

INFORMATION FOR CONTRIBUTORS TO THE FLORIDA FIELD NATURALIST

The *Florida Field Naturalist* is a quarterly publication of the Florida Ornithological Society. It is a fully refereed technical journal of field biology and natural history. Its contents are listed or abstracted in prominent bibliographic sources including: *Biological Abstracts* (BIOSIS); *Zoological Record*; American Ornithologists' Union and British Ornithologists' Union *Recent Ornithological Literature Supplement*; *Wildlife Review*; *Swiss Wildlife Information Service Key Word Index*.

The Florida Ornithological Society does not discourage the reuse of articles and notes appearing in the *Florida Field Naturalist*. However, in accordance with the copyright law, permission must be given to the *Florida Field Naturalist* and the Florida Ornithological Society, and the notice must appear in the reprinted article.

The *Florida Field Naturalist* welcomes submission of articles and notes containing the results of biological field studies, distributional records, and natural history observations of vertebrates, especially birds. Its geographic area includes Florida, adjacent states, the Bahamas, and nearby West Indies.

A manuscript submitted for consideration should be sent to the Editor at the address on the cover of a recent issue. Every manuscript submitted to the editor should have a cover letter. Aside from the courtesy involved, the cover letter contains information that the editor may need in order to process the manuscript. At the minimum, the letter should include the name, address, and phone number of the author who will handle correspondence. Authors also should make a declaration about prior and duplicate publication. When appropriate, authors should state that care of captive animals meets federal, state, and local standards and that the proper permits were held for work with any wild birds, especially endangered or threatened species. When preparing a manuscript, authors should carefully follow the style requirements presented below and illustrated in recent issues of the journal. Since each manuscript is reviewed by several technical authorities who advise the editor on its style, contents, contribution to knowledge, and acceptability for publication, an author should submit **three copies** to the editor.

The *Florida Field Naturalist* generally follows the conventions set forth in the CBE Style Manual, 1983, available from the Council of Biology Editors, Inc., 9650 Rockville Pike, Bethesda, Maryland 20814. An author should also consult the format and style of the most recent issue of the *Florida Field Naturalist*.

Articles are major scientific papers. For publication of articles longer than 15 typed pages, payment of page charges may be necessary. Articles should be divided into several sections. An abstract should recapitulate the basic finding and interpretations and should be able to stand alone in describing the results of the paper. An Introduction should describe the study and its contribution to knowledge. A Method section should include a description of how the study or observations were accomplished including references to any statistics or unusual nomenclature used. If appropriate, a Study Area section should provide a description of the site of the investigation. The Results should be a concise presentation of the findings of the study, using tables, figures, and statistical analysis where appropriate. The Discussion should relate the findings to previous knowledge and elaborate on their importance. In an Acknowledgments section, the author can recognize the contributions of co-workers, the help of reviewers of the manuscript and any financial support for the study. A Literature Cited section lists all references cited in the text of the paper.

Notes are contributions of fewer than six typed pages. Such manuscripts should follow the outline given above but the sections are not labeled. Notes do not have an abstract, but must conclude with a summary paragraph.

Care in preparation of a manuscript is essential. Type on one side of 8½ x 11 inch white paper. Do not use erasable bond. Dot matrix printing is acceptable only if it is high-density or double-strike printing. It is essential to leave space for editorial comments, alterations to text, and instructions to the printer. Therefore type **everything double space**, including titles, addresses, literature cited, and tables. Also leave at least one-inch margins all around. Type tables on separate sheets, using space efficiently. Diagrams, charts, and line drawings must be of professional quality. This can be accomplished by using black India ink and drawing guides. Use transfer lettering, which can be purchased in stationery stores, or mechanical lettering guides. Computer generated figures using laser printers or ink pens also are acceptable. Choose a bold, clear lettering style such as Helvetica Medium. When the figure is reduced, the letters should be no smaller than 1 mm, so choose lettering size accordingly. Look at recent issues of the journal, or other ornithological journals, for ideas on composition of tables and figures. The submission of photographs pertinent to the paper is encouraged, although no fees can be paid. They should be glossy black and white prints of high contrast and sharpness and about the same size as they will appear in print, either 4 x 3 inches or 4 x 6 inches. Such prints can be made from high quality color slides, and an author should consult a photography store about having photographs printed for publication. Further information on scientific illustration may be found in a pamphlet by A. Allen, *Steps Toward Better Scientific Illustrations*, available from Allen Press, Lawrence, Kansas 66044.

Use of the literature requires special care. All literature cited must be verified by examination of the original reference, or the lack of such verification must be noted. All references cited should be listed alphabetically in a Literature Cited section. Format follows the CBE Style Manual, 1983, with the date placed after the author's name. Abbreviate journal names according to the BIOSIS list of serials (BioSciences Information Service, 2100 Arch Street, Philadelphia, Pennsylvania 19103), or consult recent issues of the *Florida Field Naturalist*. Cite references in the text as part of the sentence, e.g. "Howell (1932) stated that . . .," or parenthetically, e.g. "(Howell 1932)." Cite two authors in text as "(Robertson and Kushlan 1974)"; cite more than two authors in text as "(Sykes et al. 1984)." Pay special attention to crediting observations reported in Regional Reports of *American Birds*. Where such information is available, cite the observer in text or tables in addition to the Regional Editor, e.g., "(F. Moore in Stevenson 1973)" or "(many observers in Stevenson 1973)".

