hard copy and/or transmittal form

SUMMARY:

- a foreign-language summary may be provided
- it may be a translation of the abstract, or not
- place before the acknowledgments
- title can be RÉSUMÉ, ZUSAMMENFASSUNG, RESUMEN, RESUMO ---follow copy

ABSTRACT:

Flush left abstract that straddles columns. Appears after affiliation line. Only 1 paragraph long. No heading. Should not exceed ca. 5% of the text. Query editor if longer.

KEY WORDS:

Key words: word, comma separators, alphabetical order, no period at end

- use em space before word listing
- reduced typeface
- full rule after key words separates abstract and key words from 2-column text
- spell out ordinals
- ten or fewer key words or phrases---query if >10 are provided

HEADS:

#1 head:

CAP AND SMALL CAP BOLD CENTERED

#2 head:

Cap and Cap Italic Centered

#3 head:

Italic paragraph indent cap then lowercase: lowercase after colon.—Text runs in after an em dash.

- no reverse italic in any head
- most articles move from #1 to #3 heads
- use #2 heads only if there are 3 levels of head
- text after #1 and #2 heads is paragraph indented
- introduction head not used
- text begins with paragraph indentation
- in normal research articles, use heads Materials and Methods (text of this section is set reduced), Results, Discussion, Acknowledgments, Literature Cited, Appendix

SYNONYMIC HEADS:

Family Molossidae
(genus and species indeterminate)

Noctilio lacrimaelunaris, new species
Crocidura fuliginosa (Blyth 1856)
Crocidura horsfieldii Tomes (1856)
Crocidura rapax G. Allen 1923

- these heads are lightface roman
- follow copy on use of punctuation and parens used with taxonomic authorities
- indicate synonymies with a comment tag

SPECIAL ARTICLE TYPES:

- “REVIEWS,” “OBITUARIES,” “INFORMATION FOR CONTRIBUTORS,” “BOOKS,” “BOOKS RECEIVED,” “MINUTES . . .” “STUDENT PROGRAMS,” “COMMENTS AND NEWS”
- text is same size as regular articles
 - level 1 head display flush left, all caps, lightface roman
 - level 2 head display flush left, bold roman cap and lowercase
 - level 3 head run in, bold roman

INTERNAL STYLE:

General style:

- serial comma; American spelling
- American spelling of country names: Brazil, Mexico
- Follow copy for names of mammals
- . , " "; " ; "
- i.e., e.g., et al.
- cf.
- spell out versus always
- ([])
- do not allow 2 sets of parens next to each other: () (); use (item; item) instead
- Latin is roman; in vivo, in vitro, in situ
- spell out "male" and "female" in text; symbols may be used in tables and appendices
- use a hair space around colons in ratios that use words (use X#X and write note to pager at beginning of article; see NOTES)
- do not use a thin space around colons in ratios of numbers
- day 1, experiment 4, grid 6, site 1
- do not use in-text lists; if it cannot be avoided, follow author for style
- use virgule construction only when modifying a numeral: 6 mice/ha, a few mice per hectare
- do not use virgule in place of punctuation or words, *but* can be used for and/or
- one of us (BHB)
- percent something, but percentage of something
- do not change “due to,” “above,” “below”
- use quotation marks around section heads used in text: “Materials and Methods”; *but* for Book Reviews, use italics when referring to sections or chapters of a book
- “pre” and “post” words acceptable, do not change: pre mating, pre hibernation, post reproduction, etc.
- for Book Reviews: use hardbound (not hardcover or cloth) for book information; include author e-mail address with physical address after book review

Sources of materials:

- subcutaneous transponder chip (PIT tag, Indexel, Rhone Merieux, Laupheim, Germany)
- (Sigma Chemical Company, St. Louis, Missouri)
- spell out states in full
- omit symbols for trademark, registered, and copyright (TM, ®, ©)

Hyphenation rules:

- en dashes used in open or hyphenated compounds: *Genus species*-like
- run together the following prefixes with the word following: ante, anti, bi, co, contra, counter, de, extra, infra, inter, intra, micro, mid, neo, non, over, pre, post, pro, pseudo, re, semi, sub, super, supra, trans, tri, ultra, un, under
- do not permit double vowels or triple consonants with these prefixes; hyphenate these cases, *but* defer to W10
- retain hyphen if the word that follows is capitalized, is an all-caps abbreviation, or is a numeral
- retain hyphens for clarity if needed
- use an en dash between 2 units of equal weight
- use normal hyphenation rules for units of measure used adjectivally: a 2-ha plot

Nomenclature:

- *Genus species*, then *G. species*. Exception: if 2 genera have the same initial, they *could* be abbreviated with first 2 letters, such as *Ge. species* and *Ga. species*---FOLLOW COPY.
- *G. s. subspecies*
- do not include authority (author or author and year), except in synonymy
- scientific names of a species used as the subject of a sentence take singular verbs
- spp., sp.; rarely used; follow copy
- follow copy on use of parens around classifiers
- OK to begin a sentence with an abbreviated genus name
- do not begin a paragraph with an abbreviated genus name
- FOLLOW COPY on whether genus name is spelled out in full with each new species

Abbreviations and acronyms:

- Mr., Dr., P.O. Box, St., Ph.D., M.A.
- sentences, but not paragraphs, may begin with an unambiguous abbreviation
- if used 10 or fewer times, do not abbreviate or use acronyms for names of localities, study areas, morphological characteristics, governmental agencies, and physiological parameters.
- abbreviations for museums, standard abbreviations for protein loci, chemical elements, and symbols used in math are acceptable when defined at 1st use
- italic abbreviations for genes are acceptable when defined at 1st use, e.g., cytochrome *b* (*Cytb*) or cytochrome-*b* gene (*Cytb*).
- abbreviations alone cannot comprise a head
- follow copy for protein loci abbreviations

Time and dates:

- 1950s
- 9 March 1999, 28–30 May 1998
- spell out months in full
- 0700 h
- photoperiod: 14L:10D
- 1972–1973
- 1903–1944

Geography

- latitude and longitude: 10°26'N, 67°50'W
- Always spell out United States
- United Kingdom (spell out always)
- USA never used
- if ZIP code is used, use the postal code: Washington, DC; Waconia, MN
- spell out states in their entirety otherwise: Washington, D.C.; Waconia, Minnesota
- spell out counties: Douglas County, Kansas
- N, E, S, W when giving localities
- legal description for localities: T14N, R10W, SW 1/4 Sec. 2

TECHNICAL STYLE:

Number style:

- 0.01 to 1 to 10 to 1,000 to 10,000
- use leading zero always for decimals
- use numerals for everything: 2 dogs, 3 of 11 patients, 1 ml
- spell out numbers to avoid confusion: three 14-ml samples
- spell out numbers "one" and "two" if they are meant in a nonspecific sense: on the one hand; an example or two
- spell out numerals and any associated units of measure to begin a sentence
- except in key words, use numerals for all ordinals: 1st, 3rd, 10th
- spell out ordinals that appear before a numeral: first 6 mice
- 6-fold; 5.5-fold; 100-fold
- two-thirds (n, adj)

Units of measure:

- s, min, h, day, week, month, year
- for geologic time, use 2.4×10^6 years ago or mya; do not use B.P.
- spell out mya ("million years ago") at first mention
- non-SI units of measure are not abbreviated: 4 feet
- spell out liter without prefix: 1 liter, 3 liters; however, 3 ml
- do not abbreviate lux
- use standard SI abbreviations
- use slash for 2 units; use space and raise to $^{-1}$ or whatever for 3 or more units
- magnification: 500×
- centrifuge: $11 \times g$
- temperature: 11°C

Statistical style:

- *SD*, *SE*, *d.f.* always abbreviated---need not be defined
- use italics for statistical tests: *F*, *G*, *H*, *P*, *Q*, *r*, R^2 , *t*, *U*, *V*, *W*, *z*, etc.---need not be defined
- spell out mean in running text; use \bar{X} (cap italic *X* with a macron) with values (do not define): we reported mean $\pm SD$, but $\bar{X} = 4.6$
- spell out chi-square test in running text; use χ^2 with values (do not define): using a chi-square test, but $\chi^2 = 260.46$
- ANOVA must be defined at 1st use as analysis of variance; thereafter use ANOVA regardless of number of times used
- spell out other statistical acronyms in running text, but abbreviate in statistical situations after defining: e.g., we reported the coefficient of variation (*CV*)..., and $CV = 22.4$; we computed the confidence interval (*CI*)..., and $CI = 0.07\text{--}0.16$
- *CI* = consistency index, *RI* = retention index
- F_{IT} F_{ST}
- r_s
- *F*-test; *z*-test
- ($n = 409$)
- ($P < 0.0001$)
- Yates'; Wilks'
- Mann--Whitney *U*-test
- Student's *t*-test
- a *t*-test with 4 replications
- ($t = 3.76$, $d.f. = 2$, $P < 0.04$)
- $d.f. = 3$, 364 (don't run values together)
- if *d.f.* values are presented as inferior, change to correct style: $F_{6,198} = 0.253$, $P = 0.618$ becomes $F = 0.253$, $d.f. = 6$, 198, $P = 0.618$; $G_4 = 4.70$, $P < 0.2$ becomes $G = 4.70$, $d.f. = 4$, $P < 0.2$ (note order: primary stat, *d.f.*, *P*)

Math style:

- superscripts and subscripts are not stacked; sub 1st, super 2nd
- Greek is roman
- all nonstatistical variables are roman: $x = 11$
- in running text with mathematical operators, space around operators used as verbs: $4 + 8 = 12$
- do not space otherwise: a value >11
- equation 3; (see equation 1)
- numbered display equations use flush-right parenthetical numerals; follow author on whether or not they are numbered

Journal-specific style:

- dental formulae: i 1/1, c 0/0, p 1/0, m 3/3, total 18
- vertebral formulae: 7 C, 13 T, 6 L, 2–3 S, 26–31 Ca, total 55–60
- upper teeth use uppercase letters; lower teeth use lowercase letters: P4, m1, m1–3
- chromosome: 2n; FN; X and Y chromosomes
- do not use superscript or subscript numerals to designate upper and lower teeth
- OK to use ranges in running text: 11–40 specimens
- OK to use operators in running text: >40% did this
- do not use "ca." in running text
- use \times for arrays, dimensions: 4 \times 4 grid; 48 \times 16 \times 16 cm
- use \times to indicate a true hybrid cross (F \times G)
- individual animals should not be called by a name, field catalog number, or lab number
- for units of % and ° (degree): 15%, 20%, and 25%; from 21°C to 23°C; 63–100%
- for other units, don't repeat measure: 4, 8, and 11 m
- 9.7 g \pm 1.1 SE (or SD or whatever) at 1st use; thereafter, use 9.7 \pm 1.1 g
- close all "radio" words: radiotransmitter, radiolocation, radiocollar, radiotrack, radiotelemetry, radiotagged
- live trap (n), livetrapped (v), livetrapped, livetrapping
- Neotropic(s), Palearctic, Nearctic
- tropics, tropical, neotropical
- Douglas-fir

TABLE AND FIGURE CITATIONS IN TEXT:

- spell out Figure to begin a paragraph; use Fig. and Figs. otherwise
- items are treated the same inside and outside of parentheses
- Table 1
- (Tables 1 and 2); (Figs. 3 and 8)
- *note*: Figs. 1a and 1b; (Figs. 3a–d)
- (Figs. 3–5)
- (Table 3; Fig. 8)

IN-TEXT REFERENCES:

- author–year format in alphabetical, then chronological, order
- semicolon separators
- use et al. with ≥ 3 authors
- "et al.'s" is always incorrect; recast
- Baker et al. (1989); (Baker et al. 1989)
- Bohlin and Zimmerman (1982); (Bohlin and Zimmerman 1982)
- (Bradley et al. 1991a, 1991b, 1998)
- (Baker et al. 1989; Block and Zimmerman 1991; Bohlin and Zimmerman 1982; Bradley et al. 1991a, 1991b; Tucker and Schmidly 1981; Zykowski, in press)
- if literature citation occurs in the same parenthetical statements as something else (additional info), use an em dash to separate: (*Canis mesomelas*—Boyer 1987), (385,000 ha—Koford 1958), (Douglas and Shawnee counties—Jones 1969), ($n = 14$ —Hall 1980)
- use semicolon to separate figure/table citations: (Scott et al. 1993; Table 2), (additional information; Fig. 4)
- (Cameron 1993:211)
- Jones (1991:1622, table 4); Hafner et al. (1992c:345, figure 4)
- do not capitalize or abbreviate "table" or "figure" when citing others' published work
- (J. J. Lee, pers. comm.); (R. H. Tamarin, in litt.)
- edit spellings and years to match references at end and query OK
- do not use unpubl. data or pers. obs.; use in litt.

