Author Guidelines

Quail IX: Proceedings of the Ninth National Quail Symposium

These Guidelines apply to submissions to Quail IV: Proceedings of the Ninth National Quail Symposium (Quail IV), which is published by The National Bobwhite Conservation Initiative (NBCI).

All manuscripts submitted to Quail IV must follow the guidelines for authors so their manuscripts are in the proper style and format, include appropriate subject matter, and are written in proper English. Those who review your work (e.g., editorial staff, associate editor, referees) are familiar with the guidelines and expect them to be followed. Manuscripts that have been written without adherence to the appropriate guidelines are rarely accepted for publication. Thus, the first step to receiving positive reviews of solid data and ideas is to write according to the guidelines. We cannot emphasize this enough and papers not in the proper format will be returned without review. If you have questions related to the preparation of your work, send us an email and we will do what we can to assist.

All manuscripts will undergo review by two peer reviews assigned by an associate editor and the associate editor will then recommend acceptance, revision, or rejection of the manuscript to the Editor.

These guidelines were adapted from: Journal of Wildlife Management, Wildlife Society Bulletin, and Wildlife Monographs Author Guidelines by Allison S. Cox, Anna C. S. Knipps, Jeff Levengood, Paul R. Krausman, Bret Collier, and Merav Ben-David; July 2020.

Table of Contents

MANUSCRIPT TEMPLATE	3
FORMAT	11
FORMATTING GUIDELINES	11
TITLE PAGE: RUNNING HEAD, TITLE, AND AUTHORS	12
ABSTRACT	13
KEY WORDS	14
TEXT PAGES	14
Headings	
Major Sections of a Manuscript	
LITERATURE CITED	18
FIGURES AND TABLES	19
Figures	20
Tables	21
APPENDICES	
SUPPORTING INFORMATION	24
STYLE AND USAGE	25
NUMBERS AND UNIT NAMES	26
TIME AND DATES	27
MATHEMATICS AND STATISTICS	27
EQUATIONS	28
ABBREVIATIONS AND ACRONYMS	29
PUNCTUATION	30
ENUMERATING SERIES OF ITEMS	31
COMMON AND SCIENTIFIC NAMES	
MEASUREMENT UNITS	
CITING LITERATURE IN TEXT	33
Citing Unpublished Sources in Text	34
Citing Equipment and Statistical Software	35
APPENDIX A. LITERATURE CITED	36
APPENDIX B. ABBREVIATIONS FOR TABLES, FIGURES, AND	PARENTHETIC
EXPRESSIONS	

Manuscript Template

17 Oct 2017 (TWS journals accept .doc or .docx files only) Jane S. Doe Wildlife University 1293 Bighorn Avenue Wetland City, MD 20814 (555) 555-5555 janesdoe@wildlife.org

RH: Doe and Smith • Bear Dispersal (Doe et al. if >2 authors; running head <45 characters)

Natal Dispersal of Black Bears in a Fragmented Landscape (limit to 15 words)

JANE S. DOE, Wildlife University, 1293 Bighorn Avenue, Wetland City, MD 20814, USA TERRY L. SMITH,² Smith and Associates Wildlife Consulting, 1717 Woodpecker Drive, Burrowsville, MD 20814, USA

ABSTRACT Begin abstract text here. Limit to 1 paragraph not exceeding 1 line/page of manuscript text (3% of length of text), including Literature Cited. Use Times New Roman font and double space text.

KEY WORDS black bear, Brownian bridge, corridor, Florida, natal dispersal, prospecting, telemetry, *Ursus americanus*. (alphabetical order)

¹ Email: correspondingauthor@institution.edu (easily added using Insert Footnote in byline)

² Current affiliation: Department of Wildlife Ecology and Conservation, University of Florida, PO Box 110430, Gainesville, FL 32611-0430, USA

- 1 Begin the introduction text immediately after key words with no heading. This section should
- 2 introduce the problem, review the relevant literature related to the topic, highlight gaps in our
- 3 understanding of the topic, indicate who will benefit from the data, and end with a clear
- 4 statement of objectives and hypotheses (if applicable). A synthetic introduction is especially
- 5 important for *Monographs*. Do not summarize methods or results in the introduction section. Use
- 6 chronological order followed by alphabetical order for citations in a series (Wolf and Kendrick
- 7 1986, Jones 2002, Merrill et al. 2002).

