Bird Notes Style Sheet Guidelines for Contributing Authors

The editor of *Bird Notes* here sets down some things to keep in mind when submitting manuscripts for publication:

GENERAL FORMATTING

Hard copy manuscripts should be typed, double-spaced, and single-sided. Although a hard copy version of any submission is still permissible, please try to submit in a digital format, preferably via e-mail (sfbirdclub@sio.midco.net). Most of the standard electronic file formats are acceptable, though I prefer MS Word or RTF. PDF files are not acceptable. But please see below for information on style settings.

MARGINS AND INDENTS:

Do not indent paragraphs in any way with tabs or spaces. Please.

Define paragraph breaks by inserting an extra carriage return (i.e., have a completely blank line between all paragraphs). Do this by hitting return, not an automatic function.

Do not define margins, page setups, tabs, justifications, or columns for my benefit, though there is no need to delete these if it helps improve the readability of your submission.

Do not use double spaces between words or sentences. [See later.]

BIRD NAMES:

All specific species' names are to be capitalized. "Blue Jay," not "blue jay" (there are many jays which are blue). Or think of Laughing Gull vs. laughing gull (although some gulls seem to laugh).

BUT: Remember that it's "Cape May and Yellow warblers."

When referring to a specific species, use the complete English name the first time any species is mentioned: "American Tree Sparrow" not "Tree Sparrow".

When speaking generically, none of the words should begin with a capital letter: "crow" or "sparrows". When pluralizing an "affectionate" name for a non-generic species, do not change the spelling of the bird's name. Two examples: "Snowys" (not "Snowies") for Snowy Owl; "Yellow-rumpeds (not "Yellow-rumps") for Yellow-rumped Warbler.

SCIENTIFIC NAMES:

Scientific names for birds and bird families are always in italics and should always follow the first usage of the species' common name. This is the standard.

However, I don't **always** think adding binomial nomenclature is necessary.

NUMBERS:

Usually, numbers less than 100 are typed out: "nine" – "thirty-seven". However, round numbers such as "one thousand" are also acceptable.

Plural numbers are written with an "s" and no apostrophe: "Counts in the 200s."

The same is true of dates. "The 1990s" NOT "The 1990's".

DATES / TIMES:

Dates are written as Day Month Year: "18 September 2004" with no abbreviations, commas, dashes, or hyphens.

Times are given using standard format, "3:00 PM" not "15:00 hours".

If AM and PM are included, put them in uppercase with no separating spaces.

CAPITALIZATION:

Titles, subtitles, and authors have only the first letter of each main word capitalized: "The House Finch in Sisseton" – "A Retrospective" – "John J. Audubon." For readability, the editor may vary this for headlines

"County" is capitalized only when it follows the name of a single county: "Marshall County" but note also that it's "Marshall and Day counties".

ABBREVIATIONS:

Abbreviate words such as "Southeast" without periods, commas, or spaces only when used in an address: "SE," not "So. E." Never "SE of Mobridge" in text.

Abbreviated names, such as "Thomas Sadler Roberts", have periods and spaces: "T. S. Roberts". HOWEVER, do not abbreviate if it is not absolutely necessary.

HYPHENS / DASHES: (I know this is complex and not easy when sending digitally)

Know when to use hyphens (-) and when to use dashes (– is an "en" dash & — is an "em" dash).

Hyphens are generally used only to hyphenate words or to indicate a minus, such as -10°.

PCs can sometimes have trouble with electronically processing the dashes (esp. transferred over e-mail which does not recognize any character made with

Option/Control/Right Click keys.), so if your machine won't, don't worry.

A short dash is used as a mark between pages: "*South Dakota Bird Notes* 54:15–18" or to mark the difference between dates: "May 1–3".

Long dashes are used to separate breaks in sentences.

When in doubt, use a short dash.

REFERENCES: All referenced periodicals are to be set in italics: *South Dakota Bird Notes; Iowa Bird Life; The Wilson Bulletin*.

GRAPHICS AND TABLES

DIGITAL GRAPHICS:

With the exception of digital photographs, all digital graphics are always best generated as EPS, but TIFF and JPEG are okay.

All non-EPS files should be generated at a minimum resolution of 300 dpi.

PHOTOGRAPHS:

Generally speaking, I will ask for various photos, but if you wish one of yours published, just ask me.

Submitted images should be accompanied by information: the photographer's name, the date of the photograph, and the location, including the county.

I vastly prefer digital files, but I can also take slides, film negatives or any other scannable medium.

Digital photos are best created as any of the following: .TIF, BMP, RAW, and EPS formats. JPG is also possible if not re-saved many times.

Do not embed scanned photographs in the digital version of your manuscript, but rather include them as separate files.

GRAPHS:

All graphs must be submitted as hard copies [This is from the Minnesota guidelines; I'm flexible on this one; in fact, don't bother with it].

Please include a computer version in the form of raw data or a digital image.

DO NOT EMBED GRAPHS IN THE DIGITAL VERSION OF YOUR MANUSCRIPT, but rather include them as separate files.

All fields in tables should be separated with tabs. Never use multiple spaces to distinguish table columns from one another.

DO NOT EMBED TABLES OR OTHER GRAPHICS IN THE DIGITAL VERSION OF YOUR MANUSCRIPT, but rather include them as separate

files**.**

PLEASE DO NOT DOUBLE SPACE AFTER A FULL-STOP PERIOD OR ANY OTHER PUNCTUATION ENDING A SENTENCE. For the reasons, read the next page. It is a very old-style thing and dates all of us who remember that dogma from Miss "Typing Instructor" from typing class. It takes me a lot of time to remove them!

"USE ONE SPACE BETWEEN SENTENCES"
by Jacci Howard Bear, from *Your Guide to Desktop Publishing*.

DESKTOP PUBLISHING RULES ON SPACING AFTER PUNCTUATION

Should you put one space or two spaces after a period? The debate over how much space to put between sentences (whether they end with a period or other punctuation) may seem petty, but often it's the little details that make or break a design.

It is generally accepted that the practice of putting two spaces at the end of a sentence is a carry-over from the days of typewriters with mono-spaced typefaces. Two spaces, it was believed, made it easier to see where one sentence ended and the next began. **MOST TYPESET TEXT, BOTH BEFORE AND AFTER THE TYPEWRITER WAS INVENTED, USED A SINGLE SPACE.**

"The only time more than "one" space was used in a line of type was when we had to justify the line to the full margins."
— Madison, Hank; describing typesetting before digital type

Today, with the prevalence of proportionally spaced fonts in Desktop Publishing, some believe that the practice is no longer necessary and even detrimental to the appearance of text.

FORMERLY: With mono-spaced typefaces every character takes up the same amount of space on the page. "M" uses the same amount of space as "i". Thus a doubled space after full-stops made for an easier to read page, as it gave some eye relief and thus was much easier on the eye.

But, REMEMBER that when set electronically:
With proportionally spaced fonts, the characters take up an amount of space relative to their actual width - the "i" needs less space than the "M". Thus, even in old typesetting there was NO NEED for a double space after a full-stop. Never was. Only

on clunky old typewriters. It's appalling that typing is STILL being taught this way.

Some sources for further investigation:

www.landabooks.com
webcrawler.com/double_space
www.SmartDraw.com