

## INSTRUCTIONS FOR AUTHORS

*Studies in Avian Biology* is an ornithological series of the Cooper Ornithological Society. The series publishes original research in ornithology in two formats: multi-authored collections of chapters organized around a central theme, and longer monographs. Editorial teams of 1-3 editors coordinate contributions for multi-authored volumes, monographs are prepared by one or more authors, and all manuscripts are peer-reviewed. Recent volumes of *Studies in Avian Biology* have addressed five major topics in ornithology: emerging questions in ecology and evolutionary biology, new methods in ornithology, avifauna of ecological regions or habitats, biology of avian guilds, and focal studies of species of conservation concern. The series was published in the past as an irregular journal, but starting in 2011 with Volume 38, *Studies in Avian Biology* will be published as part of the book catalogue of the University of California Press. The series will have a similar layout to earlier volumes but the transition to a new publisher has introduced some new steps for authors in the preparation of manuscripts.

### OVERVIEW OF CHANGES

- Affiliations and e-mail addresses of each contributor are included on the title page.
- Titles of contributed manuscripts are short 6-8 word phrases. Short titles unite contributed chapters in multi-authored volumes and aid indexing of volumes published as monographs. Citations of contributed chapters will include the volume title, editors, series name, and volume number.
- The preferred format for manuscripts is Word documents (.doc, .docx, .rtf). Manuscripts submitted as Wordperfect (.wpd) or Open Office (.odt) files will be converted to Word. Tables can be tab-delimited or created with the tables function. Equations should be prepared with MathType.
- Manuscripts of accepted chapters are divided into four or more files for production by the publisher: Manuscript (Abstract through the Literature Cited), Tables, Figure captions, and separate graphics files for each Figure.
- Standardized common names of birds are capitalized and hyphenated in both the manuscript and the Literature Cited section.
- Statistical and mathematical symbols are formatted with *italics* and **boldface** font.
- Figures and photos are black/white or grayscale, and cannot be printed in color. Line art (graphs, maps) must be submitted as vector-based files .eps, .ai or .pdf files. Digital art (halftone photographs, scans) must be submitted as .tif or .jpg files.
- Tables and Figures are numbered with a 2-part number with the chapter and object number. Fig. 3.2 would be the second Figure in chapter 3.

- In manuscripts of accepted chapters, callouts for all Tables and Figures are inserted in the text at the end of the first paragraph where the object is first mentioned. Location callouts list the name of the object in square brackets. **[tabref 4.1, figref 4.1]**
- Mandatory page charges of \$20 per printed page will be payable to the COS Treasurer. All coauthors on contributed manuscripts will receive a copy of the printed version of the volume of Studies in Avian Biology in which their manuscript appears, and a .pdf reprint of the chapter which can be circulated or posted on a personal website.

## FORMAT OF SUBMITTED MATERIAL

### General Guidelines

*File format.* The preferred format for the Manuscript, Tables and Figure captions is Word documents (.rtf, .doc, .docx). Manuscripts submitted as Wordperfect (.wpd), or Open Office (.odt) documents will be converted to Word. Adobe Acrobat files (.pdf) may be used for review, but can *not* be used to submit manuscripts for production. If manuscript files are created in Wordperfect or other software and imported into Word as .rtf files, please ensure that nonstandard fonts are embedded in the document.

*English.* All manuscripts are prepared in English. Write with precision, clarity, and economy, and use active voice and first person whenever possible. Use American spellings (behavior, liter, meter). Write out abbreviations in full the first time they are used in the text, and abbreviate thereafter: 'Geographic Information System (GIS)', 'After-hatch-year (AHY) birds', and 'Akaike's Information Criterion (AIC)'. Footnotes are permitted in Tables but not in the text of the manuscript. Short quotes from other works are used only in exceptional cases. Avoid parenthetical phrases and use of 'i.e.', 'e.g.' and 'cf.' Avoid starting sentences with 'This..' or 'These...' because the subject is unclear. Avoid 'There were...' as a wordy construction. Avoid qualifiers: 'very' or 'extremely'.

*Fonts.* Prepare the manuscript in a 12-point, Serif font such as Times New Roman. Use Sans Serif fonts such as Akzidenz Grotesk, Helvetica, or Arial for all text on axis labels, tick labels, and legends of Figures. Use *italics* and not underlining for text that needs to be highlighted. Use italics for scientific names and Latin terms (*a posteriori*, *a priori*, *ad libitum*, *in situ*, *in vitro*, *in vivo*), and sparingly to indicate emphasis: 'Contrary to our predictions, the treatment did *not* increase...!'

*Page layout.* Prepare manuscripts with page settings for American standards (8.5 × 11 inches) or A4 (21 × 30 cm). Double-space the entire manuscript including the Tables and Figure captions. Set margins to be 2.5 cm (1 inch) on all sides, use left-justified margins only, and do not divide words at the end of a line. Indent all paragraphs using a single tab, except for the first line of the Abstract. Do not add extra blank lines to separate consecutive paragraphs.

