

INSTRUCTIONS FOR VOLUME EDITORS

Studies in Avian Biology is an ornithological series of the Cooper Ornithological Society. The series was previously published as an irregular journal but is now published as part of the book catalogue of the University of California Press. The series publishes original research in ornithology in two formats: multi-authored collections of chapters organized around a topic in ornithology, 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. *Studies in Avian Biology* is a great outlet for integrative works that are too long for other publications. The required length for completed manuscripts for a volume of *Studies in Avian Biology* is between 100,000-200,000 words (ca. 450-900 manuscript pages at 225 words per page). Manuscripts that are shorter or longer than this target range will be considered under exceptional circumstances. Project proposals may be discussed with the Series Editor at any time. The purpose of this document is to describe the expected procedures for starting and completing a volume in the *Studies in Avian Biology* series.

EDITORIAL PROCEDURES

Proposals. Groups developing projects are invited to discuss ideas with the Series Editor at any time. Editorial teams or authors will be invited to prepare a short 1-3 page proposal describing the content of their volume, the qualifications of the editorial team, and a timeline for development of the project. Project proposals must be approved by the Editorial Board of *Studies in Avian Biology* and by the University of California Press.

Submission. *Studies in Avian Biology* is handling manuscripts electronically through the entire process of submission, reviewing, and composition for printing. Currently, Volume Editors have been handling submission of manuscripts, reviews and revisions via e-mail. A portal for manuscript submission is under development with Open Journal System software and should be available in 2011.

Peer-review. Peer-review of all submissions to *Studies in Avian Biology* is required by both the Cooper Ornithological Society and by the University of California Press. Manuscripts must be reviewed by at least two independent reviewers, and Volume Editors must retain copies of the referee evaluations and author responses to the comments. Special arrangements can be made for manuscripts authored by government scientists, which must undergo internal agency review before publication. Volume Editors will make editorial decisions for the manuscripts that they handle, but the Series Editor retains authority to reject unacceptable manuscripts and to require editorial changes needed for publication.

Final manuscript. Volume Editors are responsible for assembling the final manuscript for submission to the University of California Press. The requirements are much more complex than publishing a journal article and require a fair amount of effort. The revised Instructions to Authors will hopefully make these tasks easier and the purpose of this document is to provide an overview of the files used by UC Press that describe the steps for preparation of the final manuscript. Tasks include preparing a final CD with all of the manuscript files, printing one copy of the final manuscript, preparation of logs (chapter agreements, author information, permissions, artwork), and questionnaires with information used for marketing volumes in the series.

UNIVERSITY OF CALIFORNIA PRESS

Preparing an Edited Volume for Production

The file *multiauthor.pdf* gives an overview of the responsibilities for the editorial teams editing each SAB volume. The Series Editor will assist editorial teams and the publisher in working through the necessary steps for production of the SAB volumes.

Preamble. The document has links for various documents on the UC Press website, please double-check with the Series Editor to make sure that you have the most current files.

Communication with contributors. Volume Editors are responsible for assembling together the final manuscript and the two annual deadlines for UC Press are June 15 for publication the following spring and December 15 for publication the following autumn. Contributors will receive galley proofs of their contributed chapters and will be expected to make corrections.

Disks and printouts. The final manuscript must be submitted as one hard copy and as electronic files on a CD. UC Press also has an FTP site where revised files can be uploaded to the attention of the editorial staff. Materials are best submitted as Microsoft Word files, but UC Press can handle Wordperfect and OpenOffice files too.

Editorial style. The editorial style will follow the current Instructions for Authors for *Studies in Avian Biology*. The page layout for SAB volumes published by UC Press will be similar to previous volumes in the series, with some changes. Literature Cited sections can be separate by chapter or compiled into a single section for the volume. The house style for Literature Cited sections will be the SAB format following the Instructions for Authors.

Front matter. Volume Editors should compile the front matter for each SAB volume. The front matter will include the following items: a Title Page with the volume name and a list of Volume Editors, a Dedication (optional), a List of Contributors, a Table of Contents, a Preface, and a Foreword (optional). The List of Contributors will be compiled from the title page of the manuscripts and should follow the format used in the Instructions to Authors. The Table of Contents should give the short title names of each chapter and the authors for each chapter. If chapters can be grouped by topics, it is possible to include part divisions in the Table of Contents. A Preface is an introduction to the volume prepared by the authors or volume editors and can provide background information on the development of the project, the contents of the volume, and any acknowledgments. A Foreword is prepared by a person who has not been a contributing author if the editors would like to ask a noted colleague to prepare an introduction to their volume. Lists of illustrations, maps and tables will not be included in the front matter of the SAB volumes.

