

**INFORMATION FOR CONTRIBUTORS TO THE AUK**

EFFECTIVE WITH VOLUME 95, 1978

The Auk publishes reports of previously unpublished original research dealing with the biology of birds. While primary emphasis is on the documentation, analysis, and interpretation of laboratory and field studies, contributions dealing with theoretical or methodological developments also are encouraged, as are occasional reviews of existing information or ideas. The Auk is an official publication of the American Ornithologists' Union, and all members receive the journal. Publication in the journal is open to any individual regardless of membership status. Contributions are welcomed from throughout the world, but must be written in English.

Four types of contributions are published. Original research is reported in *Articles*, which generally exceed 2,500 words, and in *Short Communications* of lesser length. *Commentary* provides a forum for contributions of 750 words or less detailing individual points-of-view on topics of ornithological interest, including constructive comments on subjects of papers from recent issues of The Auk. *Book Reviews* present scholarly evaluations of recent publications of general interest to ornithologists. Books for review or listing in The Auk should be sent to the Editor.

**Submit all contributions to the Editor, John A. Wiens, Department of Zoology, Oregon State University, Corvallis, Oregon 97331 USA.** Book Reviews are arranged by the Review Editor.

*Preparation of Manuscripts*

Give close attention to organization of your manuscript. The primary theme or objective of your study should be clearly stated and should be the organizing framework of your text. This will allow you (and the reader) to distinguish relevant from interesting but irrelevant information, and will enhance the effectiveness and readability of your contribution.

Submit the typewritten original and **two** copies of the text, tables, illustrations, and all other material. **Absolutely all typewritten material must be double-spaced** on one side of  $8\frac{1}{2} \times 11$  inch ( $21\frac{1}{2} \times 28$  cm) good quality bond paper, with at least 1 inch ( $2\frac{1}{2}$  cm) margins. Originals typed on erasable, light weight, or mimeo bond will not be considered, but copies may be clear Xerox or carbon reproductions. Black-and-white copies of color illustrations are acceptable for the two copies. Number pages through the Literature Cited; include tables and legends for figures on separate unnumbered pages. Avoid footnotes.

The style of manuscripts should conform to general usage in recent issues of The Auk. A cover page should contain the full title, a shortened version of the title (not to exceed 35 characters in length) for use as a running head, and your address at the time the research was conducted; your present address, if different, should be given as a footnote at the bottom of the cover page. The title of the paper should be concise and informative. The cover page should also include the name and full address of the individual to whom proof is to be sent.

Begin the first text page one-third page from the top, to leave space for editorial instructions to the printer. Each Article should be preceded by an Abstract, which generally should be in the form of a single paragraph not exceeding 5% of the length of the paper. In many ways the Abstract is the most important part of a paper, and that which will be most widely read, so it should be written with special care. The Abstract should recapitulate the findings of the paper, not describe the work done. Use active verbs, and emphasize ideas. An Abstract should never contain statements like "The significance of these results is discussed."

Subheadings in the text should be carried to no more than three levels. Where possible, mathematical expressions should be written on one line; the best rule of thumb is if you can type the equations without backspacing or adding symbols by hand, the material can be easily typeset by the printer. If you have to backspace or draw in symbols, the material will pose difficulties for the typesetter, and will cost more. If equations contain complex notations, they should be submitted in the form of reproducible photographs. Acknowledgments should follow the text and precede the Literature Cited.

Scientific and (if any) English names of birds always should be given where first mentioned in the text, and should follow the A.O.U. Check-List of North American Birds (Fifth ed., 1957; 32nd Supplement, Auk 90: 411-419; 33rd Supplement, Auk 93: 875-879) or the appropriate equivalent unless departures are explained and defended.

Metric units should be used in all measurements. In general, abbreviations of statistical terms and

mensural units should conform with the Council of Biology Editors (CBE) Style Manual (Third ed., 1972. American Institute of Biological Sciences, 1401 Wilson Blvd., Arlington, Virginia 22209). Use the 24-hour clock (0800 and 2030) and "continental" dating (1 July 1971). In other matters of style the CBE Style Manual, the GPO Style Manual, and recent issues of *The Auk* will be helpful.

*Tables* should be kept to a minimum, and must not duplicate material in either the text or illustrations. They should generally be small, simple, and easy to read, and should communicate a clear message. Tables are typewritten (**double-spaced throughout!**) separately from the text, and should be numbered consecutively with Arabic numerals. Each table should contain a short but complete heading. Footnotes to tables should be avoided, but where necessary should be concise and clearly indicated with lower case letters. Tables must not contain vertical rulings.

Tables have a maximum width of 96 characters, including spaces between entries. In very rare cases, tables cannot be reduced to the 96-character line length, and must be run broadside. Broadside tables have a line length of 145 characters with a maximum of 34 lines to the page. Broadside tables usually waste space and increase printing costs; in many instances the format of a table can be revised to fit the 96-character line length simply by changing the column headings to row headings and vice versa.

*Illustrations* are one of the most effective ways of summarizing or emphasizing the findings or ideas of a study, and thus demand the same care and attention that is required in the preparation of the text. There is no substitute for clean, neat, and properly designed illustration copy.

Illustrations (including labels of coordinates) should be on  $8\frac{1}{2} \times 11$  inch ( $21\frac{1}{2} \times 28$  cm) sheets, and must be mailed flat (i.e. not folded or rolled). Copies accompanying the original for use of reviewers should be good quality reproductions of the original illustrations. The name of the author and the figure number should be penciled lightly on the *back* of each figure. Figures are numbered consecutively with Arabic numerals; legends should be typed consecutively (double-spaced) on a separate page.

