

SUGGESTIONS TO CONTRIBUTORS TO *WESTERN BIRDS*

PHILIP UNITT, San Diego Natural History Museum, P. O. Box 121390, San Diego, California 92112-1390; birds@sdnhm.org

Western Birds solicits papers that are both useful to and understandable by amateur field ornithologists and also contribute significantly to scientific literature. The journal welcomes contributions from both professionals and amateurs. These guidelines are intended to assist authors and expedite editing. Beginning authors should not be discouraged by what may seem to be a myriad of technical requirements. Simplicity, not complexity, is a virtue in scientific writing. If your information is within the scope of the journal (see below) and worthy of publication, the editors will be glad to guide you in preparing your manuscript. If at all possible, get someone with both experience writing for scientific journals and whose writing ability you respect to review your manuscript before submitting it.

CONTENT

Appropriate topics include distribution, migration, status, identification, geographic variation, conservation, behavior, ecology, population dynamics, habitat requirements, the effects of pollution and climate change, and techniques for censusing, sound-recording, and photographing birds in the field. Good photographs of rare and unusual birds, unaccompanied by a note or paper but with fully descriptive captions, are welcome. Site guides are acceptable if they add significantly to previously published knowledge of bird distribution, status, or population in the area. Special features include photographic essays and periodic reports of state or provincial bird-record committees. Laboratory studies not bearing directly on field ornithology are not appropriate.

GEOGRAPHIC COVERAGE

Papers of general interest will be considered regardless of their geographic origin, but particularly desired are reports of studies done in or bearing on the Rocky Mountain and Pacific states and provinces, including Alaska and Hawaii, western Texas, northwestern Mexico, and the northeastern Pacific Ocean.

PROCESSING OF MANUSCRIPTS

To submit a manuscript, send an electronic file to assistant editor Daniel D. Gibson (e-mail avesalaska@gmail.com). For the process of review, Dan will send the manuscript to one of *Western Birds'* associate editors, to me, or will handle it himself, according to their availability and according to whose expertise best matches the subject of the paper. The associate editors recruit qualified peer reviewers, evaluate and synthesize the reviews, and return the reviews to the author, with instructions for generating a final draft suitable for publication. If the final draft meets with the associate editor's approval, he or she sends it to me with a recommendation for acceptance and notifies the author. With final acceptance, I give the author an estimate of page charges (see below) and give the manuscript its final copy editing.

The author receives proof of the paper that includes the text, tables, figures, and figure legends. In the proof, the tables and figures are placed at the end; the typesetter will place the tables and figures in their proper places when he makes the corrections to the proof.

Proofread the proof very carefully, since this is your final chance to fix mistakes. Though the proof is generated, after editing, from the electronic copy you provide, mistakes can still arise. Pay particular attention to any special symbols and the alignment of entries in tables.

Proofread the proof and return it to me with any necessary corrections as quickly as possible to ensure your contribution's appearing in the next available issue.

PREPARATION OF MANUSCRIPTS

For matters of style not treated below, refer to the *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*, 7th ed., 2006 (published by and available from the Council of Science Editors, 12100 Sunset Hills Road, Reston, VA 20190; <http://www.councilscienceeditors.org/publications/style.cfm>) and *The Elements of Style*, 4th ed., 2000 (William Strunk and E. B. White, Longman, New York). Make papers and notes as short as possible without omitting essential information or sacrificing readability.

Title, Author's Name, and Author's Address

The paper's title should be as descriptive as possible but not over ten words long. Type the title all in capital letters, flush left (beginning at the left margin of the page). Double space below the title and type your name flush left, followed by a comma and your physical address, followed by a semicolon and your e-mail address. If the paper has coauthors, list their names and addresses in the same manner. Co-authors may list their e-mail addresses or not, as they prefer. Combine the names and addresses of two or more authors with the same address on one line. Include the zip or postal code. Include at least the e-mail address of the author to whom correspondence should be directed. *Don't* use footnotes to give a current address or other ancillary information but simply add the current address in parentheses after the primary address.

Abstract

Include abstracts only with papers five or more pages long that have internal subheadings (that is, will be published in *Western Birds'* format for longer papers). Shorter papers (in our "Notes" format) do not need abstracts.