8 STUDY AREA

- 9 Begin left-justified text here. Include (as relevant to the study) location, climate, elevation, land
- 10 use, seasons, animal community composition, topography, and major vegetation. Use past tense
- for study area descriptions (e.g., average annual precipitation was 46 cm, vegetation was
- primarily grass). Exceptions include geological formations that have been present for centuries
- 13 (e.g., mountains).

14 **METHODS**

- 15 Methods should be brief and include dates, sampling schemes, duration, research or experimental
- design, and data analyses. Use active voice throughout the manuscript. Include in the methods
- your specific model selection criteria (e.g., $\Delta AIC < 2$, $Sw_i > 0.9$) or significance threshold (α
- value). Methods must be described in adequate detail for a reader to duplicate them if initiating a
- 19 new study, but authors can cite previously published methods without explanation. Include
- animal-welfare or human subjects protocols in the methods section (not in acknowledgments),
- 21 including protocol numbers parenthetically following the relevant statement. Avoid using
- acronyms for species names or variables measured (e.g., use "canopy" rather than
- 23 "CAN COV").

24 **Second-Level Heading** 25 Capitalize all important words in second-level headings. Reduce or eliminate the need for subheadings by writing clearly and logically. Avoid writing sections that consist of only 1 26 27 paragraph. 28 Third-level heading.—If third-level headings are necessary, indent and punctuate as 29 shown (period and em dash) and capitalize only the first word. 30 **RESULTS** Journals of The Wildlife Society require that authors describe the magnitude of the biological 31 effect in addition to the results of statistical analyses. This requirement can often be met with 32 figures showing relationships, examples in the text (e.g., predicted distance was 5 km for males 33 and 15 km for females), or odds ratios. Present results in past tense (e.g., body mass loss 34 35 occurred during winter). Reserve comments on interpretation of results for the discussion. 36 **DISCUSSION** 37 The discussion should address the predictions and hypotheses tested without repeating the 38 results. It should begin with a statement of how the study did or did not support the hypotheses

and then follow up with an explanation as to why or why not using the author's data and

previously published works to support conclusions. Limitations of the work should also be

mentioned in the discussion. Reasonable speculation and new hypotheses to be tested may be

MANAGEMENT IMPLICATIONS

included in this section.

39

40

41

42

43

44	The management implications section should be short (usually 1 paragraph) and direct but
45	explain issues important to management and conservation that are derived directly from or
46	addressed in your results. Do not offer recommendations that are beyond the scope of your study.
47	Address specific management opportunities or problems in this section. From the Field,
48	Emerging Issues, and Tools and Technology articles in WSB should not have a management
49	implications section.
50	ACKNOWLEDGMENTS
51	This section should be brief and include initials (rather than first names) of individuals thanked.
52	Also list funding and data sources.
53	LITERATURE CITED
54	Burnham, K. P., and D. R. Anderson. 1998. Model selection and inference: a practical
55	information-theoretic approach. Springer-Verlag, New York, New York, USA. (book;
56	note space between author initials for all entries)
57	Mosby, H. S. 1967. Population dynamics. Pages 113–136 in O. H. Hewitt, editor. The wild
58	turkey and its management. The Wildlife Society, Washington, D.C., USA. (book chapter)
59	Pulliam, H. R. 1988. Sources, sinks, and population regulation. American Naturalist 132:52-61.
60	(journal article)
61	Stout, S. L., and R. Lawrence. 1996. Deer in Allegheny Plateau forests: learning the lessons of
62	scale. Pages 92-98 in Proceedings of the 1995 Foresters Convention. Society of
63	American Foresters, 28 October–1 November 1995, Portland, Maine, USA. (proceedings)

70

Associate Editor:

Tacha, T. C. 1981. Behavior and taxonomy of sandhill cranes from mid-continental North

America. Dissertation, Oklahoma State University, Stillwater, USA. (use Thesis to denote

Master of Science or Master of Arts)

U.S. Fish and Wildlife Service [USFWS]. 1999. Endangered species database.

http://www.fws.gov/endangered/. Accessed 7 Oct 1999. (website)

(If you are unsure of the format, include as much information as possible so we can help)