Text. Edited volumes will be treated as a series of contributed manuscripts and each manuscript will be numbered as a separate chapter. Monographs do not require special numbering of sections, Tables or Figures.

Back matter. Literature Cited sections can be separate by chapter or can be compiled into one section at the end of a volume. A compiled Bibliography may be preferred if an edited volume or monograph is on a single study species and there is considerable overlap among citations in different chapters. Notes on Contributors will not be required. Arrangements for preparation of a Volume Index can be made by the volume editors or with the assistance of the SAB Editorial Office by hiring a professional indexer with experience in ornithology and ecological concepts. Volume indexes will be compiled at the stage of galley proofs.

Publication Agreements

Chapter agreements. Volume Editors will need to collect signed chapter agreements from all contributing authors. The file *CRC_GrouseVolume.doc* is an example of the chapter agreement for the grouse volume that I have been editing. Volume Editors should develop a working title for their SAB volume. Each chapter will need a short title that is 6-8 words in length, which does not overlap with the volume title. Volume and chapter titles need not be finalized when the chapter agreements are signed, and titles can be modified at a later stage by the authors or Volume Editors if changes are desirable. Corresponding authors for each chapter should complete the first two pages of the chapter agreement, and all coauthors must sign a copy of the third page. Contributors should print their name carefully if signatures are illegible. If a contributor is an author on multiple chapters, please ask them to sign a page for each chapter. The third page has a separate section for government scientists whose work is in the public domain and not subject to copyright protection. Corresponding authors for each chapter should collect all of the signatures from coauthors by mail or fax, and then combine all of the pages into a single PDF file, either by scanning the pages or converting them to a PDF using conversion tools of Word. Black and white or color signatures are fine. One PDF file per chapter should be returned to the Volume Editors who can collect and keep track of all of the agreement files. After the final manuscript is submitted, UC Press will also prepare a contract with the Volume Editors for their SAB volume.

Book contracts. When the final manuscript is received by UC Press, the publisher will prepare a book contract with the Volume Editors that will list the contents of the volume, deadlines for receipt and production of the manuscript, and the terms of distribution.

Preparing Your Manuscript Files and Printout

The file *disk_printout_instructions.pdf* gives a series of general points for preparation of the final manuscript, and these points have been incorporated into the Instructions for Authors. Each chapter will be in separate files for the manuscript, tables, figure captions and figures. One key point is that callouts for 'floating elements' such as tables and figures must be added to each manuscript file. Callouts should be flagged in the text at the end of each paragraph where the element will appear, and the convention is to use square brackets that the UC Press editorial staff can easily find: '[tabref 5.1]'. In edited volumes, the tables and figures will be numbered by chapter number and element number, so that 5.1 is the first table in chapter 5.

File organization. The manuscript for each chapter should be split into three Word files: a file with the manuscript with title page through the literature cited, a file with all of the tables for each chapter, a file with all of the figure captions, and then separate files for each of the figures (eps, pdf, or ai for line art, tiff or jpg for photographs). Tables and Figures will be numbered with two part numbers including the chapter number (e.g., Figure 4.3 is the third figure in chapter 4). Each file should be labeled by the chapter number, surname of the lead author, section of the manuscript, and file type: 'Ch3_Hagen_ms.doc', 'ch3_Hagen_captions.doc', 'ch3_Hagen_fig3.1.eps', and so forth. On the final CD for the volume, all of the chapter files can be put in one directory for the manuscript, and all of the files from the reviews can be placed in a separate directory (e.g., reviewer comments, editorial decision, and authors' responses to comments).

Notes. SAB format is to avoid use of footnotes, disregard this section.

Alphabets. If a manuscript is prepared with Wordperfect, make sure that all of the special symbols are not in WP fonts which cannot be used by the publisher. Most symbols and foreign accents can be found in the fonts bundled with Word.

Tables. Tables can be prepared with the table functions of Word or as tab-delimited files. Do not use Excel to prepare tables. A key point is that figures and tables should *not* be embedded in the manuscript but must be separate files. It will be best to decide on an order for all of the contributed chapters and then go through and number all of the files by chapter number.

Formatting. One print copy should be submitted along with the electronic files when the final manuscript is sent to the publisher. UC Press will use the print copy for confirmation if any problems arise with the electronic files. The print copy should include copies of everything: Frontmatter, Manuscripts, Tables, Figure captions, and all Figures. Figures must be submitted as vector-based files (e.g., .eps files) but can be embedded in a Word document to create the print copy of the final manuscript. The Frontmatter can be numbered with roman numbers (i, ii, iii...ix, x, etc.), and the manuscript files can be numbered with arabic numbers by chapter and page number (3.1, 3.2, 3.3... 3.10, etc.).

