
GUIDELINES FOR AUTHORS

Blue Jay is the quarterly journal of Nature Saskatchewan and publishes articles on natural history of the prairie provinces and adjacent regions. Articles, Notes, Letters and Book Reviews in the field of the region's natural history are encouraged. All submissions are reviewed by the editors and at least one other person competent in the subject area, and manuscripts are accepted for publication only after approval by the reviewers and editors. 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 by computer are acceptable. However, because all documents must be put into electronic form before being sent to the printer, electronic submission is strongly encouraged. (on a computer diskette, CD or by E-mail).

These guidelines are intended to help writers in the preparation of manuscripts as well as to streamline and ease the task of editing. Manuscripts that do not follow these guidelines will still be considered for publication; necessary modifications can be made by the author, as needed, during the review process.

PLEASE NOTE: Before submitting a manuscript to *Blue Jay*, all authors, new and experienced, are asked to read these guidelines from beginning to end, paying special attention to the sections on tables and figures (2.6 & 2.7), references (2.8), how to submit photographs (4.1) and how to make electronic submissions (1.2 & 5).

There are two basic formats for manuscripts published in *Blue Jay*: one for longer ARTICLES and another for shorter NOTES, LETTERS AND BOOK REVIEWS. Differences in style between

these two categories, where they exist, are noted below.

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 rather that the writing should be clear and devoid of jargon and unnecessary technical terms. Scientific articles also should be written in an easily-readable style.

1.2 - Word Processors and Computers: Use 12-point, Times New Roman font, one-inch margins and left justification. Limit formatting commands to **bold** and *italics*. Please Do Not use features such as hanging indents, customized tab settings, columns, or tables. These create extra work during editing and printing.

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 (*Latin*) names are not used in *Blue Jay* for North American birds, mammals and butterflies because standardized English common names are available for these species. The first letter of each word of a species' Common Name is in Upper Case for 1st letter of each word only. For most other groups, both the common and scientific (*Latin*) 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. General English names for groups of species and names that are not standardized are in lower case (e.g. 12 robins versus 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 some instances; the associate editors and editors will try to supply standardized or widely-used common names as needed. The following references are used by *Blue Jay* as sources of standardized common names.

AMERICAN ORNITHOLOGISTS UNION. 1998. Checklist of North American Birds. 7th Edition. American Ornithologists Union, Washington, D. C.

WILSON, D. E., and D. M. REEDER (eds). 1993. Mammal Species of the World. Smithsonian Institution Press, Washington DC. Available via the Internet at <<http://nmnhwww.si.edu/msw/>>

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 Dr., Mr., Ms., 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). Do not begin a sentence with a numeral; reword the sentence, write out the number in words, 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 may 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 for minutes, not separated by a colon and followed by 'h' for hours, (e.g. 0830h, 2030h). The 12-hour clock notation requires the use of a colon between the hours and minutes and the designation a.m. or p.m. (e.g. 8:30 a.m.).

1.8 - Distance: Measures of distance may be given in either the English (miles) or metric (kilometres) systems; however, use only one system within a manuscript. Mile is abbreviated 'mi.'. 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, all upper 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.

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. For book reviews, the title of the review is the title of the book being reviewed. It is followed by a complete reference citation for the book (see section 2.8 below), including the current retail price in hard and/or soft cover, and the ISBN number.

2.2 - Authors' Names: For ARTICLES, these are written in UPPER CASE and begin at the left hand margin following the title. For NOTES, LETTERS AND BOOK REVIEWS, these are written in *Italic Print*, first letters in upper case, and placed as the last line of the manuscript, following the references (if there are any).

2.3 - Authors' Addresses: The address of each author follows each author's name on the same line as the name (see 2.2 above). The complete postal address of each author is given in standard upper and lower case with no abbreviations except for two-letter abbreviations for provinces and states. The postal code follows the province. Each author's E-mail address (optional) follows the postal code in the format "E-mail:<palliser@triangle.net>"

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 in the text by number (e.g. Table 2). The table's title should be in upper and lower case (e.g. Table 1: Bird Numbers). Tables should not be submitted as part of the text of the manuscript. Instead, each table should be on a separate page placed after the list of references. Prepare simple tables using tab, space bar and a minimum of horizontal lines, or using a spreadsheet program such as Excel or Quattro Pro. Complicated or graphically-complex tables may be submitted in a graphic file format such as ".jpg" or ".tif", separate from the word processor text file. Because of formatting errors that can arise when tables are transferred electronically to the publisher, we prefer to receive on-paper copies of tables that are exactly as they are to appear in print (camera-ready) and can be scanned and treated as images by the publisher.

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 in the text by number (e.g. Fig.1). Each figure should be submitted on a separate page and each also should be submitted in electronic format as a file in a graphic file format such as ".jpg" or ".tif", separate from the word processor text file. Figure legends and captions should be written on their own page, separate from the figures themselves. Electronic graphics should have a resolution of at least 600 DPI.

