

POLICIES FOR PACIFIC SEABIRDS - INFORMATION FOR CONTRIBUTORS

Pacific Seabirds is a journal of the Pacific Seabird Group (PSG). Manuscripts and news items are welcome on any topic relating to Pacific seabirds or to their conservation. Short manuscripts are preferred (about 1,000 to 5,000 words for major submissions). All questions about the publication should be referred to the Chair of PSG (chair@pacificseabirdgroup.org).

EDITORIAL POLICY

Pacific Seabirds welcomes contributions from authors, or on work, from anywhere in the Pacific region. Such contributions may reflect any well-supported conclusion or point of view. *Pacific Seabirds* reflects the policies and priorities of PSG's Executive Council (the corporation's board of directors), of which the editor is a member. In all other matters, *Pacific Seabirds* presents a fair and unbiased view on all issues, to the best of the editor's ability. The editor welcomes letters and other feedback on viewpoints and conclusions expressed in the journal.

CONTRIBUTIONS

Contributors are invited to submit the following:

- **Articles** on original research (to be peer-reviewed)
- **Reports** on current topics (e.g., research in progress or seabird conservation issues; not peer-reviewed)
- **Forum** articles are columns on a current topic, either in research and conservation, or other issues within or outside PSG. If a topic may be controversial, the editor reserves the right to invite comment or an accompanying article that may present another viewpoint.
- **Review articles** (these may cover seabirds worldwide)
- **Conservation News** (submit to conservation@pacificseabirdgroup.org)
- **News items** (short news relating to seabird research, conservation, or the Pacific Seabird Group)
- **Book reviews**
- **Letters** commenting on content of *Pacific Seabirds* or other issues
- **Art work**, such as sketches or photos of seabirds, either accompanying a text or for publication alone

SUBMISSION OF MANUSCRIPTS

Material may be submitted by e-mail or regular mail (addresses above). Materials sent by e-mail should be attached to the main message and should be in Word or Rich Text Format, except that materials less than 300 words long may be sent in the body of the e-mail. For manuscripts submitted by e-mail, figures must also be sent as separate files or via regular mail. If a manuscript is submitted by regular mail, include a CD. The language of *Pacific Seabirds* is English; an abstract or summary may be duplicated in a second language, if desired.

PEER-REVIEW OF MANUSCRIPTS

Articles and review articles will be submitted to two peer reviewers for technical review. Authors are invited to suggest reviewers. Other submissions may also be sent for review, if (a) the author requests this, or (b) at the editor's discretion.

FORMAT OF MANUSCRIPTS

Contributors should follow these guidelines. For other details, consult the format in a recent issue of *Pacific Seabirds*. Back issues are online at www.pacificseabirds.org

GENERAL FORMAT

Manuscripts should be double-spaced with 1-inch margins. If your paper size is **A4** (European), **the bottom margin must be at least 1¾ inch** (including in electronic files), to ensure that it will print properly on U.S. equipment. Pages should be numbered, except for Tables and Figures.

Give the scientific name (*italicized*) after the first mention of any genus or species. English names of bird species are capitalized (e.g., Fork-tailed Storm-Petrel). Names of mammals, other taxa, and English names of bird groups are lowercase, except for proper names (e.g., blackbirds, shield fern, Steller's sea cow).

If you use an acronym, give the entity's *full* name the first time it is mentioned. Avoid excessive use of acronyms.

Use the 24-hour clock without a colon (e.g., 1830). Give dates as day-month-year. Use metric measures, except when quoting informal statements. For quantities less than 1, use an initial 0 ($P = 0.95$, not $P = .95$).

INFORMATION FOR CONTRIBUTORS

Typographical conventions follow *Scientific Style and Format*, 6th edition, by the Style Manual Committee of the Council of Biology Editors; Cambridge University Press (1999).

ORGANIZATION

Articles should contain the following sections, in this order: Title, Author(s), Authors' affiliations (including e-mail for corresponding author), Abstract, Key words, Introduction, Methods, Results, Discussion, Acknowledgments, Literature Cited, Tables, Figure legends, and Figures. **Other types of manuscript** may use a different organization (e.g., a review or report could contain sections on various locations); however, the same formats for Literature Cited, Tables, and Figures will apply.