Art Submission Guidelines

The file *art_submission_guidelines.pdf* provides an overview of the art requirements, and these points have been incorporated into the Instructions for Authors. The file covers a variety of types of artwork, but the sections on Charts and Graphs and Digital Photos will be most relevant for the SAB volumes. Maps will be treated as regular figures.

Color. All artwork should be in black/white or grayscale. Use of color is not currently possible with UC Press because color is expensive and the publisher is underwriting the production costs, and it constrains options for printing and reprinting volumes.

Font. Captions and labels on graphs and figures should be in a sans serif font. The guidelines suggest Akzidenz Grotesk or Helvetica, but if not available, use Arial.

File formats for artwork. The preferred file format for Line Art in Charts and Graphs is .eps files, but .ai and .pdf files are also possible. Postscript files in .eps are a vector format that is better for scaling figures to different sizes than raster formats such as .tif or .jpg, and also allow for editing of captions during production. .eps files are one of the file formats available for saving graphics created in Program R, and .eps files can also be exported from Sigmaplot with download of the appropriate driver from the Adobe website. If authors are unable to prepare figures in the required format, UC Press can redraw the figures but will charge for the service. The preferred file format for Digital Photos is .tif or .jpg files and .gif, .bmp and .eps files are not accepted.

Inventory. The last section of the document describes compiling an inventory of all of the artwork, which is handled by the next two files. Figures should be numbered by chapter and figure number, where Fig. 3.2 is the second figure in the third chapter.

Standard Art Inventory

UC Press will require an inventory of all of the artwork for the volume, basically a list of the figures which will include the line art and digital photographs. *00_Art Inventory.doc* describes the requested information and the second page of the art inventory file can be included as page in the spreadsheet. The main points are to include a list of all of the figures and whether they should be printed at 1/4, 1/2, 3/4 or full page for a 7 × 10 printed page. Volume Editors can make these decisions on their own or with consultation of the chapter authors.

Permissions, Model Consents, and Permission Requests

UC Press has several documents regarding permissions necessary for publication. The *UCP Permissions Log.xls* must be completed for all *Studies in Avian Biology* volumes, and contains an inventory of the artwork, a sheet that compiles a list of all of the chapter agreements, and a sheet with all of the address for the contributing authors that is used to mail out the copies of the books. Most of the permission issues will not apply to the SAB volumes but the information should be reviewed for each volume. Permissions can also be sorted out during production after UC Press has received the final manuscript. *perms.pdf* describes the types of situations where permissions are required. *permreq.doc* is an example of a request to reprint previously published work. *relreq.doc* is an example of a request for permission to publish a photo of a recognizable person.

Obtaining permissions. Permissions are required if the work has been previously published. In the case of SAB volumes, manuscripts cannot have been previously published and citing passages of other materials as long quotes is not usually allowed. Most of the art work will be original maps, graphs, and charts which do not require Permissions unless created as work for hire.

Work for hire. Permission for publication is required if a person was hired to create art work for a manuscript and there was no contract for the work under hire.

Photographs. Permissions are required for published or unpublished photographs that might be used in chapters, on the cover, inside the dust jacket or in promotional brochures. Contributors and Volume Editors are welcome to submit photographs for possible use as cover art. Covers will be designed by staff working with UC Press, who may or may not use the submitted photographs. Photo credits can be included in the figure captions. Model consents are needed for photographs where a person can be identified.

Book Preparation Summary

The file *book_prep_summary.doc* is a final checklist once you have worked through the above steps with help from the Series Editor.

Final Manuscript Questionnaire

One of the great advantages of working with UC Press is that the publisher will actively promote and market the SAB volumes. The final manuscript questionnaire (*fmq.doc*) is intended to give UC Press additional information which the publisher can use to promote your work, including background information on the Volume Editors, a short abstract for the volume, awards the volume could be nominated for, and names of persons who could praise your efforts (points 1-6). The form asks for information on Subsidy funds, but financial arrangements should be made in advance by consultation with the Series Editor and the COS Treasurer (point 7). Contributors and Volume Editors can submit artwork for the book cover within two months after the final manuscript has been submitted (point 8). The next two pages are a checklist for the submitted materials which follow from the Book Preparation Summary. The last page should be used for the contact information for each of the Volume Editors who will be credited with handling the SAB volume (Form B).

SERIES EDITOR

Questions regarding project proposals, preparation of manuscripts, organization of projects, and Instructions for Volume Editors can be directed to the Series Editor for *Studies in Avian Biology*, Brett K. Sandercock, Division of Biology, 116 Ackert, Kansas State University, Manhattan, KS 66506, URL: www.k-state.edu/bsanderc, E-mail: bsanderc@k-state.edu, Phone: (785) 532-0120, Fax: (785) 532-6653.

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