

STUDIES IN AVIAN BIOLOGY

INSTRUCTIONS FOR AUTHORS

Check items and submit this checklist with manuscript. Consult recent issues for additional guidance on format

A cover letter should accompany the manuscript in which the author must indicate the extent to which the data have been used in other papers and reports that are published, in press, submitted elsewhere, or soon to be submitted. An e-mail address for the corresponding author should be provided. Three or four potential referees should be included, but the use of reviewers is at the discretion of the editor. Manuscripts that do not substantially adhere to the instructions below will be returned

General Instructions

- All papers must be in English. Write with precision, clarity, and economy. Use active voice and first person whenever appropriate. Use American spellings (e.g., behavior, not behaviour).
- Prepare manuscripts for 8-1/2 x 11" or A4 (21 x 30 cm) paper. Leave 25 mm (1") margins on all sides. Use left-justified margins only. Avoid hyphens or dashes at ends of lines. Do not divide a word at the end of a line.
- DOUBLE-SPACE THROUGHOUT, including tables, figure legends, and literature cited.
- Indent paragraphs using a single tab instead of using paragraph style sheets. Do not add any extra lines between paragraphs.
- Use 12-point font, standard typeface (e.g., Times Roman).
- If you can, designate italics as *italics*; otherwise underline as italics. Italics should be used very rarely to indicate emphasis.
- Number all pages, including tables, and figure legends. Print page numbers in upper right-hand corner of page 2 and all pages following.
- Cite each figure and table in the text. Organize text, as far as possible, so that figures and tables are cited in numerical order.
- Use Figure to start a sentence; otherwise, use Fig. if singular, Figs. if plural (e.g., Fig. 6; Figs. 5, 6; Figs. 4–7). In parentheses, use semicolon to separate different types of citations (e.g., Fig 6; Table 4) or (Table 3; Jones 1990). Do not use Figure as the subject of a sentence.

- ❑ Capitalize all proper names of birds, such as Sage Sparrow, Brewer's Sparrow, Red-winged Blackbird. When a specific species is not referred to, use lower case (e.g., sparrows, blackbirds). Include the scientific name (italicized, in parentheses) the first time any organism is mentioned in the text.
- ❑ Use these abbreviations without spelling out: hr, min, sec, yr, mo, wk, d, diam, cm, mm, m, ha, km, g, kg. Designate temperature as C (e.g., 30 C).
- ❑ Use continental dating (e.g., 9 July 1975, 5–8 August 2003).
- ❑ Use 24-hour clock (e.g., 0800 H, 1545–1600 H).
- ❑ Designate probability as P; degrees of freedom as df; number of observations as N; standard deviation as SD; standard error as SE (if your word processor does not support small caps for the latter two, use lower case). Designate statistics in Roman (e.g., F, t, U, r).
- ❑ Write out other abbreviations in full first time used in the text; abbreviate thereafter. "The Bureau of Land Management (BLM) decided that..." Use United States as a noun, US in abbreviation, and U.S. as an adjective.
- ❑ Insert a space on both sides of an arithmetic symbol (e.g., >, <, =) used as a conjunction (e.g., $P < 0.05$), but close the space when used as an adjective (e.g., >20 observations).
- ❑ Use the International System of Units (SI) for measurements. When preparing text and figures note in particular that (1) SI requires the use of the terms mass or force rather than weight; (2) when one unit appears in a denominator, use the solidus (/); for two or more units in a denominator, use negative exponents; and (3) use the American spelling of meter and liter, and a capital L as the symbol for liter.
- ❑ Numbers: write out one to nine unless a measurement (e.g., four birds, 3 mm, 40 sites). Use 1,000 instead of 1000; use 0.13 instead of .13; % instead of percent or percentage.
- ❑ Use 1980s, 1990s, etc., rather than 1980's, 1990's; use 1987–1993 rather than 1987–93.
- ❑ Each reference in the text must be listed in the Literature Cited section, and vice versa. **Double check for accuracy of cited sources.** This is the author's responsibility, not the editor's.
- ❑ Literature citations in the text are as follows:
 - 1 One author—(1990) or (Jones 1990)
 - 2 Two authors—Jones and Jackson (1990) or (Jones and Jackson 1990)

