

## **Instructions to prepare manuscripts for *Arizona Birds***

*Arizona Birds* publishes articles related to Arizona's birdlife. Appropriate topics include bird status and distribution; migration; geographic variation; identification challenges; aspects of natural history, such as nesting, food, and ecology; techniques for surveys; sound recording; and photographing birds in the field. Manuscripts are peer-reviewed before acceptance for publication. *Arizona Birds* follows the guidelines of *Scientific Style and Format*, the Council of Science Editors Manual for Authors, Editors, and Publishers (8th edition), published by the University of Chicago Press, with a couple of exceptions in listing references. For spelling we follow *Merriam-Webster's Collegiate Dictionary*, 11th edition. The structure and length of a manuscript are flexible but should conform to the following instructions:

**A. Title.** Written in bold, aligned to the left of page. The title should be concise and informative. Avoid abbreviations. Do not include Latin names for species in the title.

**B. Author.** Written in bold, capital letters, and aligned to the left of page. Also include postal and email addresses. In case of a multiauthored manuscript, clearly indicate who will handle correspondence at all stages of refereeing and publication.

**C. Abstract.** For manuscripts with five or more single-spaced pages that have internal subheadings, include an abstract. Shorter papers that will go in our Notes or Review sections do not need abstracts. The abstract should state the purpose, method, result, and conclusion, in that order. The first sentence should entice the reader to read further, and the purpose should include the reason for doing the surveys. The abstract should summarize, in the active voice, actual results. Do not use phrases such as, "The nesting habits of Gilded and Northern Flickers were compared." Include real information such as, "We learned that the Gilded Flicker nests primarily in saguaros in the Sonoran Desert, and the Northern Flicker nests in higher-elevation forests." Begin the abstract with the word ABSTRACT in capital letters, followed by a colon, and then continue immediately with the abstract text.

**D. Text.**

*Introduction.* An introductory paragraph should briefly state the study's objectives, inform readers what the paper is about, and, most importantly, entice them to read on. The introduction is not the place for a long historical review of the subject. Do not use the heading "Introduction."

*Subheads.* If the paper runs five or fewer single-spaced pages, do not use any internal headings (other than Literature Cited); the paper will be published in the journal's Notes section. Divide papers of six pages or longer into sections and, if necessary, subsections. Identify each section except the introduction with a brief heading. Type each primary head in capital letters flush left on its own line. Type each secondary head in capitals and lowercase letters, flush left on its own line. Often the primary heads Methods, Results, Discussion, and Summary will assist the reader, but for some papers these subheads are not appropriate, and they are not required.

*Acknowledgments.* The individuals, organizations, granting agencies, etc. that assisted

with the work or reviewed the manuscript before submission should be listed after the text and before the list of references. Spell out the first names of people being acknowledged; omit titles and degrees. Use the heading "Acknowledgments" only if the paper has other subheadings.

*Literature Cited.* Ensure accuracy by checking your literature citations against the original sources. Group the references at the end of the paper. Above the reference list type *LITERATURE CITED* as a primary heading (i.e., on its own line, flush left, all in capital letters). Use the name/date system of citation. Capitalize only the first letter of the author's name. Note that authors' given names are abbreviated as initials. In the article title, capitalize only the first letter of the first word and of proper nouns. If you're in doubt as to how to abbreviate a journal name, spell it out completely. No comma should follow the journal's name. For monographs in irregular serials, follow the same style as for journal articles but omit the number of pages if one monograph constitutes the entire issue. Here are some examples:

Anable, M. E., M. P. McClaren, and G. B. Ruyle. 1992. Spread of introduced lovegrass (*Eragrostis lehmanniana*) in southern Arizona. *Biological Conservation* 61:181-188.

Biedenbender, S. H., and B. A. Roundy. 1996. Establishment of native semidesert grasses into existing stands of *Eragrostis lehmanniana* in southeastern Arizona. *Restoration Ecology* 4:155-162.

Tucson Audubon Society. 2007. Finding birds in southeast Arizona. Tucson Audubon Society, Tucson, AZ.

Monson, G. 1942. Notes on some birds of southeastern Arizona. *Condor* 44:222.

Monson, G., and A. Phillips. 1981. Annotated checklist of the birds of Arizona, 2nd edition. Univ. of Arizona Press, Tucson, AZ.

Monson, G., and S. M. Russell. 1998. The birds of Sonora. Univ. of Arizona Press, Tucson, AZ.

Use the following format to cite data retrieved from the eBird website:

eBird. 2020. eBird: An online database of bird distribution and abundance [web application]. eBird, Cornell Lab of Ornithology, Ithaca, NY. Available: <http://www.ebird.org>. (Accessed: Date [e.g., 2 February 2020]).

Use the following format if citing data from an individual eBird checklist:

Kelling, S. 2017. eBird Checklist: <https://ebird.org/ebird/view/checklist/S36954356>. eBird: An online database of bird distribution and abundance [web application]. eBird, Ithaca, NY. Available: <http://www.ebird.org>. (Accessed: Date [e.g., 9 December 2017]).

