

## JOURNAL OF RAPTOR RESEARCH INFORMATION FOR CONTRIBUTORS

The *Journal of Raptor Research* (JRR) publishes original research reports and review articles about the biology of diurnal and nocturnal birds of prey. All submissions must be in English, but contributions from anywhere in the world are welcome. Manuscripts are considered with the understanding that they have not been published, submitted or accepted for publication elsewhere. Manuscripts are subjected to peer review for evaluation of their significance and soundness, and edited to improve communication between authors and readers. Decisions of the editor are final.

Material is published as feature articles, short communications (usually not longer than four printed pages), and letters (see recent issue of the JRR for examples). Submissions that adhere closely to the JRR's format greatly enhance the efficiency and cost of the editorial and publishing processes. Author's efforts in this regard are deeply appreciated by the editorial staff.

When submitting scholarly papers, send the original and three copies, a completed checklist (see below), and a cover letter that includes: (1) a statement that the data in the manuscript have not been published or accepted for publication in the same form, and have not been submitted simultaneously elsewhere, (2) the name and address of the corresponding author (in multiauthored papers) including any temporary addresses where that author will be during the review process (also the phone number and, if possible, a FAX number and e-mail address of the corresponding author), and (3) if applicable, any special instructions. Authors may also suggest potential reviewers.

If the manuscript submitted was produced on a word processor, also send a diskette (3 1/2") containing a single file that is identical with the printed copy. The electronic copy should be supplied as an IBM-compatible text file (ASCII, Word, or Wordperfect). Include information on the type of computer and word processor used. Optional electronic submissions are accepted (see General Instructions below).

Manuscripts that are accepted upon condition of

revision must be returned to the editor within 60 days. Manuscripts held longer will lose their priority and may be treated as new submissions. The editor should be notified if extenuating circumstances prevent a timely return of the manuscript. Authors will receive proofs of their articles prior to publication. Proofs must be read carefully to correct any printer errors and returned by the fastest mail within two days of receipt TO THE EDITOR. Changes in typeset text are expensive and authors making extensive changes will be billed for the costs. A reprint order will accompany page proofs to enable authors to buy reprints. Costs of reprints are the author's responsibility and payment for reprints ordered must accompany the order form. Both must be sent TO THE EDITOR.

Publication is expensive and member dues do not cover the entire cost of producing the JRR. Hence, the Raptor Research Foundation, Inc. expects that authors defray the high costs of publication through payment of page costs (currently \$100.00 U.S. per page). Authors who are not associated with a research institution or simply do not have access to such grants may request the page charges be waived. Such a request can only be approved if the author is a member of the Foundation and the article is short. Payments of amounts less than the full page charges will be accepted. Authors of long manuscripts are expected to pay publishing costs. It is unlikely that articles longer than 10 printed pages or 18 typewritten pages including tables and illustrations can be published without full payment. Authors employed by government agencies, universities, or firms that will meet reprint and page charges may forward a statement to the editor indicating intent to pay. Upon receipt of such a statement, reprints will be mailed to the author and the agency will be billed with the understanding that payment will be made within 30 days. All checks should be made payable to the Raptor Research Foundation, Inc. All personal payments toward publication costs are tax-deductible in the United States.

**JOURNAL OF RAPTOR RESEARCH**

## CHECKLIST FOR PREPARATION OF MANUSCRIPTS

*(check items and submit with manuscript)***I. GENERAL INSTRUCTIONS**

(Consult recent issues for additional guidance on format)