- 3 Three or more authors—Jones et al. (1990) or (Jones et al. 1990). But include all author names in Literature Cited section.
 - 5 Manuscripts **accepted** (not merely submitted) for publication but not yet published—Jones (in press) or (Jones, in press). In other words, substitute in press everywhere you would use the year of publication (including the Literature Cited section).
Unpublished material (includes abstracts and submitted but not accepted manuscripts)—J. Jones (unpubl. data), (J. Jones, pers. obs.), (J. Jones, pers. comm.), (J. Jones, unpubl. abstract) are **not included** in the Literature Cited section.
 - 6 Within parentheses, use a comma to separate multiple citations (Jones 1990, 1993), (Jones 1990, Smith 1992), but use a semicolon if multiple citations of one author occur with citations of other authors (Jones 1990, 1993; Smith 1992). Order references by year, oldest first.
 - 7 Quotations in text should be followed by a page number (e.g., Morton 1985:270). The use of direct quotes should be extremely limited.
- Assemble manuscripts in the following order: (1) Title page, (2) Abstract, (3) Text, (4) Acknowledgments, (5) Literature Cited, (6) Footnote page, (7) Appendices, (8) Tables, (9) Figure Legends, (10) Figures.

Title Page

Page 1, but do not number it.

- Running head 6–8 lines below top of page, left justified. For symposium volumes, this should be a short title, followed by a dash and author surname(s) in italics (e.g., PREDATION ON ARTHROPODS—*Scott et al.*, or GNATCATCHER TERRITORIALITY—*Preston and Mock*). For monographs, use only a short title. In either case, total characters including spaces for names and titles must not exceed 50.
- Title, below running head, flush left, in all capital letters.
- Author(s) name(s), affiliation(s), and complete address(es), below title, flush left.
- Corresponding author's name, current mailing address, phone, fax, and e-mail (if available), flush left, at bottom of page.
- Number of pages of text (through Literature Cited), number of tables, number of figures, at bottom right of page (e.g., 22 pages, 2 tables, 5 figures).

Abstract Page

Page 2, begin numbering pages

- Begin with *Abstract*. Abstract must not exceed 3% of length of paper. For papers in a symposium, abstracts must be in one paragraph.
- Do not cite references or use abbreviations in the abstract. Include the scientific name (italicized, in parentheses) the first time any organism is mentioned.
- Be concise but specific. Include brief statements about the paper's intent, materials and methods. Emphasize the results and significance of findings. Do not use vague passive constructions (e.g., ...is discussed).
- Include a separate line with 6–10 alphabetized key words, separated by commas and ending with a period (*Key Words: Amphispiza belli*, foraging, habitat selection,...).
- If possible, also provide the abstract in Spanish, otherwise SAB will provide the Spanish translation.

Text

Page 3–

- Main headings are all caps and are flush left. Typical headings are METHODS, RESULTS, and DISCUSSION. In most cases, and for all symposium proceedings, identification of a section as INTRODUCTION is not necessary.
- Second-level headings will be set in caps and small caps, but should be typed in caps and lower case letters if your word processor does not support small caps. Type flush left and capitalize first letter of each word.
- Third-level headings, if needed, are italic only. Type flush left and capitalize first letter of first word.

Acknowledgments

Continue page numbering

- Should be brief and pertinent. Do not use academic degrees (e.g., Dr. Tom. M. Scott, or Tom. M. Scott, Ph.D.); however, medical specialties (MD, DVM) can be acknowledged. Recognize only those that directly contributed to the research, including sponsoring agencies. It is assumed that you love your parents, spouses, and (even?) committee members; thank them in person.

