



# NMOS BULLETIN

## GUIDELINES FOR PREPARATION OF MANUSCRIPTS FOR THE *NMOS* *BULLETIN*

The *NMOS Bulletin* is published by the New Mexico Ornithologists Society. We are interested in publishing original scholarly contributions to field ornithology from both professionals and amateurs. Studies done within New Mexico are of highest interest for publication. Possible subject matter may include studies of distribution and abundance, population dynamics, other aspects of ecology, geographic variation, systematics, life history, migration, behavior, and conservation.

### **1) Submission of a manuscript**

Manuscripts should be submitted to the editor, Erin Greenlee; PO Box 3068 Albuquerque, NM 87190-3068 (eringreenlee@gmail.com). It would be very desirable to discuss potential submissions with the editor prior to the preparation of manuscripts. Decisions about acceptance of manuscripts will be assisted by rigorous peer review. Authors may be asked to work with the New Mexico Ornithological Society in raising funds to aid publication of manuscripts. If the editor concludes that the manuscript is more appropriate for the *NMOS Bulletin*, she will recommend publication by that route.

### **2) General Instructions**

- a) All manuscripts must be written in English.
- b) Manuscripts should be prepared in a recent version of MS Word. Do not use desktop publishing software. Turn off any automatic hyphenation feature.
- c) Manuscripts should be submitted as email attachments.
- d) Double-space the manuscript throughout, including tables, figure legends, and the literature cited section.
- e) Use American spellings (e.g., color, not colour).
- f) Use left-justified margins only for text.

g) Indent paragraphs except the first under each major heading and subheading. Do not add an extra line between paragraphs.

h) Type in 12-point font using a standard typeface (e.g., Times New Roman).

i) Use an italics font for italics (instead of underlining).

j) Number all pages, including tables and figure legends in the upper right-hand corner.

k) Capitalize all English species names (e.g., Downy Woodpecker, Common Kingsnake). For non-specific usage (e.g., woodpeckers, snake), use lower case. The first time any organism is mentioned in the text, include the appropriate scientific name in italics and typically within parentheses. In addition, include scientific names in the abstract.

l) Use SI (i.e., metric) units throughout.

m) Some common abbreviations are: hr, min, sec, yr, mo, wk, d (day), cm, mm, m, km, ha, mg, g, kg, df, *P* (probability; note italics), *N* (note italics), SD, SE, °C (degrees Celsius, e.g., 10 °C), ml, L (liter). In most other cases, write out an abbreviation the first time it is used. Spell out United States when it is used as a noun. Use U.S. when it is an adjective (e.g., U.S. population). Use US in acronyms (e.g., USFWS, USDA).

n) Write out numbers from one to ten except in the case of measurements (e.g., five species, 5 mm). For numbers larger than 9999, use a comma (e.g., 10,030). Other numerical examples: 0.25, 53%, 1999–2002, 1990s.

**3) Text Layout** – Not all manuscripts will contain each of the following sections.

**Title page** – The title page should contain, double-spaced and centered: the title of the monograph in caps and lower case, the name(s) of the author(s), the address or affiliation of the author(s), and, if it differs from the address already given, a present address.

**Table of Contents** – If the monograph is sufficiently long to require a table of contents, it should take this form:

## CONTENTS

Abstract.....	3
Introduction.....	4
Study Area and Methods .....	8

**Sections -**

## **FOREWARD**

## **PREFACE**

## **ACKNOWLEDGMENTS**

## **ABSTRACT**

The length of the abstract will depend on the length of the manuscript, but should be as succinct as possible. The abstract should state the purpose of the study, enough about its methods to make the results understandable, and a factual statement of its results and conclusions. Make sure that each statement in the abstract contains useful information.

## **INTRODUCTION**

## **METHODS**

Not all monographs will have a Methods section, but if one exists, this is where it should appear.

## **RESULTS**

Again, not all manuscripts will be organized in the typical Results, Discussion format of scientific papers. Whatever the headings and subheadings, this section will contain the bulk of the new information presented in the paper.