*Page and line numbering.* Number all pages of the manuscript, including Tables and Figure captions. Do not number the title page, and start numbering with the Abstract on the second page, and following pages. Any scheme can be used for review, but for the final manuscript use a 2-part number with chapter and page numbers: 'Page 4.1'. For review, use continuous line numbering to number all lines of the manuscript from the Abstract through the end of the Literature Cited. Do not use line numbering in Tables or Figures and do not restart line numbering on each page. Line numbering is not needed in final manuscripts.

*Bird names.* Report the standardized common names and scientific name at the first mention of a bird species, both in the Abstract and the text of the manuscript. Do not include subspecific names unless relevant to the research. Standardized common names, scientific names, and phylogenetic order follow checklists compiled by regional authorities:

*North and South America.* American Ornithologists' Union (Checklists), [www.aou.org](http://www.aou.org)

*Europe.* Association of European Rarities Committee (Documents | AERC Western Palearctic List), [www.aerc.eu](http://www.aerc.eu)

*Africa.* African Bird Club (Resources | ABC African Checklist), [www.africanbirdclub.org](http://www.africanbirdclub.org)

*Australasia.* Birds Australia (Birds | Checklist), [www.birdsaustralia.com.au](http://www.birdsaustralia.com.au)

Standardized common names of birds are capitalized and hyphenated in the text of the manuscript, and also in the Literature Cited section: Greater Prairie-Chicken, Black-crowned Night-Heron, Chuck-will's-widow, Puerto Rican Vireo, and Red-winged Blackbird. If terms are used to refer to a group of birds and not a specific species, use lower case words (blackbirds, prairie grouse, sparrows). Use 'sp.' (singular, no italics) or 'spp.' (plural, no italics) to describe groups of multiple species or cases where the species was unknown: 'A mixed flock of ptarmigan (*Lagopus* spp.) roosted under a willow shrub (*Salix* sp.)'.

## Manuscript Sections

*Manuscript organization.* Manuscript sections are ordered: Title page, Abstract, Key words, Introduction (without a heading), Methods, Results, Discussion, Acknowledgments, Literature Cited, Tables, Figure captions, and Figures. Sections for Summary, Conclusions, or Management Implications are not used because each manuscript starts with an Abstract. For review, manuscripts can be assembled as a single file with Tables and Figures embedded in the document. For production, accepted manuscripts must be subdivided into four or more separate files: *i*) the manuscript from the Title page through Literature Cited, *ii*) Tables, *iii*) Figure captions, and *iv*) graphics files for each Figure. Name each file by chapter number, surname of the lead author, section of the manuscript, and file type: Ch14\_Smith\_ms.doc, Ch14\_Smith\_tables.doc, Ch14\_Smith\_figcap.doc, Ch14\_Smith\_fig14.1.eps, and Ch14\_Smith\_fig14.2.eps.

*Main headings.* Main section headings are set in all capitals and left-justified. Headings for the main sections include METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, and LITERATURE CITED. A heading is *not* used for the Introduction section. Different main headings can be used if a manuscript is an essay or review article that does not fit the conventional format of a scientific article.

*Second-level headings.* Second-level headings are set in normal font, each main word is capitalized, the heading is left-justified, and the text starts on the next line. Examples of second-level headings in the Methods section might include: 'Study Area and Species', 'Field Methods', or 'Statistical Analyses'.

*Third-level headings.* Third-level headings are set in italics, each main word is capitalized, the heading is left-justified, and text starts on the next line. Examples of third-level headings might include subsections within a second-level section such as the Statistical Analyses: '*Mark-recapture Analyses*' and '*Matrix Population Models*'.

Title Page

*Series title.* Left-justify all text on the Title page. The first line of the Title page is the name of the series in all capitals: 'STUDIES IN AVIAN BIOLOGY'.

*Volume title and editors.* The next two lines are the name of the volume, 'Volume Title:', and then the names of the volume editors coordinating the project. 'Volume Editors:'. For edited volumes organized around a common theme, the volume title and editor names will be part of the citation, and will be printed on the first page of each peer-reviewed chapter in *Studies in Avian Biology*.

*Chapter titles.* In edited volumes, the chapter title for the manuscript is listed below the volume title and editor names. Titles of contributed chapters are short phrases of 6-8 words, not including conjunctions. Short, punchy titles are desirable for marketing books and will help to unite the different contributed manuscripts in multi-authored volumes. Do not use titles with two sets of phrases separated by a colon, avoid words which overlap with the volume name, and remove geographical references that may limit the scope of the work: '...in northeast Kansas'. Include common names of birds if the study species is an important part of the context of the work, but do not include scientific names. Chapter titles need not be strictly descriptive and should aim to excite interest in the work: 'Testosterone Mediates Mating Success in Greater Prairie-Chickens', 'Understanding Declines in Rusty Blackbirds', or 'Forecasting Spread of Highly Pathogenic H5N1 Avian Influenza'.