Because the abstract is what readers will use to determine whether they want to read the entire paper, it is important that the abstract be as clear, informative, and readable as possible. Write exclusively in the active voice, and summarize your actual results. Do *not* write things like "the molt cycles of the Willow and Alder Flycatchers were compared." Substitute instead real information: "The Willow and Alder Flycatchers molt only in their winter ranges, the Willow twice per year, immediately after arriving in fall and just before departing in spring, the Alder only once, in midwinter."

Begin the abstract with the word "ABSTRACT" in capital letters, followed by a colon, then continue immediately with the abstract's text. Abstracts should consist of a single paragraph only.

Text

Indent the first line of each paragraph.

Introduction. An introductory paragraph should state very briefly the study's objectives, inform the reader what the paper is about, and, most importantly, entice him to read on. The

introduction is not the place for a *long* historical review of the subject. Do not use the heading "Introduction."

Subheads. If the paper runs five or fewer double-spaced pages, do not use any internal headings (other than "Literature Cited"); the paper will be published in the journal's "Notes" section. Divide papers of six pages or longer into sections and, if necessary, subsections. Identify each section except the introduction with a very brief heading. Type each primary head in capital letters, flush left on its own line. Type each secondary head in capitals and lower-case letters, flush left on its own line. Type each tertiary head in capitals and lower-case letters, run in to the first line of the following text. Do not use more than three levels of headings. Often the primary heads Methods, Results, Discussion, and Summary will assist the reader, but for many papers these subheads are not appropriate and they are not required.

Acknowledgments. Spell out the full first names of people being acknowledged; omit titles and degrees. Use the heading "Acknowledgments" only if the paper has other subheadings.

References

Ensure accuracy by always checking your literature citations against the original sources.

If you cite five or fewer references, you may include each reference with its citation in the text. If you cite more than five references, group the references at the end of the paper. Use the name/date system of citation; that is, cite references as "(Jones 1970)." When possible, incorporate citations into the structure of sentences, as in "Jones (1970) reported that..." or "According to Jones (1970)..." Distinguish papers published by the same author(s) in the same year by lower-case letters, beginning with "a," following the year. Cite references by three or more authors by the first author's name only, followed by "et al." (do *not* italicize), followed by the year. Include page numbers when you quote directly or when you wish to specify a particular part of a reference: (Jones 1970:592-593). Cite unpublished material in text without underlining as (unpubl. data) or (pers. comm.). Do *not* include references to unpublished sources in the Literature Cited section.

Above the reference list at the end of the paper, type LITERATURE CITED as a primary heading (that is, on its own line, flush left, all in capital letters). Use the following examples as models for references.

Journals. Capitalize only the first letter of the author's name. Note that authors' given names are abbreviated as initials. In the article title, capitalize only the first letter of the first word and of proper nouns. Journal abbreviations follow the style of the *Chemical Abstracts Service Source Index* (which covers far more than chemistry). If you're in doubt as to how to abbreviate a journal name, spell it out completely. No comma should follow the journal's name. For monographs in irregular serials, follow the same style as for journal articles but omit the number of pages if one monograph constitutes the entire issue.

(Papers by multiple authors)

Campbell, R. W., Carter, H. R., and Sealy, S. G. 1979. Nesting of Horned Puffins in British Columbia. *Can. Field-Nat.* 93:84-86.

Paton, P. W. C., Scott, J. M., and Burr, T. A. 1985. American Coot and Black-necked Stilt on the island of Hawaii. *W. Birds* 16:175-181.

(More than one paper by same author in one year)

Anthony, A. W. 1895a. The fulmars of southern California. *Auk* 12:100–109.

Anthony, A. W. 1895b. The St. Lucas Flycatcher in California. *Auk* 12:390.

(Irregular serials)

De Sante, D. F., and Ainley, D. G. 1980. The avifauna of the South Farallon Islands, California. *Studies Avian Biol.* 4.

Grinnell, J., and Miller, A. H. 1944. The distribution of the birds of California. *Pac. Coast Avifauna* 27.

(Regional reports in *North American Birds*, etc.)

Mattocks, P. W., Jr., Harrington-Tweit, B., and Hunn, E. S. 1984. Northern Pacific Coast region. *Am. Birds* 37:1019–1022.

In lists of records, abbreviate *Audubon Field Notes* by AFN, *American Birds* by AB, *National Audubon Society Field Notes* by NASFN, and *North American Birds* by NAB. If you cite records from the regional reports extensively, do it in text simply as, for example, "AB 37:1019, 1984."

If you cite references in text instead of at the end of the paper, use the same style described above.