## **DISCUSSION**

If the manuscript follows the traditional scientific paper format, a discrete Discussion section will follow Results.

## **LITERATURE CITED**

## **APPENDICES**

## **INDEX**

The Foreward, Preface, Appendices, and Index are optional, and are generally only included within longer submissions.

#### 4) Headings and subheadings

When text within one of the major sections (e.g., INTRODUCTION, METHODS, etc.) is to be divided under a series of headings and subheadings, they should follow this format:

### METHODS

#### FIRST HEADING UNDER METHODS (BOLD CAPS, LEFT JUSTIFIED)

Second Heading Under Methods (Caps and Lower case, left justified)

*Third heading under methods. (Italic Caps and lower case, left justified)*

It is best to avoid additional subdivision of material.

#### 5) Citation of references

a) Each reference in the text must appear in the Literature Cited. Citations in the text are as follows: single author papers are cited as Jones (2000) or (Jones 2000); two–author papers are cited as Jones and Smith (2000) or (Jones and Smith 2000); publications with three or more authors are cited as Jones, et al. (2000) or (Jones et al. 2000). Within parentheses, use a comma to separate multiple citations (Jones 2000, Smith 2003); use a semicolon if multiple citations by one author accompany citations of other authors (Jones 1999, 2000; Smith 2003). Order references chronologically unless the context dictates otherwise (e.g., a later reference is the primary source for a statement and the earlier reference is secondary).

b) Cite references in alphabetical order by the first author’s surname. Publications by a single author precede multiauthored works by the same senior author, regardless of date. Multiauthored works by the same senior author should be listed alphabetically by the second author’s surname.

c) Within each category (i.e., single–authored works, multiauthored works by the same senior author), list references chronologically, beginning with the earliest publication. If there are multiple publications by a given author or authors within the same year, note these in both the text and in the Literature Cited with suffixes “a,” “b,” etc. (e.g., Smith 2001a; Smith and Brown 1999a,b). Letters refer to the order in which the citations appear in the Literature Cited.

d) To be cited as “in press”, a manuscript must have been accepted for publication. Include the name of the journal or publisher in the Literature Cited.

e) Unpublished material such as manuscripts submitted, but not yet accepted, unpublished observations, communications from individuals, etc. should be cited as: K.P. Able (unpubl. data); (K.P. Able, pers. comm.); (K.P. Able, pers. obs.). Do not include references to unpublished material in the Literature Cited.

f) Quoted material in the text should be accompanied by a citation that includes the page(s) from which the quotation was taken (e.g., Jones 2000:240–241).

g) Abbreviations of journal names should follow the style of *Chemical Abstracts Service Source Index*.

**6) Citation style** – follow examples below or refer to a recent issue of the *NMOS Bulletin*

a) Journal article:

Josephson, B. 1980. Aging and sexing Snowy Owls. *J. Field Ornithol.* 51:149–160.

Barrowclough, G. F., J.G. Groth, L.A. Mertz, and R.J. Gutiérrez. 2006. Genetic structure of Mexican Spotted Owl (*Strix occidentalis lucida*) populations in a fragmented landscape. *Auk* 123:1090–1102.

b) Book:

Pyle, P., S.N.G. Howell, R.P. Yunick, and D.F. DeSante. 1987. Identification Guide to North American Passerines. Slate Creek Press, Bolinas, CA.

American Ornithologists' Union. 1983. Check-list of North American Birds. 6<sup>th</sup> ed. Am. Ornithol. Union, Washington, D.C.