*Running footers.* Running footers will be printed at the bottom of the chapter pages when the volumes are published. The left running footer will be the title for the volume of *Studies in Avian Biology*. The right running footer includes an abbreviated chapter title, followed by a dash, and author surname(s) in italics: 'Predation on Arthropods—*Scott et al.*'. Total footer length including spaces should be less than ~40 characters.

*Author name(s).* List the full names of all authors including middle initials. The list of author names will be used to create the first page of each chapter in edited volumes.

*Author affiliation(s).* Create a table with two columns and as many rows as necessary for the institutional affiliations of all contributing authors. Set the author name in all capitals, followed by the mailing address, and an e-mail address (lower case font). Write out words such as Street, Avenue, and Boulevard, but use standard abbreviations for states and provinces in North America (AB, BC, KS, ...MN). Do not include Canada or USA for authors in North America, but include the country name for international authors. If multiple coauthors have the same affiliation, create a full entry for each author, and repeat the address after each author name. If an author wants to list one address as their affiliation when completing the research, but a different address for a current position, include the second address as a paragraph in parentheses with the most current e-mail address. Author affiliations will be used to compile the List of Contributors that is part of the front matter for each volume, and to prepare mailing addresses that ensure each coauthor receives a copy of the printed volume.

*Corresponding author.* If desired, a brief note with phone numbers, fax numbers, or additional contact information for the corresponding author can be noted. Contact information for the corresponding author is for the volume editors during editorial review of the manuscripts, and will not be used in production.

*Document statistics.* On the last line of the Title page, list the total number of pages of text and total word count for the manuscript for the Title Page through the Literature Cited, the number of Tables, and the number of Figures: '29 pages, 8,041 words, 4 tables, 1 figure'.

Abstract

The Abstract starts on the second page of the manuscript, following the Title page. The first line of the Abstract is not indented, begins with the word '*Abstract.*' in italics, and is immediately followed by the first sentence. The Abstract does not exceed ~3% of the total length of the manuscript (one page in a 30-page manuscript). Abstracts are a single paragraph if the volume is an edited collection of contributed manuscripts, or several short paragraphs if the volume is a monograph. Abstracts are concise but specific. Include statements about the problems or hypotheses studied, brief details of the pertinent methods, summary of the major results, and implications of the work for basic or applied sciences. Present scientific names of organisms at first mention of the species in the Abstract and again in the text of the manuscript. Do not cite references or use abbreviations in the Abstract.

*Key Words.* Include a separate line with '*Key Words:*' in italics, followed by 6-10 words or short phrases that can be used to index the manuscript by search engines such as Web of Science and Google Scholar. Key words can include common or scientific names of organisms considered in the manuscript, the geographic area (state, province, or region), the major concepts addressed (behavior, ecophysiology, population dynamics), or new methods tested (Bayesian, logistic exposure, random effects). Avoid words or phrases already in the chapter or volume title which will be indexed as part of the reference. Key words are listed alphabetically, with each word or phrase separated by commas, and period at the end of the list: '*Key Words: Amphispiza belli*, foraging, habitat selection, ...home range.'

*Other languages.* A second set of Abstract and Key Words can be included in either French or Spanish. University of California Press cannot provide translations but will print the text if it is included in the final manuscript. Translations are the responsibility of the authors and volume editors, or can be arranged by contract through the editorial office of the Series Editor.

## Introduction

The Introduction (no section heading) follows the Abstract and Key Words and presents the context, significance, and aims of the research. The Introduction starts with background to provide context for the scientific topic or applied question. *Studies in Avian Biology* is an ornithological series but authors are welcome to cite literature from other taxonomic groups to provide the broadest possible context for their research. Identify gaps in current knowledge, review contributions and limitations of previous work, and present hypotheses and predictions relevant to the study system. Do not use more than five references to illustrate a particular point, and cite current literature wherever relevant. The last paragraph of the Introduction states the major goals or objectives of the study, or optionally, the main findings reported in the article.

## Methods

The Methods describes the materials and methods in sufficient detail that an independent observer could replicate the study or critically evaluate the procedures. Include details of how behavioral observations were conducted, how specimens were captured, measured or marked, and lab conditions for molecular analyses. If experimental protocols were used, describe controls and treatments, number of replicates, and how experimental units were assigned to the different treatments. Use past tense for descriptions of materials and methods, and write the

section in the active voice: 'We used logistic regression...', rather than 'Logistic regression was used...!.

*Spatial and temporal scale of sampling.* Start the Methods with a description of the spatial, temporal and taxonomic scale of the project. If the project was a field study, report the geographic coordinates of study localities (latitude/longitude). If relevant, describe the habitat and environmental conditions at the study site. Report the timing and duration of sampling, whether it is the time of day, seasonal periods within a year, or a series of years. The study species can be described briefly at the end of the Introduction or as part of a more comprehensive treatment at the start of the Methods. If the information is sufficient to warrant treatment as a separate section, STUDY AREA or STUDY SPECIES can also be used as main headings.