Express all measurements in units of the SI System (Système International d'Unités). These units are weight in gram (g) or kilogram (kg), length in metre (m), or kilometre (km), time in second (s), area in square metre (m²) or hectare (ha), speed in metre per second (ms⁻¹), energy in joule (J), and power in watt (W). See a dictionary for conversion factors. If desired in addition, the equivalent value in the English system may be provided parenthetically. Use abbreviations for measurement units in text when they follow a quantity (2 km, 12 ha, 90 s). Unless they are followed by such a measurement unit, spell out numbers less than ten, e.g. six birds but 6 m. Use the 24-hour time system and the military date system. That is, use "0306 of 11 March 1980" for 3:06 A.M., March 11, 1980 and use "1506 of 13 September 1984" for 3:06 P.M., September 13, 1984.

In naming organisms follow standard taxonomic works for each group. Capitalize the common names of birds, and follow The AOU Check-list of North American Birds, sixth edition, 1983, and subsequent supplements for scientific names. Do not capitalize the common names of other vertebrates or plants. For reptiles and amphibians use Collins et al., 1982, *Standard Common and Current Scientific Names for North American Amphibians and Reptiles*, second edition, Society for the Study of Amphibians and Reptiles Herpetological Circular 12. For mammals use Honacki et al., 1982, *Mammal Species of the World*, Allen Press and the Association of Systematic Collections, Lawrence, Kansas. For fishes

use Robins et al., 1980, A List of Common and Scientific Names of Fishes from the United States and Canada, fourth edition, American Fisheries Society Special Publication 12. For other animals and plants cite the sources used for common and scientific names in the Methods section. Give the scientific name of each organism, underlined and in parentheses, when it is first mentioned in text or in a table. Thereafter use common names if possible.

The *Florida Field Naturalist* encourages the submission of reports on the changing distribution and occurrence of rare species in its geographic area. All sight records of occurrences of birds in Florida submitted for publication are reviewed for acceptability by the Records Committee of the Florida Ornithological Society. Prior or simultaneous submission of a record to the committee on its standard form will decrease the time and expense required to consider it for publication. Notices of a record in *American Birds*, newsletters, or Records Committee reports do not preclude submission of a paper with additional details to the *Florida Field Naturalist*, but previous notices should be cited. All reports must contain the time, place (including county), circumstances, and documentation of the observation sufficient to assure proper identification was made. Specimens and photographs should be deposited in a scientific collection. Give their accession numbers in text. The Florida Museum of Natural History is the official depository for the Florida Ornithological Society. Citations of other pertinent records, a summary of overall status of the species, and a discussion of relevant biological factors should be part of most reports. Distribution notes are encouraged from observers who have not previously written such reports. If presubmission assistance with distribution notes is desired, contact the Associate Editor (for distribution reports), who can provide advice on the desirability of submission, information to be included, format of presentation, and composition of the note prior to submission for the Editor's consideration.

The *Florida Field Naturalist* especially encourages submission of behavioral notes and the results of scientific field studies. Notes on behavior need not be the first published report but should take into consideration previously published information. Consideration should also be given to interpreting the biological, ecological, or evolutionary significance of the behavior reported. Field studies must conform to standard scientific criteria for study design, analysis, and interpretation. Hypotheses should be clearly stated and data should be subjected to statistical testing where appropriate. Presubmission advice on the writing of scientific studies can be sought from the Associate Editor (for technical reports).

The *Florida Field Naturalist* presents reviews of books, monographs, and other material of interest to its readers. Materials to be considered for review should be sent to the Associate Editor (for reviews). Unsolicited reviews may also be submitted to the Associate Editor (for reviews). An annotated list of scientific articles referring to Florida birds is published annually. Authors wishing to have papers included in this feature should send reprints to the Special Editor of this feature.

**FLORIDA ORNITHOLOGICAL SOCIETY
SPECIAL PUBLICATIONS**

Species Index to Florida Bird Records in Audubon Field Notes and American Birds Volumes 1-30 1947-1976, by Margaret C. Bowman. 1978. Florida Ornithological Society, Special Publication No. 1. Price \$4.00.

The Carolina Parakeet in Florida, by Daniel McKinley. 1985. Florida Ornithological Society, Special Publication No. 2. Price \$6.00.

Status and Distribution of the Florida Scrub Jay, by Jeffrey A. Cox. 1987. Florida Ornithological Society, Special Publication No. 3. Price \$8.00.

Order prepaid from the Secretary; add \$1.00 for handling and shipping charge. Make checks payable to the Florida Ornithological Society.