

## INFORMATION FOR CONTRIBUTORS TO *THE AUK*

EFFECTIVE WITH VOLUME 105, 1988

*The Auk* publishes reports of original research dealing with the biology of birds. Primary emphasis is on the documentation, analysis, and interpretation of field and laboratory studies, but theoretical or methodological treatments are also encouraged. Synthetic reviews of existing information or ideas are also considered. **Manuscripts submitted for consideration for publication must not have been published or currently be under consideration for publication elsewhere, even in part.**

*The Auk* is an official publication of the American Ornithologists' Union, and all members receive the journal. Publication in the journal is open to any individual, regardless of membership status. Contributions are welcomed from throughout the world but must be written in English. Original research is reported in *Articles*, which generally exceed 2,500 words, and in *Short Communications*, of lesser length. *Commentaries* provide a forum for contributions of approximately 750 words in length that detail individual points of view on topics of ornithological interest, including constructive comments on papers from recent issues of *The Auk*. *Book Reviews* present scholarly evaluations of recent publications of general interest to ornithologists. Books for review or listing in *The Auk* should be sent to the Editor.

**Submit all contributions to the Editor, Alan H. Brush, Department of Physiology and Neurobiology, U-42, The University of Connecticut, Storrs, Connecticut 06268 USA.**

### *Preparation of Manuscripts*

Give close attention to the organization of your manuscript. The primary theme or objective of your study should be clearly stated and should be the organizing framework of your text. This will allow you (and the reader) to distinguish relevant from interesting but irrelevant information and will enhance the effectiveness and readability of your contribution.

Submit the typewritten original and two copies of the text, tables, and all other materials except the illustrations. Submit three copies of the illustrations. **All typewritten material (including cover page, Literature Cited, tables, and figure legends) must be double-spaced** on one side of 8½ by 11-inch (21½ × 28 cm), good-quality, bond paper, with at least 1-inch (2½ cm) margins. Originals typed on erasable, lightweight, or mimeo bond will not be considered, but copies may be clear Xerox or carbon reproductions. Manuscripts prepared on word processors must be printed on high-quality printers, and should not be right-justified. Three black-and-white copies of color illustrations, along with one copy in color, are acceptable. Number pages through the Literature Cited;

include tables and legends for figures on separate, unnumbered pages. Avoid footnotes.

The style of manuscripts should conform to general usage in recent issues of *The Auk*. A cover page should contain the full title, a shortened version of the title (not to exceed 35 characters in length) for use as a running head, and your address at the time the research was conducted; your present address, if different, should be given as a footnote at the bottom of the first page of text. The title of the paper should be concise and informative. The cover page should also include the name and full address of the individual to whom proof is to be sent.

Each Article should be preceded by an Abstract, which generally should be in the form of a single paragraph not exceeding 5% of the length of the paper. In many ways the Abstract is the most important part of a paper, and that which will be most widely read, so it should be written with special care. The Abstract should recapitulate the findings of the paper, not describe the work done. Use active verbs and emphasize ideas. An Abstract should never contain statements like "The significance of these results is discussed."

Subheadings in the text should be carried to no more than three levels. Where possible, mathematical expressions should be written on one line. The best rule of thumb is: If you can type the equations without backspacing or adding symbols by hand, the material can be easily typeset by the printer. If you have to backspace or draw in symbols, the material will pose difficulties for the typesetter and will cost more. If equations contain complex notations, they should be submitted in the form of reproducible photographs. Acknowledgments should follow the text and precede the Literature Cited.

Scientific and (if any) English names of birds always should be given where first mentioned in the text and should follow the A.O.U. Check-list of North American Birds (6th ed., 1983; 35th Supplement, *Auk* 102: 680-686; 36th Supplement, *Auk* 104: 591-596) or the appropriate equivalent unless departures are explained and defended.

Metric units should be used in all measurements, following *Système International d'Unités* (SI) notation and conventions. In general, abbreviations of statistical terms and mensural units should conform with the Council of Biology Editors (CBE) Style Manual (5th ed., 1983, Bethesda, Maryland, Council of Biology Editors, Inc.). Use the 24-hour clock (0800 and 2030) and "continental" dating (1 July 1971). In other matters of style, the CBE Style Manual and recent issues of *The Auk* will be helpful.