*Molecular data.* If a manuscript reports new molecular data, sequence data for nucleotides (DNA, RNA) or amino acids (proteins) should be archived with GenBank, EMBL-EBI, or a similar open access repository. Report accession numbers in the Methods.

*Equipment.* If specialized equipment or software was used, provide the model number, name and location of the manufacturer: 'We attached 4 g radio transmitters to birds with leg harnesses (PD-2, Holohil Systems Ltd., Carp, ON)'.

*Statistical procedures.* The last section of the Methods describes the statistical analyses used in the project. Name the computer software used to conduct the statistical analyses, including the procedures or packages used to implement the statistical models. Report software in the same format as equipment and list the version, name and location of the developer: 'We estimated demographic parameters with live recapture models of Program Mark (ver. 5.1, Colorado State University, Ft. Collins, CO), compared estimates with the glm procedure of Program SAS (ver. 8.0.2., SAS Institute, Cary, NC), and modeled population dynamics with the popbiol package written for Program R (ver. 2.11.2, R Foundation for Statistical Computing, Vienna, Austria)'. Include references for software in the Literature Cited only if a manual was consulted for a particular procedure.

## Results

The Results section presents the study findings, and follows directly from the objectives of the Introduction and the procedures of the Methods. The Results starts with descriptive statistics for the datasets, and proceeds to analyses and statistical tests. Citations of references are not included in the Results, and interpretation is deferred until the Discussion. Use Tables and Figures to summarize data that are too complex to report in the text. Tables are useful for presenting lists of qualitative data or repetitive data where actual parameter values are important and a figure would be less precise. Figures are more effective than Tables for illustrating relative differences and patterns, and for presenting data when summary statistics are not sufficient. Avoid repetition and present data once only in the text, in a Table, or a Figure. Use the examples at the end of this document as a guideline for preparing Tables and Figures.

*Citing graphics.* All Tables and Figures must be cited in the text of the manuscript. Use 'Table' and 'Fig.' (singular) or 'Tables' and 'Figs.' (plural) in parentheses and cite objects at the end of a sentence (Tables 3.1-3.2, Fig. 6.4, Figs. 6.8-6.9). If necessary, use 'Table' or 'Figure' outside of parentheses but avoid using objects as the subject of a sentence: 'Figure 6.1 shows that...'. Use semicolons to separate different types of citations (Fig. 5.6; Table 5.4; Jones 1990). To cite Tables and Figures from another work, use 'table' or 'figure' in lower case (figure 4 of Jones 1990).

*Numbering graphics.* Tables and Figures are numbered in the same order that they are cited in the text of the manuscript. For review, it is fine if objects are numbered sequentially with Arabic numerals (Table 1, Table 2... Fig. 1, Fig. 2...). For publication, Tables and Figures in multi-authored volumes must be numbered uniquely with a 2-part number based on the chapter number and the object number. Table 4.1 would be the first Table in the fourth chapter, Fig. 4.1 is the first Figure in the fourth chapter, and so forth. Volume editors will coordinate organization and assignment of chapter numbers for contributed manuscripts. Tables and Figures are considered floating elements and 'call outs' must be added to the text of the manuscript to ensure correct placement of these objects. At the end of the paragraph where a Table or Figure is first mentioned, insert a call out in square brackets with the names of the object(s). [tabref 4.1, figref 4.1]

## Discussion

The Discussion starts with a summary paragraph that states the main results of the research project. The Discussion develops the significance and importance of the research and places the Results in the context of previous research. The topics developed in the Discussion do not repeat background information already given in the Introduction. Additional statistical analyses and results are usually inappropriate and better included in the Results section, except in unusual cases. Do not cite Tables and Figures that have already been presented in the Results. Conclude the Discussion with the broader implications of the research and present management implications, recommendations for future research goals, or contributions of the work to understanding important scientific concepts.

## Acknowledgments

Acknowledgments are brief and pertinent. Start by recognizing field or lab assistants who contributed to the collection of the data, persons who assisted with technical aspects of the work, and reviewers who provided constructive evaluations of the manuscript. Use full initials rather than first names of individuals cited (S.R. Beissinger and not Steve Beissinger). Do not include academic degrees (Dr. K. Martin, or K.M. Strum, M.Sc.), but acknowledge medical specialties (W.P. Taylor, DVM) and other honors (F. Cooke, CBE). Conclude the acknowledgements by listing sources of funding for the coauthors and for the research activities, including grant numbers from NSF, NIH and other sponsors if applicable. Authors can invite requests for data files, scripts for statistical analyses, and other supplementary data by identifying one of the authors as a contact. The last line can state that the manuscript is a numbered contribution from a particular research institute: 'This article is Contribution 389 of the San Francisco Bay Bird Observatory'.