Books. Capitalize all words in the title except articles, conjunctions, and prepositions. Include the publisher and publisher's location (city, and state or country if ambiguous) but omit the number of pages. Abbreviate words in the publisher's name by using the same format as for journal abbreviations.

Feduccia, A. 1980. *The Age of Birds*. Harvard Univ. Press, Cambridge, MA.

Monson, G., and Phillips, A. R. 1981. *Annotated Checklist of the Birds of Arizona*, 2nd ed. Univ. of Ariz. Press, Tucson.

Ticehurst, C. B. 1938. *A Systematic Review of the Genus *Phylloscopus**. Br. Mus. (Nat. Hist.), London.

Part of a book. Capitalize the chapter or article title as if it were a journal article title; capitalize the book title as with other books. Include the volume editor(s) and pertinent page numbers.

Olson, S. L. 1985. The fossil record of birds, in *Avian Biology* (D. S. Farner, J. R. King, and K. C. Parkes, eds.), vol. 8, pp. 79–238. Academic Press, Orlando.

Birds of North America accounts. Please use the following model, modified slightly from the recommendation on the accounts' back cover for brevity and to agree with citations of other multivolume works:

Vickery, P. D. 1996. Grasshopper Sparrow (*Ammodramus savannarum*), in The Birds of North America (A. Poole and F. Gill, eds.), no. 239. Acad. Nat. Sci., Philadelphia.

Martin, J. W., and Carlson, B. A. Sage Sparrow (*Amphispiza bilineata*), in The Birds of North America (A. Poole and F. Gill, eds.), no. 326. Birds N. Am., Philadelphia.

Note that numbers up to 320 were published by the Academy of Natural Sciences of Philadelphia; those after 320 were published by Birds of North America, Inc. If the account has been revised since its original publication for the online edition, you may cite the revised account as, for example,

Powell, A. N., and Suydam, R. S. 2012. King Eider (*Somateria spectabilis*), in The Birds of North America Online (A. Poole, ed.), no. 491. Cornell Lab. Ornithol., Ithaca, NY; <http://bna.birds.cornell.edu/bna/species/491>.

If the account has not been revised since the original publication in print, cite the original print edition, under the principle that original rather than secondary or derivative sources should be cited whenever possible.

"In-house" reports by government agencies or environmental consulting firms. Such reports are not usually available in libraries, so avoid citing them if possible. If you must cite them, include the address from which the report can be ordered or a website from which it can be downloaded. Without these addresses, other researchers may find it difficult or impossible to locate your original sources.

Egbert, J. 1981. Field inventories in New Mexico of selected Gila Valley birds. Unpublished report to New Mexico Department of Game and Fish (order from New Mexico Department of Game and Fish, State Capitol, Santa Fe, NM 87503).

Montgomery, J. M., Mills, G. S., Sutherland, S., and Spicer, R. B. 1985. Wildlife and fishery studies, Upper Gila water supply project. Part 1: Terrestrial wildlife. U.S. Bureau of Reclamation, P. O. Box 427, Boulder City, NV 89005.

World Wide Web sites. Because website addresses are changed easily, cite printed literature instead of websites if possible. If you cite a website and refer to it only once, put the citation in the text (as you would with a personal communication), not in the Literature Cited at the end of the article. If you must cite a site multiple times *and* the site is clearly dated *and* it represents some reasonably permanent institution like a government agency, you may cite it in the bibliography by following this model:

U. S. Census Bureau. 1999. State population estimates and demographic components of population change: July 1, 1997, to July 1, 1998.
<http://www.census.gov/population/estimates/state/st-98-1.txt>.

Appendices

Place long lists of records or other data in an appendix. Condense material as much as

possible. Type the heading "Appendix" as a first-level heading. If your paper has more than one appendix, number the appendices with Arabic numerals. Begin each appendix with a brief explanatory paragraph that includes definitions of all nonstandard abbreviations used. The name of any month may be abbreviated by its first three letters.

Tables

Typesetting of tables costs more than typesetting of regular text, and tables can be awkward to handle. Therefore, include in your paper as few tables as possible. Seriously consider whether you can present your tabulated data just as effectively in a graph or in text, by means of sentences written in parallel form. Don't repeat the same information in text and tables. Place tables at the end of a manuscript but in the same file as the main text. Please use Microsoft Word's table format, as that format will help the typesetter get the alignment of the columns right the first time. Number the tables with Arabic numerals, cite each one at least once in the text, and number them in the order in which they are first mentioned in the text.