2.8 - References: References are listed in alphabetical order according to the first author's surname, and not in the sequence in which they appear in the text. The references are then numbered and 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.²). When more than one reference is cited, superscript numbers are separated by commas (e.g. ... were described previously.^{1, 2, 5-7, 9}). Please note that the reference numbers follow the period that ends the sentence.

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 used. The names and initials of all authors are printed in UPPER CASE. Titles of journal 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. *Titles of journals and magazines* (but not of books) are *italicized*. Titles of journals and magazines should be written out in full, and not 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. KYDD, T.E., P. T. BARNUM AND R. VIRCHOW. 1986. Additional observations of the Barred Owl in Alberta. *Blue Jay* 44:41-43.

Book Chapters:

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.

Personal Communications:

Personal communications are cited within the text and not in the list of references. The person's name and the date on which the communication was made (when possible) are given in the following format within the text: (I.M. Source, 14 January 2003, pers. comm.). It is the author's responsibility to ensure that the person being cited is aware that he or she is being cited and agrees with the content of the citation.

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 could find each reference 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 adjacent regions are always welcome submissions, whether or not they are 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 *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, two copies of high quality should be submitted. If the manuscript is prepared on a computer or word processor, only the electronic file(s) needs to be submitted on diskette/CD or as an E-mail attachment(s) (see instructions or 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 also are acceptable. If slides are submitted, send originals, not duplicates. Make and retain duplicate copies of all slides submitted in case the original is lost in the mail. Nature Saskatchewan will make every effort to return slides but cannot guarantee their safe passage through the postal system. Label all photographs on the back with the photographer's name and, if the photograph accompanies an article, the figure number. Electronic Photographs: High-quality electronic images also can be submitted and are welcome. Electronic photographs must have a resolution of at least 600 DPI. If the photograph is part of a manuscript, captions should be included in the manuscript as a separate page in the manuscript itself. Captions for photographs that are not submitted as figures in a manuscript should be written on the back of the photograph or on separate pages included with the photographs (or included in an E-mail message, if submitting photographs electronically by E-mail).

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, photograph or electronic image 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/CD.

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@sasktel.net>. Illustrations and figures not sent electronically 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, please contact the editors for advice.

Diskette/CD: Diskettes or CDs can be sent to the editors by regular mail. If files are submitted on a diskette, use a 3.5" diskette in IBM-compatible format. Apple/MacIntosh computer users should ensure that the diskette or file on CD is in IBM-compatible format and not in Apple/MacIntosh format. Problems with diskette format incompatibility can be overcome by sending the manuscript by E-mail.

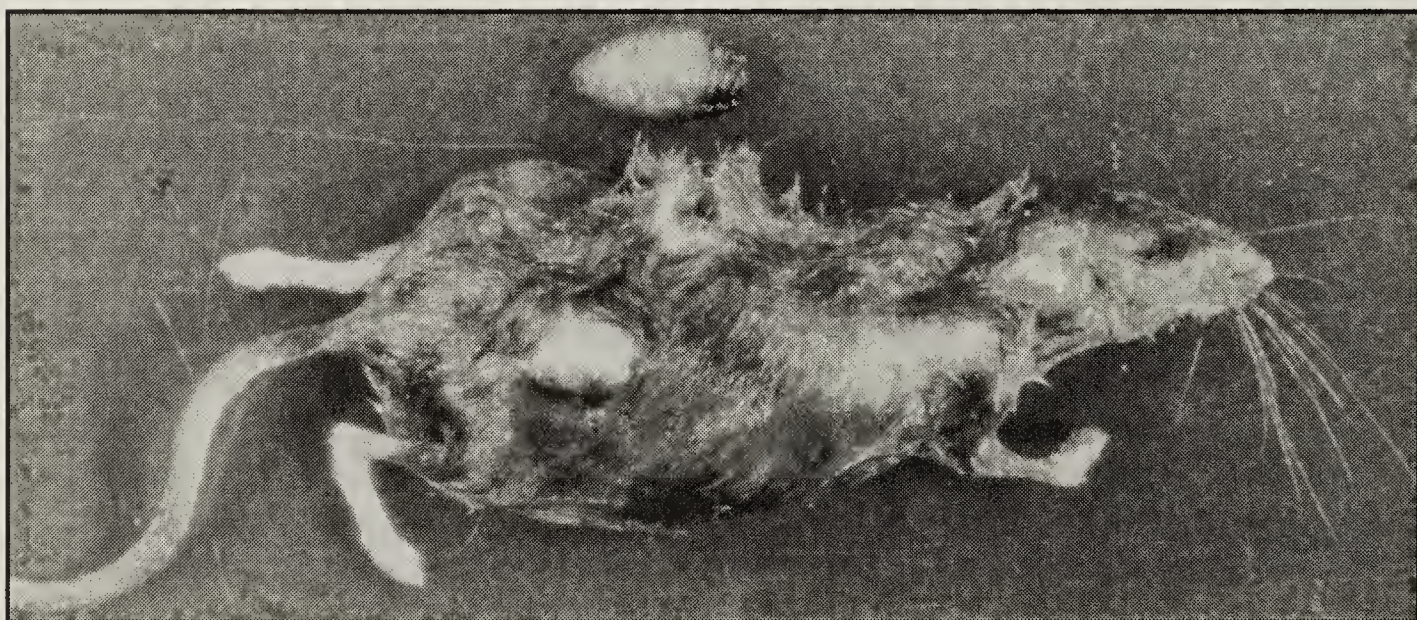
6 - Submission Deadlines

Submission deadlines are: 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@sasktel.net>; telephone: (306) 665-6074.