## Literature Cited

*Citation of references in the text.* References are limited to documents catalogued by major libraries, including articles published in peer-reviewed journals, books and book chapters, symposia proceedings, government reports, theses, and dissertations. Cite internet resources only if they are essential, permanent, and not readily available in print. Each reference cited in the text must be listed in the Literature Cited, and vice versa. Citations of unpublished work

must be used sparingly and not included in the Literature Cited. Double-check all references for accuracy, especially accents, diacritical marks, and spelling in languages other than English (Brøseth, Côté, Fernández, Kålås, Núñez, Sæther).

References are cited by author name(s) and the year of publication (Jones 1990). For references with two authors, give the surname of both authors (Jones and Smith 1995). For references with three or more authors, give the surname of the first author, followed by 'et al.' and the year (Jones et al. 2000). Citations of Figures, equations or other specific information from books and longer works can include the page number of the source (eqn 9.12 of Caswell 2001:209). Do not use ampersands (&), italics for 'et al.', or commas between the author name(s) and the year.

Authors are encouraged to cite other manuscripts that will appear in the same volume of *Studies in Avian Biology* (Jones, this volume). Articles accepted for publication that have not yet appeared in print can be cited as 'in press', Jones (in press) or (Jones, in press). To cite unpublished work, provide the initials and surname of the source(s), and cite the information as manuscripts in review (Jones et al., in review), unpublished material (J.E. Jones, unpubl. data), a personal observation (J.E. Jones, pers. obs.), or a personal communication (J.E. Jones, pers. comm.). Include references for articles in press but not unpublished work in the Literature Cited.

Cite references in the text either as the subject of the sentence, 'Jones (1990) concluded...' or in parentheses at the end of the sentence, '...confirming my previous experiment (Jones 1990)'. Avoid citing references in mid-sentence. List multiple references by chronological order with the oldest reference first, and then by alphabetical order within year (Smith 1980, Thomas 1980, Johnson 1985). If citing different papers by the same author in the same year, use lowercase letters to denote the separate papers, commas to separate papers by the same author, and semicolons to separate papers by different authors (Smith 1980a, b; Thomas 1980; Johnson 1985, 1986; Johnson et al. 1990). Do not cite website addresses in the body of the manuscript, but include as part of a formatted reference in the Literature Cited. Do not cite more than five references in support of a particular point in the text.

*Format of references.* The Literature Cited section contains a list of all of the references used in the manuscript, Tables and Figure captions. Each reference listed in the Literature Cited must be cited in the text, and vice versa. Reference software such as EndNote, ProCite or similar tools is recommended to ensure proper formatting. Names of the authors are set in normal font. Insert a period and a space after each initial of an author's name. A comma always precedes the 'and' in the list of authors. Article and book titles are reported as they appear in the original publication. Names of periodicals are written in full and not abbreviated (Journal of Avian Biology, not J. Avian Biol.), although a leading 'The' can be dropped from journal titles (Auk, Condor). Include volume numbers but not issue numbers, unless each issue is paginated independently. If the reference is in a language other than English, note the language after the page numbers '(in Spanish)'.

*Order of references.* Order references within the Literature Cited section by the following five hierarchical criteria: alphabetical order by the surname of the first author, by number of authors regardless of date (articles by a single author precede multi-authored works with the same first author), by alphabetical order among the second, third and other authors (articles with the same first author and the same number of authors), then by date of publication (articles with the same list of authors), and finally by order of citation in the text (articles with the same list of authors and date of publication). Use the following examples for formatting of different types of references.

*Journal Articles and Series*

- Breitwisch, R. 1989. Mortality patterns, sex ratios, and parental investment in monogamous birds. *Current Ornithology* 6:1-49.
- Ellison, L. N., P. Léonard, and E. Menoni. 1988. Évolution des effectifs de Tétrás Lyre sur un territoire de chasse. *Gibier Faune Sauvage* 5:309-320 (in French).
- Houston, C. S., and D. E. Bowen Jr. 2001. Upland Sandpiper (*Bartramia longicauda*). *Birds of North America* 580.
- Porneluzi, P., J. C. Bednarz, L. J. Goodrich, N. Zawada, and J. Hoover. 1993. Reproductive performance of territorial Ovenbirds occupying forest fragments and contiguous forest in Pennsylvania. *Conservation Biology* 7:618-622.

*Books, Book Chapters, and Symposia Proceedings*

- Allen, T. H. F., and T. B. Starr. 1982. *Hierarchy: perspectives for ecological complexity*. University of Chicago Press, Chicago, IL.
- Connelly, J. W., C. A. Hagen, and M. A. Schroeder. 2010. Characteristics and dynamics of Greater Sage-Grouse populations. Pp. 37-52 in S. T. Knick and J. W. Connelly (editors), *Ecology and conservation of Greater Sage-Grouse: a landscape species and its habitats*. Studies in Avian Biology Series (vol. 38), University of California Press, Berkeley, CA.
- Gaunt, A. S. 1988. Interaction of syringeal structure and airflow in avian phonation. Pp. 915-924 in H. Ouellet (editor), *Acta XIX Congressus Internationalis Ornithologici*, National Museum of Natural Sciences, Ottawa, ON.

