

BIRD STUDY

An international journal of pure and applied ornithology

Guidelines for authors

General. The Editor is happy to advise you on the preparation of papers. You are strongly advised to follow the recommendations of M. O'Connor (1991), *Writing Successfully in Science*, Chapman & Hall, London.

Aim for a concise but readable style avoiding jargon and pomposity. Show your paper to friends for criticism before submitting it to *Bird Study*. Each paper will be acknowledged upon receipt and will be subject to review by the Editor, at least one member of the Editorial Board and at least one independent referee. Papers are usually accepted, returned for revision or rejected within two months of receipt. They are usually published in the order in which they are finally accepted, subject to such constraints as the number of pages available in each issue of the journal.

Bird Study publishes the following types of articles:

Original research papers of any length,
Short original research papers (less than 2500 words in length),
Scientific reviews,
Forum articles covering general ornithological issues, including non-scientific ones,
short feedback articles that make scientific criticisms of papers published recently in the Journal.

Bird Study also publishes critical book reviews.

Preparation of Manuscripts

Word process your manuscript but please avoid using complicated word processing features – keep the text layout clear and simple. Double-space your manuscript, with wide margins, and format to paper size A4 or US letter size. Number all the pages consecutively and insert line numbers.

Original Research Papers. Please prepare your manuscript in the following sections and in this sequence. Start each section on a separate page:

Title page
Summary
Keywords
Text
Acknowledgements
Endnotes
References
Appendices
Tables,
Legends to figures
Figures

Short Reports. Papers of less 2,500 words should be prepared as Short Reports with a one-sentence summary and no sectional headings. They may have up to two figures/tables, or one of each, but the word count should be reduced for each figure/table.

In all manuscripts use italics only for generic and specific scientific names

Papers are accepted on the understanding that they have not been offered for publication elsewhere.

Title page

This must contain, in order, the title, the authors' names (including first names) and addresses, the short title, keywords and full contact details of the corresponding author (name, full postal address, telephone, fax and email). If the paper reports the results of a BTO enquiry then, under the authors' names and address, please type: A report to the British Trust for Ornithology.

Make the title brief but informative and include scientific names in addition to vernacular names. The short title will appear at the top of the right-hand pages in the published text: the maximum length is 30 characters. Select keywords for web searches and include items that may be of interest to someone from another discipline, e.g. techniques.

Summary

This should not exceed 5% of the length of the text and never more than 300 words. The first sentence (the *Capsule*) should encapsulate the essence of the paper and will appear on the web page, together with the title, thus the capsule should not repeat any elements of the title but should complement it. The title and capsule together should give the reader a clear insight into what the paper is about and its findings. They should be considered an invitation for the reader to "read-on". There should be four additional short paragraphs in the summary headed: Aims, Methods, Results and Conclusion.

Acknowledgements

Make these as brief as is consistent with courtesy.

Endnotes. You are encouraged to annotate the text by the use of endnotes where it is felt that this would aid the reader, but excessive use of Endnotes is not encouraged. Endnotes might include additional technical information concerning methods or statistics, or lengthy statistical verification. In the text, indicate endnotes by a superscript letter. For example: '...these regression models were both highly significant.^d'. List endnotes in the order in which they appear in the text: i.e. alphabetical order. The text of endnotes should be presented in the following format:

d. $Y = a + bX$, $F = 123$, $df = 123, 456$ $P < 0.001$ and $Y = a + bX$, $F = 123, 456$, $P < 0.005$.

References

Use the Harvard system, i.e. authors' names and year in the text and an alphabetical reference list. Within a sentence, cite as: Author & Author (1988, 1989) or Author *et al.* (2000). In parenthesis cite as: e.g. (Author 1975). Use the following format for the reference list:

Author, A.B., Author, C.D. & Author, E.F. 1996. Title of article. *Abbrev. J. Name* **20**: 151–158.

Author, A.B., Author, C.D. & Author, E.F. 1997. [Title of article.] *Abbrev. J. Name* **12**: 199–205 (in Russian).

Brown, A.B. & Author, C.D. (eds) 1990. *Book Title*, 4th edn. Publisher, Place.

Clark, A.B. 1955. Title of chapter. In Editor, A. (ed.) *Book Title*, Vol. 2: 21–27. Publisher, Place.

Cornish, A.B. 1996. Title of thesis. PhD Thesis, University of Durham.

Abbreviate journal titles according to *Serial Sources for the Biosis Data Base*. If in doubt, give the title in full. Give the titles of papers in the original language, unless this uses a non-Roman alphabet, in which case use an English translation of the title, in square parentheses.