Drawings should be drafted with undiluted india ink, and should be large enough to permit  $\frac{1}{3}$  to  $\frac{1}{2}$  reduction to the size that they will appear in print. Graphs may be drafted on coordinate paper ruled with light *blue* lines; do *not* use coordinate paper ruled with *green* lines. Generally drawings should be made on heavy weight, smooth-finish drafting paper. Use mechanical lettering, pressure transfer letters, or calligraphy; typewritten lettering is not acceptable. Lettering should be large enough to be easily readable after 50% reduction of the figure, but not overly large. Lettering style should be uniform among all figures for a manuscript, as should the size of lettering following reduction. Avoid bold, heavy, or ornate letters. Symbols used in the illustration should be explained in the body of the illustration itself, and measurement scales should be given in the figure itself where appropriate (e.g. distance). Avoid the use of very fine dot patterns or very fine stippling.

Photographs should be glossy prints of good contrast and sharpness, and should be approximately the same size as they will appear in print. Composite photographs should be mounted touching one another and be squared on all sides. The separate portions of such figures should be identified by letters in the upper left corner of each portion. Letters and arrows on photographs are best applied by pressure-sensitive materials. Authors will find "Steps toward better scientific illustrations" helpful in planning illustrations (available upon request from Allen Press, 1041 New Hampshire Street, Lawrence, Kansas 66044).

Colored illustrations are encouraged, but must be subsidized by the author. *If illustrations are faulty, costs of alterations will be passed on to the author.*

In articles containing more than five references, the citations are listed (double spaced!) in a Literature Cited section following the text and Acknowledgments. For five or fewer references, cite them in the text following these examples: Sauer (1972, *Auk* 39: 717), or (Sauer 1972, *Auk* 39: 717). Text citations should include author and year (e.g. Darwin 1858), or, if more than two authors are involved, the first author and year (Jones et al. 1947). If critical matter is cited or quoted directly from longer works, indicate the pertinent pages (e.g. MacArthur 1972: 205–207). Citations of two or more works on the same topic should be cited in chronological order (e.g. Meanley 1971, Dyer 1975). Unpublished material may be cited in the text as "pers. comm.," or "in prep." or "MS," giving the full name of the authority, but must not be included in the Literature Cited. Manuscripts accepted for publication should be cited as "in press," and should be included among the references with the name of the journal. For abbreviations and forms of titles of serial publications, follow the BIOSIS List of Serials (1974, Bio-Sciences Information Service of Biological Abstracts); if in doubt of the correct form, spell out for the Editor to abbreviate. Consult recent issues of *The Auk* and the CBE Style Manual for additional details. *It is the author's responsibility to verify all citations from original sources unless impossible, in which case so indicate.*

*Editorial Review and Revision*

Papers submitted as Articles and Short Communications will normally be read critically by reviewers selected by the Editorial Board for competency in the subject matter of the paper. Acceptance of a paper will depend upon scientific merit, originality and innovativeness of the contribution, timeliness, and suitability for the journal. A paper may be accepted in its original form, or accepted subject to revision. The reviewers' and Editor's suggestions will be conveyed to the author, who will have the opportunity for revision. Each published paper will show the date of receipt in the Editorial Offices and the date of acceptance of the final revision. In general, papers will be published in order of receipt of the original manuscript, although at times publication may be advanced or delayed in order to maintain balance or to group publication of closely related papers. If excessive time is taken in revising a manuscript, publication will be delayed. Contributions to the Commentary section will be reviewed by the Editorial Board, which will select for publication contributions that it considers most pertinent to the interests of our readership.

*Proofs and Reprints*

Proofreading is the author's responsibility. Galley proofs, the original typescript, and reprint order forms will be sent to the senior author unless otherwise indicated on the cover page. To avoid delays, authors should inform the Editor well in advance of any change in address. The corrected proofs *and the original typescript* should be returned to the Editor by the fastest mail within 3 days of receipt. Failure to return proofs promptly will delay publication. The original manuscript or figures can be returned to the author after publication upon written request to the Editor before the paper has appeared in print. As changes in proofs are expensive, authors should not make revisions of their work at this stage; charges will be levied for author's alterations.

Reprints should be ordered *from Allen Press* at the time corrected proofs are returned to the Editor, on forms provided with the proof. Reprints usually are mailed 1-2 months after publication. Correspondence about them should be directed to the printer (Allen Press, 1041 New Hampshire Street, Lawrence, Kansas 66044).

*Charges to Authors*

The page charge policy of *The Auk* is currently being revised, and cannot be stated in detail at this time. As page charge policies develop they will be noted in *The Auk*, and copies of current page charge policies will be made available to each author at the time the manuscript is returned with the referees' comments. However, authors of longer articles will be expected to meet some of the costs of publication, and will be charged actual publication costs for all printed pages over a set limit.

Authors will be expected to pay, in addition, all extra costs of publication that are made necessary by any of the following conditions: alterations or redraftings of figures; changes in proofs not correcting printer's errors; changes made necessary after type has been set because the printer could not interpret the intention of the author because of illegible manuscript; excessively complicated or numerous tables or figures; or inclusion of color plates. All such charges will be billed on one invoice following publication; these charges cannot be waived.

Copies of these instructions are available upon request from the Editor, to whom correspondence regarding contributions to *The Auk* should be addressed.