*The Auk* is published in a double-column format. This format dictates that special care should be taken

in the preparation of tables and illustrations. You should consider whether the information in a table or illustration can be easily presented in a single column, with the vertical axis of the table or illustration longer than the horizontal, or would be more effective covering the entire width of the page, with the horizontal dimension greater than the vertical. Care in the design of tables and illustrations will delight the editorial staff and will speed the processing of manuscripts that are accepted for publication.

Tables should be kept to a minimum and must not duplicate material in either the text or illustrations. They should generally be small, simple, and easy to read, and should communicate a clear message. Tables are typewritten (**double-spaced throughout**, including title and column headings!) separately from the text and should be numbered consecutively with Arabic numerals. Each table should contain a short but complete heading. Footnotes to tables should be concise and clearly indicated with lower-case letters. Tables must not contain vertical rulings.

Single-column tables have a maximum width of 42 characters, including spaces (with at least 2 characters devoted to the space between each column); double-column tables have a maximum width of 88 characters, including spaces; and broadside tables have a maximum width of 120 characters, with a maximum of 40 lines to the page. Broadside tables usually waste space and increase printing costs; in many instances the format of a table can be revised to fit the 88-character, double-column format simply by changing the column headings to row headings and vice versa.

*Illustrations* are one of the most effective ways to summarize or emphasize the findings or ideas of a study and thus demand the same care and attention required in the preparation of the text. There is no substitute for clean, neat, and properly designed illustration copy. **If illustrations are faulty, the costs of alterations will be passed on to the author.** Illustrations (including labels of coordinates) should be on 8½ by 11-inch (21½ × 28 cm) sheets and must be mailed flat (i.e. not folded or rolled). Copies accompanying the original for the use of reviewers should be good-quality reproductions of the original illustrations. The name of the author and the figure number should be penciled lightly on the back of each figure. Figures are numbered consecutively with Arabic numerals; legends should be typed consecutively (**double-spaced**) on a separate page.

Drawings should be drafted with undiluted india ink and should be large enough to permit ½–½ reduction to the size that they will appear in print. Graphs may be drafted on coordinate paper with light blue lines; do not use coordinate paper ruled with green lines. Generally, drawings should be made on heavy-weight, smooth-finish, drafting paper. Use mechanical lettering, pressure transfer letters, or calligraphy; typewritten lettering is not acceptable. Lettering should be large enough to be easily readable after

50% reduction of the figure, but not overly large. Lettering style should be uniform among all figures for a manuscript, as should the size of lettering following reduction. Avoid bold, heavy, or ornate letters. Symbols used in the illustration should be explained in the body of the illustration itself, and measurement scales should be given in the figure itself where appropriate (e.g. distance). Avoid the use of very fine dot patterns or very fine stippling.

Photographs should be glossy prints of good contrast and sharpness and should be approximately the same size as they will appear in print. Composite photographs should be mounted touching one another and be squared on all sides. The separate portions of such figures should be identified by letters in the upper left corner of each portion. Letters and arrows on photographs are best applied by pressure-sensitive materials. Authors will find "Steps toward better scientific illustrations" helpful in planning illustrations (available from Allen Press, P.O. Box 368, Lawrence, Kansas 66044).

Use of color illustrations is permitted but requires prior arrangements with the Editor and the Treasurer.

