

WHAT IS A MANUSCRIPT?

IN ORDER TO HELP PERSONS PREPARE A PAPER FOR SUBMISSION TO EBBA NEWS, WE DISPLAYED A POSTER AT OUR PREVIOUS ANNUAL MEETING. SOME MEMBERS SUGGESTED THAT WE PRESENT IT IN OUR MAGAZINE; SO, HERE IT IS.

BEFORE WRITING THE PAPER, MAKE AN OUTLINE:

1. TITLE AND BY-LINE:

The title should be descriptive, short, specific and accurate. No longer than 10 words, it should include the nature of the study, principal species and geographic location. It should not contain scientific names or abbreviations. Vernacular names should be in accordance with the AOU Checklist (1957 ed.).

The By-Line is the name(s) of the author(s). Titles should not be included here.

EXAMPLE: Banding House Sparrows in New York City
By John Doe

2. INTRODUCTION:

Here is the place to state the objectives or purpose of your investigation. This is generally followed by a description of the study area and methods or techniques employed to reach your objectives.

3. RESULTS OR FINDINGS:

The results or findings of the investigation are described here. Most often, the discussion is combined with this section.

4. DISCUSSION:

Here discuss certain facts and suppositions, particularly when they are at variance with known information, or need explanation, interpretation or analysis.

5. SUMMARY:

Repeat significant facts and/or main points brought out in the paper. Do not repeat methods, techniques, and descriptions.

6. ACKNOWLEDGEMENTS:

Give full credit to the persons and organizations contributing, directly or indirectly, to the study. If you aren't sure, it is better to give thanks than to risk losing a friend!

7. REFERENCES:

Text References. Merely list the author's surname and the year of publication.

EXAMPLE: Robbins, 1964

Literature Cited. There are several ways of listing this information, but we would like to use the following method consistently: Author, Date of Publication, Title, Publication, Volume and Page(s). No issue numbers, please.

EXAMPLE: Robbins, Chandler S. 1964. A Guide to the Aging and Sexing of Wood Warblers in Fall. EBBA News 27: 199-215.

When more than one author is listed, names should be presented as follows: Robbins, Chandler S., and John Doe. When there are more than two authors, write: Robbins, Chandler S., et al.

8. TABLES, PHOTOGRAPHS, GRAPHS & MAPS:

TABLES are expensive to print. They should only be used when their cost can be justified. Lay-out is generally up to the editor. They can be reduced to make them fit, but if 50% or more reduction is needed, originals must be first enlarged, then reduced again (enlargement serves as camera copy). This is where it gets very expensive. All tables MUST be typed unless they can be retyped by the editor.

PHOTOS in print form (color and B&W) are desirable but expensive. Half-tones generally cost \$10.00 a page over and above printing costs.

GRAPHS & MAPS may be submitted for publication. Only those done on sturdy drawing paper with jet black or india ink, clear lettering and not under copyright provisions can be accepted for EBBA NEWS. Transfer lettering is preferred, so is lettering done with a Leroy set. Maps issued by gasoline stations are all copyrighted! Beware!