- Type manuscripts on one side of either 216 × 278 mm (8.5 × 11") or standard international size (210 × 297 mm) good quality paper (do not use erasable or lightweight paper). Word-processor-generated manuscripts must be done with a letter-quality or near-letter-quality printer. DOUBLE SPACE THROUGHOUT including title, text, tables, figure legends, and literature cited.
- Optional electronic submission. Submit e-mail message with two attached file copies of manuscript: 1) pdf file (must include figures) and 2) word processing file (Word Perfect [preferred] or MS Word files accepted). Follow same format guidelines as for standard mail submission. Letter of transmittal should be included in the e-mail message. E-mail to: jrr@astate.edu
- Give the scientific name at the first mention of a species, both in the abstract and in the article. Scientific names of birds should follow the usage of the *AOU Check-list of North American Birds* (7th. ed. 1998 and subsequent supplements in the *Auk*) or an authoritative source corresponding to other geographic regions. Do not give subspecific identification unless it is pertinent. Capitalize first letter of words in complete common names for birds. Use lower case for all other common names.
- Use American spelling and *Webster's Tenth New Collegiate Dictionary* (1996, Merriam-Webster, Inc.) as a spelling authority.
- Leave at least a 25 mm (1") margin on all sides. Avoid hyphens or dashes at ends of lines; do not divide a word at the end of a line.
- Use a nonproportional font of at least elite size (4.7 characters/cm = 12 characters/inch) or 12 point, preferably Courier. DO NOT USE RIGHT JUSTIFICATION—LEAVE RIGHT MARGIN RAGGED.
- Use italic type for addresses, scientific names, journal names, and third level headings.
- Type last name(s) of author(s) and page number in upper right-hand corner of page 2 and all following pages.
- Cite each figure and table in the text. Do not repeat material in two forms (i.e., in text and table, or table and figure). Organize text, as far as possible, so that tables and figures are cited in numerical order.
- Use "Figure" only to start a sentence; otherwise "Fig." if singular, "Figs." if plural (e.g., Fig. 1; Figs. 2, 3; Figs. 4–6).
- Use metric units throughout.
- Use these abbreviations without spelling out: hr, min, sec, yr, mo, wk, d, km, cm, mm; designate temperature as 32°C.
- Use "continental" dating (e.g., 10 July 1993, 1–3 June, 11 May to 11 June).
- Use 24-hour clock (e.g., 0800 H, 1345–1400 H)
- Write out numbers one to nine unless a measurement (e.g., four birds, 3 km, 40 sites, 6 yr). Use 1000 and 10 000; 0.15 instead of .15; % instead of percent.
- Each reference cited in text must be listed in the Literature Cited section, and vice versa. Double check the accuracy of all entries—THE EDITORIAL STAFF CANNOT DO THIS FOR YOU.
- Literature citations in the text are as follows:
  - a. One author—Jones (1993) or (Jones 1993)
  - b. Two authors—Smith and Jones (1991) or (Smith and Jones 1991)
  - c. Three or more authors—Hernandez et al. (1990) or (Hernandez et al. 1990)
  - d. Manuscripts *accepted* for publication but not yet published—Howard (in press) or (Howard in press)
  - e. Unpublished materials—K. Jacobson (unpubl. data); (K. Jacobson pers. comm.); or K. Jacobson (pers. comm.)—do not place in the Literature Cited section.
  - f. When citing several references within parentheses, separate with commas and put in chronological order, oldest first).
  - g. For manuscripts submitted as letters, place citations in text in abbreviated form, e.g., (I.C. Birds 1993, J. Raptor Res. 27:45–50).
- Assemble manuscripts for regular articles in this order: (1) title page, (2) abstract page, (3) text, (4) tables, (5) figure legends, (6) figures. DO NOT STAPLE.

**II. TITLE PAGE**

- Place full title 6–8 lines below top of page in all capital letters. Below title, center author's name(s) in all capital letters and address(es) followed by a running title (short title) not to exceed 30 characters. If the author(s) is/are currently at another location from where the work was done, use superscript number(s) following author(s) name(s) to indicate current address in footnote at bottom of the page. In multi-authored papers, indicate the author responsible for correspondence and requests for reprints. Give phone number and, if possible, FAX number and e-mail address of the corresponding author.

**III. ABSTRACT/SUMMARY**

- For regular articles, include an abstract of about 250 words in one paragraph that is completely

without reference to the text. Be concise, include the paper's purpose, but emphasize the results. Statements like "results will be discussed" are not appropriate. The abstract will also be published in Spanish. Authors fluent in both languages are encouraged to include both versions, otherwise the JRR will provide the Spanish translation.