71 Figure Captions (Begin figure captions on a new page. Please note that figure files must be 72 submitted in a separate document and may not be included in the text file.) 73 Figure 1. Table headings and figure captions must allow the figure to be self-explanatory, describing the variables displayed, species studied, and the date(s) and location(s) at which the 74 data presented were gathered. Define acronyms in tables and figures even if they have already 75 76 been defined in the text. 77 78 Figure 2. Take special care to format figures according to these guidelines because the content 79 editor will not alter these files. Only capitalize the first word and proper nouns on axes labels and legends (e.g., Daily nest survival, Black bear, Study area). Please double check figures to assure 80 that the minimum height for letters, numbers, and other characters will be ≥ 1.5 mm tall after 81 reduction for printing (to 85 mm in width for most figures and 180 mm in width for large 82

figures) and resolution is >200 dots/inch (dpi) at final printing size.

83

Table 1. When possible, minimize the use of abbreviations, especially with long lists of variables (e.g., use tree density rather than TR_DEN). Do not forget to define abbreviations and terms in each table title or as footnotes (e.g., AIC_c, K, ANOVA). Table titles should describe the variables displayed, species studied, and the date(s) and location(s) at which the data presented were gathered.

Use the Table function in Word (not an embedded picture) immediately following the table title.

	Animal group				
	Avian			Mammalian	
Site ^a	Insectivorous	Carnivorous		Insectivorous	Carnivorous
Xeric	5	3		2	5
Mesic	7	5		1	3
Hydric	8	7		5	8

^aFor footnotes, use lower-case, Roman letters.

Summary for online Table of Contents: At the end of your document, include 2 sentences summarizing the major conclusions and management implications for your study. The summary should not include data; they are designed to supplement the title and attract readers to your article.

^{*}Use asterisks for probability levels.

APPENDIX A. TITLE OF THE APPENDIX

The appendix will appear at the end of the typeset article. Do not include online only supporting information in the main document file (see section on Supporting Information). Included in this appendix are references that may be helpful to authors.

- Andersen, D. E. 2015. Reporting animal care and use authorization in manuscripts published in journals of The Wildlife Society. Journal of Wildlife Management 79:869–871.
- Plotnik, A. 1982. The elements of editing, a modern guide for editors and journalists. MacMillan, New York, New York, USA.
- Strunk, W. Jr, and E. B. White. 2000. The elements of style. Fourth edition. Pearson Education, Upper Saddle River, New Jersey, USA.

SUPPORTING INFORMATION

Additional supporting information may be found in the online version of this article at the publisher's website. Please add a brief description of materials here (only include this section for WSB articles).

End of Template

Format

A manuscript must adhere to TWS guidelines before it will be approved and sent out for review (see Short Guidelines for template).

Formatting guidelines

Upload the following files:

- 1. Cover letter
- 2. Text file arranged as follows: manuscript text, Literature Cited, figure captions (not figures), and tables. Society journals will accept only .doc or .docx files for the main document.
- 3. Figure(s) compiled into one file or submitted in individual files. Label and mount figure parts (e.g., Fig 3A, Fig 3B) together into one figure as they are meant to appear in print. We accept figure files in only the following formats: .tif, .jpg, pdf, .doc, docx, .eps, .xls, and .ppt.

General guidelines

- 1. Double space all text except for the contact information at the top of the first page. Be sure to double space all other sections, including long quotations within text, literature citations, table footnotes, table titles, table bodies, and figure captions.
- 2. Do not justify the right margin.
- 3. Use Times New Roman font, 12-point type throughout the manuscript, including title, headings, and tables.
- 4. Do not use italic or boldface type for emphasis in text, tables, or figures.

5. Maintain margins of 2.5 cm (i.e., 1 inch) on all sides of the page.

Title page: running head, title, and authors

The following guidelines apply to all text files. Single-space the following information in the upper left corner: date (update with each revision) and the corresponding author's name, address, telephone, and e-mail. Thereafter, double-space all text including authors' addresses, manuscript title, figure legends, and tables. If the corresponding author's email address changes following submission of the manuscript, update the user profile on the ScholarOne website, and notify the editorial staff.

