

INSTRUCTIONS FOR CONTRIBUTORS TO *RAPTOR RESEARCH* Effective with Volume 18, 1984

The editorial office of the Raptor Research Foundation, Inc., welcomes original reports, short communications and reviews pertaining to the ecology and management of both diurnal and nocturnal predatory birds for publication in *Raptor Research*. Publication in the journal is open to anyone, regardless of current membership in the Raptor Research Foundation, Inc. Contributions are welcomed from throughout the world but must be written in English. **Submit all contributions to the Editor, Clayton M. White, Department of Zoology, 161 WIDB, Brigham Young University, Provo, Utah, 84062, USA.** Referees and associate editors review each manuscript submitted for originality of data, ideas or interpretation, for accuracy, conciseness, and clarity. With the exception of abstracts, **manuscripts submitted for consideration must not have been published or concurrently be under consideration for publication elsewhere.**

MANUSCRIPT PREPARATION

Submit a typewritten original and **two** copies of the text, tables, figure headings, and all other materials for use by the referees. Submit three copies of all illustrations. **All** typewritten material must be **double-spaced** on one side of 8½ x 11-inch (21½ x 28cm), good quality, bond paper, with at least 1 inch (2½ cm) margins. Do not use erasable, mimeo, or light-weight bond paper. Copies may be Xerox or carbon reproductions of good, clear quality. Number pages through the Literature Cited section of the manuscript. Type the author's name in the upper right-hand corner of every page. Submit each table on a separate unnumbered page; combine legends for illustrations on one unnumbered page whenever possible. Material submitted in tables or illustrations should not be repeated in the text of the manuscript. Write mathematical formulas on one line whenever possible. Each manuscript should include a cover page containing a concise, informative, full title, a shortened version of the title (not to exceed 35 characters in length) to be used as a running head, and the name(s) of the author(s) as it should appear in print. Avoid footnotes and hyphenation.

Address for each author at the time the research was conducted should be listed at the end of the manuscript following the Literature Cited section. Present address of author(s), if different, should be listed, as well as name and full address to whom proof is to be sent. If you are no longer associated with the institution where the research was conducted, but you wish to credit that institution, it may be mentioned first.

Provide an abstract for each manuscript more than four double-spaced typewritten pages in length. Abstracts are submitted as a separate section from the main body of the manuscript and should not exceed 5% of the length of the manuscript. The abstract should recapitulate the overall findings of the research and should be suitable for use by abstracting services.

Authors should cite the scientific and (if any) common names of all species at first mention in **both** the abstract and the main text of the manuscript. Names for birds should follow those in the A. O. U. Check-list of North American Birds (sixth ed., 1983), or an appropriate equivalent. Subspecific identification should only be cited when pertinent to material presented in the manuscript. In all cases where the scientific and common names are cited together, the common name should be placed first.

Metric units should be cited for **all** measurements in accordance with Systeme International D'Unite (SI) notation and conventions. Abbreviations of statistical terminology and mensural units should conform with the Council of Biology Editors (CBE) Style Manual (fourth ed., 1978, American Institute of Biological Sciences, 1401 Wilson Blvd., Arlington, Virginia, 22209, USA). Use the 24-hour

clock (e.g., 0830 and 2030) and "continental" dating (e.g., 1 January 1984). Consult the CBE Style Manual and current issues of *Raptor Research* on particular matters of style.

Raptor Research is published in a double-column format. Therefore, authors should consider whether a table or illustration can best be presented in a single-column, with the vertical axis of the table or illustration longer than the horizontal, or covering an entire page width.

Tables should not duplicate material in either the text or illustrations. Tables are typewritten, **double-spaced throughout**, including title and column headings, should be separate from the text and be assigned consecutive Arabic numerals. Each table must contain a short, complete heading. Footnotes to tables should be concise and typed in lower-case letters.

Illustrations (including coordinate labels) should be on 8½ x 11-inch (21½ x 28cm) paper and must be submitted flat. Copies accompanying the original should be good quality reproductions. The name of the author(s) and figure number should be penciled on the back of each illustration. All illustrations are numbered consecutively using Arabic numerals. Include **all** illustration legends together, typewritten **double-spaced**, on a single page whenever possible.

Line illustrations (i.e., maps, graphs, drawings) should be accomplished using undiluted india ink and designed for reduction by 1/3 to ½. Drawings should be accomplished using heavy weight, smooth finish, drafting paper whenever possible. Use mechanical lettering devices, pressure transfer letters or calligraphy. Typewritten or computer (dot matrix) lettering is **not** acceptable. Lettering should be large enough when submitted that it will be as large as text type (7-10 point) when reduced by 50%. Avoid bold, heavy or ornate letters that would tend to distract from the illustration. Use a pattern of lines and dots for shading that will not appear as a solid tone when reduced. Include a key to symbols used within an illustration, unless the symbols are best explained in the legend. Measurement scales (e.g., distance) should be given in the illustration itself.

Some special symbols cannot be typeset by the printer. Therefore, if a magnification scale is needed in connection with a photomicrograph, for instance, the scale should be placed on the photo itself and not in the legend.

Use of photographic illustrations is possible but requires that prior arrangements be made with the Editor and the Treasurer. Photographs should be glossy prints of good contrast and sharpness, preferably mounted on an artist's mounting board and submitted in approximately the same size as they should appear in print. Photographs should be made from monochrome ("black and white") film whenever possible. On the back of each photograph, write the author's name and the figure number using a special marking ("felt tip") pen. Composite photographs should be mounted touching one another and squared on all sides. Separate portions of such illustrations should be identified as necessary using adhesive transfer letters. Color photographs cannot be published unless completely subsidized by the author(s).

