



## ***BIRD STUDY***

**The science of pure and applied ornithology**

### **Guidelines for authors**

#### **Article types**

*Bird Study* publishes the following types of articles

- **Original Research Papers** of any length
- **Short Reports** of original research (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.

#### **Manuscript submission**

All submissions should be made online at the *Bird Study* [Manuscript Central site](#). New users should first create an account. Once logged on to the site, submissions should be made via the Author Centre. Online user guides and access to a helpdesk are available on this website.

#### **Exclusive submission**

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

#### **Preparation of Manuscripts - General**

The Editor is happy to advise you on the preparation of papers. You are strongly advised to follow the recommendations of O'Connor, M. 1991. *Writing Successfully in Science*. Chapman & Hall, London. A shorter guide is that of Harvey, J. 2008. Preparing a paper for publication: an action plan for rapid composition and completion. *Ann. Zool. Fennici*. 46: 158 - 164

Aim for a concise but readable style avoiding jargon and pomposity. Show your paper to friends and colleagues for criticism before submitting it to *Bird Study*. Each paper 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.

## Details - All manuscripts

- **Word process** your manuscript; avoid using complicated word processing features – keep the text layout clear and simple.
- **Double-space** your manuscript, with wide margins
- **Format** to paper size A4 or US letter size.
- **Number all the pages** consecutively.
- **Insert line numbers.**
- **Scientific names.** Use italics only for generic and specific scientific names

## Original Research Papers

Prepare your manuscript in the following sections and in this sequence.  
Start each main section on a separate page:

- **Title page**
- **Summary**
- **Text** Use the following subheadings
  - **Introduction**
  - **Materials and methods**
  - **Results**
  - **Discussion**
- **Acknowledgements**
- **Endnotes**
- **References**
- **Appendices**
- **Tables**
- **Legends to figures**
- **Figures**

## Short Reports

Papers of less than 2,500 words should be prepared as Short Reports with a four-sentence (maximum) summary and **no** sectional headings within the text. Use subheadings only for Acknowledgements and References. Short Reports may have up to two figures/tables, or one of each, but the word count should be reduced for each figure/table.

## Title page

This must contain, in order, the title, the authors' names (including first names) and addresses, the short title, keywords. Email address of Correspondence author.

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. Keywords: Select keywords for web searches and include items that may be of interest to someone from another discipline. Select up to six key words; do not repeat key terms used in the title

## Summary

This should not exceed 5% of the length of the text and never more than 300 words. The title and summary together should give the reader a clear insight into what the paper is about and its findings.

Use the following subheadings in the summary

- **Capsule** -- a single sentence that complements the title,
- **Aims**
- **Methods**
- **Results**
- **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.<sup>d</sup>'. 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).
- **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 The ISI list of abbreviations this is on line at [http://images.isiknowledge.com/WOK45/help/WOS/A\\_abrvjt.html](http://images.isiknowledge.com/WOK45/help/WOS/A_abrvjt.html)

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.

## Scientific Names

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

In all manuscripts please use Recommended English Names for species and also give the scientific name in italics (not in parentheses) when the species is first mentioned. Please use names as in the following (or at least give the name in these by which it is known). For taxa not included please use a recognised, widely available source.

### Birds

- **Those on the British List** <http://thebritishlist.blogspot.com/>
- **Those not on the British List** <http://www.worldbirdnames.org>

### Mammals

- **Harris, S. & Yalden, D.W. (eds)** 2008. *Mammals of the British Isles: Handbook, 4th edition*. Mammal Society, London. ISBN: 9780906282656.

### Plants

- **Stace, C. (ed.)** 2010. *New Flora of the British Isles, 3rd edition*. Cambridge University Press. ISBN: 9780521707725.

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 animals and plants for which there are well-established English 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.

## 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<sub>33</sub>'; 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 and PDF versions of your paper and can also be used in the printed version if the Editor considers that they enhance communication of information. **Colour** may be particularly advantageous in figures involving maps or more complicated histograms/pie charts where categories coded in colour can be more readily differentiated than various shades of grey and hatching. However, there is a limit to the number of colour pages that can be used in each issue. Therefore please mention that you would prefer to use colour in your figures in your covering letter to the Editor when you first submit.

In general, files created in Photoshop and Illustrator can be used. **TIFF and EPS** files are acceptable formats. Lower quality images are acceptable at first submission in order to reduce file size but if accepted for publication please be sure that all imported scanned material is scanned at the appropriate resolution: 1200 dpi for line art, 600 dpi for greyscale and 300 dpi for colour. Additionally, 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.