Cramp, S., ed. 1985. Birds of the Western Palearctic, vol. 4. Oxford Univ. Press, Oxford, U.K.

c) Chapter in edited volume:

Haffer, J. 1982. General aspects of refuge theory, in *Biological Diversification in the Tropics* (G. T. Prance, ed.), pp. 6–24. Columbia Univ. Press, NY.

d) Birds of North America account:

Haug, E. A., B.A. Millsap, and M.S. Martell. 1993. Burrowing Owl (*Speotyto cunicularia*), in *The Birds of North America* (A. Poole and F. Gill, eds.) no. 61. Acad. Nat. Sci., Philadelphia, and Am. Ornithol. Union, Washington, D.C.

e) Web sites:

By their nature, web sites are ephemeral and although the site may remain in place, its content may change. Avoid citing web sites unless absolutely necessary. If a web site is referred to only once, cite it parenthetically in the text. If the site needs to be cited more than once, include it in the Literature Cited as follows:

Heygster, G. 2011. Arctic sea ice extent small as never before. [www.iup.uni-bremen.de:8084/amsr/minimum2011-en.pdf](http://www.iup.uni-bremen.de:8084/amsr/minimum2011-en.pdf). (Accessed 6 Dec. 2013.)

Please make certain that the site is accessible using the URL exactly as you present it.

## 7) Tables

Include tables only as necessary. They create layout problems and are expensive to produce. Make certain that it is definitely preferable to present the information in tabular form and do not repeat in the text information that is contained in a table. Cite each table by number at least once in the manuscript text and number them in the order in which they appear in the text.

Place tables at the end of the manuscript, but in the same file as the manuscript. Each table must start on a separate page. Please use MS Word's table format. Double-space all material in tables. In the table heading, in boldface, the word **Table** is followed by an Arabic numeral (e.g., **Table 1**). This is followed by a simple description of the contents of the table.

For example:

**Table 1** Published records of the Yellow-bellied Flycatcher in Alaska

Use footnotes where necessary to clarify specific table entries. Indicate footnotes by lower case superscript italic letters (e.g., *a*, *b*, *c*, etc.).

Use one horizontal line to separate the title from the tabular material, one horizontal line to separate column headings from the body of the table, and one horizontal line at the bottom of the table. Do not use any vertical lines in tables.

## 8) Figure legends

Type figure legends on numbered pages, grouped at the end of the manuscript. Double space and left-justify. Figures are numbered with Arabic numerals (e.g., Figure 1.). Each figure must be referred to in the text and they are numbered in the order in which they appear.

Figure legend examples:

Figure 1. This Streaked Shearwater (*Calonectris leucomelas*) was 15 miles off Bodega Head, Sonoma County, 17 September 2004.

Figure 2. Horned puffin roosting at a crevice entrance on Island Rock, Oregon, 3 July 1979.

*Photo by Michael R. Graybill*

## **9) Illustrations**

Illustrations may be line drawings or color or black and white photos. Illustrations may be submitted as camera-ready copy or electronically as digital files (see notes below about submission of digital photos). The trim size of monograph volumes will be approximately 6.9 x 10 inches. In preparing illustrations, bear in mind that they will be reduced to fit on pages of this size.

It is the author's responsibility to obtain written permission to use any copyrighted illustrations. Permission documentation must be submitted to the editor before the manuscript can move to publication.

### **a) Line drawings**

Line drawings may be prepared by hand or using software such as Adobe Illustrator or Freehand. Line drawings should be submitted as camera-ready copy printed on high-resolution paper at 600 dpi with a high-quality printer, or electronically as individual PDF, JPG or Windows Metafiles. Do not embed any illustrations in Word documents.

Line drawings should be approximately 150-200% of the size that they will appear in the publication (maximum size 8.5 x 11 inches). Text within line drawings should be at least 12 pts. Use PostScript fonts (not True Type) of a single typeface (preferably Helvetica) in all graphics.

If it is necessary to submit a scan of existing line art, use "bitmap" as the format (not RGB or "grayscale") and scan the original at 600 dpi or greater at full size.

### **a) Digital photos**

Digital photos may be submitted as TIFF or JPEG files. In general, TIFF is preferable because the files are generally uncompressed. If digital photos are being saved as JPEG files, use the highest-quality setting that your camera or photo software provides.

b) Scanning photos

Publishers always prefer to work with original photos. If it is necessary to scan photographs, do so at 300 dpi at a minimum.

--We thank Western Field Ornithologists for allowing us to use their publication guidelines and adopt them as our own.