Instructions to Authors Submitting Manuscripts to *The Auk*

Manuscripts up to 40 pages, including tables and figures, will be considered for publication. All submissions to *The Auk* must be made online using the American Ornithologists’ Union Author portal in Rapid Review (http://www.rapidreview.com).

Authors will be asked to register the first time they enter the site. After receiving a password and login ID, authors can proceed to upload their manuscripts through an easy, step-by-step process. When submitting your manuscript, do not attach or upload your Cover Letter and Rebuttal. The Cover Letter and Rebuttal are to be inserted in the boxes provided on the Submission Form. For more information on using Rapid Review, new authors should consult Instructions for New Authors for Using Rapid Review.

Suitable electronic text file formats include MS Word, WordPerfect, RTF, PDF, and Postscript or PDF from TeX or LaTeX. Suitable graphic formats include TIFF, EPS, PostScript, PDF, and PowerPoint. Mixed text and graphics are acceptable in PostScript, PDF, and MS Word or WordPerfect with embedded graphics formats. Please be advised that manuscripts that do not conform to the following guidelines either will be rejected or will experience protracted delays in handling.

I. General Instructions

Format your manuscripts for 8.5 × 11 inch paper. Double-space throughout, including tables, figure legends, and literature cited. Text pages should include line numbering. In general, manuscripts should be formatted similar to papers in a recent issue of *The Auk*.

Leave at least a 1-inch (25-mm) margin on all sides. Do not hyphenate words at ends of lines.

Use italic type instead of underlining words to be italicized.

Only the following Latin terms should be italicized: *in vivo, in vitro, in utero, in situ, ad libitum, a priori, a posteriori*. All other Latin terms (except scientific names) should be left unitalicized.

Cite each figure and table in the text. Tables and figures must be sequenced in the order cited.

Use "Figure" only outside of parentheses. Otherwise, use "Fig." if singular, "Figs." if plural (e.g. Fig. 2; Figs. 2 and 3; Figs. 3-6).

To cite figures or tables from another work, write figure or table in lowercase (e.g. figure 2 in Smith 1980; table 5 in Jones 1987).

All measurements are to be given in SI units.

Use continental dating (e.g. 29 September 1992), the 24-hour clock (e.g. 0800 and 2300 hours), 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
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7th edition of the AOU Check-list of North American Birds and its supplements. English proper names of birds should be capitalized. Names for other species should follow an appropriate standard. English names of other organisms should not be capitalized.

Use the following abbreviations: s (second), min (minute), h (hour); designate temperature as 36°C. Do not abbreviate day, week, month, or year.

For user-defined abbreviations, write out words in full the first time a term is used in the text. Abbreviate thereafter: "Second-year (SY) birds . . . We found SY birds in large numbers."


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.

All gene or amino acid sequences must be deposited in GenBank or an equivalent repository, and the accession number(s) reported in the Methods.

Five to seven key words, which summarize the major findings of the study, should be placed after the English abstract.

Each reference cited in the text must be listed in the Literature Cited section and vice versa. Please make a final check when the revised manuscript is complete.

Literature citations in text are to be as follows:

2. Two authors: Able and Baker (1989) or (Able and Baker 1989).
3. Three or more authors: Able et al. (1989) or (Able et al. 1989). In Literature Cited section, give names of all authors.
4. Manuscripts that are accepted for publication but not yet published: Able (1996) if date known.
5. Unpublished materials: (K. P. Able unpubl. data); (K. P. Able pers. obs.); or (K. P. Able pers. comm.).

Assemble manuscript in following order: (1) Title Page; (2) Abstract; (3) Key Words; (4) Text; (5) Acknowledgments; (6) Literature Cited; (7) Tables; (8) Figure Legends; (9) Figures.
When submitting your manuscript, do not attach or upload your Cover Letter and Rebuttal. The Cover Letter and Rebuttal are to be inserted in the boxes provided on the Submission Form.

II. Title Page

Number Title Page as page 1, and present items in following order:

Running head (36 characters or less). Use italics and capitalize significant words. Running head not needed for Commentaries.

Title in capital letters.

Author names.

Author addresses at time research was carried out. Current addresses, if different, should be indicated as footnotes at bottom of title page. Footnotes are not used except to indicate current addresses of authors, author's current e-mail address, or death of an author.

Name, current address, and e-mail address of corresponding author.

III. Text (page 2, etc.)

Follow the instructions in section I.

Do not repeat information given on title page.

The following are typical main headings: ABSTRACT, Key Words, METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, and LITERATURE CITED (no heading for Introduction).