Type the running head (RH) on the first line following the correspondent's address. The RH is limited to 45 characters (including spaces). Left-justify the RH and capitalize each important word (e.g., Implanting Transmitters in Snakes). The RH is preceded by a dot (or raised period) and the last name(s) of ≤ 2 authors. For ≥ 3 authors, use the name of the first author followed by "et al." (e.g., Foster et al.). For example:

RH: Chamberlain et al. • Implanting Transmitters in Snakes

The title follows the RH and is left-justified in bold font with important words capitalized as in the RH. The title identifies manuscript content and may not include abbreviations or acronyms. Titles should not exceed 15 words unless doing so forces awkward construction. Do not use scientific names in the title except for organisms that have easy to confuse common names, or lack them altogether.

Authors' names are left-justified in upper-case letters. Each name is followed by the author's affiliation in italic letters. The affiliation is usually where the author was employed during the study. Indent the second and subsequent lines of an author's address using the hanging indent function. Only use a single address or affiliation for each author. In each address, use available United States Postal Service (USPS) abbreviations, zip codes, and the country (abbreviate USA, but spell out all others). Write out words like Street, Avenue, and Boulevard, but abbreviate directions (e.g., N and NW). Include the address after each author, even if multiple authors have the same address. Footnotes (not footers) should be used to note the corresponding author's email address, to reference the present address of an author when it differs from the byline address, and to indicate a deceased author. Each footnote for authors starts with a numerical superscript.

Abstract

Begin with the word ABSTRACT (left-justified) in upper-case bold font. The abstract text begins after a regular letter space on the same line and is 1 paragraph not exceeding 1 line/page of manuscript text (3% of length of text), including Literature Cited. Research Note abstracts cannot exceed 1 line/2 pages, including Literature Cited. The abstract includes:

- 1) Research question or hypotheses tested. Identify the problem or hypothesis and explain why it is important. Indicate new data, concepts, or interpretations directly or indirectly used to manage wildlife.
- 2) Pertinent methods. State methods used to achieve the results summarized (keep the methods brief unless a new, greatly improved method is reported). Include the study period and location.

- 3) Results. Emphasize the most important results, whether or not they agree with your hypotheses.
- 4) Interpretation of results and their value. Explain how, when, where, and by whom data or interpretations can be applied to wildlife problems or contribute to knowledge of wildlife science.

Key words

Key words follow the abstract. The phrase **KEY WORDS** (left-justified, upper-case bold font) is followed by a regular space and ≤ 10 key words in alphabetical order, ending with a period. Do not include Akaike's Information Criteria (AIC) in the Key Words. Include essential words from the title and others that identify: 1) common and scientific names of principal organisms in the manuscript; 2) the geographic area, usually the state, province, or equivalent, or region if its name is well known; 3) phenomena and entities studied (e.g., behavior, populations, habitat, nutrition, density estimation, reproduction); 4) methods (only if the manuscript describes a new or improved method); and 5) other words not covered above but useful for indexing. For example:

KEY WORDS author, format, guidelines, instructions, manuscript, policy, style.

Text pages

Using the Header function, insert page numbers and author names (Smith and Jones; Smith et al.; Smith) on all pages following the title page. Number each line of the text continuously (i.e., do not restart numbering on each page).

Headings

Reduce or eliminate the need for subheadings by writing clearly and logically. Avoid writing sections that consist of only one paragraph. Examples of the 3 heading types follow.

STUDY AREA

First-level heading: upper-case lettering, bold type, and flush left. Text follows flush left on the succeeding line.

Burrow Availability Hypothesis

Second-level heading: bold type, flush left, with important words capitalized. Text follows flush left on the succeeding line.

Assessment of available natural burrows.— Third-level heading: indented, italicized, and followed by a period and em dash (—). Text follows directly after the heading on the same line.

Major Sections of a Manuscript

The introduction to the manuscript does not include a heading. Articles include the following first-level headings: ABSTRACT, KEY WORDS, STUDY AREA, METHODS, RESULTS, **DISCUSSION**, **MANAGEMENT IMPLICATIONS** (From the Field, Tools and Technology, and Emerging Issues articles in WSB do not include this section), ACKNOWLEDGMENTS, and LITERATURE CITED. It is not permissible to combine Study Area and Methods or Results and Discussion. Merging these sections leads to superfluous wording, unnecessary discussion, and confusion. Most articles will include all major sections, but some sections may not be appropriate for all articles.