Reference to web sites should only be made if the work is refereed or reliable and the link is likely to remain available over time. Give the date on which the web site was accessed for the information that you cite

Only cite PhD theses in exceptional circumstances and if readily available. Give full details in the reference list. Otherwise mention the work in the text only, as 'unpubl. data' or 'pers. comm.'

Verify references before submitting your paper. Check that all references are cited in the text and that all references cited appear in the list.

Nomenclature

In all manuscripts use vernacular names for birds and also give the scientific name (not in parentheses) when the species is first mentioned. For British birds use the names recommended in *The British List* (7th Edition) published in *Ibis* (2006) 148, 526-563 (and any subsequent revisions). This list is available as a PDF document in the *Instructions and Forms* section on this *Bird Study* web site.

If using the recommended vernacular name throughout the manuscript would greatly lengthen the total text of the paper it is acceptable to revert to a shorter name for subsequent mentions provided that this does not cause confusion. For example, if referring to White-throated Dippers *Cinclus cinclus* use this full name at the first mention but use Dippers thereafter in a paper in which no other dipper species are

mentioned. Follow the same practice for other birds, animals and plants for which there are well-established vernacular names: otherwise use scientific names throughout. Capitalize the first letters of vernacular names of species but not of higher taxa: e.g. Blue Tit and Wych Elm, but tits and elms. For those species not appearing in the British list (7th Edition), use a suitable recent source and if appropriate cite this source. The following sources of scientific names may be helpful:

BirdLife International Data Zone, <http://www.birdlife.org/datazone/index.html>

Voous, K.H. 1973–77. List of recent Holarctic bird species. *Ibis* **115**: 612–638; **199**: 223–250, 376–406.

Corbet, G.B. & Southern, H.N. 1977. *The Handbook of British Mammals*, 2nd edn. Blackwell Science, Oxford.

Stace, C. 1999. *Field Flora of the British Isles*, Cambridge University Press.

Units, symbols, quantities

Use metric units, with the following abbreviations – length: mm, m, km, etc.; mass: mg, g, kg; time: s, min, h, day, month, year.

Give the time of day in the form of 06:30 hours. Use the zonal time closest to solar time (i.e. GMT, not BST, in Britain). Give dates in the form 14 January 1993. Give statistical terms in the conventional manner: c^2 , t , r , etc.; degrees of freedom as ‘df =’ or as a subscript ‘ t_{33} ’; standard deviation, standard error and probability as sd, se, P , etc. Spell out numbers up to and including ten, except when used with a scientific unit. Divide numbers larger than 9999 into groups of three figures with a space between each group; e.g. 12 592.

Tables

For detailed guidance, and examples of good practice, please see the *Bird Study Table Guidelines* in the *Instructions and Forms* section on this web site.

Briefly. Type each table on a separate sheet, with a concise title at the top and short explanatory notes below. A Table should be understandable on its own. Please minimize the use of dividing lines. Place each variable being measured (with the unit of measurement) at the top of a vertical column unless this would make the table too wide to fit a page when printed. If this is the case, place each variable on a new line in the left-hand column. Check typed versions and proofs carefully. Use 0 for a zero reading, – for a missing value.

Illustrations

For detailed guidance, and examples of good practice, please see the *Bird Study Figures Guidelines* in the *Instructions and Forms* section on this web site.

Briefly: Make sure that symbols, lettering and numbering are of a quality suitable for reproduction and large enough to be read after reduction. Use a sans serif font (Helvetica not Times). Maps should show essential details and important reference points only.

Photographs may be used as necessary to illustrate papers. Supply them in black-and-white or colour. Colour illustrations will appear in online versions of your paper but if colour is to appear in the printed form this will occur additional costs so please ensure that any colour photographs will provide the information that you want to convey when produced in grey-scale.

In general, files created in Photoshop and Illustrator can be used. TIFF and EPS files are acceptable formats. If accepted for publication illustrations will need to be submitted at high quality (300 or 600 dpi), but lower quality images are acceptable at first submission in order to reduce file size. However, please ensure that the information you wish to convey will be available at this lower resolution so that the editor and reviewers can make an informed decision on the quality of your paper.

Statistics

Statistics are essential for proper interpretation of quantitative data. Authors who are doubtful about their statistical analysis are invited to consult the Editor. To aid the reader, you must give full details of the statistical methods used and the results obtained. To aid readers further, present the information in ways that do not interfere with the flow of the text. Place this information at the end of a sentence or paragraph, in the legends to tables or figures, or as an endnote or appendix.

In general, provide parameter estimates with confidence limits (or standard errors) and sample size.

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