GUIDELINES FOR PREPARATION OF MANUSCRIPTS FOR *STUDIES OF WESTERN BIRDS*

Studies of Western Birds (*SWB*) is a series of occasional monographs published by Western Field Ornithologists (https://westernfieldornithologists.org/about/). We are interested in publishing original scholarly contributions to field ornithology from both professionals and amateurs that are too long for publication in *Western Birds*. Studies done in or bearing upon the Rocky Mountain and Pacific states and provinces, including Alaska, Hawaii, western Texas, northwestern Mexico, and the northeastern Pacific Ocean are appropriate. Possible subject matter may include studies of distribution and abundance, population dynamics, other aspects of ecology, geographic variation, systematics, life history, migration, behavior, and conservation.

1) Submission of a manuscript

Manuscripts should be submitted electronically to the editor, Robert Gill (regill3014@gmail.com). It would be very desirable for authors to discuss potential submissions with the editor prior to the preparation of manuscripts. Decisions about acceptance of manuscripts will be assisted by rigorous peer review. Authors may be asked to work with Western Field Ornithologists (WFO) in raising funds to aid publication of manuscripts. If the editor concludes that the manuscript is more appropriate for *Western Birds*, he will recommend publication in that outlet.

2) General Instructions for Preparation of Manuscripts

For matters of style and usage not treated below, please consult *Scientific Style and Format*, 9th ed., *Chicago Manual of Style*, 17th ed., or *Elements of Style*, 4th ed. (but see other suggested sources at the end of this document).

a) All manuscripts must be written in English and should be in active voice whenever possible.

b) Manuscripts should be prepared in a recent version of MS Word. Do not use desktop publishing software. Turn off any automatic hyphenation feature.

c) Manuscripts should be submitted as email attachments.

d) Double-space the manuscript throughout, including tables, figure legends, and the literature cited section.

e) Use American spelling (e.g., color, not colour; behavior, not behaviour), except for in Literature Cited, which should retain original spelling.

f) Use left-justified margins for text.

g) Indent first line of all paragraphs except for the first paragraph under each major heading and subheading. Do not add an extra line between paragraphs.

h) Type in 12-point font using a standard typeface (e.g., Times New Roman).

i) Use an italics font for italics (instead of underlining).

j) Number all pages, including tables and figure legends, at the bottom of the page center or right.

k) Please insert continuous line numbers in the text and in complex tables and appendices. This will help reviewers in conveying comments on the manuscript.

l) Capitalize all English species names (e.g., Downy Woodpecker, Common Kingsnake). For non-specific usage (e.g., woodpeckers, snake), use lower case. The first time any organism is mentioned in the text, include the appropriate scientific name in italics and typically within parentheses. In addition, include scientific names in the abstract.

m) Use SI (i.e., metric) units throughout.

n) Some common abbreviations are: hr, min, sec, yr, mo, wk, d (day), cm, mm, m, km, ha, mg, g, kg, df, *P* (probability; note italics), *N* (note italics), SD, SE, °C (degrees Celsius, e.g., 10 °C), ml, L (liter). In most other cases, write out an abbreviation the first time it is used. Spell out United States when it is used as a noun. Use U.S. when it is an adjective (e.g., U.S. population). Use US in acronyms (e.g., USFWS, USDA).

o) Write out numbers from one to ten except in the case of measurements (e.g., five species, 5 mm). For numbers larger than 9999, use a comma (e.g., 10,030). Other numerical examples: 0.25, 53%, 1999–2002, 1990s.

p) Abbreviate centuries as 20th Century, not 20th Century.

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

r) Use the 24-hour time system: write 15:30 instead of 3:30 PM, 07:00 and not 7 AM, etc.

s) Use latitude and longitude for geographic coordinates, not UTM (Universal Transverse Mercator). Either decimal degrees (preferred) or degrees, minutes, and seconds are acceptable, but be consistent throughout. Express coordinates at an appropriate level of precision for the size of the study area or the feature being referenced.

t) When expressing degrees for geographic coordinates and temperature, use the degree symbol (°) found in Word's dropdown menu of advanced symbols. Do not use lower case 'o' in superscript format.

u) Numerals are separated by an *en* dash (not a hyphen or dash) when implying a range (e.g., Condor 88:1–15; 50–65 ºF; 4–8 g). Pay special attention to this in the Literature Cited section.

