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No. 10. A Distributional List of the Birds of Arizona, by Harry S. Swarth, 1914, 133 pp. and map. Price \$1.50 post paid.

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## OPEN LETTER TO CONDOR CONTRIBUTORS

The building of a journal begins with the mechanical preparation of the copy by the author. This work may be so managed that it will later contribute toward accuracy of workmanship, dispatch in handling, and economy of production. Coöperation of author with editor, publisher and printer results in benefit to all four. The author secures creditable presentation of his ideas, the editor is relieved of needless drudgery, the publisher obtains the highest quality and best service for the amount expended, and the printer profits by the economy of time, effort and materials.

As regards the author, an important feature of his coöperation is to see that his *manuscript is as nearly as possible ready for delivery to the printer.*

*The Condor* is published by the Cooper Ornithological Club, and practically all the Club's money goes into the magazine. Articles published in *The Condor* are written by Club members. Poor copy for the printer results in poor proof, requiring repeated resetting of type and rereading of proof. *Resetting type costs money.* Money saved by good management in this regard may be expended toward a larger and better magazine. As an aid toward such economy the following rules and recommendations have been drawn up.

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1. Manuscripts, if not typewritten, should be in *perfectly clear handwriting.*
2. Use one side of the paper only. *No circumstances allow of an exception to this rule.*
3. In typewritten manuscript *always leave double space* between the lines. In handwritten copy leave as much space as is occupied by the written line itself.
4. Liberal margins should be left at the top and sides of the sheets; at least  $1\frac{1}{4}$  inches at the left side.
5. *The author should himself* prepare copy for titles, and, where needed, for sub-titles.
6. *The author should himself* prepare full and illuminating captions for illustrations.

### RECOMMENDATIONS

It may be assumed that the author has used due care and thought in the arrangement of his material, in logical sequence of presentation, and in conciseness and clearness of statement. But before the manuscript is submitted it will be well to give it thorough revision as a whole. The excision of superfluous words and phrases, and of immaterial detail generally, will not only make for clearness and precision, but will also reduce the cost of publication appreciably. *Conciseness is particularly to be recommended in papers on technical subjects.*

Observe *Condor* style and usage, familiarize yourself with its leading features and prepare your paper accordingly. "General articles" and the brief "Field and Study" items are printed in different styles.

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Respectfully submitted,

THE EDITORS OF THE CONDOR.