Faulty illustrations may be returned to the author. If they are fixed by a scientific illustrator under the Editor's direction, the author will be charged.

Literature Cited in the manuscript should be listed alphabetically at the end of the text and Acknowledgements. Authors should ensure that all text citations are listed and checked for accuracy. If five or fewer citations appear in the text, place the complete citation in the text, following these examples: (Brown and Amadon, Eagles, hawks and falcons of the World. McGraw-Hill, New York, 1968), or Nelson (*Raptor Res.* 16(4):99, 1982). If more than

three citations are referenced, each should include author and year (e.g., (Galushin 1981)), or, in a citation with two or more authors, the first author and year (e.g., (Bruce et al. 1982)). Citations of two or more works on the same topic should appear in the text in chronological order (e.g., (Jones 1977, Johnson 1979 and Wilson (1980)). Unpublished material cited in the text as "pers. comm.," etc., should give the full name of the authority, but must not be listed in the Literature Cited section. Authors should follow the BIOSIS List of Serials (1974, Biosciences Information Service of Biological Abstracts) as a guide for abbreviations and forms of titles of serial publications. If in doubt as to the correct form for a particular citation, it should be spelled out for the Editor to abbreviate.

Editorial review and revision processes will be conducted on manuscripts submitted for publication as regular articles or Short Communications. Manuscripts will be critically reviewed by referees selected for competency in the subject matter of the manuscript. Acceptance of a manuscript for publication will depend upon scientific merit, originality, timeliness, and suitability for the journal. The referee's comments and Editor's suggestions will be conveyed to the author. Manuscripts will generally be published in order of receipt, although publication may be advanced or delayed in order to maintain balance or to group manuscripts dealing with closely related subjects. Each published paper will show the date of receipt in the Editorial Offices and the date of acceptance of the final revision. Excessive time taken by authors in revising manuscripts will generally result in a delay in publication.

Proofs, typescript and reprint order forms will be sent to the senior author unless indicated otherwise. Please inform the Editor well in advance of any change in address or system for handling proofs. The corrected proofs **and the original typescript** should be returned to the Editor within 3 days of receipt. Corrections will be made without charge but revisions done by authors will be charged at the rate of \$20.00 per hour of additional typesetting.

Commentary on articles published in *Raptor Research* is invited by the Editor. Comments should be in letter form submitted in duplicate to allow one copy to be forwarded to the author whose work is being addressed. The recipient will be invited to reply. All submissions should be typed, double-spaced, signed, and be as brief as possible. Contributions to the Commentary section will be reviewed by the Editorial Board, which will select contributions for publication that are most pertinent to the interests of our readership.

Announcements of noncommercial raptor news, requests for assistance, etc., are invited by the Editor. Items submitted should be typed **double-spaced** in *Raptor Research* format. Announcements that carry a dead-line should be submitted at least **six months** in advance to allow enough time for publication and response. Advertisement notices will be published free of charge providing 15% of the proceeds requested are donated to The Raptor Research Foundation, Inc. All other advertisements will be charged at a rate consistent with current publication costs in effect at the time the ad request is received. The journal also publishes notices about selected new books, booklets, reports, etc., that are received in the editorial office. Authors and publishers are encouraged to submit a copy of their material for consideration and not just an announcement. Insure that price and source for all such material is given. A review of material when appropriate will be requested by the Editor and published in the journal.

PUBLICATION POLICY

The cost of producing an issue of *Raptor Research* is expensive, and membership dues alone do not meet the publication costs. In order to defray some of the costs of publishing the journal, it is the

policy of The Raptor Research Foundation, Inc., to expect authors of manuscripts accepted for publication to contribute to these costs through the use of institutional, grant or contract, or other funds available to them for this purpose. Those authors who are able to completely subsidize publication of their papers will be scheduled for publication in the earliest available issue of *Raptor Research* following approval of galley proofs. Authors who are members of The Raptor Research Foundation, Inc., but do not have access to institutional, grant or contract, or other funds may request a waiver of contributions toward publication costs. Authors of lengthy manuscripts are especially encouraged to help defray the costs of publication. It is unlikely that articles of more than 10 printed pages (i.e., 18 typewritten, double-spaced pages of manuscript including tables and illustrations) can be published without a significant contribution. The ability to contribute toward publication costs does not enter into the editorial decision regarding the acceptability of a manuscript.

There are some costs of publishing papers that are fixed and cannot be waived. These include costs of alterations or redrafting of figures, changes in proofs other than those correcting printing errors, and changes made necessary after type has been set as a result of excessively complicated text, or numerous tables or figures, or inclusion of color or black and white plates. Such charges will be billed to the author by the Treasurer.

Reprint charges will be forwarded to authors at the same time as the article galley for proofing. The Raptor Research Foundation, Inc., will not waive the cost of reprints of articles requested by authors. Payment in full for requested reprints must be forwarded to the Treasurer before reprints can be mailed. However, authors employed by government agencies, universities, or other firms that will meet their reprint costs, may forward an intent to pay to the Treasurer in the form of an agency voucher/purchase order. Upon receipt of a voucher/purchase order, reprints can be mailed to the author. The Treasurer will then bill the appropriate agency for the reprints with the understanding that payment will be made within 30 days.

All funds should be made payable to The Raptor Research Foundation, Inc., and forwarded directly to the Treasurer: Dr. Gary E. Duke, Department of Veterinary Biology, 295K Animal Science/Veterinary Medicine Building, University of Minnesota, St. Paul, Minnesota 55108, U.S.A. All personal contributions towards publication costs, as well as other personal costs of preparing papers for publication, are tax-deductible.

Copies of these instructions are available upon request from the Editor, to whom correspondence regarding contributions to *Raptor Research* should be forwarded.