3) Text Layout – Not all manuscripts will contain each of the following sections. Please consult previous volumes of *SWB* (see beyond) for potential templates.

Title page – Information on the title page should be double-spaced and centered and include the title of the monograph (in caps and lower case), the name(s) of the author(s), the address or affiliation of each, and, if it differs from the address already given, a present address.

Table of Contents – If the monograph is sufficiently long to require a table of contents, it should take this form:

CONTENTS

Abstract ……. 3

Introduction ..…….. 4

Study Area and Methods …… 8

Etc. ……

FOREWORD

PREFACE

ACKNOWLEDGMENTS

ABSTRACT

The length of the abstract will depend on the length of the manuscript but should be as succinct as possible. The abstract should state the purpose of the study, enough about its methods to make the results understandable, and a factual statement of its results and conclusions. Make sure that each statement in the abstract contains useful information. If the monograph comprises individual papers, the abstracts therein should each include up to eight key words listed in alphabetical order.

INTRODUCTION

METHODS

Not all monographs will have a Methods section, but if one exists, this is where it should appear.

RESULTS

Again, not all manuscripts will be organized in the typical Results, Discussion format of scientific papers. Whatever the headings and subheadings, this section will contain the bulk of the new information presented in the paper.

DISCUSSION

If the manuscript follows the traditional scientific paper format, a discrete Discussion section will follow Results.

DATA AVAILABILITY STATEMENT

Though not required, we encourage that data be made available in a repository available to the public (e.g., Dryad https://datadryad.org/stash).

SUPPLEMENTAL ONLINE INFORMATION

Some material may be better suited for inclusion online (e.g., overly detailed lists or appendices. This can be discussed with the editor.

LITERATURE CITED

APPENDIX

Type "Appendix" or “Appendices,” as appropriate, as a first-level heading. If your paper has more than one appendix, number the appendices with Arabic numerals, following the table header format. Begin each appendix with a brief explanatory paragraph that includes definitions of all nonstandard abbreviations used.

INDEX

4) Headings and subheadings

When text within one of the major sections (e.g., INTRODUCTION, METHODS, etc.) is to be divided under a series of headings and subheadings, they should follow this format:

METHODS

FIRST HEADING UNDER METHODS (ROMAN TYPE, BOLD FACE, ALL CAPS, LEFT JUSTIFIED)

Second Heading Under Methods (Roman Type, Regular Face, Title Case, Left Justified).

Third heading under methods. (*Italic type, regular face, sentence case, left justified*)
It is best to avoid additional subdivision of material.

5) Citation of references

a) Each reference in the text must appear in the Literature Cited. Citations in the text are as follows: single author papers are cited as Jones (2000) or (Jones 2000); two–author papers are cited as Jones and Smith (2000) or (Jones and Smith 2000); publications with three or more authors are cited as Jones et al. (2000) or (Jones et al. 2000). Within parentheses, use a comma to separate multiple citations (Jones 2000, Smith 2003); use a semicolon if multiple citations by one author accompany citations of other authors (Jones 1999, 2000; Smith 2003). Order references chronologically unless the context dictates otherwise (e.g., a later reference is the primary source for a statement and the earlier reference is secondary).

b) In Literature Cited**,** place references in alphabetical order by the first author's surname. Publications by a single author precede multi-authored works by the same senior author, regardless of date. Multi-authored works by the same senior author should be listed alphabetically by the second author's surname.

c) Within each category (i.e., single–authored works, duel-authored works, and multiauthored works by the same senior author), list references chronologically, beginning with the earliest publication. If there are multiple publications by a given author or authors within the same year, note these in both the text and in the Literature Cited with suffixes "a,", "b,", etc. (e.g., Smith 2001a; Smith and Brown 1999a,b). Letters refer to the order in which the citations appear in the Literature Cited.

d) To be cited as "in press" a manuscript must have been accepted for publication. Include the name of the journal or publisher in the Literature Cited.

