

INFORMATION FOR CONTRIBUTORS

The Condor publishes original research reports and review articles pertaining to the biology of wild species of birds. When a manuscript is submitted, its author must inform the Editor of the extent to which its data have been used in other papers that are published, in press, submitted elsewhere, or soon to be submitted. For the rationale behind this policy, see *Condor* 84: 135.

Submit material to the Editor, *The Condor*, Department of Zoology, Arizona State University, Tempe, AZ 85287-1501. Authors are welcome to suggest names of potential reviewers for their articles. Use of such reviewers is at the discretion of the Editor.

TYPES OF PAPERS

Most material normally is published as either a Feature Article, a Short Communication, a Commentary, or an item for News and Notes. **Feature Articles** are longer papers and include an abstract. Manuscripts intended to be **Short Communications** should be 10 typed pages or less, including figures and tables. They do not include an abstract. **Commentaries** are brief papers that comment on articles previously published in *The Condor*. Authors of the original papers commented upon will be sent a copy of the submitted Commentary and invited to reply. If accepted, both the Commentary and the response will be published jointly. **News and Notes** is devoted to noncommercial ornithological news, announcements, and requests for assistance. Announcements that carry a deadline should be submitted at least six months beforehand to allow sufficient time for publication and response. Announcements of more immediate events should be submitted to the *Ornithological Newsletter*, edited by Dr. Kevin J. McGowan, Section of Ecology and Systematics, Corson Hall, Cornell University, Ithaca, NY 14853-2701. This newsletter is published more frequently and more quickly than *The Condor*. Members of the Cooper Ornithological Society may publish free of charge one short advertising notice (six lines or less) in any issue of *The Condor*. This service is not available for regular commercial purposes. Inquiries about display advertising should be sent to the Managing Editor at the editorial office.

FORMAT FOR SUBMITTED MATERIAL

General. Submit the original plus three additional copies of all material, including text, tables, and illustrations. The entire manuscript must be typed double-spaced, including title page, text, literature cited, figure legends, and tables. Type or use letter-quality printing; low quality dot-matrix printing is not acceptable. Do not use a font smaller than Elite (12 characters/inch = 4.7 characters/cm) or 11 point. Left-justify only; do not use right- or full-justification. Provide at least 3

cm margins. Use only one side of standard size paper, either quarto (8.5 × 11 inch) or A4 (21 × 30 cm). Use good quality bond paper; do not use erasable or lightweight paper. Avoid hyphenating words at the ends of lines. Put the author's name in the upper right-hand corner of every page. Number text pages through the list of references. Avoid footnotes. Each table should be on a separate unnumbered page and should be numbered with Arabic numerals in the same order as initially referred to in the text (i.e., Table 1, Table 2, etc.). Material in tables or graphs should not be repeated in the text. Where possible, write mathematical formulas on one line. Give the scientific name at the first mention of a species, both in the abstract and in the article. Scientific and English names of birds should follow the usage of the *AOU Check-list of North American Birds* (6th ed., 1983) or an authoritative source for other regions. Do not give subspecific identification unless it is pertinent and has been critically determined. When both the English and scientific names are given as a paragraph heading, put the scientific name first.

Use SI units, abbreviations, and symbols (Système International d'Unités). Abbreviations of statistical terms and mensural units should conform with the *CBE Style Manual*, 5th edition (Council of Biological Editors, 1983), except for temperatures, where the degree sign is to be retained. Minimize use of non-standard abbreviations or acronyms that must be memorized by the reader in order to follow your paper. Do not use multiple slant-lines (solidi) in expressions of units; instead, use exponential form (e.g., use $\text{kJ g}^{-1} \text{day}^{-1}$, not kJ/g/day). Designate clock time in the 24-hr system and write it as 08:00 or 17:25. Times should be reported as standard time together with appropriate time zone. Use the European system of calendar notation (e.g., 25 June 1993).

Normally, the order of sections of a manuscript should be: title page, Abstract, key words, Introduction, Materials and Methods, Results, Discussion, Acknowledgments, Literature Cited, tables, figure legends, and figures.