Make tables narrow and long instead of wide and short. Tables that must be turned sideways on the page needlessly waste space. The editor may ask that you restructure a table if it is too big or awkward. Example:

Table 3 Additional Southern and Baja California Specimens of *Empidonax traillii extimus*

Specimen number	Locality	Date	Age
MVZ 27965	Wild Rose Canyon, Panamint Mts.	12 Jun 1917	ad.
LACM 7011	San Fernando, Los Angeles Co.	13 Jun 1899	juv.
MVZ 33378	San Fernando Valley, Los Angeles Co.	13 Sep 1903	juv.
LACM 7016	Cienaga (= West Los Angeles), Los Angeles Co.	28 Jul 1888	juv.
MVZ 33375	El Monte, Los Angeles Co.	12 Aug 1897	juv.

Figures

When you prepare illustrations, remember that they will be reduced as necessary to fit within one page of *Western Birds* text, which measures 4 inches wide by 6.75 inches high. Therefore, keep this shape in mind when you prepare both line art and photographs. It is best to plan for a maximum height of 6.25 inches to allow space for the figure legend or photo caption.

Number each figure with an Arabic number. Refer to each figure at least once in the text, and number the figures in the order in which they are first mentioned in the text.

Line art (maps, graphs, charts, sketches). If you are scanning line art to send, make sure that you use "bitmap" as your format, rather than "grayscale" or "RGB." If you submit line-art figure in electronic form, ensure that its resolution is at least 600 dots per inch. Figures submitted at lower resolution will not look good in print, and I will ask you to resubmit them at the higher resolution needed. Submit electronic figures as separate PDF files, JPG files, or Windows Metafiles, not embedded in Microsoft Word documents (the resolution of those in the latter is too poor). Do not send figures contained within Power Point files either.

Line art drawn with black ink and submitted on paper is acceptable too; submit originals

rather than photocopies. The maximum dimensions of the paper should be 8.5 × 11 inches. Gray shading or stippling may reproduce poorly; I may have to ask you to redraft figures to eliminate such shading if it doesn't show up well in the proof.

It is essential that the lettering in your drawing be compatible with the detail in the drawing. Line art will be reduced so that the lettering in it is about 8 point (that is, capital letters about 1/16 inch high), so do not draw detail so fine that it will be lost when the figure is reduced by the factor that will bring the lettering to this size. You may find it easiest to draw line art at roughly twice the size it will appear in the journal. *Western Birds'* graphics manager will calculate the proper reduction.

Letter your line art with labels generated by a laser or inkjet printer. Cut out the labels and paste them on your original if you can't generate the figure and its lettering in a single step. If necessary, *Western Birds'* graphics manager can have the lettering typeset and attach it to the figure; to take advantage of this possibility, submit an original lacking the lettering plus a photocopy with the desired lettering clearly specified.

Photographs. *Western Birds'* photo editor will review the photos to ensure they are of a quality adequate for publication. The resolution of photographs should be at least 300 dots per inch at the 4-inch width at which the photo will be reproduced in *Western Birds*. High-resolution TIFF files are best, but JPG is acceptable if the resolution is adequate.

Western Birds' photo editor may crop photos as necessary to fit them on the page.

Western Birds currently publishes about two issues per year that includes color photographs in text. If you submit a paper illustrated with a photo that both you and the editor agree should be printed in color, be aware that your paper may have to wait for an issue before publication, until a color issue is scheduled. If you want a paper with color illustrations to appear more quickly, you must cover the extra cost. This cost is \$450, provided that we can fit all the color illustrations onto a single 8-page signature. Otherwise, we will convert a color original into a black and white halftone for publication.

Figure legends. Group captions for figures at the end of the paper. Include enough information in the legend that the figure can be understood without reference to the text. Minimize the amount of lettering in the figure by putting as much explanation of the figure as possible in the legend. Do not indent legends. Include a credit with each photo. Examples:

Figure 1. Scatter plot of value of length of primary 5 versus length of tail in samples of young females of *Empidonax difficilis* and *E. flaviventris*.

Figure 2. Horned Puffin roosting at a crevice entrance on Island Rock, Oregon, 3 July 1979.

Photo by Michael R. Graybill

Note that photo credits are set flush right in italics.

WESTERN BIRDS' STYLE

Use standard American English spelling, grammar, and punctuation.