Abstract—An abstract is required for longer articles and suggested for short ones. It should contain essential information from each section of the text, without statistics. One or more additional abstract(s) may be provided in languages other than English.

Key words—Five to 10 words for use in computerized searching. Species names in both Latin and English should be included.

Introduction—Present the aims and significance of the work, and place it in the context of pre-existing information. State hypotheses that are being tested, if any.

Methods—Describe the methods, location, time, and personnel of the study. Include statistical methods, if any.

Results—Present results that are pertinent to aims given in the Introduction. Where feasible, summarize information and give the full data in Tables or Figures. Give sample sizes and the significance levels of statistical tests. Literature citations normally should not be in the Results section.

Discussion—Summarize the results briefly, then evaluate the results, and develop their importance in relation to other work. Do not include primary results and statistical tests, which belong in Results.

Text citations should be "Surname year." Two authors are "Surname and surname year"; 3 or more authors are "Surname et al. year" (but all authors should be given in the Literature Cited). E.g., (Pratt et al. 1987, Schreiber and Schreiber 1988). If appropriate, specify page number(s) in a book or long article (Pratt et al. 1987:32-34).

Literature Cited—List all references in alphabetical order of the authors' surnames. Surname of the first author should be listed first, then initials; subsequent authors' names should be listed as Initial(s), Surname. List all authors in the Literature Cited (do not use "et al."). Year of publication follows, then title and journal reference. Include page numbers for all cited works, including the total number of pages in a book. Use standard abbreviations for journal titles; if you are unsure, spell them out. Spell out names of agencies and institutions.

The first line of each citation should be justified to the left margin; subsequent lines may be left-justified or indented. Do not use all-capital letters or italics in the Literature Cited, except that scientific names should be in italics. Examples:

Pratt, H.D., P.L. Bruner, and D.G. Berrett. 1987. A field guide to the birds of Hawaii and the tropical Pacific. Princeton University Press, Princeton, NJ. 409 pp.

Schreiber, E.A., and R.W. Schreiber. 1988. Great Frigatebird size dimorphism on two Central Pacific atolls. *Condor* 90:90-99.

Verify that all items in the Literature Cited are referenced in the article, and vice versa.

For articles that you have read in a language other than English, list the citation in the original language. An English translation of the title [in brackets] is optional.

SUPPORTING MATERIALS

Tables—Tables should be numbered in the order they are first mentioned in the text. Refer to each table at least once. Use horizontal lines below the main heading(s); do not use vertical lines in tables. The Table (including its heading) should be comprehensible without immediate reference to the text. Data in Tables should not be repeated in the text, except to summarize.

Figures—Figures should be numbered in the order they are first mentioned in the text. Refer to each figure at least once. Figures should be drawn at least 50% larger than they will appear in print. Make all lettering, numbers, and symbols large enough to be read easily after they are reduced. The figure (including caption) should be comprehensible without immediate reference to the text. Define all symbols in a legend or the caption. Shading in figures should be black, white, or coarse cross-hatching; *do not use half-tone shading or background*.

For each figure, a high-quality graphics file or original drawing must be submitted with the final version of the manuscript. Graphics files should be in TIFF (preferably), GIS, or EFS format, separate from the text document. A high-resolution JPG file may work; graphics in Word format are not acceptable.

INFORMATION FOR CONTRIBUTORS

Photographs—*Pacific Seabirds* occasionally publishes photos. The best ones are very sharp, with good detail and a range of dark/light values. Digital images submitted by e-mail must be at least 250 ppi (when reduced to publication size). The common low-resolution snapshot (often 72 ppi) does not reproduce well in publication; most cameras give the option of higher resolution. *Do not submit half-tone originals*. If the original is in color, submit it in that format; the editor will convert it to black and white.

Art work—Original art work is welcomed. The original or a high-resolution scan should be sent.

REVISIONS AND PROOFS

Materials that are sent for peer review will be returned to the author, along with reviewers' and editorial suggestions. If the Editor has accepted the article, he or she will endeavor to return the manuscript within 60 days. If the article needs major work, the author may be invited to revise and re-submit it for future acceptance.

For peer-reviewed articles, proofs will be mailed to the author before publication. Corrections should be returned within one week. Proofs of other materials will not be sent to the author unless he or she requests them.