

## **GUIDELINES FOR SUBMITTING REQUESTS FOR FUNDS TO THE PACIFIC SEABIRD GROUP SPECIFICALLY FOR PUBLICATION OF SYMPOSIA OR SPECIAL PAPER SESSIONS**

The following guidelines are intended for use when preparing requests for funds to PSG for the publication of Symposia and Special Paper Sessions. Currently, all requests will be considered during the Executive Council session at the annual meeting and voted upon at that time. To facilitate this process, all requests for funds must be submitted to the Chair of the Publication Committee no later than 60 days prior to the date of the upcoming Executive Council meeting. Requests for funds should be prepared in proposal format. The following sections must be addressed; additional information or narratives may be provided if relevant. Requests should not exceed 4 pages single-spaced.

Title: List the title of the session.

Type of session: Symposium, Special Paper Session, plenary, other.

Date: Is this session scheduled to occur at the current year's meeting, or did it occur at a past meeting?

Session coordinator and affiliation: provide all relevant contact information. Is the coordinator a member of PSG? Has this person convened a similar session in the past? If so, please provide details (where, when, topic). Was this session published? Is the coordinator or another participant willing to serve in an Associate Editor role if requested to do so by the editor of the journal?

List of participants: Please list all participants (authors and co-authors), note if they have been invited or selected from submitted abstracts, and note if invitees have committed, are tentative, or are suggested. Include session coordinator if also presenting. Are the participants members of PSG?

Title of papers: List all known titles. If titles are not available for some participants, list subject matter of presentation.

Significance of the session and papers within it: How might this session best be described? For example, is it a methodology session (e.g., monitoring seabirds with radar), does it focus on a specific type of event (e.g., oil spills and seabirds), is it taxon-specific, or is it a revisit of a prior Symposium topic? How would this publication benefit the management or conservation of Pacific seabirds? This section should be prepared as a narrative and is similar to the 'justification' section required in most scientific proposals.

Target journal: What journal is being targeted? Have you already contacted the journal or received an agreement to publish from the journal? Why was this journal chosen? Are all participants aware that this is the targeted journal? Has the journal set a page limit and, if so, what is it? Is there an anticipated publication date? Will the Symposium be published

as part of a regular issue or as a separate issue? How will PSG's contribution be recognized in the journal (e.g. an introductory overview where PSG's contribution can be explicitly acknowledged)? Submission to *Marine Ornithology* is strongly encouraged and will be looked upon favorably in funding decisions.

Outside (i.e., not from PSG) funding sources: Have you sought matching funds? If so, how much is guaranteed? From whom have funds been sought? Have you sought complete funding from an outside source?

Funds requested from PSG: Please break out by any categories (e.g., page charges, cost for printing of additional copies). Will these funds allow us to secure electronic copies at the same time for distribution on our web page?

Please provide any additional information that may assist in the funding decision.