The introduction (no heading) starts below the **KEY WORDS** and contains a concise synthesis of literature specific to the manuscript's main topic. The end of the introduction should state clearly and concisely the objectives of the study, predictions, and the hypotheses tested. Do not summarize methods or results in the Introduction section.

Use past tense for **STUDY AREA** descriptions (e.g., average annual precipitation was 46 cm, vegetation was primarily grass). Exceptions include geological formations that have been present for centuries (e.g., mountains). **METHODS** should be brief and include dates, sampling schemes, duration, research or experimental design, and data analyses. Cite previously published methods without explanation. Identify new or modified methods and explain them in detail. Methods must be described in adequate detail for a reader to duplicate them if initiating a new study. Include thresholds for significance (e.g., $\alpha = 0.05$) or specific model selection criteria (e.g., $\triangle AIC < 2$, $\sum w_i > 0.9$) if applicable. Include approval of animal-welfare and human subjects protocols in the Methods section (not in Acknowledgments). Include protocol numbers parenthetically following the relevant statement.

Present **RESULTS** in a clear, simple, concise, and organized fashion. Avoid overlapping text with information in tables and figures, but highlight the most important results in the text; do not explain analyses that should have been described in the Methods section. Always try to describe the value and magnitude of the biological effect rather than focusing on the results of statistical analyses. That is, terms such as "fewer" or "smaller" tell us little, and stating that something was "statistically different (P < 0.01)" without providing the actual difference conveys little meaning to the reader. For example, stating, "A ($\bar{x} = 43 \pm 3$ ha) was 25% larger than B (P < 0.001)" conveys more information than simply stating, "A was significantly larger

than B." Present Results in past tense (e.g., body mass loss occurred during winter). Reserve comments on interpretation of results for the Discussion.

The **DISCUSSION** provides an opportunity for interpreting data and making literature comparisons. Begin the Discussion by synthesizing your results with regard to your objectives and then relate your work to other literature and research. Systematic discussion of every aspect of research leads to unnecessarily long manuscripts; be concise and relate your findings directly to your overall project goal, objectives, and hypotheses as appropriate. Reasonable speculation and new hypotheses to be tested may be included in the Discussion. Do not repeat results in this section, and comment on only the most important results.

The MANAGEMENT IMPLICATIONS section should be short (usually about 1 paragraph) and direct but explain issues important to management and conservation that are derived directly from or addressed in your results. Do not restate material from the Results or Discussion sections, and do not make recommendations that are beyond the scope of your study. Address specific management opportunities or problems in this section. From the Field, Emerging Issues, and Tools and Technology articles in WSB should not have a Management Implications section.

The **ACKNOWLEDGMENTS** (note preferred spelling) section appears immediately before Literature Cited. This section should be brief and include 2 initials (when appropriate) and the last name of individuals cited (without affiliations). Acknowledgments should be straightforward without ornate and qualifying adjectives or personal remarks, and those funding the study should be included at the end. Begin with disclaimers (if any) and end with funding

thanks. For example: "Portions of this manuscript have been extracted from Ratti and Ratti (1988) and Gill and Healy (1980) with permission of The Wildlife Society. This is Contribution 836, University of Idaho Forest, Wildlife, and Range Experiment Station. We thank G. A. Baldassarre, M. S. Boyce, C. E. Braun, H. E. Hodgdon, and R. L. Lee for review comments and contributions to this manuscript. G. C. White assisted with revision of the mathematics and statistics subsection. L. M. Smith was supported by the Caesar Kleberg Foundation for Wildlife Conservation."

Literature cited

Also see: Citing Literature in Text

Type the Literature Cited immediately following the Acknowledgments, and do not insert a page break (see Appendix B for specific examples). Double-space Literature Cited and use hanging indents for second and subsequent lines of a citation. Spell out all words in the Literature Cited (i.e., do not use abbreviations or acronyms). However, the following 3 exceptions are allowed in author and publisher locations: 1) Washington, D.C., 2) U.S. (e.g., U.S. Forest Service), and 3) USA. Spell out all author names for each citation instead of using dashes for authors in multiple citations.

In the Literature Cited, alphabetize by authors' surname(s), regardless of the number of multiple authors for the same publication. Within alphabetical order, the sequence is chronological (see Appendix B "Multiple Citations for the Same First Author" for an example). If a reference has >10 authors, list the first 10 authors followed by "et al."