*Government Documents*

- Rotenberry, J. T. 1981. Why measure bird habitat? Pp. 29-32 in D. Capen (editor), *The use of multivariate statistics in studies of wildlife habitat*. USDA Forest Service General Technical Report RM-87. USDA Forest Service, Rocky Mountain Research Station, Ft. Collins, CO.

*Theses and Dissertations*

- Kosciuch, K. L. 2006. Host-parasite interactions on an experimental landscape. Ph.D. dissertation, Kansas State University, Manhattan, KS.
- Kristan, W. B. 1995. Effects of reservoir management upon Bald Eagles at Shasta and Trinity lakes. M.S. thesis, Humboldt State University, Arcata, CA.

*Internet References*

- Bell, C., W. Acevedo, and J. T. Buchanan. [online]. 1995. Pp. 723-734 in *Dynamic mapping of urban regions: growth of the San Francisco Sacramento region*. Proceedings, Urban and Regional Information Systems Association, San Antonio, TX. <[http://landcover.usgs.gov/urban/umap/pubs/urisa\\_cb.asp](http://landcover.usgs.gov/urban/umap/pubs/urisa_cb.asp)> (16 January 2006).
- Lavers, J. L., I. L. Jones, G. J. Robertson, and A.W. Diamond. [online]. 2009. Contrasting population trends at two Razorbill colonies in Atlantic Canada: additive effects of fox predation and hunting mortality? *Avian Conservation and Ecology- Écologie et Conservation de Oiseaux* 4(2):3. <<http://ace-eco.org/vol4/iss2/art3>> (1 October 2010).
- Shipman, J. W. [online]. 2000. The Christmas Bird Count database project. <<http://www.nmt.edu/~shipman/z/cbc/homepage.html>> (15 March 2004).

## Tables

*Table layout.* Tables can be prepared with the Tables functions of Word or with tab-delimited columns. Each Table starts on a separate page, has text in a 12-point font, and is double-spaced. The Table caption appears above the top of the Table. Each Table has three rules, a double-line at the top of the Table, a single line below the column headings, and a single line at the bottom of the Table. Additional horizontal rules can be used to group column headings. Do not use vertical rules. Line rules can be edited in Word by modifying borders of lines and tables.

*Table captions.* Table captions appear immediately above the Table and are center-justified. The first line has the word table in all capitals followed by a 2-part number with the chapter and Table number: 'TABLE 3.1'. The caption starts on the second line, is set in italics, and is center-justified. The first word of the caption are capitalized, all other words are lowercase unless proper nouns. Captions are not longer than ~20 words, do not include statistics or other statements of results, and do not repeat material elsewhere in the manuscript or other Tables. Good captions allow Tables to be self-contained without reference to the Results. The recommended format for captions is to report the characteristics or variables measured, names of the study organisms, and the location and dates of sampling: 'TABLE 3.1. *Model selection for nest survival of Dickcissels in northeast Kansas, 2005-2008*'.

*Table footnotes.* Supplementary notes can be included with Tables but must be concise. Footnotes can be used to clarify specific entries with lowercase superscript letters: <sup>a</sup>, <sup>b</sup>, <sup>c</sup>...'. Alternatively, explanatory material necessary for understanding Table contents can be given in a short paragraph below the bottom of the Table, following the word 'Note:' or 'Notes:'.

## Figure Captions

Each Figure is named and described with a unique caption. Compile Figure captions into a separate set of pages that follow the Tables. Each caption starts with the word 'Figure', followed by a 2-part number with the chapter and Figure number, and a caption describing the contents of the Figure. Guidelines for naming of Figures follow the same recommendations for Table captions (above). Figure captions may be longer than Table captions because footnotes are not used in Figures. Figure captions are set in normal Serif font: 'Figure 3.6. Association between species richness and environmental factors in bird communities in western Arizona, 2006-2010'. If the Figure is a photograph, a photo credit can be included as part of the Figure caption.

## Figures

*Page format.* Line art and photos embedded in Word files are fine for review purposes but *cannot* be used for production by the publisher. Printed copies of figures should be included with the final manuscript at submission. The printed page in *Studies in Avian Biology* will be a 7 × 10 inch page with a 2-column layout, and Figures can be 1/4, 1/2, or full page in size.

*Color.* Figures can be either line art (graphs, scatterplots, and maps) or digital artwork (photographs, scanned images, or video stills). All graphics must be in black/white or grayscale, and color figures are *not* accepted. The cost of printing color figures is high, and limits the ability of the publisher to reprint the volumes.

