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## Information for Contributors to the Florida Field Naturalist

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## INFORMATION FOR CONTRIBUTORS TO THE FLORIDA FIELD NATURALIST

The *Florida Field Naturalist*, a quarterly publication of the Florida Ornithological Society, is a fully refereed technical journal of field biology and natural history. The *Florida Field Naturalist* welcomes submission of articles and notes containing the results of biological field studies, distributional records, and natural history observations of vertebrates, especially birds. Its geographic area includes Florida, adjacent states, the Bahamas, and nearby West Indies. Notes on behavior should consider previously published information, and interpret the biological, ecological, or evolutionary significance of the behavior reported. 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.

All sight reports of occurrences of birds in Florida submitted for publication in the *Florida Field Naturalist* are reviewed for acceptability by the Records Committee of the Florida Ornithological Society. The Florida Museum of Natural History is the official depository for the Florida Ornithological Society. Citations of other pertinent records, a summary of overall status of the species, and a discussion of relevant biological factors should be part of most reports. Distribution notes are encouraged from observers who have not previously written such reports.

The *Florida Field Naturalist* presents reviews of books, monographs, and other material of interest to its readers. Materials to be considered for review should be sent to the Associate Editor (for reviews). Unsolicited reviews may also be submitted to the Associate Editor (for reviews). Ideas for commentaries should be submitted to the Editor.

The Florida Ornithological Society does not discourage the reuse of articles and notes appearing in the *Florida Field Naturalist*. However, in accordance with copyright law, permission must be given to the *Florida Field Naturalist* and the Florida Ornithological Society, and the notice must appear in the reprinted article.

When preparing a manuscript, authors should carefully follow the style guidelines presented below. These guidelines are based on a recent "Checklist of Instructions to Authors" from *The Auk*.

### I. WHAT AND WHERE TO SUBMIT

- Cover letter with initial submission. This should include a statement indicating that the manuscript reports on original research not published elsewhere and that it is submitted exclusively to *FFN*. The letter should include any special instructions and any address change during the next several months, as well as a daytime phone number and, if possible, FAX number and email address for the corresponding author. Names of possible reviewers may be suggested. When appropriate, authors should state that care of captive animals meets federal, state, and local standards and that the proper permits were held for work with any wild animals, especially endangered or threatened species.
- For initial submission, send three copies of original manuscript and three copies of illustrations to the Editor at the address on the cover of a recent issue. **Do not send original figures or an electronic version with the initial submission.**

- For final revisions, send the revised manuscript, the original manuscript, reviews, original figures, and, if possible, **a diskette containing a word processor file of the manuscript.**

## II. GENERAL INFORMATION

- Prepare manuscripts on 8.5 x 11 inch paper. Double-space throughout, including tables, figure legends, and literature cited.
- Leave at least a 1-inch (25-mm) margin on all sides. Do not hyphenate words at ends of lines.
- Italicize scientific names. **If possible, use italic type instead of underlining words to be italicized.**
- Cite each figure and table in text. 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 are to 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.
- English proper names of bird species that occur in North and Middle America should follow the 7th edition of AOU's *Check-list of North American Birds* and its supplements. 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 term used in 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.
- Each reference cited in text must be listed in Literature Cited section and vice versa. **Please make final check when revised manuscript is complete.**
- Literature citations in text are to be as follows:
  1. One author James (1992) or (James 1992).
  2. Two authors--Bowman and Bancroft (1989) or (Bowman and Bancroft 1989).
  3. Three or more authors--Baker et al. (1980) or (Baker et al. 1980). In Literature Cited section, give names of all authors.
  4. Manuscripts that are *accepted* for publication but not yet published--McNair (in press) or McNair (1999) if date known.

5. Unpublished materials--(Cruickshank unpubl. data); (Cruickshank pers. obs.); or (Cruickshank pers. comm.).
  6. Within parentheses--(Stevenson 1978a,b,c); (Lohrer 1974; Kushlan 1976, 1978; Rodgers 1980); (Merritt 1984, Taylor et al. 1989, Engstrom 1997).
  7. When crediting observations reported in Regional Reports of *Field Notes*, cite the observer in addition to the Regional Editor, e.g., "(J. Cox in Wamer 1998)" or "(many observers in Wamer 1998)".
- Assemble Article manuscripts in following order: (1) title, author names and addresses, (2) abstract, (3) text; (4) acknowledgments; (5) literature cited; (6) figure legends; (6) figures; and (7) tables.

### III. FORMAT

- Running head (36 Characters or less). Use italics and capitalize significant words. Running head not needed for Notes.
- Title in bold, capital letters for Article, or caps and lowercase (in bold) for Notes.
- Author names in caps and small caps. Author addresses (no small caps) at time research was carried out in italics. Footnotes are not used except to indicate current addresses of authors or death of an author at the bottom of the first page. Indicate the corresponding author, if other than the first author.
- The following are typical main headings for articles: Abstract , (no heading for Introduction), Methods, Results, Discussion, Acknowledgments, and Literature Cited.
- Notes are not subdivided into sections and have no Abstract. Longer notes should have a summary paragraph.
- Up to three levels of headings can be used: (1) caps and small caps, centered; (2) caps and small caps, flush left; (3) italics, indented, with period and followed by a dash. Keep headers to a minimum. In long articles, use header type 1 first, and type 3 next, then type 2 (if needed). For Notes, only type 3 is allowed, except for Literature Cited header, which is type 1.

