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# GUIDELINES FOR AUTHORS

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*Blue Jay* is the quarterly journal of Nature Saskatchewan and publishes articles on natural history of the prairie provinces and adjacent regions. Articles, Notes and Letters on any observation of interest in the field of natural history are encouraged. All submissions are reviewed by the editors and at least one other person competent in the subject area. All members of Nature Saskatchewan are encouraged to write for *Blue Jay*, and submissions from non-members are equally welcome.

Manuscripts prepared on a typewriter, by hand, or a computer are acceptable. However, because all documents must be put into electronic form before being sent to the printer, computer users can facilitate processing manuscripts by sending their submission as an electronic file (on a computer diskette or by E-mail).

These guidelines are intended to ease the task of editing as well as to help writers in the preparation of manuscripts. Although written in a terse style for brevity they are not meant to be dictatorial. Manuscripts that do not follow these guidelines will still be considered for publication; necessary modifications can be made by the author on acceptance of the manuscript.

PLEASE NOTE that these guidelines have been revised by the current editors and differ from the previous guidelines in a number of small details. It would help the editors if all authors, new and experienced, read them from beginning to end, paying special attention to the sections on tables and figures (2.6 & 2.7), references (2.8) and how to submit

photographs (4.1). Sections 1.2 and 5 for computer users are completely new.

## 1 - Preparation of Manuscripts

1.1 - Writing Style: The writing style should be suitable for the general public. This does not mean that content must be limited to simple subjects, but that the writing should be clear and devoid of jargon and unnecessary technical terms. Scientific articles also should be written in a popular style.

1.2 - Word Processors and Computers: Use a 12-point font, preferably Times New Roman. Use one-inch margins and left justification, and double-space the entire manuscript. Limit formatting commands to tab, bold, italics, underline and upper and lower case. Do not use advanced formatting features of word processing programs, such as hanging indents, customized tab settings, columns, etc, as these can create havoc in different word processing systems.

1.3 - Typewritten and Handwritten submissions: Double space the entire manuscript. Double underline words that are to appear in italics.

1.4 - Scientific Names : Scientific names are not needed for North American species for which standardized common names are available : birds, mammals and butterflies. For other groups, both the common and scientific name should be used the first time the species is mentioned and in the following format: Common Name (*Genus species*). Thereafter, only the common name is used. Note that standardized common names of species are capitalized but group names and names that are not standardized are in lower case (e.g. 12 robins; 12 American Robins). If no

common name is appropriate, the scientific name, in italics, is used throughout the manuscript (e.g. *Tyrannosaurus rex* or *Tyrannosaurus*).

Choosing the appropriate common name can be problematic in many instances; the associate editors and editors will try to supply official common names as needed. The following references are used by *Blue Jay* as sources of standardized common names.

American Ornithologist's Union. 1998. Checklist of North American Birds. 7<sup>th</sup> Edition. American Ornithologists Union, Washington, D. C.

Banfield, A.W. F. 1974. The Mammals of Canada. National Museum of Natural Sciences, University of Toronto Press, Toronto.

Layberry, R. A., P. W. Hall and J. D. Fontaine. 1998. The Butterflies of Canada. University of Toronto Press, Toronto.

1.5 - Names of People: In general, people should be referred to by first and last names (initials may replace the first names) and without titles such as Mr., Ms., Dr., etc. Rarely, it may be appropriate to use official titles (Her Majesty Queen Elizabeth II versus Betty Windsor)

1.6 - Numbers: Numbers from one to nine (inclusive) are written as words; however, numerals (digits) are always used with standard units of measure, including dates, times, page numbers, percentages, etc. (e.g. 2 km, 7%). Numerals are used for all numbers 10 or larger. When a number less than 10 occurs in a sequence with numbers of 10 or greater, then the smaller number also should be a numeral (e.g. 5 to 25 catbirds). Never begin a sentence with

a numeral; reword the sentence, write out the number, or end the preceding sentence with a semi-colon. Use words to shorten very large numbers (e.g. 1.6 million).