Good scientific writing is simple and direct. Write in the active voice whenever possible; that is, write "I saw ..." instead of "... was seen" or "the author saw" Avoid bureaucratic

jargon or birdwatchers' slang. Write in a style that is lively and engaging, neither folksy nor pedantic. A well-edited textbook is a better model than most government-agency reports.

Use the proper tense for verbs, present for conditions that still exist, past for completed events. Use the past tense to refer to statements in published literature. For example, write "Grinnell and Miller (1944) stated that ..." instead of "Grinnell and Miller (1944) state that" The authors, now dead, have completed their statement, though one may pull their book off the library shelf and read it today. Avoid writing in the conditional; that is, do not use the word "would" unless it is necessary. Introduce restrictive clauses with "that," nonrestrictive clauses with "which."

Use the spelling "juvenal" only as an adjective specifying the first plumage in which a bird flies. That is, "juvenal plumage" is acceptable but "juvenal shorebirds" and "juvenals" (as a noun) are not. The spelling "juvenile" is acceptable as either an adjective or a noun, but restrict the term to birds in the first plumage in which they fly. For other ages of nonadult birds or young birds of uncertain plumage, use such words as "immature," "first-year," or "young," as appropriate.

For more information on good scientific writing, see *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers* and Strunk and White's *The Elements of Style*. Or ask me for my "Common Problems in Today's Writing" for sample solutions to common types of awkward writing, excessive wordiness, or tortured grammar.

Nomenclature

Include and capitalize the English names of all plant and animal species, if the species has a widely known English name. However, do not capitalize the name if it is used commonly for more than one species; for example, the Ponderosa Pine and Jeffrey Pine are both referred to as yellow pine. For birds, use the English names recommended by the American Ornithologists' Union Classification Committee (see <http://checklist.aou.org/>) or other names universally understood by western field ornithologists.

Include the scientific name of each plant or animal after the first mention of its common name in text. Or, if all or most species mentioned are listed in a table or individual species accounts, you may give the scientific names there instead. Don't include the scientific name in the title unless it is relevant to the paper's content. For birds, use the scientific names recommended by the American Ornithologists' Union Classification Committee (see <http://checklist.aou.org/>) or other recent studies of bird taxonomy. The source of the classification need be cited only if different from the AOU's current recommendations. Italicize the scientific names of genera, species, and subspecies but not those of families, orders, or other higher taxonomic categories.

Numbers and Measurements

Use only the metric system for bird weights and measurements and preferably for all other measurements. Avoid mixing the metric and English systems. Use numerals with all units of measurement, including time: e. g., 2 hours, 7 km, 0.37 m². Report numbers with a number of significant figures appropriate to the data. For example, 13/37 may be reported as 35% but not as 35.135%.

Use decimals instead of fractions. Do not leave a decimal naked (e. g., write 0.2 instead of .2).

Use the 24-hour time system: write 15:30 instead of 3:30 PM, 07:00 instead of 7 AM, etc.

Write dates with the day preceding the month and without commas: 23 July 1982. Use no apostrophe in expressions like "the 1920s."

Use latitude and longitude for geographic coordinates, not UTM (universal transverse Mercator). Websites enabling you to convert back and forth between the two systems are readily available, such as <http://home.hiwaay.net/~taylorc/toolbox/geography/geoutm.html>. Either decimal degrees or degrees, minutes, and seconds are acceptable; just be consistent within one article. Express coordinates at an appropriate level of precision; for example, coordinates expressed down to the second would be misleadingly precise for a study area 5 km across. The second is the maximum precision relevant in studies of birds.

PAGE CHARGES

Producing and distributing a journal is not cheap. To cover some of these costs, which cannot be met entirely by the membership, WFO must ask authors whenever possible to contribute financially, \$25 per printed page. The editor will give an estimate of these charges when he notifies the author of the manuscript's final acceptance. Acceptance of a manuscript is not contingent on an author's ability to pay these charges; authors with a worthwhile manuscript but who truly cannot afford to pay, such as some students or young amateurs, may be excused from them. A partial payment, to the best of the author's ability and good faith, will be welcome. Your understanding and cooperation are much appreciated.

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When you receive proof of your paper, you will receive a form with which you can order a PDF file of your paper. *Western Birds* now offers PDF files in lieu of reprints. The number of pages your paper will run is indicated on the form and determines the cost. Please note that the page charges and charge for PDF files are independent. Send the form with your payment to Western Field Ornithologists' treasurer or pay electronically through our secure website.

Thank you for your cooperation and your interest in *Western Birds*.