### IV. LITERATURE CITED

- Verify all entries against original sources, especially journal titles, volume and page numbers.
- Cite references in alphabetical order by first author's surname and then his/her first name and initial. References by a single author precede multiauthored 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).
- "In press" citations must have been accepted for publication, with the name of journal or publisher included. Please make an effort to provide year and volume number.

- ❑ **Do not write author names in uppercase.** Use the "small caps" command or "normal" case (e.g. Hendricks, D. P.). Insert a period and space after each initial of an author's name.
- ❑ **Journal titles should be written in full and not abbreviated.**
- ❑ Citations should follow formats below:

## PAPERS:

- FREDERICK, P. C., AND M. W. COLLOPY. 1989. The role of predation in determining reproductive success in colonially nesting wading birds in the Florida Everglades. *Auk* 106:625-634.
- MOORE, J., D. SIMBERLOFF, AND M. FREEHLING. 1988. Relationships between Bobwhite Quail social-group size and intestinal helminth parasitism. *American Naturalist* 131:22-32.
- REPENNING, R. W., AND R. F. LABISKY. 1985. Effects of even-age timber management on bird communities of the longleaf pine forest in northern Florida. *Journal of Wildlife Management* 49:1088-1098.
- SYKES, P. W., JR. 1988. Regional summary: Georgia-Florida, 1987-1988 Christmas Bird Counts. *American Birds* 42:534-535.

## DISSERTATIONS AND THESES:

- ROBERTSON, W. B., JR. 1955. An analysis of the breeding bird populations of tropical Florida in relation to the vegetation. Ph.D. dissertation, University of Illinois, Urbana.
- LOHRER, F. E. 1974. Post-hatching growth and development of the loggerhead shrike. M.S. thesis, University of South Florida, Tampa.

## CHAPTERS:

- DERRICKSON, K. C. AND R. BREITWISCH. 1992. Northern Mockingbird (*Mimus polyglottos*). In *The birds of North America*, no. 7 (A. Poole and F. Gill, Eds.). Academy of Natural Sciences, Philadelphia, and American Ornithologists' Union, Washington, D.C.
- FITZPATRICK, J. W., AND G. E. WOOLFENDEN. 1988. Components of lifetime reproductive success in the Florida Scrub Jay. Pages 305-320 in *Reproductive success* (T. H. Clutton-Brock, Ed.). University of Chicago Press, Chicago.

## BOOKS:

- AMERICAN ORNITHOLOGISTS' UNION. 1998. Check-list of North American birds, 7th ed. American Ornithologists' Union, Washington, D.C.
- ROBERTSON, W. B., JR., AND G. E. WOOLFENDEN. 1992. Florida bird species: an annotated list. Florida Ornithological Society, Special Publication No. 6, Gainesville.
- STEVENSON, H. M., AND B. H. ANDERSON. 1994. The birdlife of Florida. University Press of Florida, Gainesville.

## V. FIGURE LEGENDS

- ❑ Indent and double-space legends. Type legends in paragraph form.

- ❑ Do not include "exotic symbols" (lines, dots, triangles, etc.) in figure legends; either label them in figure or refer to them by name in legend.

## VI. PREPARATION OF ILLUSTRATIONS

- ❑ The submission of photographs pertinent to the paper is encouraged. They should be glossy black and white prints of high contrast and sharpness and about the same size as they will appear in print either 4 x 3 inches or 4 x 6 inches. Such prints can be made from high quality color slides.
- ❑ Drawings should be on good-quality paper and allow for about 20% reduction.
- ❑ Illustrations should be prepared for one- or two-column width, keeping in mind dimensions of a page in *The Florida Field Naturalist (FFN)*.
- ❑ Where possible, group several illustrations as panels in a single figure.
- ❑ Write author(s), name(s), and figure number(s) in pencil on back of each original figure or plate. Include the same information on front or back of review copies.

## VII. TABLES

- ❑ Each table must start on separate sheet and be double-spaced throughout (header, table body, footnotes). Table number should be Arabic numeral followed by a period. Capitalize first word of title; all other words should be lowercase unless a proper noun. Include a period at end of title. See recent issues for examples.
- ❑ Indicate footnotes by lowercase superscript letters (a, b, c, etc.).
- ❑ Do not use vertical lines in tables.
- ❑ Include horizontal lines above and below boxhead, and at end of table.

## VIII. PROOFS, REPRINTS, AND CHARGES

- ❑ Authors will receive page proofs for approval, along with the original typescript. Both must be returned within 48 h to the Editorial Office to avoid publication delays. A reprint order form will be sent with proofs, reprints are billed following the printer's current cost schedule. 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. *FFN* 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 payment. Authors who do not have access to publication funds may request a waiver of this payment.