Keep headings to a minimum. Most manuscripts will use two levels of headings: (1) centered caps and small caps, (2) indented italics with only the first word capitalized followed by a period, a dash, and the text. If three levels of headings are required use: (1) centered caps and small caps, (2) flush left caps and small caps, (3) indented italics with only the first word capitalized followed by a period, a dash, and the text.

IV. Literature Cited (continue page numbering)

Verify all entries against original sources, especially journal titles, volume and page numbers, accents, diacritical marks, and spelling in languages other than English. Capitalize all nouns in German.

Cite references in alphabetical order by first author's surname and then his/her first name and initial. References by a single author precede multi-authored works by same first author,
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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 order by first citation in text; these works should be lettered consecutively (e.g. 1991a, b).

"In press" citations must have been accepted for publication, with the name of journal or publisher included with year and volume number.

Do not write author names in uppercase. Use "normal" case (e.g. Hendricks, D. P.) or the "small caps" command. Insert a period and space after each initial of an author's name, and note that a comma always precedes the "and" in a list of authors' names.

Journal titles should be written in full and not abbreviated. Book titles should be capitalized.

Citations should follow formats given below:

Papers:


Dissertations, Books, Chapters:


V. Tables (continue page numbering)

Tables are to be submitted as editable Word files, not as pictures.

Each table must start on separate page and be double-spaced throughout (header, table body, footnotes). Table numbers should be Arabic numerals followed by a period.

Capitalize first word of the title; all other words should be lowercase unless a proper noun. Include a period at end of the 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. Follow details of style used in *The Auk* for headings in boxhead.

VI. Figure Legends (continue page numbering)

Start with "Fig.". 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.

VII. Preparation of Illustrations

Figures intended for final production (not for reviewing purposes) must be uploaded as separate files in Rapid Review. They must have a minimum resolution of 600 dpi. Acceptable file formats include EPS or TIF. Color reproduction in figures is accepted only where necessary and at the expense of the authors ($300 per figure). Color images must be saved in CMYK mode. All authors submitting final revisions for publication must "preflight" their figures using Rapid Inspector to ensure proper file format. Rapid Inspector may be accessed via a link from the
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revision submittal page in **Rapid Review**. Please be aware that if an author submits a figure in a format other than EPS or TIF, Rapid Inspector will reject the file but will provide an explanation on how to properly format it.

Routine illustrations are black-and-white halftones (photographs), drawings, or graphs. Consult the Manager, AOU Publications Office (auk@uark.edu) about color figures (see section above). Figures in *The Auk* are virtually identical to those submitted (little degradation occurs, but flaws will show). Therefore, illustrations should be prepared to professional standards. Illustrations should be prepared for one- or two-column width, keeping in mind dimensions of a page in *The Auk*.

Group multiple, related illustrations as panels in a single figure (Fig. 1A, B, etc.) so that they can be placed on the same page.

Helvetica or a similar *sans serif* typeface is recommended for figures. Handwritten or typed symbols are unacceptable. Halftone figures and plates must be of good quality for review purposes.

VIII. What and Where to Submit

INITIAL SUBMISSION:

All manuscripts must be submitted electronically online using **Rapid Review** (http://www.rapidreview.com). On the **Rapid Review** opening page, scroll down to "American Ornithologists' Union" and select the Log On button for "Author". Authors will be asked to register the first time they enter the site. After receiving a password and login ID, authors can proceed to upload their manuscripts through an easy, step-by-step process. Help with this procedure can be obtained online or by contacting *The Auk* Review Manager (auk_review@umanitoba.ca).

A cover letter must accompany all new submissions. This letter can be typed directly into Rapid Review. This letter should include any special instructions and any address changes during the next several months, as well as a daytime phone number, fax, and e-mail address for the corresponding author. This letter should include a statement indicating that the manuscript reports on original research not published elsewhere and that it is submitted exclusively to *The Auk*.

REVIZIONS

The cover letter with a revision of a manuscript should be entered directly into **Rapid Review** and should address all comments from reviewers, Associate Editor, and Editor.

IX. Proofs, Reprints, and Charges

Authors will receive page proofs for approval, which must be returned by e-mail, fax, or regular
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mail within 48 hours to the Publications Office at the University of Arkansas 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 time-consuming, authors should not expect to make major modifications in their work at this stage. Authors should keep the Project Manager (auk@uark.edu) informed of address changes, so proofs will not be delayed. The AOU requests that authors bear all or part of the cost of publishing their papers when grant, institutional, or personal funds are available for the purpose. Current costs per printed page are US$75. Authors who do not have access to publication funds may request a waiver of this payment directly from the Publication Office.

If you have questions, contact the Editor by email (auk_editor@umanitoba.ca), telephone (204-474-9459), or fax (204-474-7588) or the Review Manager (auk_review@umanitoba.ca).

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