

INSTRUCTIONS FOR CONTRIBUTORS

The Journal of Raptor Research

EFFECTIVE WITH VOLUME 21, 1987

The Editorial Office of The Raptor Research Foundation, Inc., welcomes original reports, short communications, commentaries, thesis/dissertation abstracts and reviews pertaining to the ecology of both diurnal and nocturnal predatory birds for publication in *The Journal of Raptor Research*. The journal is printed by Allen Press, Inc., Lawrence, Kansas 66044, USA. Publication is open to anyone, regardless of current membership in The Raptor Research Foundation, Inc. Contributions are welcomed from throughout the world but must be written in English. **Submit all contributions to the Editor, Jimmie R. Parrish, Department of Zoology, 159 WIDB, Brigham Young University, Provo, Utah 84602, USA.** Referees and associate editors review each manuscript submitted for originality of data, ideas or interpretation, for accuracy, conciseness and clarity. With the exception of abstracts, **manuscripts submitted for consideration must not have been published or concurrently be under consideration for publication elsewhere.**

MANUSCRIPT PREPARATION

Each manuscript should be submitted for publication in the following format: 1) cover page [containing only title, author(s), and running head (shortened version of title not to exceed 35 characters in length)]; 2) abstract of article (when appropriate); 3) text; 4) literature cited; 5) address of author(s); 6) appendix; 7) figure captions; 8) footnotes; 9) tables; and 10) appendix tables. Submit a typewritten original and three copies of the text, tables, figure headings and all other materials for use by the referees. **Submit three originals of all illustrations.** All typewritten material must be double-spaced on one side of 8½ × 11-inch (21½ × 28 cm), good quality, bond paper, with at least one inch (2½ cm) margins. Do not use erasable, mimeo, or light-weight bond paper. Copies may be Xerox or carbon reproductions of good, clear quality. Number pages through the address page of the manuscript. Type the author's name in the upper right-hand corner of every page. Submit each table double-spaced on a separate unnumbered page; submit legends for illustrations on a separate unnumbered page. Material submitted in tables or illustrations should not be repeated in the text of the manuscript. Write mathematical formulas on one line whenever possible. Avoid hyphenation and footnotes.

Address of each author at the time the research was conducted should be listed on a separate page following the Literature Cited section. Present address of author(s), if different, should be listed, as well as name and full address to whom proof is to be sent. If you are no longer

associated with the institution where the research was conducted, but you wish to credit that institution, it may be mentioned first.

Provide an abstract for each manuscript more than four, double-spaced, typewritten pages in length. Abstracts are submitted as a separate section from the main body of the manuscript and should not exceed 5% of the length of the manuscript. The abstract should recapitulate the overall findings of the research and should be suitable for use by abstracting services.

Authors should cite the scientific and (if any) common names of all species at first mention in **both** the abstract and the main text of the manuscript. Names for birds should follow those in the A.O.U. Check-list of North American Birds (sixth ed., 1983) for North American birds, and an appropriate equivalent for non-North American species. Subspecific identification should only be cited when pertinent to material presented in the manuscript. In all cases where the scientific and common names are cited together, the common name should be placed first.

Metric units should be cited for **all** measurements in accordance with Systeme International D'Unite (SI) notation and conventions. Abbreviations of statistical terminology and mensural units should conform with the Council of Biology Editors (CBE) Style Manual (fifth ed., 1983, American Institute of Biological Sciences, 1401 Wilson Blvd., Arlington, Virginia 22209, USA). Use the 24-hour clock (e.g., 0830 H and 2030 H) and "continental" dating (e.g., 1 January 1987). Consult the CBE Style Manual and current issues of *The Journal of Raptor Research* on particular matters of style.

The Journal of Raptor Research is published in a double-column format. Therefore, authors should consider whether a table or illustration can best be presented in a single column, with the vertical axis of the table or illustration longer than the horizontal, or would be more effective covering an entire page width.

Tables should not duplicate material in either the text or illustrations. **Tables should be typewritten, double-spaced throughout, including title and column headings,** should be separate from the text and be assigned consecutive Arabic numerals. Each table must contain a short, complete heading. Footnotes to tables should be concise and typed in lower-case letters.

Illustrations (including coordinate labels) should be centered on 8½ × 11-inch (21½ × 28 cm) paper and must be submitted flat. Copies accompanying the originals should be good quality reproductions. The name of the author(s) and figure number should be penciled on the back of each illustration. All illustrations are numbered consecutively using Arabic numerals. **Include all illustration legends**

together, typewritten, double-spaced, on a separate, single page.

