

PREPARING YOUR MANUSCRIPT

1. Choose the Article Type.

Research articles address original biological field studies on vertebrates, especially birds. 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. Please put the word Research at the top of the Word file.

Notes on distributional records and natural history observations, and behavior should consider previously published information, and interpret the biological, ecological, or evolutionary significance of the behavior reported. Please put the word Note at the top of the Word file.

Review papers summarize research and are a synthesis of existing data, with the promise of having a broad influence on the ornithological community. Please put the word Review at the top of the Word file.

Commentaries are brief papers that comment on articles previously published or opinion pieces on some aspect of ornithology (especially the process or application of ornithology), or a reconsideration of a topic in ornithology without extensive review. When submitting, put the word Commentary at the top of the Word file.

Book Reviews. Please put the word Book Review at the top of the Word file.

Memorials. Please put the word Memorial at the top of the Word file.

2. Layout

Order the sections of your manuscript in this way: Title page, Abstract with Keywords, Introduction (no heading for Introduction), Methods, Results, Discussion, Acknowledgments, Literature Cited, Figure Captions, Tables, and Appendix go at the very end of your Word file. Tables and Figures may be in separate files.

Manuscripts for Notes should not have an abstract, and the main text need not be subdivided into sections.

3. Format your Manuscript

The editors will be grateful to authors whose contributions match as nearly as possible the format in recent issues of *Florida Field Naturalist*. These standards are elaborated in the guidelines below, based largely on recent "Instructions to Authors" from *The Auk: Ornithological Advances*, journal of the American Ornithological Society (<http://americanornithologypubs.org/page/instructions?code=coop-site>). If you are unsure of details after consulting these guidelines and recent issues of *Florida Field Naturalist*, feel free to consult with the Associate Editor.

- The manuscript text and figures should be submitted electronically in an editable MS Word-compatible format (no PDFs, please).
- Prepare text and tables in a size that will print on 8.5 x 11 inch pages.
- Leave at least a 1-inch (25 mm) margin on all sides.
- Double-space throughout.
- Tables and figures must be sequenced in the order cited.
- Use "Figure" outside of parentheses; otherwise, use "Fig." if singular, "Figs." if plural (e.g., Fig. 2; Figs. 2 and 3; Figs. 3-6).
- All measurements should be given in metric units.
- Use continental dating (e.g., 29 July 1996), the 24-hour clock (e.g. 0800 and 2300), and standard time (not daylight savings time). Specify that it is Standard Time (e.g., EST for Eastern Standard Time) at first reference to time of day.
- Italicize scientific names. English proper names of bird species that occur in North and Middle America should follow the 7th edition of the AOU's *Check-list of North American Birds* and its supplements. (See <http://www.americanornithology.org/content/checklist-north-and-middle-american-birds>) English proper names of birds should be capitalized. English names of other organisms should not be capitalized.
- Use the following abbreviations: s (second), min (minute), h (hour); designate temperature as 32°C. Do not abbreviate day, week, month, or year.
- For user-defined abbreviations, write out words in full the first time the term is used in the text. Abbreviate thereafter: "Second-year (SY) birds ... We found SY birds in large numbers."
- Use the following statistical abbreviations: ANOVA, SD, SE, df, CV, ns, n, P, r, F, G, t-test, U-test. Other statistical abbreviations, in general, conform to sixth edition of *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers* (1994, Cambridge University Press, Cambridge, United Kingdom).
- Numbers: Write out one to nine unless a measurement, but use numerals for larger numbers (e.g. three birds, 6 mm, 12 days, 2 min.). If number is in a series with at least one number being 10 or more, then use all numerals (e.g. 6 males and 13 females). Use 1,000 not 1000, 0.01 not .01, and 50% instead of 50 percent.
- Indicate the corresponding author, if other than the first author. Footnotes are not used except at the bottom of the first page to indicate death of an author.

4. Literature Cited

Each reference cited in the text must be listed in the Literature Cited section and vice versa. Please make a final check when the revised manuscript is complete.

Verify all entries against original sources, especially journal titles, volume and page numbers.

"In press" citations must have been accepted for publication, with the name of the journal or publisher included. Please make an effort to provide year- and volume number.

Cite references in alphabetical order by first author's surname and then his/her initial(s). References by a single author precede multi-authored works by same first author, regardless of

date. Listings with multiple authors are done by first author's name (surname and then initials), second author's name, etc.

List works by the same author(s) in chronological order, beginning with earliest date of publication. If author has two works in same year, place in alphabetical order by first significant word in title; these works should be lettered consecutively (e.g., 1991a, 1991b).

Authors' names are in large caps and small caps. Insert a period and space after each initial of an author's name.

Journal titles should be written in full, not abbreviated.

5. Illustrations

We welcome high-resolution digital photographs pertinent to your paper. They should be of about the same dimensions as they will appear in print, often either 4 x 3 in or 4 x 6 in. JPEG is the preferred format. You may send black-and-white glossy prints if you have no alternative.

Where possible, group several illustrations as panels in a single figure.

Figures may be embedded in the manuscript or provided as separate files.

6. Figure Legends

Legends should be in bold, without indenting.

Do not include symbols such as lines, dots, or triangles in figure legends; either label them in the figure or refer to them by name in the legend.

7. Tables

Each table should start on separate sheet and be double-spaced throughout (header, table body, footnotes). The table number should be an Arabic numeral followed by a period. Capitalize the first word of the title; all other words should be lowercase unless a proper noun. Include a period at end of title.

Indicate footnotes by lowercase superscript letters (a, b, c, etc.).

Do not use vertical lines in tables.

Include horizontal lines above and below the headings, and at the end of the table.

8. Proofs, charges, and reprints

Authors will receive page proofs for approval, along with the original typescript. Both must be returned within 48 h to the managing editor to avoid publication delays. Because changes in

proofs are expensive, authors should not expect to make major modifications in their work at this stage. Authors should keep the Editor informed of address changes, so proofs will not be delayed.

The Florida Ornithological Society requests that authors, if possible, bear part or all of the cost of publishing their papers when grant, institutional, or personal funds are available for the purpose. Current costs per printed page are \$25.00; a minimum contribution of \$10.00 is recommended, but the FFN is pleased to receive any assistance in paying for publication. Authors who do not have access to publication funds are **not** expected to pay charges.

All senior or corresponding authors will receive a free PDF of their published work.