

Northwestern Naturalist

INSTRUCTIONS TO AUTHORS

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SCOPE

Northwestern Naturalist welcomes original contributions dealing with the biology of fishes, amphibians, reptiles, birds, and mammals in northwestern North America. This area is defined as Alaska, Yukon, District of Mackenzie, British Columbia, Alberta, Saskatchewan, Washington, Oregon, Idaho, Montana, Utah; Wyoming, and Colorado west of the Great Plains; and Nevada and California north of the Mojave Desert.

Manuscripts reporting on work completed outside of these geographic limits, but dealing primarily with species that are characteristic of the region, may be considered at the Editor's discretion. For example, manuscripts on Clark's Nutcrackers or pikas in New Mexico could be considered, but manuscripts on Deer Mice or Woodhouse's Toads in Arizona would not.

As a regional journal, Northwestern Naturalist publishes distribution records of interest. Our policy is to publish 1st or 2nd records of a species for a state, province, or large biogeographic region. Additional records should include analysis or biological information interesting in its own right. Records should be documented with specimens, photographs, or other convincing evidence that allows for later reevaluation.

MANUSCRIPT SUBMISSION

Manuscripts should be submitted electronically by email to **snvb.nwn@gmail.com** to the attention of the Editor, Robert Hoffman. They must be in MS Word format (Times New Roman 12 pt) and double-spaced. Tables should be processed using the MS Word Table application. Figures should be submitted as separate tiff files saved at a minimum of 300 dpi, and all text, labels, and tick marks should be of sufficient size to be easily read by readers when the figure is resized for publication.

MANUSCRIPT LAYOUT – ARTICLES

Title page.—Do not include a separate title page.

Header.—Right justify. Format as "NWNms#: author names, page#." Include on footnote and figure caption pages, but do not include on tables or figures.

Running head.—Left justify. Format as "RH: AUTHOR NAMES: SHORT TITLE." Should be 40 characters. Type in upper and lower case, then convert to small capitals if possible.

Title.—Center; type in all capitals.

Author name(s).—Center, type in upper and lower case, then convert to small capitals if possible.

Author address(es).—Center and italicize. If there are several authors with different addresses, follow each author name with the appropriate address; include the name of the country if other than the United States or Canada.

Abstract.—Indent. Type in upper and lower case, then convert to small capitals if possible; follow immediately (no period) with an em-dash or 2 hyphens then the text of the abstract. The abstract should be [5% of the length of the text and it should summarize the paper with an emphasis on results and their meaning.

Key words.—This should be an alphabetical list of up to 10 words, which will be used in the annual index of the journal. Include common and scientific names, topics, and locations.

Headings.—The primary headings of METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, and LITERATURE CITED should be centered, typed in upper and lower case, and then converted to small capitals if possible. Secondary headings should be located at the left margin and italicized. Tertiary headings should be indented, italicized, followed by a period, then an em-dash or 2 hyphens, and then the text. Leave 2 blank lines before primary headings and 1 blank line before secondary headings. Leave 1 blank line after primary and secondary headings.

Text.—Manuscripts are sent to Allen Press as MS Word documents after nearly all formatting and font effects have been stripped out. Only small capitals and italics are retained, so please do not use bold face or any other non-standard type face in preparing a manuscript. Conversion of normal upper and lower case to small capitals can be made by the editor if access to this font is not available to the author, but do not manufacture small capitals by changing font size. Leave only 1 space between a period and the start of the next sentence. Double space all parts of the manuscript and do not right justify the text. Use of quotations should be minimized, and punctuation that is not part of the quotation should be placed outside of the quotation marks.

Citations in text.—Typical formats are shown below. Note that there is no comma after the author's name. When there are 2 authors, both names should be included. When there are >2 authors, follow the 1st author's name with "and others" rather than "et al." Multiple citations by different authors should be listed chronologically then alphabetically and should be separated by semicolons. Multiple citations of the same author should have the dates separated by commas.

Personal communications or references to unpublished data should be kept to a minimum and include the affiliation and location of the person cited so a reader can contact that person.

Citation of unpublished documents should be minimized. Include the page number in the citation when including quotations from other works,

(Smith 2002)
(Smith and Jones 1992)
(Jones and others 1993)
(Smith 1975; Jones 1994)
(Smith 1978a, 1978b)
(Smith 1975, 1977; Jones 1994)
(Jones and Smith 1991; Boardman 1992)

(Richard Williams, US Zoological Survey, Drain, OR, pers. comm.)

