

BULLETIN OF THE TEXAS ORNITHOLOGICAL SOCIETY

GUIDELINES FOR AUTHORS

SUBMISSION

For initial submission, e-mail one copy of the manuscript and photographs/illustrations¹ to jlintoneitnear@gmail.com or mail to Jack C. Eitnear, 218 Conway Drive, San Antonio, Texas 78209-1716. If you do not have access to the internet mail a DVD or CD containing a word processor version (MS WORD 1997-2003 preferred or OpenOffice 3.0) of the manuscript with all figures and tables, as separate documents

Submission Categories.—Manuscripts may be submitted as a Major Article or Short Communication. Major Articles generally are longer papers that are >5,000 character count including literature cited and figure captions, and excluding tables, figures, and spaces between characters. Manuscripts <5,000 characters in length including literature cited and figure captions, and excluding tables, figures, and spaces between characters will be considered Short Communications. Major articles must include an Abstract. The Editor may move a paper from one category to another at his discretion.

Multi-authored Submissions.—All authors should have contributed in a significant manner to designing and performing the research, writing the manuscript, and reading and approving the manuscript prior to submission.

Non-U.S. Submissions.—Authors whose native language is not English should ensure that colleagues fluent in English have critically reviewed their manuscript before submission.

GENERAL INSTRUCTIONS

(Carefully read and follow these instructions before submitting your manuscript. Papers that do not conform to these guidelines will be returned.)

Prepare manuscripts on 8.5 X 11 inch format with 1-inch margins. Double-space all text, including literature cited, figure captions, and tables. Insert page numbers top right beginning on the second page. Use a font size of at least 11 point. Consult a recent issue of the journal for correct format and style as you prepare your manuscript.

Write in the active voice whenever possible. Use U.S. English and spelling. Use *italics* instead of underlining (i. e., scientific names, third-level headings, and standard statistical symbols). Use Roman typeface (**not boldface**) throughout the manuscript.

Common and scientific names of bird species that occur in North and Middle America should follow the AOU *Check-list of North American Birds* (1998, 7th ed., and its supplements in *The Auk*; <http://aou.org.whsites.net/checklist/index>). Names for other bird species should follow an appropriate standard (cite standard used). Use subspecific identification and list taxonomic authorities only when relevant. Give the scientific name at first mention of a species in the abstract and in the body of the paper. Capitalize common names of birds except when referred to as a group (i. e., Northern Cardinal, Golden-cheeked and Yellow warblers, vireos). Do not italicize family names.

The common names of other organisms are lower case except for proper names (i. e., yellow pine, Ashe juniper, Texas kangaroo rat).

Cite each figure and table in the text. Sequence tables and figures in the order cited. Use “figure” only outside of parentheses; otherwise, use “Fig.” if singular, “Figs.” if plural (i. e., Fig. 1, Figs. 2–3). To cite figures or tables from another work, write figure, fig., or table in lowercase (i. e., figure 2 in Jones 1980; Jones 1980:fig. 2; Jones 1987: table 5).

Use the following abbreviations: d (day), wk (week), mon (month), yr (year), sec (second), min (minute), h (hour); report temperature as °C (i. e., 15° C). In text months should be abbreviated (Jan, Feb, Mar, Apr, etc.) in figures and tables. Define and write out acronyms and abbreviations the first time they appear in text; abbreviate thereafter: “Second-year (SY) birds . . . We found SY birds in large numbers.”

Present all measurements in metric units. Use continental dating (i. e., 15 August 2007), the 24-hour clock (i. e., 0500, 1230), and local standard time. Specify time as Standard Time (i. e., CST for Central

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Standard Time) at first reference to time of day. **Study site location(s) should be identified by latitude and longitude.** Present latitude and longitude with one space between each element (i. e., 28° 07' N, 114° 31' W). If latitude and longitude are not available indicate the distance and direction from the nearest permanent location. Abbreviate and capitalize direction (i. e., north = N, southwest = SW, or 5 km W Abilene, Taylor County [but Taylor and Bexar counties]). Also capitalize regions such as South Texas or Southwest United States.