- Include five to seven key words for indexing after the abstract.
- Short communications will be printed with a Spanish summary only. Authors must provide an English summary to be translated into Spanish unless they are fluent in Spanish.
- Avoid citing references in the abstract. If they must be cited, include journal name, volume, pages, and year, all in parentheses.

#### IV. TEXT

- Follow instructions in section I.
- Main headings are all capital letters and flush with left margin.
- Typical main headings for regular articles are: METHODS, RESULTS, and DISCUSSION. An introduction begins the text but does not have a heading.
- Put second-level headings in bold. Use normal indentation and capitalize first letter of each word in the second-level headline except prepositions and articles.
- Put third-level headings in italics. Capitalize first letter of first word only.
- Short communications and letters may or may not have headings within the text depending upon the need.

#### V. LITERATURE CITED

- Type references in upper and lower case letters, including all authors' names (e.g., Nemeth, N.M. and J.L. Morrison. 2002. Natal dispersal of the Crested Caracara . . . etc. . . ).
- Verify all entries against original sources including diacritical marks and spelling in languages other than English. Capitalize all nouns in German.
- Cite references in alphabetical order by first author's surname. References by a single author precede multiauthored works by the same senior author regardless of date.
- List works by the same author(s) chronologically, beginning with the oldest.

- Use six hyphens when the author is the same as in the preceding citation.
- "In press" citations must have been accepted for publication and must include date, volume number, and the name of the journal or publisher.
- Initials of second, third, and . . . authors precede their surname.
- Abbreviate journal names according to the *Serial Sources for the BIOSIS Data Base* (published annually by the BioSciences Information Service).
- Do not list personal communications and unpublished reports.

#### VI. TABLES

(Tables are expensive to print—keep them to a minimum and put each on a separate page—try to design them to fit a single column.)

- Double space throughout. Assign each table an Arabic number followed by a period.
- Table titles must be complete sentences.
- Use same size of type as in text.
- Indicate footnotes by lowercase superscript letters.
- Do not use vertical lines.

#### VII. FIGURE LEGENDS

- Print all figure legends on one page, double spaced.
- Number using Arabic numbers consecutively in the same order the figures appear in the text (i.e., Figure 1., Figure 2., etc.).

#### VIII. PREPARATION OF ILLUSTRATIONS

(Illustrations are referred to as figures and include drawings, graphs, and black and white half-tones [photographs]. CONSULT THE EDITOR IN ADVANCE ABOUT COLOR.)

- Use professional standards in preparing figures, their reproduction in the JRR is virtually identical to what is submitted. Consult issues of JRR for examples and *Steps Toward Better Scientific Illustrations* (Allen Press, P.O. Box 368, Lawrence, KS 66044) for more information.
- Plan figures to fit proportions in the JRR, preferably for a single column—printed size is 72 mm for single column width, 148 mm for full page width or 195 mm for lengthwise figures. Figures should be submitted no smaller than the final size nor larger than twice the final size (on paper no larger than 216 × 278 mm (8.5

- × 11") or standard international (210 × 297 mm).
- Submit drawings as original art (undiluted India ink on heavy-weight, smooth-finish drafting paper) or as photomechanical transfers (PMTs). Submit graphs as mechanical drawings or as high-resolution laser prints. Typed or handwritten text or symbols are not acceptable. Add text and symbols with press-on symbols and letters or mechanical lettering. Review copies of figures can be photographic copies but must approach the quality of the original.
  - Figure text must be a plain (sans serif) typeface (e.g., Helvetica), not compressed, and large enough so that it will be as large as the text type (8–10 point) when in print.
  - Photographs must be sharp, high-contrast, glossy prints approximately the size that they will appear in print. If several photographs are to be included in one figure, group them butted together with no space between.
- Use the same style of lettering and presentation for all figures.

#### IX. WHAT TO SEND

- Cover letter.
- Copy of this checklist completed.
- Original and three copies of manuscript and illustrations.
- Diskette containing a text file of the manuscript text, tables, and figures (if the manuscript was prepared using a word processor).
- Submit to:

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More information?

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