- Complete URLs may be given in running text with no corresponding reference list entry; follow author as to whether URL is given in text or in reference list

FIGURE LEGENDS:

FIG. 1.—Text follows, with a) text, b) text, and c) text. Do not use bold parts.

and

FIGS. 3–5.—FIG. 3. Information. FIG. 4. Information. FIG. 5. Information. Etc.

Letter always placed before explanation:

FIG. 1.—A and B) Explanation. C) Explanation.

and

FIG. 2.—Explanation using a) explanation and b) explanation.

- use style a) and b) *and* a and b)
- spell out everything in the figures; each caption should stand alone, but no need to define statistical tests, ANOVA, *SE*, *SD*, *CI*, *CV*, *d.f.* in figure legends
- spell out and include, if appropriate, species, localities, and dates of study, in addition to a description of the content
- OK to let museum acronyms stand in specimen numbers
- match case of in-text citations of figure caption letters (a or A) to figure caption
- for explanations of abbreviations, follow copy for styling; make consistent within an article
- single-line captions are centered

LITERATURE CITED:

- use #1 head: LITERATURE CITED
- reduced typeface
- abstracts of oral presentations delivered at professional meetings and printed separately are not permitted; transfer to text as in litt.
- personal communication, submitted, and under review citations are not permitted; transfer to text as (pers. comm.)
- order strictly alphabetically by author (style change), then chronologically
- style a and b citations as 1992a; the a and b may not appear right next to each other in the literature cited section
- use in press in place of year as needed; delete volume number, and if year is supplied, delete and replace with "In press."
- query for update for all in-press items
- lowercase after colon or em dash for both journal article titles and book titles
- Follow "Appendix III, Pubs. Commonly Cited in JM" title list for journal and publisher names
- periodical names should not begin with "The"; delete if provided by the author

Author rules:

- VAN VOGT, W. A., III but W. A. VAN VOGT III
- PETERSON, L. L., JR. but L. L. PETERSON, JR.
- , AND C. R. LESTER (EDS.).
- PHILLIPPE, J., ET AL.
- leave ET AL. entries in order provided on copy
- use commas with 2 authors
- space between author initials
- use et al. with 7 or more authors; list 1st author, then et al.
- 3 em dash no longer used; repeat authors

Journal article:

- BROWN, J. S., AND N. B. PAVLOVIC. 1992a. Evolution in heterogeneous environments: effects of migration on habitat specialization. *Evolutionary Ecology* 6:360–382.
- NEVO, E., V. SIMOSEN, AND A. R. TEMPLETON. In press. Starch gel electrophoresis of enzymes—a compilation of recipes. *Biochemical Genetics*.
- if not in "Appendix III" list, spell out journal titles in full: *Journal of Ecology*, *Journal of Wildlife Management*, *Proceedings of the National Academy of Sciences*
 - delete issue number unless it is clear that each issue is paginated separately
 - use italics for *Genus species* in Mammalian Species references

Book:

- ANDERSON, D. A., AND W. A. SMITH. 1976. Forests and forestry. 2nd ed. Interstate Printers and Publishers, Inc., Danville, Illinois 3:1–798.
- HALL, E. R. 1981. The mammals of North America. 2nd ed. John Wiley & Sons, Inc., New York 1:1–600 + 90. [OR ...2:601–1181 + 90.]
- NEAL, E. G., AND C. CHEESEMAN. 1996. Badgers. Poyser Natural History, London, United Kingdom.