Numbers.—The conventions presented here revise what has often been called the “Scientific Number Style (SNS)”. The SNS generally used words for 1-digit whole numbers (i.e., 9 = nine) and numerals for larger numbers (i.e., ten = 10), a distinction that may be confusing and arbitrary. The revised SNS treats numbers more consistently by extending the use of numerals to most single-digit whole numbers that were previously expressed as words. This style allows all quantities to be expressed in a single manner, and because numerals have greater visual distinctiveness than words, it increases the profile of quantities in running text. The objective of emphasizing quantity with numerals is further facilitated by the use of words for numbers appearing in a context that is only secondarily quantitative, i.e., when a number’s quantitative function has been subordinated to an essentially nonquantitative meaning or the number is used idiomatically. In these cases, use words to express numbers (i.e., the sixty-four-dollar question). However, the numbers zero and one present additional challenges. For these numbers, applying consistent logic (numerals for quantities and words otherwise) often increases tedium in making decisions about correct usage and creates an inconsistent appearance, primarily because “one” has a variety of functions and readers might not quickly grasp the logic. For example, “one” can be used in ways in which quantity is irrelevant: as a personal pronoun or synonym for “you” (i.e., “one must never forget that”) or as an indefinite pronoun (“this one is preferred”). The usage of the numeral in these cases would possibly be confusing to a reader. “Zero” and “one” are also used in ways that are more like figures of speech than precise quantifications (i.e., “in one or both of the ...”, “in any one year”, “a zero-tolerance policy”). In addition the numeral “1” can be easily confused with the letters “l” and “I”, particularly in running text, and the value “0” can be confused with the letter “O” or “o” used to designate a variable. Therefore simplicity and consistent appearance have been given priority for these 2 numbers.

Cardinal Numbers.—quantitative elements in scientific writing are of paramount importance because they lead the way to the findings. Use numerals rather than words to express whole and decimal numbers in text tables and figures. This practice increases their visibility and distinctiveness and emphasizes their enumerative function.

2 hypotheses 5 birds 65 trees 0.5 mm 5 times 8 samples

Also use numerals to designate mathematical relationships.

6:1 at 200X magnification 5-fold not five-fold

Use words in to represent numbers in 4 categories of exceptions:

- (1) If a number begins a sentence, title, or heading, spell out the number or reword the sentence so the number appears elsewhere in the sentence.

Five eggs were in the nest, but the typical clutch size is 12. The nest contained 5 eggs, but the typical clutch size is 12.

- (2) When 2 numbers are adjacent, spell out the first number and leave the second as a numeral or reword the sentence.

The sample area was divided into four 5 ha plots.

I divided my sample area into 4 plots containing 5 ha.

- (3) For most general uses, spell out zero and one.

one of the species was one of the most important on the one hand
values approaching zero one peak at 12-14 m, the other at 25-28 m.

However, express the whole numbers zero and one as numerals when they are directly connected to a unit of measure or a calculated value.

1 week 1 m a mean of 0 1-digit numbers when $z = 0$

Similarly, express zero and one as numerals when part of a series or closely linked to other numbers.

1 of 4 species between 0 and 5 of these, 4 samples were... 1 sample was... and 8 samples

- (4) When a number is used idiomatically or within a figure of speech.

the one and only reason a thousand and one possibilities comparing one to the other
the two of them one or two of these an extra week or two of growth.

Ordinal Numbers

Ordinal numbers usually convey rank order, not quantity. Rather than expressing how many, ordinals often describe what, which, or sequence. Ordinals are more prose oriented than quantitative within the text and it is less important to express ordinal numbers as numerals.

- 1) Spell out single-digit ordinals used as adjectives or adverbs.
the third chick hatched first discovered a third washings for the seventh time
- 2) The numeric form of 2-digit ordinals is less confusing, so express larger ordinals as numerals.
the 20th century for a 15th time the 10th replication the 50th flock
- 3) Express single digit ordinals numerically if in a series linked with double-digit ordinals.
The 5th, 6th, 10th, and 20th hypotheses were tested or We tested hypotheses 5, 6, 10, and 20

Zeros before Decimals.

For numbers less than 1.0, always use an initial zero before the decimal point.

