

## INSTRUCTIONS TO AUTHORS

The *Journal of Field Ornithology* is the quarterly publication of the Association of Field Ornithologists. The Journal welcomes original articles that emphasize the descriptive or experimental study of birds in their natural habitats. Articles describing techniques, emphasizing conservation, quantifying life history, or assessing published studies or existing ideas are appropriate. Contributions are encouraged from throughout the world, but must be written in English. The Journal is especially interested in studies conducted in the neotropics and those involving amateur participation.

### *Submission*

Articles should be submitted in *triplicate* to the Editor: C. Ray Chandler, Department of Biology, Georgia Southern University, Statesboro, GA 30460-8042 USA. A cover letter should include the title of the paper, a statement that the paper (as a whole or in part) has not been published or submitted for publication elsewhere, and the name and address for the subsequent 6 mo of the corresponding author (be sure to include a telephone number and e-mail address, if available). Authors are strongly encouraged to include the name of 4–5 potential reviewers (though the Editor reserves the right to choose reviewers other than suggested).

### *Format*

Prepare manuscripts carefully. Type the paper double-spaced *throughout* (including the title page, tables, and figure legends!); use the same font (no smaller than 10 point) throughout the manuscript. Manuscripts should be typed on one side of good quality bond paper that measure 21.5 × 28 cm (8.5 × 11 in). Margins should be at least 2.5 cm (1 in) on all sides of the page. Do not use italic or bold type; underline text that should appear in italic (e.g., scientific names). Place the first author's last name and the page number (starting with the abstract on page 2 and continuing throughout the literature cited) in the upper right corner of each page. Only laser printed or letter-quality manuscripts are acceptable; manuscripts using low density (low quality) dot-matrix print will be returned. Authors are encouraged to use recent issues of the Journal as a guide in preparing their manuscripts.

*Title page.*—In the upper left corner provide the author's name (R. T. Smith, R. T. Smith and P. R. Jones, E. F. Hunt et al.) as a left running head and, below this, a short title as a right running head. In the upper right provide the name and address of the author to receive proofs. Centered below these, provide the full title (double-spaced!) and the author's name and address at the time the research was conducted. The author's current address, if different, should be given as a numbered footnote at the bottom of the title page. Underline the running heads and all addresses.

*Abstract.*—The second page should be an abstract that does not exceed 5% of the length of the paper. The abstract should explain the purpose of the study, describe the principal findings, and state the main conclusions. Many readers will rely heavily on the abstract so it should be as descriptive as possible (avoid sentences such as "The significance of these results is discussed.")

*Text.*—Begin the text one-third of the way down page 3. The English and scientific names of a species should be given the first time it is mentioned. The scientific name should be underlined; do not use italic type. Bird names should follow the AOU Check-list of North American Birds (1998) and supplements or the appropriate equivalent unless departures are explained and defined. Use metric units. Measurement unit abbreviations should be those given in the fifth edition of the CBE Style Manual, 5th edition (1983). Use the 24-hour clock (0500 and 1700 h) and "continental" dating (10 Mar. 1992). Abbreviate months only when they appear together with the year (e.g., 10 September vs. 10 Sep. 1997). Define all symbols, abbreviations, and acronyms, but minimize their use.

*Literature cited.*—List literature citations (alphabetically by the first author's last name) in a literature cited section following the text and acknowledgments. Literature cited entries

(in a style conforming to that in the latest issue of the Journal) should be carefully double checked against citations in the text. Journal names should be abbreviated using the abbreviations found in BIOSIS. Text citations should be in the author-year format (LeConte 1995, Edwards and Sutton 1996, Darwin et al. 1997); multiple text citations should be in sequential order by year of publication. If you cite or quote critical material directly from longer works, indicate the pertinent pages (e.g., Smith 1994:23–24). Unpublished reports or papers not generally available should not be cited unless a copy has been deposited in the Van Tyne Library at the Museum of Zoology, University of Michigan, where they may be obtained for use by other researchers. Do not cite manuscripts that are in preparation.

*Tables.*—Each table should be typed, double-spaced throughout, on a *separate* page. Place the tables after the literature cited. Tables should be numbered sequentially and include a concise and informative title. Tables may contain horizontal ruling, but may not contain vertical ruling. Tables should supplement, not duplicate, material in the text or figures. Compose tables carefully. Tables should be prepared with the size of the journal's pages in mind. *Avoid wide, shallow tables.*

*Figures.*—Submit figures as glossy 13 × 18 cm (5 × 7 in) black-and-white prints or laser-printed originals. Lightly pencil the author's name and the figure number on the *back* of each figure. Figures should be uncluttered, but convey a maximum amount of information; they should not duplicate material in the text or tables. When preparing figures use "thin" rather than "fat" letters so that reduction of the figure will not close the spaces in letters such as "e" or "p". Use mechanical lettering, pressure transfer letters, or calligraphy; type-written or hand lettering is not acceptable. All lettering on the figure should conform to the *same stylistic conventions as the text* of the manuscript. Drawings should be large enough to permit reduction to the size they will appear in print. Figures should be prepared with the size of the journal's pages in mind. Type (double-spaced) figure legends consecutively on one page.

#### *Spanish translation*

The editorial staff will prepare a Spanish title and abstract for all articles accepted for publication. Authors are welcome to submit suggested Spanish translations.

#### *Editorial Assistance*

The Association of Field Ornithologists has begun a free service assisting authors of ornithological articles who are not native speakers of English. The goal of this project is to enable and encourage Latin American and other ornithologists to publish their work in widely read international journals. This is not a translation service, however. Manuscripts must be written in English (even if flawed), and an AFO volunteer will work with the authors to refine the writing into idiomatic English appropriate for scientific publications. It will often be useful for the English version to be accompanied by one in the authors' native language. It is important to realize that scientific content will not generally be addressed, however. While submission of appropriate articles to the AFO's own *Journal of Field Ornithology* is encouraged, it is not requisite for this program. In fact, editors of English language ornithological journals are encouraged to direct manuscripts to this service when it can improve an article's chance of acceptance. Send manuscripts or inquiries to AFO Vice President Charles D. Duncan, Institute for Field Ornithology, University of Maine at Machias, Machias, ME 04654 USA (207-255-3313; fax 207-255-4864; cduncan@acad.umm.maine.edu).