Title page. Place the title, the author's name, and the author's address on an initial title page. On the lower portion of the same sheet, also provide an abridged title of 60 characters or less for the running head. Start the text of the paper on the subsequent page and not on the title page.

Abstract. Feature Articles should have an abstract that will acquaint readers with essential points in the text. The abstract should be informative rather than descriptive, and should be intelligible when divorced from the article itself. The abstract should not exceed 250 words and should be suitable for use by abstracting services. In addition, five to seven **key words** should be provided at the end of the abstract. If important for

scientific purposes, authors may provide a second version of the abstract translated into a language other than English. This is additional to the English version and does not substitute for it. The abstract is placed on the page immediately following the title page.

Illustrations. Artwork should be no larger than 21 × 28 cm (8.5 × 11 inches), including labels or coordinates. Design illustrations to be compact in order to save space. Try to design graphs for a single column.

Use high-quality computer lettering, mechanical lettering devices, or adhesive transfer letters. Typewriter lettering is not acceptable. Use a medium-weight, simple typeface that is not bold, ornate, or compressed. Lettering should be of such a size that it will be about as large as text type (7–10 point) when reduced. All figures should use the same style of lettering and presentation. For patterned lines and areas, high-quality, computer-generated graphics or adhesive tapes and sheets are greatly preferred to handwork. For shading, use a pattern of lines or dots, not a solid tone. Make sure that lettering and patterns will not block up when reduced. Include a key to symbols in the illustration. The printer cannot set special symbols in the legends. If a magnification scale is needed (e.g., a photomicrograph), put it in the picture and not in the legend.

Use smooth-finish paper and dense black ink or a high-quality laser printer. Figures produced by dot-matrix printers often are of poor quality and not acceptable for publication. If coordinate paper is used, only light-blue grids are suitable. Submit either the original artwork or a sharp, high-contrast photograph, never larger than 21 × 28 cm (8.5 × 11 inches). Xerographic copies are acceptable only for the reviewers, and then only if they are clearly legible.

Photographs must be sharp and of good contrast, showing details in important areas. Prints should be made from monochrome (“black and white”) film whenever possible. If a color transparency must be used, make the print from a custom-made monochrome internegative; prints from color internegatives are seldom acceptable. Photographs or paintings cannot be published in color unless subsidized by the author; ask the Editor for details. Photographs should be glossy or luster-finish, on single-weight paper, and preferably mounted on artist’s mounting board. If a figure contains multiple photographs, cut them squarely and mount them neatly together so that no white space shows between them. (The engraver will insert a hair-line.) Identify the pictures and label the structures as necessary using adhesive transfer letters. Write the author’s name and the figure number on the back of each

photograph. Use a soft pencil or marker, never a ball-point pen. Do not fold photographs or use paper clips or staples on them. Attach a protective overlay.

For sound spectrograms (sonagrams), use the actual tracing if it is sharp, clear, and relatively short. If intensity differences are not important, submit a high-contrast photograph of the lettered sonagram. If the graph is long, faint, or blurred, make a pen-and-ink tracing if possible.

Legends for all figures should be typed in order on a sheet of paper that accompanies the illustrations. Each illustration should be numbered using Arabic numerals in the same order as initially referred to in the text (i.e., Figure 1, Figure 2, etc.).

Literature cited. Take care that all citations in the text are listed at the end of the paper and that all papers listed have been cited. Check the accuracy of citations against the original citations. If three or fewer references are cited, put them in the text, following these examples: (Brown and Amadon, Eagles, hawks and falcons of the World. McGraw-Hill, New York, 1968) or Johnson and Martin (Condor 94:1–19, 1992). In-text citations of publications by three or more authors should be in the form of “Jones et al.” A series of citations should be listed in chronological order (e.g., Morton 1978, King 1985). For abbreviations and forms of titles of serial publications, follow the *Serial Sources for the BIOSIS Previews® Database* (BioSciences Information Service, 1992). Common names of birds should be upper- or lower-cased and punctuated as they appeared in the original text cited. Consult recent issues of *The Condor* for additional details and take care to follow the form for our Literature Cited section.

Revisions. Revisions of tentatively accepted manuscripts must be completed and returned to the Editor within 75 days. Manuscripts returned beyond that time will be treated as new submissions.

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