Iowa Bird Life

Checklist of Instructions for Authors Regarding Articles for Submission

TO AUTHORS: IBL, like all journals and periodicals, depends on an established format for consistency. Please download this form and use it as a checklist and guide to format as you prepare your manuscript for publication. This is the format for articles, not Field Reports or Book Reviews, and not every article will use all the guidelines. Your attention to the formatting guidance ensures that your manuscript will be quickly reviewed and returned to you with suggested corrections. Always ask the editor if you have a question or need some assistance, and you can refer to previous issues for guidance. Thank you very much.

I. General Instructions and Text Grammar

1) List the full names, addresses, and emails of all authors when you submit a publication for review.
2) Use Times New Roman, 12 pt font.
3) Double space everything.
4) Only one space after a period or punctuation mark.
5) Use a comma to separate <u>all</u> items in a sequence. Example: Primary colors are red, blue, green, and yellow.
6) Indent first line of paragraph.
7) Submit each table, figure, and photo as <u>a separate file</u> (see below for formatting).

   Measurements should be in common measurements used in the U.S. or metric (just be consistent) Example: 5 in or 5 m   Space between number and unit

   in ft yd mi, etc. or mm cm m km, etc.

   ask if you have questions

8) Temperature in degrees Fahrenheit: 28°F (no space after number, no period after F)
   a. To insert a degree symbol in Word: Insert->Symbol->choose the degree symbol
9) Use the following format for date:14 Nov 2024
10) Organismal names: If using a common name in the title, please add the scientific name using the following format:

   Latin binomials are italicized

   The genus name is capitalized

The species epithet name is lowercase

Example: Nesting of American Robins (*Turdus migratorius*) in Urban Areas.

11) Numbers: Write out one to nine unless a measurement. Use numerals for larger numbers.

Do not start a sentence or clause with a numeral. Write out the number, in those cases.

12) When conveying a span of numbers, use the en-dash (Ctrl-minus sign on number pad) with no spaces:

13–15 or 2017–2020 (do not place "from" preceding the range)

Alternatively: from13 to/through 15 or from 2017 to/through 2020

13) Use "more than" rather than "over." Example: There were more than 100 geese.

The common names of birds are all caps unless there is a hyphenation. For common names, please refer to: https://iowabirds.org/Birds/Checklist.aspx.

14) In some cases, you can abbreviate ages, if pertinent:

Adult = ad

Immature = imm

Female = fem

Juvenile = juv

15) Juvenile/Juvenal" Plumage may be "juvenal," but "juvenile refers to the age of the bird.
16) Common Iowa location misspellings

DeSoto NWR not Desoto NWR

Macbride not Mcbride or MacBride

Black Hawk not Blackhawk

17) Southeastern, northwestern, etc. Not southeast, northwest, etc.
18) Capitalization of string of bird names or counties: To keep with previous formatting of IBL, please use the following:

If a single county or bird, capitalize both names: Example Linn County or American Robin.

If citing a string of counties or birds, use the following format: Linn and Johnson counties or Cerulean and Blackpoll warblers.

19) Common errors (adapted from several sources):

Affect vs. Effect: Affect is usually a verb and means "to influence or have an effect upon." Effect is usually a noun that refers to an outcome or result

Because vs. Since: Since refers to a passage of time. Because refers to "a reason that."

Because of vs. Due to: Do not use Due to.

Farther vs. Further: Farther is a measurable distance. Further indicates a figurative distance such as advancing, elaborating, or developing an explanation or argument.

Therefore vs. Thus: "Therefore" means as a consequence of. "Thus" means "in this way" or "in that way."

Data: "Data" is the plural form of "datum," and must be conjugated as a plural. Example: Data are, data were, these data, etc.

20) The use of en-dash and em-dash: Both characters can be inserted in Microsoft Word: Insert->Symbol->More Symbols->Special Characters

    Alternatively: You can insert the characters holding down several keys in sequence:
    Em-dash   Alt+Ctr+Minus sign on number pad
    En-dash   Ctrl+Minus sign on number pad

    En-dash is used for a span of numbers (above) or page numbers in Literature Cited (below).
    Em-dash is a substitute for commas between clauses. Please do not use.

II.   Organizing your Manuscript

1) Title: Simple title that is descriptive.

    Use uppercase throughout except for words like: the, and, of, in, etc.

    Include scientific name of bird after the common name using the above format. Scientific name should be in parentheses. See example above.

    Bold and Center the title.

2) Name of author(s) in italics below the title. Center.
3) The body of the text can differ depending on the content. Try to ensure that locations are clearly stated, specify a timeline, if pertinent, and note any important notes and literature that are pertinent.
4) Avoid hyphenation as a replacement for commas or semicolons.
5) Subheadings, if used should be ALL CAPS and flush left.
6) Literature Cited:

    Add a space between the text and the Literature Cited

    Type "LITERATURE CITED" and place this flush left.

    Add a space and begin the add citations.

7) At the end of the manuscript, add a space and add email, flush left, in this format:

(email address)

III. Citations in Text and Literature Cited

The most common place for errors occurs in formatting and listing literature. Please pay close attention to these guidelines. Double-check that all in-text citations are matched with the Literature Cited, and vice-versa.

In-text Citations

One author: Smith (2020) or (Smith 2020).

Example: Smith (2020) observed birds flocking together.

Example: Birds were observed flocking together (Smith 2020)

Two authors: Smith and Johns (2020) or (Smith and Johns 2020)

Same context as above for one author.

Do not alter the name order within a citation. Name order appears as it was in the original publication.

Three or more authors: Smith et al. (2020) or (Smith et al. 2020).