Literature Cited

Continue page numbering

- ❑ DOUBLE SPACE
- ❑ **Verify all entries against original source**, including accents, diacritical marks, and spelling in languages other than English. In the titles of articles, capitalization of the common names of organisms and the spellings of all words should agree exactly with that used in the original publication.
- ❑ Cite references in alphabetical order by first author's surname. References by a single author precede multi-authored works by the same senior author, regardless of date. If your word processor supports it, set authors' names in caps and small caps; do not use all caps.
- ❑ List works by the same author(s) chronologically, beginning with the earliest date of publication. If multiple publications are within the same year, distinguish in the Literature Cited and in the text with the suffixes a, b, etc. appended to the year (e.g., Jones 1990a; Smith 1994a,b).
- ❑ In press citations must have been accepted for publication, and the name of the journal or publisher included.
- ❑ Do not list **any** unpublished material or abstracts in the Literature Cited.
- ❑ Insert a period and space after each initial of an author's name.
- ❑ All journal titles should be spelled out completely; do not use abbreviations.
- ❑ Use the following example formats for citations:

Journal Article

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.

Book

ALLEN, T. H. F., AND T. B. STARR. 1982. *Hierarchy: perspectives for ecological complexity*. University of Chicago Press, Chicago, IL.

Chapter in Book or Symposium Proceedings

WIENS, J. A. 1985. Habitat selection in variable environments: shrub-steppe birds. Pp. 227–251 *in* M. L. Cody (editor). *Habitat selection in birds*. Academic Press, New York, NY.

Sources in 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.

Thesis or Dissertation

KRISTAN, W. B. 1995. Effects of reservoir management upon Bald Eagles at Shasta and Trinity lakes. M.S. thesis, Humboldt State University, Arcata, CA.

World Wide Web citations

BELL, C., W. ACEVEDO, AND J. T. BUCHANAN. 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> (16 January 2006).

Footnote Page

- Avoid footnotes in the text; most footnote material can be incorporated in the text to the benefit of readers, editors, and printers.

Appendices

Continue page numbering

- Information important to the manuscript but that does not conveniently fit with the flow of the text as a table can be considered for publication as an appendix
- Extensive data sets or mathematical proofs are frequently of interest only to a few people other than the author. Cogent arguments must be offered for their inclusion in any publication.

Tables

Continue page numbering

- Do not** use the table function in word processors, instead separate table columns with tabs.

- Each table must start on a separate page, DOUBLE-SPACED. Allow adequate margins. The word TABLE should be followed by a number in Arabic, followed by a period (e.g., TABLE 4.).
- Each table starts with a single descriptive sentence as its title. Keep table titles simple and to the point. The table title will be set in caps and small caps; if your word processor does not support small caps, then use caps and lower case letters. No period at end of title. See recent issues for examples.
- Additional general explanatory material that is necessary for understanding table contents should appear below the bottom of the table, following the word *Note:* or *Notes:* . See recent issues for examples.
- Use footnotes where necessary to clarify specific table entries. Indicate footnotes by lowercase superscript letters (^a, ^b, ^c, etc.).
- Do not reduce type size of tables; use same size type as in text.
- Use two horizontal lines to separate title from table; one horizontal line to separate column headers from body of table; and one horizontal line at the end of the table. Do not use vertical lines in tables.

Figure Legends

Continue page numbering

- Type legends flush left. Double space legends sequentially.
- The word FIGURE should be followed by a number in Arabic, followed by a period (e.g., FIGURE 4.).

Figures

- Illustrations are either black-and-white halftones (photographs), drawings, or graphs. CONSULT EDITOR IN ADVANCE ABOUT COLOR. Reproduction in *Studies in Avian Biology* is virtually identical to what is submitted; thus, you must prepare illustrations using professional standards. Flawed figures cannot be published.
- The preferred method is to submit each illustration electronically as a separate TIFF, EPS, PDF, or DCS file. Native files from Adobe Illustrator, Adobe Photoshop, or Windows Paintbrush can also be used as can files produced by some graphing programs such as Sigma Plot. Be sure that these files are saved at high resolution (300–600 dpi). **Images imbedded within Word documents can not be used.**

- Design illustrations to be compact in order to save space. Keep in mind that when printed in SAB, single column illustrations must fit within 68 mm (2 11/16 in), two column illustrations within 140 mm (5.5 in), and landscape-mode illustrations within 205 mm (8 in). Make sure that they will be readable at that size.
- Use a medium weight, sans-serif typeface, (e.g., Arial, Helvetica).
- For data graphs, axis tick marks should point out, with no ticks on top axis or on right axis (unless right axis represents a different scale). Avoid internal horizontal or vertical grid lines (internal reference lines may be appropriate in some instances; e.g., 0 C, 1:1, 1 = 1).