All references for Articles, Short Communications, and Commentaries are listed (**double-spaced!**) in a Literature Cited section following the text and Acknowledgments. Text citations should include author and year (e.g. Darwin 1858), or, if more than two authors are involved, the first author and year (e.g. Jones et al. 1947). If critical matter is cited or quoted directly from works longer than 20 pages, indicate the pertinent pages (e.g. MacArthur 1972: 205). Citations of two or more works on the same topic should be cited in *chronological* order (e.g. Meanley 1971, Dyer 1975). Unpublished material may be cited in the text as "pers. comm.," "in prep.," or "MS," giving the full name of the authority, but must not be included in the Literature Cited. Manuscripts accepted for publication but not yet published should be cited as "in press" and should be included among the references with the name of the journal. For abbreviations and forms of titles of serial publications, follow the Serial Sources for the BIOSIS Data Base (published annually by BioSciences Information Service, Philadelphia); if in doubt of the correct form, spell out the reference for the Editor to abbreviate. Consult recent issues of *The Auk* and the CBE Style Manual for additional details. *It is the author's responsibility to verify all citations from original sources unless impossible, in which case so indicate.* Citations in languages other than English must be verified with special care.

#### *Editorial Review and Revision*

Papers submitted as Articles and Short Communications will normally be read critically by reviewers selected for competency in the subject matter of the paper. Acceptance of a paper will depend on scientific merit, originality and innovativeness of the contri-

bution, timeliness, and suitability for the journal. A paper may be accepted in its original form or accepted subject to revision. The reviewers' and Editor's suggestions will be conveyed to the author, who will have the opportunity for revision. Each published paper will show the date of receipt in the Editorial Offices and the date of acceptance of the final revision. In general, papers will be published in order of receipt of the original manuscript, although at times publication may be advanced or delayed to maintain balance or to group publication of closely related papers. If excessive time is taken in revising a manuscript or if the manuscript has not been prepared carefully (e.g. grammar, clarity, literature citations), publication will be delayed. Contributions to the Commentary section will be reviewed by the Editorial Board, which will select for publication contributions that it considers most pertinent to the interests of our readership.

#### *Proofs and Reprints*

Proofreading is the author's responsibility. Galley proofs, the original typescript, and reprint order forms will be sent to the senior author unless otherwise indicated on the cover page. To avoid delays, authors should inform the Editor well in advance of any change in address. The corrected proofs **and the original typescript** should be returned to the Editor by the fastest mail within 3 days of receipt. Failure to return proofs promptly will delay publication. The original manuscript or figures can be returned to the author after publication upon written request to the Editor before the paper has appeared in print. As changes in proofs are expensive, authors should not make revisions of their work at this stage; charges will be levied for authors' alterations.

Reprints should be ordered *from Allen Press* at the time that corrected proofs are returned to the Editor, on forms provided with the proof. Reprints usually are mailed 1-2 months after publication. Correspondence about them should be directed to the printer (Allen Press, P.O. Box 368, Lawrence, Kansas 66044).

#### *Charges to Authors*

As is true of most scholarly and research publications, *The Auk* is expensive to produce, and membership dues in the A.O.U. do not completely meet costs. We therefore expect authors of papers accepted for publication to contribute to the costs of publication through the use of institutional, grant or contract, or other funds available to them for this purpose. The ability to contribute to publication costs does not enter into the editorial decision regarding the acceptability of a manuscript.

Following acceptance of a manuscript, the Editor will correspond with the author to determine an appropriate voluntary contribution to assist in publication costs. Members of the A.O.U. without access to funds for this purpose may indicate this, and the A.O.U. will then meet the basic publication costs. Authors of longer papers are especially encouraged to help defray the costs of publication; it is unlikely that papers of more than 16 printed pages can be published without some significant contribution. After reaching an agreement, authors will be billed by the Treasurer for a contribution to publication costs after galley proofs have been approved. If authors are able to subsidize the costs of publication of a paper completely, it will be published in the next available issue of *The Auk* following approval of galley proofs.

Some other costs of publication entail charges that are fixed and cannot be waived. These include the costs of alterations or redraftings of figures, changes in proofs other than those correcting printer's errors, changes correcting grammatical or stylistic errors that were present in the manuscript but were not corrected by the editorial staff, changes made necessary after type has been set because the printer could not interpret the intention of the author because of illegible manuscript, excessively complicated or numerous tables or figures, or inclusion of color plates. These charges will be billed to the author by the Treasurer following publication.

Copies of these instructions are available on request from the Editor, to whom correspondence regarding contributions to *The Auk* should be addressed.