1.7 - Time: Time can be expressed using either the 12- or 24-hour clock. When using the 24-hour clock, the time is given as four digits, two each for hours and minutes, not separated and followed by the abbreviation h for hours, (e.g. 2113h). The 12-hour clock requires the use of a colon between the hours and minutes and the designation AM or PM (e.g. 9:13 AM).

1.8 - Distance: Measures of distance may be given in either the English or metric systems, however use only one system within a manuscript. Mile is abbreviated mi. but there is no period following the abbreviated symbols in the metric system – kilometre is designated as km, metre – m, centimetre – cm, etc.

1.9 - Direction: Directions are indicated by abbreviations: n, s, e, w, ne, nw, se, sw, etc., all lower case and without periods.

If there is uncertainty about aspects of format and style, consult a recent issue of *Blue Jay* for similar types of articles, or contact the editors. The standard style reference for *Blue Jay* is: Scientific Style and Format: The CBE Manual for Authors, Editors and Publishers. Sixth Ed. 1994. Council of Biology Editors Inc. and Cambridge University Press, Cambridge, UK (ISBN 0-521-47154-0). This should be available in major libraries.

## 2 - Format

2.1 - Titles: Titles of articles are in UPPER CASE and begin at the left hand margin at the top of the first page.

2.2 - Author's Name: These are in UPPER CASE and begin at the left hand margin.

2.3 - Author's Address: The complete postal address of each author is given in upper and lower case with no abbreviations except for the standard two-letter abbreviations for provinces and states. The postal code follows the province. E-mail address (optional) follows the postal code.

The format for Notes, Letters and Book Reviews differs slightly in these details. The author's name is in italics and is placed with the address at the end of the text. In addition, the title of a book review is the title of the book being reviewed. It is followed by a complete citation for the book, including the current Canadian retail price in hard and/or soft cover, and the ISBN number.

2.4 - Paragraphs: Double-space between paragraphs, without indentation of the first word.

2.5 - Sub-headings: Sub-headings and other subdivisions of the text should be used only when necessary and should be kept to a minimum. The standard format for a sub-heading is upper and lower case in bold-face type (e.g. **Standard Sub-heading**).

2.6 - Tables: Tables are numbered consecutively in the order in which they are cited in the text and are cited by number (e.g. Table 2). The table title should be in upper and lower case (e.g. Table 1: Bird Numbers). Tables should not be submitted as part of the text; each table should be on a separate page. Prepare simple tables using tab, space bar and a minimum of horizontal lines. Complicated or graphically-complex tables may be submitted in "camera-ready" form, suitable for printing.

2.7 - Figures : Figures include all photographs, graphs, maps and drawings. They are numbered consecutively in the order in which they appear in the text and are cited by number (e.g. Fig.1). Each figure should be submitted on a separate page. Legends and captions are put on their own page separate from the figures.

2.8 - References: References are listed in alphabetical order by the author's last name – not in the sequence that they appear in the text – and are then numbered. They are cited in the text as a superscript number placed at the end of the sentence to which they refer and after the period that ends the sentence (e.g.... were described previously.<sup>2</sup>). When more than one reference is cited, superscript numbers are separated by commas. (e.g. <sup>1,2,5</sup>).

The list of references follows the last paragraph of the text or the acknowledgements section, if there is one. No subheading such as "References" or "Literature Cited" is needed. Titles of articles and book chapters are in lower case, with upper case used only for the first letter of the first word in the title and in all proper nouns. Titles of books, journals and magazines are in upper and lower case, and, in addition, titles of journals and magazines are italicized. Names of journals and magazines should be written out in full rather than abbreviated.

Examples of the format used for the most common types of references are given below.