Line illustrations (i.e., maps, graphs, drawings) accomplished using undiluted india ink and designed for reduction by $\frac{1}{3}$ to $\frac{1}{2}$ are preferred. Drawings should be accomplished using heavy weight, smooth finish, drafting paper (vellum) whenever possible. Use mechanical lettering devices, pressure transfer letters, or calligraphy. Lettering should be large enough when submitted that it will be as large as text type (8–10 point) when reduced by 50%. Avoid bold, heavy or ornate letters that would tend to distract from the illustration. Use a pattern of lines and dots for shading that will not appear as a solid tone when reduced. Include a key to symbols used within an illustration, unless the symbols are best explained in the legend. Measurement scales (e.g., distance) should be given in the illustration itself. **Computer generated, dot-matrix illustrations will be acceptable only if accomplished using a high-quality laser printer** in accordance with the above instructions for line drawings.

Some special symbols cannot be typeset by the printer. Therefore, if a magnification scale is needed in connection with a photomicrograph, for instance, the scale should be placed on the photo itself and not in the legend.

Photographic illustrations may be used but require that prior arrangements be made with the Editor and the Treasurer. Photographs should be glossy prints of good contrast and sharpness, preferably mounted on an artist's mounting board and submitted in approximately the same size as they should appear in print. Photographs should be made from monochrome (black and white) film whenever possible. Write the author's name and the figure number either in pencil or special marking (felt tip) pen on the back of each photograph. Composite photographs should be mounted touching one another and squared on all sides. Separate portions of such illustrations should be identified as necessary using adhesive transfer letters. **Color photographs are acceptable but require that the author substantially subsidize their publication cost.**

Faulty illustrations will be returned to the author. If they are fixed by a scientific illustrator under the Editor's direction, the author will be charged.

Literature Cited in the manuscript should be listed alphabetically at the end of the text and Acknowledgments. Authors should insure that all text citations are listed and checked for accuracy. If five or fewer citations appear in the text, place the complete citation in the text, following these examples: (Newton, I., Population ecology of raptors. Buteo Books, Vermillion, South Dakota, 1979), or Robertson (*Raptor Res.* 20(2):51–60, 1986). If more than five citations are referenced, each should include author and year [e.g., (Galushin 1981)], or, in a citation with three or more authors, the first author and year [e.g., (Wink et al. 1985)]. Citations of two or more works on the same topic should appear in the text in chronological order and separated by a semi-colon [e.g., (Jones 1977;

Johnson 1979; Wilson 1980)]. Unpublished material cited in the text as "pers. comm.," etc., should give the full name of the authority [e.g., (J. D. Smith, pers. comm.)], but must not be listed in the Literature Cited section. Authors should follow the current edition of BIOSIS (Biosciences Information Service of Biological Abstracts) List of Serials as a guide for abbreviations and forms of titles of serial publications. If in doubt as to the correct form for a particular citation, it should be spelled out for the Editor to abbreviate.

REVIEW PROCESS

Editorial review and *revision* processes will be conducted on manuscripts submitted for publication as regular articles or Short Communications. Manuscripts will be critically reviewed by referees selected for competency in the subject matter of the manuscript. Acceptance of a manuscript for publication will depend upon scientific merit, originality, timeliness, and suitability for the journal. The referee's comments and Editor's suggestions will be conveyed to the author. Manuscripts will generally be published in order of receipt, although publication may be advanced or delayed in order to maintain balance or to group manuscripts dealing with closely related subjects. Each published manuscript will show the date of receipt in the Editorial Office and the date of acceptance of the final revision. Excessive time taken by authors in revising manuscripts will generally result in a delay in publication. **Manuscripts held for more than 60 days by authors to accomplish a revision will again be critically reviewed by referees unless prior arrangements are made with the Editorial Office.**

MANUSCRIPT PROOFS

Proofs, *typescript* and *reprint* order forms will be sent to the senior author unless indicated otherwise. Please inform the Editor well in advance of any change in address or system for handling proofs. **The corrected proofs and the original typescript should be returned to the Editor within 48 hrs of receipt.** Corrections will be made without charge but revisions done by authors will be charged at the rate of \$2.50 per line reset.

