

MARINE ORNITHOLOGY

INSTRUCTIONS TO AUTHORS

Authors do not have to be members of the African, Australasian, Pacific or UK Seabird Groups. All contributions (except for book reviews) are submitted to at least two referees. If revised manuscripts are not received by the editors within six months of author's receipt of editorial and referee's reports, they will be treated as new submissions. Contributions are published in order of acceptance, but electronic submission of original and revised manuscripts will greatly speed the process.

All contributions must be in English, but may use English or American spelling. A summary in another language will be included, if supplied by the author. Full-length papers must include a brief summary; short communications do not require a summary and usually do not include subheads. Contributions are received on the understanding that they contain novel work, conducted by the author, which has not been published, or is not under consideration for publication elsewhere. If work is submitted in hard copy, three printed copies of the manuscript, double-spaced, on one side of good-quality bond paper with wide margins (2.5 cm) are required. The title page should include telephone and fax numbers, and e-mail address of the corresponding author. We encourage authors to submit in electronic format, as well as in hard copy. The style of layout used in **Marine Ornithology** from Volume 30 (2002) should be followed carefully.

Contributions submitted in electronic form should be accompanied by an e-mail message reproducing the title page and including details of the software version used and the page size. For the present, electronic submissions to the Northern Hemisphere editor should be in MS-Windows format.

Tables must be numbered in the order in which they are to appear. Each table must be on a separate sheet of paper with the table number and title at the top.

Figures involving graphs, bar charts or maps should be computer generated where possible and the computer files should be included with the manuscript. The use of grey shading in figures is discouraged as this is difficult to reproduce adequately; no more than one shading of grey (of about 40% intensity) per graphic item is permitted; other areas should be distinguished with the use of hatching and cross-hatching.

For electronic submissions, charts and graphs should be submitted as separate files, and not be embedded in text documents. PostScript or Encapsulated PostScript (EPS) files are preferred. CorelDraw and Excel may also be used to generate figures. A good-quality hard copy, black on a white background, must be included.

Photographs should be of high contrast, glazed and larger than their final size after reduction.

Captions for figures (which include graphs, maps and photographs) must be supplied on a separate sheet of paper with the figures numbered in the order in which they are to appear. The number of the figure must be written lightly in soft pencil on the back of each figure.

References should be listed at the end of the paper in alphabetical order of the first author's name. Especial care must be taken to ensure that they are written in the style used in **Marine Ornithology**. Journal titles should be cited in full and may not be abbreviated.

English names of species should be capitalized (e.g. White-chinned Petrel) but not the name of a group of species (e.g. petrels). Scientific names of genera and species, but not family names, and foreign words should be italicized. Trinomials may be used only when accurately known and essential to the text. Both English and scientific names must be cited when a species is first mentioned. Metric units, decimal points and the 24-hour clock are to be used and dates expressed in the form 31 January 1947.

Accepted manuscripts should, whenever possible, be returned to the Editor on disk in a PC-compatible format in any standard word-processing package. If the word-processing package is unusual, then an ASCII diskfile of the text should also be submitted. Once again, good-quality unblemished hard copies and digital files of all figures must be supplied. Page proofs will be sent electronically or by post to the senior author and must be carefully checked and returned within 48 hours of receipt.

For further details of the journal and instructions to authors, see www.marineornithology.org