

MARINE ORNITHOLOGY

INSTRUCTIONS TO AUTHORS

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, in which case submission of hard copy may not be necessary (Editor will decide). The style of layout used in **Marine Ornithology** Vol. 30 (2002) should be followed carefully. Examples can be obtained from www.marineornithology.org.

All contributions (except for book reviews) are submitted to at least two referees. If revised manuscripts are not received by an editor within six months of author's receipt of editorial and referee's reports, they will be treated as new submissions. Contributions are normally published in order of acceptance, but electronic submission of original and revised manuscripts will greatly speed the process. 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.

Tables must be numbered in the order in which they are to appear. Each table must be on a separate page with the table number and title at the top. Figures involving graphs, bar charts or maps should be computer generated where possible. For electronic submissions, charts and graphs should be submitted as separate files, rather than embedded in text documents and may be in any of these formats: Postscript, Encapsulated Postscript (eps), Corel Draw!, Tagged Image (tif), Bitmap, Quattro-pro or Excel. Maps should be kept as

simple as possible, as they will be printed in a single column unless maximum detail is required. Lettering should yield a minimum 8 point size when reproduced. Photographs should be submitted either as high contrast, glazed black-and-white prints, larger than their final size after reduction, or as high-definition tif (preferred), gif, or jpg files. Captions for figures (which include graphs, maps and photographs) must be supplied on a separate page 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 submitted in hard copy, or appear in the name of the graphics file (e.g. "Jones et al Fig 1.tif").

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 but thereafter only one need be used. Metric units, decimal points and the 24-hour clock are to be used and dates expressed in the form 31 January 1947.

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 written out in full and italicized.

Accepted manuscripts should, whenever possible, be returned to the Editor in a PC-compatible format in any standard word-processing package, either on CD, diskette or by e-mail. If possible, digital files of all figures should be supplied; otherwise, good-quality, unblemished hard copies. Page proofs (pdf files) will be sent to the senior author by e-mail and must be carefully checked and returned within 48 hours of receipt.

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