e) Unpublished material such as manuscripts submitted, but not yet accepted, unpublished observations, communications from individuals, etc. should be cited as: K.P. Able (pers. obs.) or (K.P. Able, pers. comm.). Do not include references to unpublished material in either the text or in Literature Cited.

f) Quoted material in the text should be accompanied by a citation that includes the page(s) from which the quotation was taken (e.g., Jones 2000:240–241).

g) Abbreviations of journal names should follow the style of *Chemical Abstracts Service Source Index.*

6) Citation style – follow examples below or refer to a recent issue of *Western Birds* or previous volumes of *Studies of Western Birds.* Please include the DOI (Digital object identifier) for each article if available, and to prevent run-ons of citations, please include a hard return after each. Use of hanging indents is optional as they will be set in layout phase.

a) Journal article:

Josephson, B. 1980. Aging and sexing Snowy Owls. J. Field Ornithol. 51:149–160.

Barrowclough, G. F., J. G. Groth, L. A. Mertz, and R. J. Gutiérrez. 2006. Genetic structure of Mexican Spotted Owl (*Strix occidentalis lucida*) populations in a fragmented landscape. Auk 123:1090–1102.

b) Book:

Pyle, P., S. N. G. Howell, R. P. Yunick, and D. F. DeSante. 1987. Identification Guide to North American Passerines. Slate Creek Press, Bolinas, CA.

American Ornithologists' Union. 1983. Check-list of North American Birds, 6th ed. American Ornithologists' Union, Washington, DC.

Cramp, S. (ed.). 1985. Birds of the Western Palearctic, vol. 4. Oxford Univ. Press, Oxford, UK.

c) Chapter in edited volume:

Haffer, J. 1982. General aspects of refuge theory. *In* Biological Diversification in the Tropics (G. T. Prance, ed.), pp. 6–24. Columbia Univ. Press, NY.

Yanco, S. W., B. D. Linkhart. 2018. Changing fire regimes and faunal responses: Habitat use by Flammulated Owls after fire in Colorado. *In* Trends and traditions: Avifaunal Change in Western North America (W. D. Shuford, R. E. Gill Jr., and C. M. Handel, eds.), pp. 419–431. Studies of Western Birds 3. Western Field Ornithologists, Camarillo, CA; doi 10.21199/SWB3.22

d) Birds of the World (formerly Birds of North America). Note: All accounts, regardless of when initially published, were incorporated into the Birds of the World series in 2020. If the account has never been revised it should appear as, for example, Gill et al. (2002); if revised, then as Benedict et al. (2021):

Gill, R. E., P. S. Tomkovich, and B. J. McCaffery. 2020. Rock Sandpiper (*Calidris ptilocnemis*), version 1.0, *In* Birds of the World (A. F. Poole and F. B. Gill, eds). Cornell Lab of Ornithology, Ithaca, NY, USA. https://doi.org/10.2173/bow.rocsan.01

Benedict, L., N. B. Warning, N. A. Najar, S. G. Pitt, P. E. Lowther, D. E. Kroodsma, and G. H. Farley (2021). Rock Wren (*Salpinctes obsoletus*), version 2.0. *In* Birds of the

World (P. G. Rodewald and B. K. Keeney, eds). Cornell Lab of Ornithology, Ithaca, NY, USA. https://doi.org/10.2173/bow.rocwre.02

e) Thesis:

Bosworth, S. B. 2003. Cerulean Warbler relative abundance and frequency of occurrence relative to large-scale edge. MS thesis, West Virginia University, Morgantown, WV.

f) Web sites:

By their nature, web sites are ephemeral and although the site may remain in place, its content may change. Avoid citing web sites unless absolutely necessary. If a web site is referred to only once, cite it parenthetically in the text. If the site needs to be cited more than once, include it in the Literature Cited as follows:

Heygster, G. 2011. Arctic sea ice extent small as never before. http://www/iup.uni-bremen.de/seaice/amsr/minimum2011-en.pdf (Accessed 6 Dec 2013)

Make certain that the site is accessible using the URL exactly as you present it.

g) 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.

h) eBird:

Please visit eBird for general reference to the project and for referencing eBird data in peer-reviewed literature (https://science.ebird.org/en/use-ebird-data/citation)

7) Tables

Include tables only as necessary. They create layout problems and are expensive to produce. Make certain that it is definitely preferable to present the information in tabular form and do not repeat in the text information that is contained in a table. Cite each table by number at least once in the manuscript text and number tables in the order in which they appear in the text.

