

Instructions to prepare manuscripts for *Arizona Birds Online*

Arizona Birds Online publishes articles related to the identification, status, and distribution of Arizona's birdlife. Articles cover a broad array of subjects from bird identification challenges and status and distribution changes, to bird finding in less frequently visited locations of the state. All manuscripts are peer-reviewed before acceptance for publication. 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.

B. Authors name(s) and mailing and email address(es)

Written in bold, capital letters, and aligned to the left of page.

In case of a multi-authored manuscript, clearly indicate who will handle correspondence at all stages of refereeing and publication.

C. Text

The organization of manuscripts is flexible. Manuscripts should begin with an introductory statement ("INTRODUCTION") that describes the objectives of the work and provides an adequate background. For manuscripts reporting experimental work, we recommend dividing into sections, each with its own subheading (INTRODUCTION, METHODS, RESULTS, and finally DISCUSSION). This organization is, however, not required, in particular in the case of relatively short communications and descriptive studies.

The DISCUSSION should explore the significance of the findings and not repeat them. In some cases, combining the RESULTS and DISCUSSION into a single section is appropriate. The Discussion may be followed with a CONCLUSIONS section.

D. In-text references

Reference to previously published work (articles, textbook, web sites, 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. Groups of references should be listed 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 (see below).

E. 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.

F. List of References

All the references cited in the manuscript must be listed in a separate section entitled REFERENCES, at the end of the text and before the figures and tables.

Do not number references in the REFERENCES section.

References must be listed in full and in alphabetical order, and consistent with the following style:

Ndithia, H, M. R Perrin, and M. Waltert. 2007. Breeding biology and nest site characteristics of the Rosy-faced Lovebird *Agapornis roseicollis* in Namibia. *Ostrich* 78: 13–20.

Simmons, R. E. 1997. Psittacidae: parrots, parakeet and lovebirds. Pp. 534-535 in J.A. Harrison, D.G. Allan, L.G. Underhill, M. Herremans, A.J. Tree, V. Parker, and C.J. Brown, C.J., eds. *The Atlas of southern African birds*. BirdLife South Africa, Johannesburg.

Wikipedia contributors. Psittacine beak and feather disease [Internet]. Wikipedia, The Free Encyclopedia; 2011 May 8, 18:08 UTC [cited 2011 May 20]. Available from: http://en.wikipedia.org/w/index.php?title=Psittacine_beak_and_feather_disease&oldid=428113438.

G. 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).

All the figures and tables should be grouped at the very end of the manuscript, each on a separate page. They will be inserted into the text and where they belong by the editors.

A caption must accompany each figure and table. Captions should be included 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. The text of all captions should be italicized. For example, *Figure 2: Greater Phoenix Area map of reported Rosy-faced Lovebird locations in 1999-2005.*

Each figure or table must be referred to in the body of the manuscript. E.g., As Figure 1 shows, ...

H. Notes to authors:

- All abbreviations should be defined at their first mention. Ensure consistency of abbreviations throughout the manuscript.
- All measures (distances, weights, etc) should be expressed in the metric system.
- The common name for birds are capitalized; (e.g., Rufous-winged Sparrow) while those of plants and other animal taxa (e.g. mammals, insects, fish) are not capitalized. Each common name must be immediately followed with the current scientific name (italics; e.g., *Peucaea carpalis*) of this species at first mention, but not thereafter.
- The individual who took a photograph included in a manuscript must be clearly identified (e.g., Photo by Doug Jenness). It is the responsibility of the authors to make sure that they have permission to use a photograph taken by someone else.
- Similarly, 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 must be clearly spelled out. Note that strict copyright regulations apply to the use of already published materials.

I. Submission checklist

Please consult the following checklist before sending a manuscript to the journal Editor. Make sure that your manuscript includes the following:

- Title;
- Author(s) and their contact information (e-mail address; full postal address; phone number(s));
- 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 figure and table has a caption;
- References are in the correct format and order;
- All references mentioned in the REFERENCE list are cited in the text and vice versa;
- Permission has been obtained for use of copyrighted material from other sources (including the Web);
- The manuscript is submitted in MS 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';
- Pages are numbered consecutively (lower right corner), starting with the first page.