Acronyms for organizational names in the list of references should be made as follows:

[AOS] American Ornithological Society. 2019. North American classification committee. 2019 proposals. Available: <https://americanornithology.org/nacc/current-prior-proposals/2019-proposals/> [Accessed: 1 May 2020].

### *In-text references.*

When possible, incorporate citations into the structure of sentences, as in "Schmierer (2013) reported that..." or "According to Schmierer (2013) ...." Distinguish papers published by the same author(s) in the same year by lowercase letters, beginning with "a," following the year (Jones 2016a, 2016b, 2018). When several in-text references occur at the same point, list them first chronologically, then alphabetically. Example: "as demonstrated (Smith 1989; Allan 1999, 2000a, b; Allan and Jones 1999)" Include page numbers when you quote directly or when you wish to specify a part of a reference (e.g., Jones 1970:592-593). Cite unpublished material in text without underlining as "unpubl. data" or "pers. comm.". Do not include references to unpublished sources in the Literature Cited section.

Reference to previously published work (articles, textbook, websites, etc.) should be included as follows: 1. Single author: The author's surname (without initials, unless there is ambiguity) and the year of publication e.g., (Corman 2013); 2. Two authors: Both authors' names and the year of publication: e.g., (Corman and Wise-Gervais 2005); 3. Three or more authors: First author's name followed by "et al." and the year of publication: e.g., (Corman et al. 2013). Citations may be made directly or parenthetically. List groups of references first alphabetically, then chronologically. Examples: "as demonstrated (Allan 1999, 2000a, b; Allan and Jones 1999)." "Kramer et al. (2010) have recently shown ..." Do not number references either in the text or in the list of references.

Do not spell out organization names in In-Text references. Use the acronyms from the reference list.

### **E. Figures and Tables.**

- Number figures (graphs, pictures, etc.) and tables consecutively in accordance with their order of appearance in the text: Figure 1, 2, etc...; Table 1, 2, etc...
- Indicate within the text, on a separate line, the approximate location where a figure or table should be inserted (e.g., Insert Figure 1 approximately here). Group all the figures and tables at the very end of the manuscript, each on a separate page. They will be inserted into the text where they belong by the editors. Photos and table should be jpeg.
- Accompany each figure and table with a caption. Place captions just below the corresponding figure or table. Captions should contain enough information that a reader can make sense of the figure/table without having to also consult the rest of the manuscript.
- Refer to each figure or table in the body of the manuscript. All captions for photos need a full date—day, month, and year—and a credit to the photographer.
- Clearly identify the individual who took a photograph in a manuscript (e.g., Photo by Brendon Grice). It is the authors' responsibility to obtain permission to use a photograph taken by someone else. To credit photos taken from eBird, the proper form is as follows:

Photo by Brian Johnson/ Macaulay Library at Cornell Lab of Ornithology (ML129091661).

#### **F. Other Specific Guidelines**

- Define all abbreviations when first mentioned. Ensure consistency of abbreviations throughout the manuscript.
- Express all measures (distances, weights, etc.) in the metric system.
- Spell out numerals when a number begins a sentence, title, or heading; when 2 numbers are adjacent (eight 50 kg); and most general uses of one and zero. Otherwise, use numerals.
- Capitalize the common names for birds (e.g., Rufous-winged Sparrow), but not those of plants and other animal taxa (e.g., mammals, insects, fish). The common practice for most ornithological publications is to capitalize the generic species name in the plural, for example, Cassin's and Botteri's Sparrows. Each common name of all plants and animals must be immediately followed by the current scientific name in italics (e.g., *Peucaea carpalis*) at first mention in the text, but not thereafter.
- Capitalize any generic geographic term, such as "river", that is part of a place name (as verified in an appropriate resource, such as an atlas or gazetteer), but do not capitalize the generic term if it appears on its own or if it is plural and follows 2 or more proper names. For example, Gila River, but Gila and San Pedro rivers.
- Listing periods of time use all digits. For example, 2010-2020, not 2010-20.
- Centuries are written as follows: 19<sup>th</sup> century.
- Clearly indicate the source of data, if not collected by the author(s), that are included in the body of a manuscript, a graph, or a table. Note that strict copyright regulations apply to the use of already published materials.

**G. Submission checklist:** Please consult the following checklist before sending a manuscript to the journal editor. Your manuscript should include the following:

- Title
- Author contact information (email address; full postal address; phone number)
- One author has been identified as the corresponding author
- Manuscript is divided into sections (INTRODUCTION, METHODS, etc.) as appropriate
- All figures and tables are included, each with a caption
- References are in the correct format and order
- The manuscript is submitted in Microsoft Word format, with 1.5-line spacing and 1" top and side margins. NO indentation at the beginning of a paragraph
- The manuscript has been "spell checked" and "grammar checked"
- All references mentioned in LITERATURE CITED are cited in the text and vice versa;
- Permission has been obtained for use of copyrighted material from other sources, including the Web;
- Pages are numbered consecutively in the lower right corner, starting with the first page.

--1 October 2020