Place tables at the end of the manuscript, but in the same file as the manuscript. Each table must start on a separate page. Please use the Table format in Word under the *insert* pull-down menu. Please place data in individual cells; table title and footnotes are not in cells. Double-space all material in tables. In the table heading, in boldface, the word **TABLE** is

followed by an Arabic numeral (e.g., **TABLE 1.**). This is followed by a simple description of the contents of the table.

For example:

TABLE 1. Published records of the Yellow-bellied Flycatcher in Alaska.

Use footnotes where necessary to clarify specific table entries. Indicate footnotes by lower case superscript italic letters (e.g., *a, b, c*, etc.).

Use one horizontal line to separate the title from the tabular material, one horizontal line to separate column headings from the body of the table, and one horizontal line at the bottom of the table. Do not use any vertical lines in tables. Within cells, numbers should be right justified, and text centered. Again, be consistent.

8) Figure legends

Type figure legends on numbered pages, grouped at the end of the manuscript. Double space and left-justify. Include enough information in the legend that the figure can be understood without reference to the text. Figures are numbered with Arabic numerals (e.g., **FIGURE 1.**). Each figure must be referred to in the text and they are numbered in the order in which they appear.

Figure legend examples:

FIGURE 1. This Streaked Shearwater (*Calonectris leucomelas*) was 15 miles off Bodega Head, Sonoma County, California, 17 September 2004.

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

Photos should have a photographer's name set flush right in italics at the end of the photo caption.

9) Illustrations

Illustrations may be line drawings or photos in either color or black and white and should be submitted electronically as digital files (see notes below about submission of digital photos). The trim size of monograph volumes will be approximately 6.9 x 10 inches. In preparing illustrations, bear in mind that they will be reduced to fit on pages of this size.

It is the author's responsibility to obtain written permission to use any copyrighted material. Documentation of permission must be submitted to the editor before the manuscript can move to publication.

a) Line drawings

Line drawings (maps, charts, graphs, sketches) may be prepared by hand or using software such as Adobe Illustrator or Freehand. Line drawings should be submitted as camera-ready copy printed on high-resolution paper at 600 dpi with a high-quality printer, or electronically as individual PDF, JPG or Windows Metafiles. Do not imbed any illustrations in Word documents.

Line drawings should be approximately 150–200% of the size that they will appear in the publication (maximum size 8.5 x 11 inches). Text within line drawings should be at least 12 pt. Use PostScript fonts (not True Type) of a single typeface (preferably Helvetica or Arial) in all graphics.

If it is necessary to submit a scan of existing black-and-white line art, use BMP or TIFF, not JPEG, as the format and scan the original at 600 dpi or greater at full size.
b) Digital photos

Digital photos may be submitted as TIFF or JPEG files. In general, TIFF is preferable because the files are generally uncompressed. If digital photos are being saved as JPEG files, use the highest-quality setting that your camera or photo software provides.

c) Scanning photos

Publishers always prefer to work with original photos. If it is necessary to scan photographs, do so at a minimum 300 dpi.

10) If you have questions.

Please contact the editor if you have questions concerning formatting, style, or usage. This set of instructions has purposely been kept at a manageable length by omitting, in part, details concerning statistics and presentation of analytical results (e.g., symbols for demographic parameters/models and for advanced statistical tests, R statistical software, fonts for statistical metrics, format for descriptive statistics, etc.).

For guidance in these and other matters please see: Instructions to Authors for *Western Birds* (https://westernfieldornithologists.org/wp-content/uploads/2020/07/WB_journal_guidelines.pdf); papers in *Studies of Western Birds* No. 3 (https://westernfieldornithologists.org/product/trends-and-traditions-avifaunal-change-in-western-north-america/)

Hopefully these instructions will guide preparation of all aspects of your manuscript, but again if you have questions, please contact the editor.

R. Gill, 21 June 2024