*File format for line art.* University of California Press accepts a limited number of file formats for graphs, maps and other line art, and Figures must be in a recommended vector-based file format. For line art, acceptable vector file formats ranked in descending order of preference are Postscript (.eps), Adobe Illustrator (.ai), or Adobe Acrobat files (.pdf). If saving as a .pdf file, it must be a vector-based .pdf file. The publisher will not accept line art saved in raster-based file formats (.tif, .jpg, .png, .bmp, .raw) or other formats such as .xls, .doc or .ppt files. Vector-based file formats are preferred because they can easily be scaled, edited during production, and print clearly. Program R, Sigmaplot, and other graphics packages have capability to save graphics files as .eps files and other formats. Avoid *post hoc* conversion of files into a different format, best results are obtained by saving the original graphics file as an .eps file. The recommended image size for line art is a maximum height of 21 cm (8.25 inches) and a maximum width of 14 cm (5.5 inches) for a 2-column figure and 5.7 cm (2.25 inches) for a 1-column figure. Leave room for figure captions within these dimensions. The minimum resolution is 600 dpi with a preferred resolution of 1200 dpi.

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Use a single medium line weight that will be legible for all lines in the Figure. Tick marks on the bottom and left axes point out, with no ticks on the top or right axes unless these axes include a scale for a different variable. Avoid internal horizontal or vertical grid lines within panels on plots, unless used as a reference line (e.g., 1:1 reference line for a regression). Where appropriate, combine related illustrations into a single multi-panel Figure and letter each panel 'A, B, C...'

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## Appendices

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## Units

*Numbers and measurements.* Write out numbers less than ten (one to nine) unless a measurement (four birds, 3 mm, 7-year study, 40 sites). Use commas for numbers greater than 999 (1,000 instead of 1000). Include leading zeros for all values less than one (0.13 instead of .13). Significant figures reflect the precision of the measurements. If wing chord is measured to 1 mm, then results should not be presented to 0.01 mm. Use % instead of writing out the words 'percent' or 'percentage'.

*Metric units.* Report all descriptive statistics in metric units based on the International System of Units (SI). Units can be spelled out in the text but standardized abbreviations can be used in Tables and Figures. Use standard units for distance (mm, cm, m, km), area (ha, km<sup>2</sup>), volume (ml, L), and mass (mg, g, kg). Use mass and force instead of weight. Report temperatures in degrees Celsius (25°C). If one unit appears in a denominator, use the solidus (g/L). If two or more units appear in the denominator, use negative exponents (ml (g·d)<sup>-1</sup>).

*Units of time.* Use continental dates to report dates (9 July 1975, 5-8 August 2003). Names of months may be abbreviated in Tables and Figures (Jan, Feb, Mar...). Use 1980s, 1990s, rather than 1980's, 1990's. Use 1987-1993 rather than 1987-93. In Word, use of `Ctrl-Shift-Hyphen` will insert hyphens that keep the text together in a block on a single line. Use a 24-hour clock to report times of day and retain the colon to separate hours and minutes (08:00, 15:45-16:00). Specify the time zone at first reference to a time of day (CST = Central Time Zone). Abbreviate seconds (sec), minutes (min) and hours (hr), but not day, week, month, or year.

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(standard deviation, standard error, 95% confidence interval, or interquartile range). For frequencies, report the frequency and number of observations (0.76,  $n = 56$ ). When comparing groups, report the relative difference, effect size, or an odds ratio that quantifies the magnitude of the difference. For example: 'Mean wing chord of species A ( $10.0 \pm 0.1$ SD cm,  $n = 25$ ) was 25% larger than B ( $12.5 \pm 0.2$  cm,  $n = 37$ ; 2-sample  $t$ -test:  $t_{60} = 57.7$ ,  $P = 0.043$ )'.

*Statistical tests.* Authors are encouraged to use the best statistical tools for data analysis, and it is acceptable to present results from frequentist, information-theory and Bayesian approaches in the same manuscript. Describe procedures used to evaluate fit of the model to the data, such as goodness-of-fit tests, inspection of residuals, or tests of model assumptions. For results of statistical tests, report the statistical test that was applied (2-sample  $t$ -test, analysis of covariance), the test statistic ( $t$ ,  $U$ ,  $F$ ,  $r$ ), degrees of freedom as subscripts to the test statistic, and the probability value ( $P$ ). Indicate whether statistical tests were 1- or 2-tailed, and the  $\alpha$ -level that was used to determine significance ( $P < 0.05$ ). *Post hoc* power tests are discouraged.

Demographic parameters are defined at first mention and notation follows precedents and common usage in the literature:  $N$  for abundance,  $\phi$  for apparent survival (not  $\varphi$  or  $\Phi$ ),  $S$  for true survival,  $F$  for site fidelity,  $\psi$  for movement rates,  $\lambda$  for the finite rate of population change, and  $p$  and  $c$  for the probabilities of detection (not  $P$  or  $\rho$ ). For results of model selection, report the parameter count, the deviance, the statistics used to select candidate models, and model weights ( $K$ , Dev or  $-2\ln L$ ,  $\Delta\text{QAIC}_c$ ,  $w_i$ ). The minimum QAICc value and variance inflation factors ( $\hat{c}$ ) can be reported in footnotes to the Table. In long Tables with many candidate models, models with negligible support can be discarded ( $w_i < 0.01$ ), unless the model is important to the analysis (global starting model).