Acknowledgments.—Use only initials, without following periods, plus last names for people being acknowledged. Minimize exuberant expressions of gratitude.

Literature cited.—Author names should be typed in upper and lower case, and then converted to small capitals, if possible, in the format of "SMITH JD, JONES BS JR". Note the absence of punctuation within the authors' names. Be sure to include the number of pages of all books and other non-serial publications. Page ranges of serial articles should be separated by an en-dash or 1 hyphen. Unpublished documents should be marked with an asterisk as a footnote mark before the author names, and the citation should include information about where a copy of the document can be obtained. Examples of various citation forms follow and others may be found in current issues of the journal and the CBE style manual:

- ROTHSTEIN SI, VERNER J, STEVENS E. 1980. Range expansion and diurnal changes in dispersion of the brown-headed cowbird in the Sierra Nevada. *Auk* 97:253-267. (journal article)
- ELIOT WA. 1923. *Birds of the Pacific Coast*. New York, NY: GP Putnam & Sons. 211 p. (book)
- ROBINSON SK. 1992. Population dynamics of breeding neotropical migrants in a fragmented Illinois landscape. In: Hagan JM, Johnston DW, editors. *Ecology and conservation of neotropical migrant landbirds*. Washington, DC: Smithsonian Institution Press. p 408-418. (article in book)
- BYSTRAK D. 1981. The North American breeding bird survey. In: Ralph CJ, Scott JM, editors. *Estimating numbers of terrestrial birds*. Proceedings of a symposium 26 to 31 October 1980; Asilomar, CA. Lawrence, KS: Cooper Ornithological Society. *Studies in Avian Biology* 6. p 34-41. (symposium article)
- TISCH EL. 1961. Seasonal food habits of the black bear in the Whitefish Range of northwestern Montana [thesis]. Missoula, MT: Montana State University. 108 p. (thesis)
- CAMPBELL JB. 1970. Life history of *Bufo boreas boreas* in the Colorado Front Range [dissertation]. Boulder, CO: University of Colorado. 110 p. (dissertation)
- [USFWS] US FISH AND WILDLIFE SERVICE. 1994. *Endangered and threatened wildlife and plants*. Washington, DC: USDI Fish and Wildlife Service. 42 p. (government publication)
- SCHMIDT WC, GOURLEY M. 1992. Black bear. In: Black HC, technical editor. *Silvicultural Approaches to Animal Damage Management in Pacific Northwest Forests*. Portland, OR: USDA Forest Service. General Technical Report PNW-GTR-287. p 309--331. (government publication)
- *JONES BL. 1985. A report on the status of the least Bell's vireo on the San Diego, Sweetwater, and San Luis Rey Rivers, San Diego County, California. Portland, OR: USDI Fish and Wildlife Service. Contract 10181-4482. 52 p. Available from: US Fish and Wildlife Service, 911 NE 11th Avenue, Portland, OR 97232. (unpublished report)

Standards for electronic documents are not established and formatting recommendations may change as this type of citation becomes more common. The citation should include the name of the author, date, title, website address (do not break them between lines), date the site was last revised, if available, and date the site was accessed for the information being cited.

Submission information.—Leave a blank line after the Literature Cited and then include in italics "*Submitted day month year, accepted day month year. Corresponding Editor: name.*"

Footnotes.—All footnotes except those in tables should be listed on a separate page titled FOOTNOTES at the left margin. Precede each footnote with the appropriate letter or number of the footnote and end it with a period. If unpublished documents have been cited, the footnote should

be in the form "*Unpublished."

Figures.—Informative figure captions should be listed on a separate page titled FIGURE CAPTIONS at the left margin. The form is: "FIGURE 1. Text of caption." Figures will be reduced to either 1-column (6.8 mm) or 2-column (14 mm) size so printing and lines should be large and thick enough to be clear and readable after reduction. All major words in axis captions should be capitalized. Figures should be submitted electronically as separate files in TIFF format at a minimum of 300 dpi.

Tables.—Tables should start with an informative caption in the form "TABLE 1. Text of caption." Use horizontal lines to begin and end the table and to separate levels within the column headings. Capitalize only the 1st word of column and row headings.