- spell out states for all cities except for New York
- provide city, province, Canada; spell out everything
- repeat the city or country if the name is a part of the publisher or university: University of Chicago Press, Chicago, Illinois; Australian Museum, Sydney, New South Wales, Australia
- do not repeat state in the U.S. if part of the publisher or university: University of Wisconsin, Madison; The University of Kentucky, Lexington
- spell out United Kingdom
- John Wiley & Sons, Inc., New York; University of New South Wales Press, Sydney, New South Wales, Australia
- total number of pages is not provided for a book unless it is part of a series or volume: 3:1–692.

Software:

- FELSENSTEIN, J. 1987. PHYLIP (Phylogeny inference package). Version 3.0 manual. University of Washington, Seattle (on disk).
- SAS INSTITUTE INC. 1990. SAS/STAT user's guide. Release 6.03. SAS Institute Inc., Cary, North Carolina.
- SWOFFORD, D. L. 1999. PAUP*: phylogenetic analysis using parsimony (*and other methods). Version 4. Sinauer Associates, Inc., Publishers, Sunderland, Massachusetts.
- note that no comma is used for SAS Institute Inc.

Article in book:

- PATTON, J. L., ET AL. 1977. Optimal habitat selection in two-species competitive systems. Pp. 282–293 in Population ecology (U. Halbach and J. Jacobs, eds.). Gustav Fischer Verlag, Stuttgart, West Germany.

Technical report:

- GOODWIN, J. G., JR., AND C. R. HUNGERFORD. 1979. Rodent population densities and food habitats in Arizona ponderosa pine forests. United States Department of Agriculture, Forest Service, Rocky Mountain Forest and Range Experiment Station, Research Paper RM-214:1–12.
- HENDRIX, P. F. 1996b. Earthworms, biodiversity, and coarse woody debris in forest ecosystems of the Southeastern U.S.A. Pp. 43–48 in Biodiversity and coarse woody debris in southern forests, proceedings of the workshop on coarse woody debris in southern forests: effects on biodiversity (J. W. McMinn and D. A. Crossley, Jr., eds.). United States Department of Agriculture, Forest Service, General Technical Report SE-94:1–146.

Thesis or dissertation:

- STEWART, P. D. 1997. The social behaviour of the European badger, *Meles meles*. Ph.D. dissertation, University of Oxford, Oxford, United Kingdom.
- use "thesis" for bachelors or masters degrees and "dissertation" for Ph.D

TABLES:

TABLE 3.—Roman text runs in. Multiline titles are paragraph style, and single-line titles are centered. Use italic for *Genus species*.

and

TABLE 1.—Continued. [or Extended.]

- spell out units of measure in titles not preceded by a numeral outside parens: weight in grams of the testis; abbreviate units of measurement in parens: "cranial measurements (mm) of"
- *column heads*: cap then lowercase; % something
- all footnotes are designated
- *footnote designators*: lowercase letters; asterisks used for probability
- *footnote style*: ¶^a Thin space used, then text that ends in a period.
- *probability asterisks* (use thin space and paragraph indent): * $P < 0.05$, ** $P < 0.01$, *** $P < 0.001$.
- probability asterisks start their own paragraph under designated footnotes; all will share a single line
- copyeditor, see NOTES section for how to handle thin spaces in electronic file
- spell out and include, if appropriate, species, localities, and dates of study, in addition to a description of the content
- *stub*: cap then lowercase
- order of footnotes: designated footnotes, asterisks for P values
- *style for abbreviations defined*: follow copy and make consistent within article; no set style for this; abbreviations may be defined in table title
- if possible, do not abbreviate months; if space is limited, OK to use 3-letter abbreviations: Jan., Jun., Oct.
- long strings of \pm SD (or SE) OK in tables; no need for separate columns
- x16 single; x33p6 double; x49 broadside
- no need to define statistical tests, ANOVA, *SE*, *SD*, *CI*, *CV*, *d.f.*
- change mean to \bar{X} (put the macron over the cap italic X)

Appendix tables differ from normal tables:

APPENDIX I

Single-line titles should be centered and roman; end with period.

APPENDIX II

Paragraph indent multiline titles. Note that APPENDIX is cap and small cap bold roman and centered. Appendix tables take roman numerals.

APPENDIX II.—Continued. [or Extended.]