*Fonts for statistical metrics.* Report the following metrics in italics:  $n$  for sample size,  $P$  for probability values,  $G$  as the test statistic from a  $G$ -test,  $t_a$  for the test statistic from paired or two sample  $t$ -test with  $a$  degrees of freedom,  $U$  from a Mann-Whitney  $U$ -test,  $F_{a,b}$  as the test statistic from an  $F$ -ratio with  $a, b =$  numerator and denominator degrees of freedom,  $r$  and  $r_s$  for Pearson and Spearman correlation coefficients,  $r^2$  for the coefficient of determination, and  $K$  and  $w_i$  for the number of parameters and Akaike weights. Report the following statistical information in normal font, not italics: SD for standard deviation, SE for standard error, CI for confidence interval, CV for coefficient of variation, df for degrees of freedom, ns for nonsignificant, Dev for model deviance, BIC for Bayesian Information Criterion,  $\chi^2_a$  for chi-square statistics with  $a$  degrees of freedom, and ANOVA for analysis of variance. Use  $\text{AIC}_c$  and  $\text{QAIC}_c$  for (quasi-)Akaike Information Criterion. All variables are italicized, unless they are denoted by a Greek letter, in which case they are *not* italicized.

*Probability values.*  $P$ -values in the text are presented to two decimal places if nonsignificant, and to three decimal places if marginal or significant ( $P = 0.56$ ,  $P = 0.073$ ,  $P = 0.031$ ). Columns of  $P$ -values in Tables can be presented to three decimal places under heading of  $P \leq$ . Do not report  $P = 0.000$ , the correct format is  $P < 0.001$ . If desired, results of statistical tests in Tables and Figures can be simplified using standard conventions: ns for  $P > 0.05$ , \* for  $P < 0.05$ , \*\* for  $P < 0.01$ , and \*\*\* for  $P < 0.001$ .

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EXAMPLE OF A TITLE PAGE

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Volume Editors: Brett K. Sandercock, Kathy Martin, and Gernot Segelbacher

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Running Footer: Testosterone and mating—*Augustine et al.*

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29 pages, 8,041 words, 4 tables, 1 figure

## EXAMPLE OF A TABLE

TABLE 5.1

*Monte Carlo simulation tests for distances between centroids  
of home ranges of Lesser Prairie-Chicken and anthropogenic features  
at two sand-sagebrush prairie areas in southwestern Kansas, Apr-Sep 1997–2002.*

Area / feature	Summary statistics				Randomization test		
	Observed		Random		Observed	Expected	<i>P</i> ≤
	$\bar{x}$ (m)	SE	$\bar{x}$ (m)	SE	10% (m)	10% (m)	
Site I							
Power lines	1,494	41	594	3	709	172	0.001
Wells	559	14	490	1	242	240	0.011
Buildings	1,929	38	1,987	4	1,132	1,092	0.005
Roads	1,712	48	1,547	6	715	564	0.025
Site II							
Power lines	1,388	50	552	3	662	176	0.001
Wells	559	17	551	1	320	230	0.007
Buildings	2,374	46	2,179	4	1,666	1,458	0.001
Roads	2,695	141	2,019	6	990	946	0.016

*Notes:* Randomization tests were based on the 10th percentile of the observed and random distributions (10%). We calculated *P*-values as the proportion of distances in the random distribution that were greater than the observed percentile for a given landscape feature. The sample of radio-marked birds was *n* = 369 at Site I and *n* = 119 at Site II.

## EXAMPLE OF FIGURE CAPTIONS

## FIGURE CAPTIONS

Figure 4.1. Timing of radio deployment and seasonal variation in radio retention for four radio attachment techniques applied to Upland Sandpipers in Kansas, USA, 2002-2005. Radio deployment dates are summarized with a box plot with the median, interquartile range, and whiskers spanning the 90%CI ( $n = 187$ ). We plot estimates of the daily probability of radio retention ( $\hat{R}_d$ , from model  $R_{\text{trt} \times \text{quad}}$ ) for radios attached with harnesses (HAR,  $n = 122$ ), glue with no surface preparation (GN,  $n = 15$ ), glue to clipped feathers (GC,  $n = 12$ ), and glue to skin after feathers were plucked (GP,  $n = 16$ ). Confidence intervals are omitted for clarity.

Figure 4.2. Sexual and seasonal variation in the survival of Upland Sandpipers during the breeding season in Kansas, USA, 2002-2005. We plot estimates of the weekly probability of survival after a 1 week period of acclimation ( $\hat{S}_w$ ) over the breeding season (2 = week of 30 Apr) for females (F,  $n = 61$ ) and males (M,  $n = 61$ ). We calculated parameter estimates with model averaging and report unconditional 95%CI with uncertainty due to model selection.

EXAMPLES OF FIGURES