0.05 not .05 P = 0.05 not P = .05

Numbers Combined with Units of Measure

- 1) Use a single space to separate a number and a subsequent alphabetic symbol
235 g 1240 h 8 mm
- 2) Generally close up a number and a non alphabetic symbol whether it precedes or follows the number.
45° for angles 45 °C for temperature ±9 35± <5 but P < 0.001
- 3) Geographic coordinate designation for latitude and longitude have a space between each unit.
35° 44' 77" N
- 4) If the number and associated symbol or unit start a sentence, spell out the number and associated factor.
Twenty-five percent of nests

Numeric Ranges, Dimensions, Series, and Placement of Units

- 1) When expressing a range of numbers in text, use the word to or through to connect the numbers.
Alternatively, an en dash, which means to may be used but only between 2 numbers that are not interrupted by words, mathematical operators, or symbols.
Yielded -0.3 to +1.2 differences not -0.3-+1.2 differences 5 July to 20 July or 5-20 July not 5 July-20 July 1-12 m not 1 m - 12 m
- 2) When the word from precedes a range, do not substitute the en dash for to.
From 3 to 4 nests not from 3-4 nests
- 3) The en dash represents only the word "to", when between precedes a range, use "and" between the numbers.
between 5 and 18 March not between 5-18 March
- 4) When the range includes numbers of several digits, do not omit the leading digits from the second number in the range.
between 2001 and 2012 not between 2001 and 12 nor 2001-12 1587-1612 m not 1587-12 m
- 5) A range of numbers and the accompanying unit can be expressed with a single unit symbol after the second number of the range, except when the symbol must be closed up to the number (i.e., percent symbol) or the unit symbol may be presented with both numbers of the range.
5 to 12 cm or 5 cm to 12 cm 5 to 10 °C or 5 °C to 10 °C 20% to 30% or 20-30% not 20 to 30%
- 6) If a range begins a sentence, spell out the first number and present the second as a numeral; however if a nonalphabetic symbol (%), write out both units.
Twelve to 15 ha not twelve to fifteen ha Ten percent to 20 percent of samples not Ten percent to 20% of samples
- 7) To prevent misunderstanding, avoid using "by" before a range; this may imply an amount change from an original value, rather than a range of values. growth increased 0.5 to 0.8 g/d (a range) or growth increased 0.5-0.8 g/d not growth increased by 0.5-0.8 g/d
- 8) To prevent a wrong conclusion by a reader, do not express 2 numbers preceded by words like "increase", "decrease", or "change". A range may be intended but the reader may conclude the first value as an initial value and the second as a new value.

increased from 2 cm/wk to 5 cm/ wk (Was the increase 2-5 cm or was the increase 3 cm?)

When changes are from one range to a new range, en dashes within each range is a better statement.
increased from 10-20 m to 15-30 m

- 9) For dimensions, use a mathematical symbol (not a lower case “x”) or the word “by” to separate the measurements.

5 X 10 X 20 cm 5 cm X 10 cm X 20 cm 5 by 10 by 20 cm

- 10) For a series of numbers, present the unit after the last numeral only, except if the unit symbol must be set close to the number.

5, 8, 12, and 20 m diameters of 6 and 8 mm 12%, 15%, and 25% categories of <2, 2-4, and > 6 km

Descriptive Statistics

Variables are often reported in the text: the units and variability term should be unambiguous.

mean (SD) = 20% (2) or Mean of 20% (SD 2) mean of 32 m (SD 5.3) not mean of 32 ± 5.3 m
mean of 5 g (SD ± 0.33) mean (SE) = 25 m (0.24)

MANUSCRIPT

Assemble a manuscript for Major Articles in this sequence: title page, abstract, text (introduction, methods, results, and discussion), acknowledgments, literature cited, tables, figure captions, and figures. Short Communications need not be subdivided into sections (optional).

Title Page.—Put title in all caps for a Major Article and a Short Communication. Follow with author name(s) with the first letter of the first name, middle initial and last name as a cap and all other letters in lower case.

Addresses of author(s) should be in italics and arranged from first to last at the time of the study. The current address (if different from above) of each author (first to last), any special essential information (i. e., deceased), and the corresponding author and e-mail address should be in a footnote. Use two-letter postal codes (i. e., TX) for U.S. states and Canadian provinces. Spell out countries except USA. Consult a recent issue if in doubt.