MANUSCRIPT LAYOUT – GENERAL NOTES

Follow the format for articles in constructing General Notes with the following exceptions. The running head should be just "RH: GENERAL NOTES". The author addresses should be at the start of the submission information paragraph after the Literature Cited. An abstract is included with General Notes. Headings are generally unnecessary except for Acknowledgments, which is formatted the same as a tertiary heading. Literature Cited section is formatted the same as for an article.

JOURNAL STYLE

Numbers

Anything that can be counted or measured should be designated by Arabic numerals (even for numbers <10): "3 bats", "7 h", "220 plots". Write ordinal numbers without superscripting the suffix: "4th sampling period", "1st record", "2nd specimen". Exceptions are consecutive numbers or if the number starts a sentence: "four 15-m transects"; "Ten bats were netted" (but better to write: "We netted 10 bats."). Use a comma in a number only if it has 25 digits. Use "to" or "through" to designate ranges in the text, but use an en-dash or 1 hyphen to designate ranges of numbers in tables.

Abbreviations and Symbols

Most units have standard abbreviations that should be used, and metric units should be used except in rare cases. Time should be expressed in 24-h format: "00:00" = midnight, "19:30" = 7:30 PM. Singular and plural time abbreviations used with quantities include "s", "min", "h", "d", "wk", "mo", and "y". Symbols should be used for percent, degree (do not use a superscripted letter "o"), (equal to or) greater than, (equal to or) less than, mathematical manipulations, and primary compass directions. The slash "/" should be reserved for phrases where it means "per"; a hyphen should be used for relating similar items such as habitat types: "spruce-fir" not "spruce/fir". Do not use periods after initials in names (JD Smith). English phrases should be used instead of Latin abbreviations: use "for example" instead of "e.g.", "and others" instead of "et al.", "and so forth" instead of "etc.", and "about" or "approximately" instead of "ca". Avoid both "i.e." and its equivalent "in other words"; if other words are needed they should be used the 1st time.

Statistics

Results of statistical tests should be presented to support statements of statistical significance. The results should include the value of the statistic (*t*, *F*, *I*), sample size (*n*) or degrees of freedom (*df*), and probability value (*P*). Means (\bar{x}) should be presented with standard deviations (*s*) or standard errors (*s_x*) as appropriate. Formatting mean and deviation as " $\bar{x} = 4.2$, *s* = 1.3" is preferable to " $\bar{x} = 1.42 \pm 1.3$ " except in tables. Most symbols should be italicized.

Geographic Locations

Locations of study sites, capture records, and similar geographic locales should be expressed in Universal Transverse Mercator coordinates (UTMs) including zone, easting, and northing values. Less preferable is expression of location in latitude and longitude coordinates. Do not use the US Public Lands Survey system of township, range, and section, as this system is peculiar to the United States.

Word Usage

Certain words are frequently misused. "Effect" is usually a noun meaning the result of an action, whereas "affect" is a verb meaning to cause a change in something. "Farther" means something more distant in space or time, whereas "further" means going beyond what exists or to move forward. "Between" is used in comparing 2 things, whereas "among" is used in comparing >2 things. "Percentage" is a noun designating part of the whole (a small percentage of the area), whereas "percent" is typically used with numerals (10% of the area). "That" introduces a restrictive clause and is seldom preceded by a comma, whereas "which" introduces a nonrestrictive clause and is usually preceded by a comma. Finally, "since" means from some past time until the present and should not be used as a synonym for "because". A complete list of frequently misused terms can be found in the CBE style manual cited above.

Scientific and Common Names of Species

Scientific names should be italicized and should accompany the 1st use of the English common name. English common names should be capitalized. English common and scientific names should adhere to the taxonomic recommendations of the references listed on the inside back cover of the journal.

PAGE CHARGES

Authors will be billed for page charges (\$70/printed page); color figures or images receive an additional charge (\$30/figure-image); and page proof corrections are charged at \$3/correction. Authors who are SNVB members in good standing and without grant or institutional support can have page charges waived upon application to the Editor after the manuscript has been accepted. The amount waived is determined on a sliding scale based on the total number of pages of the printed article or general note. Articles and General Notes published in *Northwestern Naturalist* are not copyrighted by the journal.