

## Some Guidelines for the Preparation of BIOLOGY 355 Mini-Review

Please refer to the assignment instructions distributed on the first day of class for particulars about the scope and purpose of the Mini-Review.

**Reminder:** The Mini-Review must focus on the process of converting some plant-based material to a completed economically-important commodity. Do not discuss the biological or agricultural aspects of the plant(s) used any more than is necessary to allow the reader to understand their relevance in the context of the process(es) described. (Note: The “plant” paper is the **Term Paper** – the Mini-Review is the “process” paper.)

**Presentation:** Each Mini-Review is as unique as the process it describes. Some subjects lend themselves well to breaking up the text into related sub-headings, and for reading clarity the use of ‘sections’ of the paper can be helpful. Other subjects are better dealt with as a running continuous text (with obvious paragraph breaks, etc.). Your skill as a writer will show through in how well you organize and present the information you have researched; the sections, if used should be logical and assist the reader in understanding the processes involved. The entire paper should have a conceptual flow from beginning to end; some kind of summary generally ‘finishes’ the paper for the reader, and brings together (or reiterates) the main points. Remember to italicize the scientific names of organisms (but not families!), and confirm that they are spelled correctly.

**Length:** Most Mini-Reviews are 5 pages in length, (double spaced, 2.5 cm margins), not including the literature cited (e.g. 5 pages of text). There will be no penalty for “going over” a page or two if you are having trouble explaining the process within five pages (some processes are complex and require additional writing space). Pages should be numbered consecutively throughout the text, and any supplemental pages added (literature cited and illustrations/tables) appended to the end of the paper, and continue pagination as required.

**Supplemental Material:** While not required for the assignment, it may be easier for the author of a Mini-Review to include illustration or tabular material instead of including lengthy explanations (“a picture is worth a thousand words”). Illustration materials do not count in the length of text (“page count”). Use proper references to any illustrations used; each must have its own caption and be referenced from the text (e.g. ‘Figure 1).

**Literature Cited:** The Literature Cited (not Bibliography or References) section of the paper should only include those references (papers, books, book chapters, Web URLs, etc.) that were actually cited in the text of the paper. In-text citations should be of the ‘author-date’ format – **DO NOT use footnotes** or consecutively numbered references in this assignment (or for the term paper). **Follow the CSE (formerly CBE) Style** for literature references – **DO NOT USE MLA STYLE**. The individual references are arranged alphabetically by senior author’s last name; multiple entries by the same author(s) are arranged by date. For same-author papers in the same year, use the “1987a, 1987b” format to distinguish these papers. See: <http://library.osu.edu/sites/guides/cse/dp.php>

### Examples:

#### **Journal Articles:**

Goodenow, Valery A. 2001. Conversion of raw tubers of taro (*Colocasia esculenta*) into roastable starch paste. *Economic Botany* 44:58-64.

Maldon, Richard W. and Thomas Burks. 1999. Rapid production of fiber-flax (*Linum* spp.) plants for planting-out and early establishment. *HortScience* 14:88-95.

Timmons, B.T., A.R., Jenkins, and E.E. Cummings. 1989. Selection of cultivars of wheat for high-temperature, low-water farming. *Agronomic Development* 26:876-881.

#### **Book:**

Wilkins, John B. 1978. *Plywood Manufacturing and Design Handbook*. Third Edition. Timberline Publications, Denver, Colorado.

#### **Chapter in a book:**

Gibbs, Peter A. 1990. Fermentation and Microbiology of Coffee. Chapter 5 (In) Starbuck, Lotsa \$. (Editor). *Production and Processing of Coffee from Tree to Market*. Worth Publishers, New York.

#### **Web References:**

Good, Johnny B. 1998. *Origins of Spices and Use by Gourmets*. <http://www.tamu.edu/~good/spice/origins.html>  
Accessed: 10 February 2008.

Anonymous. 1999. American Whiskey. <http://www.tasteoftx.com/spirits/whiskey.html> Accessed:  
12 February 2008.

**Proofread:** When you **think** you are finished, have a friend (or, better, an enemy) read your paper before you submit it for a quick critique. (Mini-Reviews generally take about 10 minutes to read when well-prepared.) Many errors will be caught in both substance (concept) and detail (spelling, punctuation, grammar, etc.) prior to submission. A bit of pre-submission ‘fine tuning’ often means a higher overall grade for the assignment. Plan to do this BEFORE the due date/time is close.