Abstract.—Heading should be caps, indented, and followed by a period, three dashes, and the first sentence of the abstract (ABSTRACT.—Text . . .). Only Major Articles have an abstract.

Text.—Text, except for headings, should be left justified. Indent each paragraph with a 0.5-inch tab. Text should begin immediately after the abstract.

Up to three levels of headings may be used. First level: centered, all caps (includes METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, and LITERATURE CITED). There is no heading for the Introduction. Second level: flush left, indent, capitalize initial letter of significant words and italicize all words. Third level: flush left, indent, capitalize the initial letter of each word, followed by a period, three dashes, and then the text. *Keep headings to a minimum.* Major Articles typically contain all first-level headings. Short Communications may or may not have these headings, depending on the topic and length of paper. Typical headings under Methods may include “Study Area” and “Statistical Analyses.” Consult a recent issue for examples.

METHOD—First level

Study Species, Locations, and Recordings—Second level

Study Species, Locations, and Recordings—Third level

Each reference cited in text must be listed in Literature Cited section and vice versa. The exception is unpublished materials, which occur only in the text. Cite literature in text as follows:

- One author: Jones (1989) or (Smith 1989).
- Two authors: Jones and Smith (1989) or (Jones and Smith 1989)
- Three or more authors: Smith et al. (1989) or (Smith et al. 1989)

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- Unpublished materials, including those in preparation, submitted, and in review:
 - (1) By submitting author(s) use initials: (JTB unpubl. data), (JTB pers. obs.),
 - (2) By non-submitting author(s): (J. T. Jones unpubl. data), (J. T. Jones and J. C. Smith pers. obs.), or J. T. Jones (pers. comm.). Do not use (J. T. Jones et al. unpubl. data); cite as (J. T. Jones unpubl. data).
- Within parentheses, order citations by date: (Jones 1989, Smith 1992, Franklin et al. 1996), (Franklin 1980; Jones 1983, 1990; Smith and Black 1984), (Delgado 1988a, b, c; Smith 2000).
- When citing a direct quote, insert the page number of the quote after the year: (Beck 1983:77).

Acknowledgments.—For individuals, use first, middle (initial) and last name (i. e., John T. Smith); abbreviate professional titles and institutions from individuals. Accepted manuscripts should acknowledge peer reviewers, if known. PLEASE INCLUDE COMPLETE FIRST NAME. THIS IS DIFFERENT THAN MOST JOURNALS

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

Cite references in alphabetical order by first, second, third, etc., authors' surnames and then by date. References by a single author precede multi-authored works by the same first author, regardless of date. List works by the same author(s) in chronological order, beginning with earliest date of publication. If a cited author has two works in same year, place in alphabetical order by first significant word in title; these works should be lettered consecutively (i. e., 2006a, 2006b). Write author names in upper case (i. e., SMITH, J. T. AND D. L. JONES,FRANKLIN, B. J., T. S. JEFFERSON, AND H. H. SMITH). Insert a period and space after each initial of an author's name.

Journal titles and place names should be written out in full and not abbreviated; do not use abbreviations for state, Editor, edition, number, Technical Coordinator, volume, version, but do abbreviate Incorporated (Inc.). Do not indicate the state in literature cited for books or technical papers or reports when the state is obvious (i. e., Texas A&M Press, College Station.). Do not add USA after states of the United States but indicate country for publications outside the United States. Cite papers from Current Ornithology, Studies in Avian Biology, and International Ornithological Congresses as journal articles. The following are examples of how article should be referenced in the Literature Cited section of a manuscript.

BIRDS OF NORTH AMERICA

(Hard copy version) GRZYBOWSKI, J. A. 1995. Black-capped Vireo (*Vireo atricapillus*). The Birds of North America, No. 181.

(Electronic version) See *Internet Sources*

BOOKS, CHAPTERS, THESES, DISSERTATIONS:

AMERICAN ORNITHOLOGISTS' UNION. 1998. Check-list of North American birds, 7th Edition. American Ornithologists' Union, Washington, D.C.

OBERHOLSER, H. C. 1938. The bird life of Louisiana. Bulletin 28. Louisiana Department of Conservation, New Orleans.

MENGE, R. M. 1965. The birds of Kentucky. Ornithological Monographs 3.