Books :

1. Kaufman, K. 1996. Lives of North American Birds. Houghton Mifflin, Boston.

Journal or Magazine Articles:

1. Kidd, T.E., P. T. Barnum and R.

Virchow. 1886. Additional observations of the Barred Owl in Alberta. *Blue Jay* 44:41- 43.

#### Book Chapter:

1. Heiser, C. B. 1995. The ethnobotany of domesticated plants. In: Shultes, R. E. and S. von Reis (eds.). *Ethnobotany, Evolution of a Discipline*. Dioscorides Press, Portland, Oregon. p. 200-203.

It is the responsibility of the authors to ensure that the citations in the list of references are accurate and complete in all details. Inaccurate citations are a disservice to readers so PLEASE make sure that each citation is sufficiently complete that readers can find it in an appropriate library or book outlet.

### **3 - Photographs and Artwork**

Photographs, drawings and other artwork related to the natural history of the prairie provinces and the adjacent regions are always welcome, whether or not associated with an article. *Blue Jay* maintains a file of such illustrations and uses them whenever there is an opportunity to do so, which is often. The name of the photographer or artist should be included along with a caption. See guidelines below for submission of photographs and artwork. Photographs and artwork submitted will become part of the *Blue Jay's* permanent collection.

### **4 - How to make submissions to *Blue Jay***

Accompany each submission with a short cover letter or E-mail message giving a name, postal address, telephone number and E-mail address of the person to be contacted about the article.

If manuscripts are hand-written or prepared on a typewriter, the original and one copy should be submitted. If the manuscript is prepared on a computer or word processor, submit two

copies AND an electronic file on diskette or send by E-mail (see instructions for electronic submissions below). Submissions should be mailed directly to the editors. Authors should themselves retain one complete copy of the manuscript. Photographs and other illustrations do not need to be submitted in duplicate.

4.1 - Photographs: Prints are preferred to slides, but slides are acceptable. If slides are submitted, send originals, not duplicates. Make duplicate copies of all slides submitted in case the original gets lost in the mail. Nature Saskatchewan will make every effort to return slides but cannot guarantee their safe passage through the mail system. Label all photographs on the back with the photographer's name and, if the photograph accompanies an article, the figure number. Captions can be put on the back of the photograph or on a separate page.

4.2 - Drawings and other Artwork: These should be submitted following all the above guidelines for photographs. Valuable artwork should not be submitted in the original. Instead, a high-quality photocopy or photograph should be submitted.

### **5 - Electronic submissions**

Manuscripts submitted in electronic form may be in any one of four different word processor formats: WordPerfect, Microsoft Word, Rich Text Format (rtf), or ASCII Text. They can be submitted to the editors in one of two ways : by E-mail or on diskette.

E-mail. The manuscript should be sent as an attached file in one of the four word processor formats listed above. Do not use HTML format when sending manuscripts by E-mail. The editors' E-mail address is <leighton@sk.sympatico.ca>. When E-mail is used, there is no need

to send duplicate hard copies of the manuscript. Illustrations and figures should be mailed to the editors and clearly identified by title and author(s) as belonging to the manuscript. If there is any question about how to send a document by E-mail, contact the editors for advice.

Diskette: Diskettes should be sent by regular mail along with the two printed copies of manuscripts prepared on a computer or word processor. Use a 3.5" diskette in IBM-compatible format. MacIntosh computer users should ensure that the diskette sent to the editors is in IBM-compatible and not in MacIntosh, format. Problems with diskette format incompatibility can be

overcome by sending the manuscript by Email.

### 6 - Submission Deadlines

*Blue Jay* is published in March, June, September and December. Submission deadlines are two months prior to publication : 1 January (for the March issue), 1 April (for June), 1 July (for September) and 1 October (for December).

**Further Information** : contact the editors (Anna and Ted Leighton) at 328 Saskatchewan Crescent West, Saskatoon, SK S7M 0A4; E-mail: <leighton@sk.sympatico.ca>; Telephone: (306) 665-6074.



*Young American Bittern*

*B. W. Johns*