OTHER PUBLICATIONS

Raptor Research Reports are published periodically as prescribed by the Board of Directors. Articles too long for inclusion in the journal, proceedings of meetings/conferences, special reports, etc., will be published as *Raptor Research Reports* and sold to all interested persons, libraries, agencies, etc., provided that all Membership classes shall receive a discount of not less than 20% of the market price. Materials submitted for publication as *Raptor Research Reports* should conform to the format of materials submitted for publication in the journal.

Thesis/Dissertation Abstracts are welcomed for publication in the journal at no charge to the author. Each abstract should be typewritten, double-spaced and submitted in the following form: 1) title; 2) text of abstract; 3) author's name (last, first, middle initial), year completed, degree (M.Sc./Ph.D.), address of university where degree completed including appropriate department (i.e., Biology, Ecology, Zoology, etc.), director of thesis/dissertation (where appropriate), and present address of author. The abstract should recapitulate the overall findings of the research and should be suitable for use by abstracting services.

Commentary on articles published or other subjects are invited by the Editor. Commentaries should be in letter form submitted in duplicate to allow one copy to be forwarded to the author whose work is being addressed. The recipient will be invited to reply. All submissions should be typewritten, double-spaced, signed, and be as brief as possible. Contributions to the Commentary section will be reviewed by the Editorial Board, which will select contributions for publication that are most pertinent to the interests of our readership.

The journal publishes notices about selected new books, booklets, reports, films, etc., that are received in the Editorial Office. Authors and publishers are encouraged to submit a copy of their material for consideration and not just an announcement. Insure that price and source for all such material is given. A review of material when appropriate will be requested by the Editor and published in the journal.

Reviews should be submitted in the following format: 1) title; 2) author(s); 3) date; 4) number of pages, tables, figures, appendices, plates (where appropriate); 5) address of availability; 6) cost; 7) text; and 8) author of review. Submit a typewritten, double-spaced original and three copies of the review in *The Journal of Raptor Research* format.

Announcements of non-commercial raptor news, requests for assistance, etc., are invited by the Editor. Items submitted should be typewritten, double-spaced in *The Journal of Raptor Research* format. **Announcements that carry a deadline should be submitted at least six months in advance to allow enough time for publication and response.** Advertisement notices will be published free of charge providing a percentage of the proceeds requested is donated to The Raptor Research Foundation, Inc.

PUBLICATION POLICY

The cost of producing an issue of *The Journal of Raptor Research* is expensive, and membership dues alone do not

meet the publication costs. In order to defray some of the costs of publishing the journal, it is the policy of The Raptor Research Foundation, Inc., to expect authors of manuscripts accepted for publication to contribute to these costs through the use of institutional, grant or contract, or other funds available to them for this purpose. Those authors who are able to completely subsidize publication of their manuscripts will be scheduled for publication in the earliest available issue of *The Journal of Raptor Research* following approval of galley proofs. Authors who are members of The Raptor Research Foundation, Inc., but do not have access to institutional, grant or contract, or other funds may request a waiver of contributions toward publication costs. Authors of lengthy manuscripts are especially encouraged to help defray the costs of publication. It is unlikely that articles of more than 10 printed pages (i.e., approximately 18 typewritten, double-spaced pages of manuscript including tables and illustrations) can be published without a significant contribution. **The ability to contribute toward publication costs does not enter into the editorial decision regarding the acceptability of a manuscript.**

There are some costs of publishing manuscripts that are fixed and cannot be waived. These include costs of alterations or redrafting of figures, made necessary after type has been set as a result of excessively complicated text, or numerous tables or figures, or inclusion of color or black and white plates. Such charges will be billed to the author.

Reprint order forms and page costs will be forwarded to the authors at the same time as the article galley for proofing. **The Raptor Research Foundation, Inc., will not waive the cost of reprints of articles requested by authors.** Payment in full for requested reprints must accompany the reprint order form and be forwarded to the Editor with corrected galley proofs. However, authors employed by government agencies, universities, or other firms that will meet reprint and page costs may forward an intent to pay to the Editor in the form of an agency voucher. Upon receipt of a voucher, reprints can be mailed to the author. The Treasurer will then bill the appropriate agency for the reprints and page costs with the understanding that **payment will be made within 30 days.**

All funds should be made payable to The Raptor Research Foundation, Inc. All personal contributions toward publication costs, as well as other personal costs of preparing manuscripts for publication, are tax-deductible.

Copies of these instructions are available upon request from the Editor, to whom correspondence regarding contributions to *The Journal of Raptor Research* should be forwarded.