BENNETT, P. M. AND I. P. F. OWENS. 2002. Evolutionary ecology of birds: life histories, mating systems, and extinction. Oxford University Press, New York, New York.

BENT, A. C. 1926. Jabiru. Pages 66–72 in Life histories of North American marsh birds. U.S. National Museum Bulletin, Number 135. [Reprinted 1963, Dover Publications, New York, New York].

OBERHOLSER, H. C. 1974. *The bird life of Texas*. (E. B. Kincaid, Jr., Editor). Volume 1 (or 2 please specify) University of Texas Press, Austin.

GALLUCCI, T. L. 1978. The biological and taxonomic status of the White-winged Doves of the Big Bend of Texas. Thesis. Sul Ross State University, Alpine, Texas.

SMALL, M. 2007. Flow alteration of the Lower Rio Grande and White-winged Dove range expansion. Dissertation. Texas State University, San Marcos.

- KEAR, J. 1970. The adaptive radiation of parental care in waterfowl. Pages 357–392 in *Social behavior in birds and mammals* (J. H. Crook, Editor). Academic Press, London, United Kingdom.
- SNOW, D. W. 2001. Family Momotidae (motmots). Pages 264–285 in *Handbook of the birds of the world, Volume 6: mousebirds to hornbills* (J. del Hoyo, A. Elliot, and J. Sargatal, Editors). Lynx Edicions, Barcelona, Spain.
- SPSS INSTITUTE, INC. 2005. SPSS for Windows, version 13. SPSS Institute, Inc., Chicago, Illinois.
- ZAR, J. H. 1996. *Biostatistical analysis*, 3rd Edition. Prentice Hall, Upper Saddle River, New Jersey.

GOVERNMENT PUBLICATIONS:

- BURNS, R. M. AND B. H. HONKALA (Technical Coordinators). 1990. *Silvics of North America, Volume 1: conifers, and Volume 2: hardwoods*. Agriculture Handbook, USDA Forest Service, Washington, D.C.
- FRANZREB, K. E. 1990. Endangered and threatened wildlife and plants—determination of threatened status for the Northern Spotted Owl: final rule. *Federal Register* 55:26114–26194.
- HUFF, M. H., K. A. BETINGER, H. L. FERFUSON, M. J. BROWN, AND B. ALTMAN. 2000. A habitat-based point-count protocol for terrestrial birds, emphasizing Washington and Oregon. General Technical Report PNW-501, USDA Forest Service, Portland, Oregon.

JOURNAL, TRANSACTIONS AND PROCEEDINGS ARTICLES

- BRAUN, C. E., D. R. STEVENS, K. M. GIESEN, AND C. P. MELCHER. 1991. Elk, White-tailed Ptarmigan and willow relationships: a management dilemma in Rocky Mountain National Park. *Transactions of the North American Wildlife and Natural Resources Conference* 56:74–85.
- MACLEAN, G. L. 1976. Arid-zone ornithology in Africa and South America. *Proceedings of the International Ornithological Congress* 16:468–480.
- TAYLOR, J. S., K. E. CHURCH, AND D. H. RUSCH. 1999. Microhabitat selection by nesting and brood-rearing Northern Bobwhite in Kansas. *Journal of Wildlife Management* 63:686–6994.
- JOHNSON, C. M. AND G. A. BALDASSARRE. 1988. Aspects of the wintering ecology of Piping Plovers in coastal Alabama. *Wilson Bulletin* 100:214–223.
- PARRISH, J. D. 2000. Behavioral, energetic, and conservation implications of foraging plasticity during migration. *Studies in Avian Biology* 20:53–70.

INTERNET SOURCES

- DAVIS, J. N. 1995. Hutton's Vireo (*Vireo huttoni*). The Birds of North America Online: <http://bna.birds.cornell.edu/bna/species/189> (accessed 10 November 2012).
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- WRIGHT, E. 2003. Ecological site description: sandy. Pages 1–5 in USDA, Natural Resources Conservation Service. Site ID: Ro77XC055NM. <http://esis.sc.egov.usda.gov/>.
- PITMAN, N. C. A. 2006. An overview of the Los Amigos watershed, Madre de Dios, southeastern Peru. September 2006 version of an unpublished report available from the author at npitman@amazonconservation.org

IN PRESS CITATIONS

Date unknown:

- MILLER, M. R., J. P. FLESKES, J. Y. TAKEKAWA, D. C. ORTHMEYER, M. L. CASAZZA, AND W. M. PERRY. In Press. Spring migration of Northern Pintails from California's Central Valley wintering area tracked with satellite telemetry: routes, timing, and destinations. *Canadian Journal of Zoology*.