MYSTERY PHOTO

SEPTEMBER 2004 MYSTERY PHOTO



In early August, this Deer Mouse drowned in a water trough 10 km N of Saskatoon. It was host to two guests, one of which has decided that it is pointless to keep "riding a dead horse" and has jumped off. It is shown here beside its former host, while the other guest remains as a lump under the mouse's skin. What are these creatures ?

ANSWER TO JUNE MYSTERY PHOTO

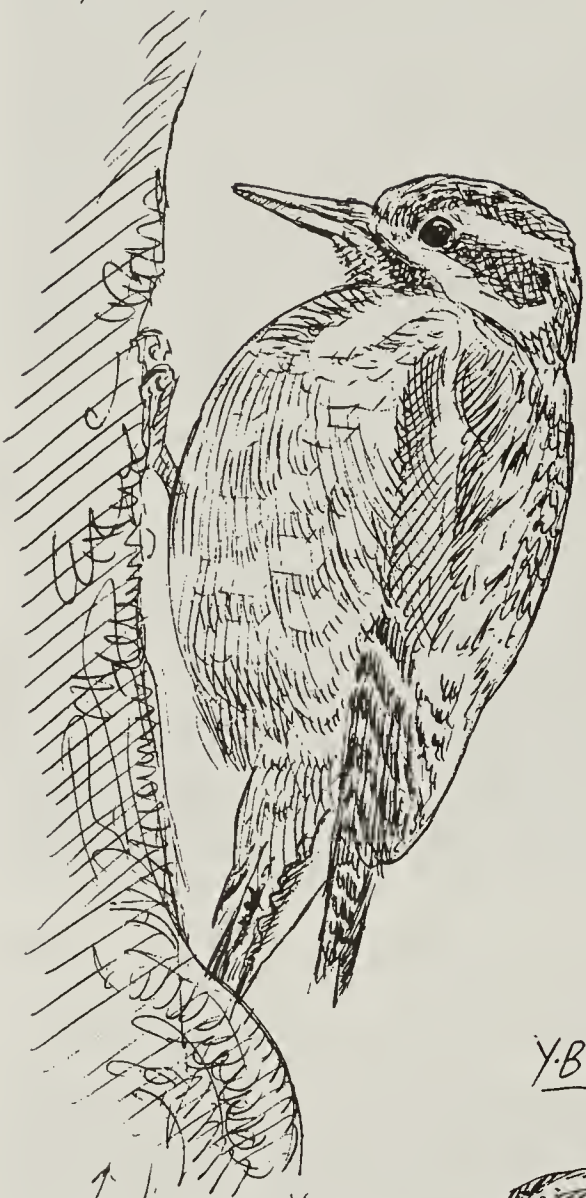


Mark Brigham has provided the following comment on the Mystery Photo in the June 2004 Issue.

The photo is of two Common Nighthawk chicks. The subtle clues in the photo as to their identity are the fact that all members of this group, the Caprimulgids, in Saskatchewan lay 2 and only 2 eggs. Secondly, the chicks are on a flat surface, a rock in this case, and not in a kind of nest, again typical this group of birds. Except for extreme SW Ontario, Saskatchewan is the only place in Canada where 3 species of “goatsuckers” or “nightjars” occur (nighthawks, poorwills and whippoorwills). Nightjars are large-eyed birds with tiny bills but a huge gape, and rather short necks and legs. Given the coloration of the chicks and the inability to see the length of the developing tail, it is possible that these are Common Poorwill chicks, but since the photo was taken in SE Saskatchewan where poorwills do not occur, they must be

nighthawks. Common Nighthawks nest throughout the province. They are well known for nesting on flat roofed buildings covered in pea-gravel, but they will use any relatively flat surface with minimal vegetation (e.g., bare dirt, rock, burned areas). Nighthawks are inappropriately named given that they are actually more crepuscular (forage at dusk and dawn) than nocturnal (night) and they are certainly not raptors (hawks), but in fact “hawk” flying insects while themselves flying in a manner akin to swifts and swallows. They are amongst the last migrants to arrive in Saskatchewan in the spring (usually not until mid-to-late May) and the first to leave (mid-to-late August). They probably winter in northern Argentina. Recent work suggests that, like poorwills and whippoorwills, they have the ability to enter short bouts of torpor (reduced metabolic rate and body temperature), although they appear to employ this strategy only in emergencies.

② Sep 17 '92



↑
View looks up as well as sideways



Y.B. Sapsucker



Paul Geraghty ©



foot grips bark in 'open' fashion, not flat pressed against it.

even when almost hanging underneath branch, would prop tail & hang more by claws than gripping foot. Claws hooked on bark flakes