Same context as above for one author.

NOTE: do not use commas <u>within</u> the citation.

Period comes after citation and parenthesis if the citation is at the end of a sentence.

Do not italicize "et al." There is no period after "et"

Multiple citations within a parenthesis: List papers in <u>chronological order of publication</u>. <u>Do not alphabetize papers</u>. Separate citations with a comma.

Example: Birds were observed flocking together (Jones 1994, Smith 1999, Able 2020).

Literature Cited

The following is an example of single author, two author, multiple author, and book citations. Note use of spacing, italics, initials rather than full name, and periods. Use a hanging indent between citations. Include volume number of publications, but not the issue number. Page numbers are separated by en-dash with no spaces.

<u>Order of citations</u> is by last name of first author. Do not re-arrange order of authors <u>within a paper</u>. Note single space between author initials.

Anderson, M.E., and R.N. Conner. 1985. Northern Cardinal song in three forest habitats in eastern Texas. *Wilson Bulletin* 97:436–449.

Borden, W.C., O.M. Lockhart, A.W. Jones, and M.S. Lyons. 2010. Seasonal, taxonomic, and local habitat components of bird-window collisions on an urban university campus in Cleveland, OH. *Ohio Journal of Science* 110:44–52.

Bryan, D.C. 1981. *Territoriality and pair bonding in the Limpkin (Araamus guarauna)*. M.S. Thesis. Florida State University.

Davis, S.K., and T.G. Holmes. 2012. Sprague's Pipit incubation behavior. Pages 67-76. *In*: Video *Surveilance of Nesting Birds No. 43*. C.A. Ribic, ed. University of California Press.

Dinsmore, S J. 2014. Fish Crow at Saylorville Reservoir. *Iowa Bird Life* 84:172–173.

Stephenson, T., and S. Whittle. 2013. *The Warbler Guide*. Princeton University Press, Princeton, NJ.

IV.   Tables, Figures, Photos

Tables are usually an organized presentation of categories and numbers. Figures, charts, are graphic depictions of data. Tables and figures are numbered separately, so there can be Table 1 and Figure 1 in a paper. All tables and figures must be numbered in the order that the information is presented in the text. All figures and tables must be referenced within the text using the following format:

Most birds sang within 2 hrs after sunset (Fig. 2).

The weights of the three species varied by season (Table 1).

Note that "Figure" is abbreviated to "Fig.," and also note the period follows the parenthesis in both cases. Avoid starting a sentence with Table X shows that…. or Fig. X presents the ……… These sentences provide little information. State what the pattern is that you wish the reader to see, and then cite the appropriate Table or Figure.

Table titles appear on top of the table. Figure titles appear at bottom of figure.

Tables have no vertical lines.

Submit tables as separate Word file. Submit figures as either an Excel file or a figure embedded in a Word file. Other figure formats are acceptable if they can be accessed (e.g., pdf, jpeg)

Example of a (fictional) table:

Table 1. Mean wing chords and weights of male Yellow Warblers (YEWA), Common Yellowthroats (COYE), and Yellow-rumped Warblers (YRWA) during banding in Linn County, IA in May, 2024.

	Wing chord (mm)	Weight (g)
YEWA	73.0	9.7
COYE	56.0	9.6
YRWA	73.2	12.1

Title and row categories left-justified.

Column categories centered

Data in columns right-justified

Solid horizontal line at top and bottom of table
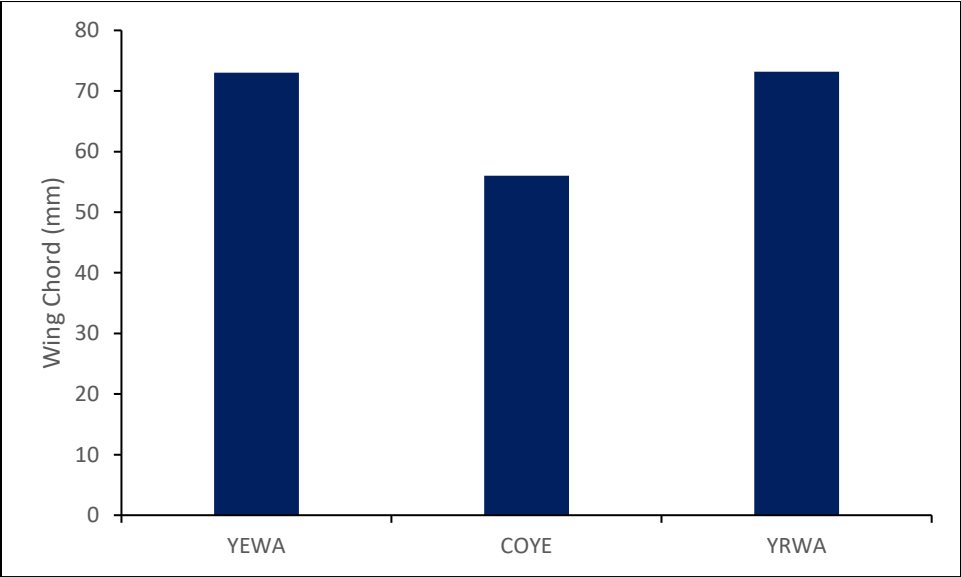
Example of a (fictional) Figure:

Fig 1. Mean wing chords and weights of male Yellow Warblers (YEWA), Common Yellowthroats (COYE), and Yellow-rumped Warblers (YRWA) during banding in Linn County, IA in May, 2024.

V.   Submission

Submit files through the IBL upload utility:
https://iowabirds.org/IOU/IBLSubmission.aspx