Date known:

- DECANDIDO, R., R. O. BIERREGAARD, JR., M.S. MARTELL, AND K. L. BILDSTEIN. 2006. Evidence of nighttime migration by Osprey (*Pandion haliaetus*) in eastern North America and Western Europe. *Journal of Raptor Research*. In Press.

Date and volume number known:

- POLING, T. D. AND S. E. HAYSLETTE. 2006. Dietary overlap and foraging competition between Mourning Doves and Eurasian Collared-Doves. *Journal of Wildlife Management* 70:In

Tables and Appendices.—Each table and appendix must start on a new page and contain a title caption that is intelligible without recourse to the text. Titles usually indicate who, what, where and when. Kroodsmma (2000;

Auk 117:1081–1083) provides suggestions to improve table and figure captions. Tables/appendices should supplement, not duplicate, material in the text or figures. Indent and double-space captions, beginning with Table 1 (if only one appendix is included, label as Appendix). Indicate footnotes by lower case superscript letters. Develop tables/appendices with your word processor's table format, not a tab-delimited format. Do not use vertical lines in tables/appendices. Include horizontal lines above and below the box head, and at end of table/appendix. Use the same font type and size as in text. Consult a recent issue for style and format.

Figures.—Type captions in paragraph form on a page separate from and preceding the figures. Indent and double-space captions, beginning with Fig. 1. Do not include symbols (lines, dots, triangles, etc.) in figure captions; either label them in a figure key or refer to them by name in the caption. Consult a recent issue for style and format.

Use a consistent font and style throughout; sans serif typeface is required (i. e., Arial, Helvetica, Univers). Do not use boldface font for figure keys and axis labels. Capitalize first word of figure keys and axis labels; all other words are lower case except proper nouns. Handwritten or typed symbols are not acceptable.

Routine illustrations are black-and-white half-tones (photographs), drawings, or graphs and color photographs. Copies of halftone figures and plates must be of good quality (final figures must be at least 300 dpi). Figures in the Bulletin are virtually identical to those submitted (little degradation occurs, but flaws will show). Thus, illustrations should be prepared to professional standards. Drawings should be on good-quality paper and allow for about 20% reduction. Do not submit originals larger than 8.5 X 11 inches in size, unless impractical to do otherwise. Illustrations should be prepared for one- or two-column width, keeping in mind dimensions of a page in the Bulletin. When possible, try to group closely related illustrations as panels in a single figure. In the initial submission of an article, figures should be submitted separate from the manuscript on computer disk. **Preference for submission of graphic support is by PDF or TIFF.** Photographs should be at least 1.5 MB in size for clear reproduction.

Maps.—Use Google maps ONLY as a last resort! Authors should use one of a number of cartographical software packages (Arcmap, Geocart, Ortelius). Maps should contain either an embedded key with a caption (as a separate WORD attachment)

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- Always include page numbers
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- Note author's names are in upper case in Literature Cited section.
- Spell out complete names in Acknowledgment section.
- Avoid repetition of pronouns, nouns and verbs within the same sentence and/or paragraph (i. e., try not to start EVERY sentence with "We observed.....").
- Note the BNA accounts are available BOTH as hard copies and online documents. Be sure you cite the one you consulted.
- If protected species were captured the manuscript must include appropriate Federal and State Permit numbers in the Acknowledgment section
- Oberholser, H. C. 1974. The bird life of Texas. (E. B. Kincaid, Jr., Editor). Volume 1 (or 2 please specify) University of Texas Press, Austin. **DO NOT FORGET TO SPECIFY VOLUME.**

If you have questions, contact the Editor (E-mail jlclintoneitnrear@gmail.com).

Jack C. Eitnrear, Editor

Kent Rylander, Associate Editor