If you cannot submit illustrations electronically, please note the following carefully for preparation of the artwork in addition to other considerations noted above:

- Submitted art work should be no larger than 21 x 28 cm (8.5 x 11”), including labels or coordinates.
- Use high-quality computer lettering, mechanical lettering devices, or adhesive transfer letters. Typewriter lettering is not acceptable. Use a medium weight, sans-serif typeface that is not bold, (Arial, Helvetica). Lettering should be of such a size that it will be about as large as text type when reduced. All figures should use the same style of lettering and presentation. All labels and legends should be written in capitals and lowercase rather than all capitals.
- For patterned lines and areas, high quality, computer-generated graphics or adhesive tapes and sheets are greatly preferred to handwork. For shading, use a pattern of lines or dots, not a solid tone. Make sure that lettering and patterns will not block up when reduced.
- Include a key to symbols in the illustration. The printer cannot set special symbols in the legends.
- Use smooth finish paper and dense black ink or a high-quality laser printer. Figures produced by dot-matrix printers are not acceptable for publication. If coordinate paper is used, only light blue grids are suitable.
- Submit either original artwork or a sharp, high-contrast photograph. Photocopies are acceptable only for reviewers, and then only if they are clearly legible.
- Photographs must be sharp and of good contrast, showing details in important areas. Submit black-and-white prints, not slides or negatives. Prints should be made from monochrome (black-and-white) film whenever possible. If a color transparency must be used, make the print from a custom-made monochrome inter-negative; prints from color inter-negatives lack contrast and are seldom acceptable.

- If a magnification scale is needed (e.g., a photomicrograph), put it in the picture and not in the legend.
- Photographs should be glossy or luster finish, on single-weight paper, preferably mounted on artist's mounting board. If a figure contains multiple photographs, cut them squarely and mount them neatly butted together so that no white space shows between them (the engraver will insert a hairline).
- Identify the pictures and label the structures as necessary using adhesive transfer letters.
- Write the author's name and the figure number on the back of each photograph. Use a soft pencil or marker, never a ball-point pen. Do not fold photographs or use paper clips or staples on them. Attach a protective overlay.
- For sound spectrograms (sonagrams), use the actual tracing if it is sharp, clear, and relatively short. If intensity differences are not important, submit a high contrast photograph of the lettered sonagram. If the graph is long, faint, or blurred, make a pen and ink tracing if possible.
- Photographs, paintings, maps, or other graphics cannot be published in color unless completely subsidized by the author in addition to all other page charges; ask the Editor for details.

What to Submit

Studies in Avian Biology is handling manuscripts electronically through the entire process of submission, reviewing, and composition for printing.

Send:

- A completed copy of this checklist..
- All textual materials (title page through figure legends) and all illustration image files via either e-mail attachments, on a PC-readable (not Macintosh) 3.5" diskette, or a CD in Microsoft Word for Windows. If you normally use WordPerfect or other popular word processing software on a PC, you can save to this format. If you normally use a Macintosh, you will need to find a way to save to a PC-readable disk.
- If you cannot produce electronic versions of illustrations (graphs, drawings, and photographs), submit one original hardcopy and two photocopies according to the above specifications.
- Send to:

Carl D. Marti, Editor
Studies in Avian Biology
1310 East Jefferson Street
Boise, Idaho 83712 USA
Telephone: 208-426-8996
E-mail: sab@spro.net

Conditions for Publication

The goal of *Studies in Avian Biology* is to disseminate information rapidly and inexpensively, while maintaining a high-quality product. All submissions will be peer reviewed for evaluation of their significance and soundness, and edited to improve communication between authors and readers. Editor's decisions are final. Page charges of \$100 per printed page are requested if funds are available. Page charges allow a lower price per copy and increased readership of SABs. Most numbers have been generously subsidized by authors or their sponsoring agencies. It is expected that symposium proceedings will have a greater degree of subsidy than monographs submitted by individual authors.