Use title-case (not small caps) for all names in Literature Cited, and place a comma between all names, even if there are only 2 (e.g., Schmidt, B. R., and J. Pellet). Use 2 initials (where appropriate) with one space between each initial. Only reverse the name order of the first author (e.g., Thogmartin, W. E., J. R. Sauer, and M. G. Knutson). For serial publications, show the issue number only if the pages of each issue are numbered separately. As in the text, spell out ordinal numbers (e.g., Third edition). Do not include words such as Publishing, Inc., or Company. Use the word Thesis to denote Master of Science (M.S.) or Master of Arts (M.A.), and use the word Dissertation for Doctor of Philosophy (Ph.D.). Do not write the total page number of books at the end of the citation. Only include the software in literature cited if you are referencing the software manual. Otherwise, simply cite the product in text following the examples in Citing Literature in Text section below. For foreign language publications, note the language of publication at the end of the citation in brackets (e.g., [In Spanish.]).

At the end of the Literature Cited section type "Associate Editor:" (the name of the Associate Editor will be filled in later).

Figures and tables

On a new page following the Literature Cited, compile figure captions (not figures) and tables. Submit figures as a separate file(s). Submit only essential tables and figures. Do not submit tables if the information overlaps with information presented in the text, can be easily printed in the text with less journal space, or presents the same data in another table and a figure. Number tables and figures independently. Reference tables and figures parenthetically (Table 4, Fig. 3) and avoid statements such as, "The results are shown in Tables 1–4."

Tables and figures must stand alone (i.e., be self-explanatory) and avoid reference to the text or other tables and figures. Accordingly, define relevant abbreviations and acronyms in each table and figure (except items that appear in Appendix C). When possible, minimize the use of abbreviations, especially with long lists of variables. The space saved is not worth the tedium for the reader trying to understand the table. Table and figure titles must include the species or subject of the data studied and when and where (region or state and country) the data were collected. In rare cases, titles or footnotes of tables and figures may be cross-referenced to avoid repeating long footnotes or the same data; however, this violates the self-explanatory rule and should be avoided. If a table includes a list of species, order species taxonomically and not alphabetically.

Figures

Begin figure captions on a new page immediately following the Literature Cited. Figure captions tend to be longer than table titles because figures are not footnoted. The caption may be several sentences and include brief suggestions for interpreting the figure content. Like table titles, figure captions must allow the figure to be self-explanatory (do not include abbreviations without defining them in the caption), describing the variables displayed and where and when data were collected. Do not include statistical results in the caption. Label and mount figure parts (e.g., Fig. 3A, Fig. 3B) together into one figure as they are meant to appear in print.

Upload figures files separately (do not include them in the main document) and use the following guidelines to assure image quality is adequate for printing. Pictures must have sharp focus in the most important parts of the image, have high tonal contrast, and have a reference

scale if size is important. Letters, scales, or pointers can be drawn on the prints, but they must be of professional quality. Sets of 2–4 related pictures can be handled as one figure if prints are the same width and will fit in a space 85 mm \times <180 mm when reduced for printing, but please mount them together prior to submitting the figure. All image files must have a resolution of >200 dots per inch (dpi) at final printing size.

Consider whether a drawing can be printed column width (85 mm) or is so detailed that it must be printed page width (180 mm). The difference depends mainly on size of characters and lengths of legends drawn on the figure. If page width is necessary, consider omitting some detail and look for ways to shorten legends. Column-width figures are preferred. Ensure that all characters are ≥1.5 mm tall after reduction for printing. Hand-drawn lines and lettering and typewriter characters are not acceptable.

Only capitalize the first word and proper nouns on axis labels and keys. Lettering within figures follows the same guidelines as manuscript text. Use italic letters only where they are essential to the meaning, as in mathematical terms and most metric units (see Mathematics and Statistics section and Appendix C). Identify arbitrary symbols in a figure key within the figure or in a note that is part of the caption.

Tables

Do not prepare tables for small data sets, those containing many blank spaces, zeros, repetitions of the same number, or those with few or no significant data. Put such data or a summary of them in the text.

Construct tables for column-width (≤ 8.5 cm) printing. If the table will not fit in one column width, construct it for page-width printing (≤18 cm). Some extra-wide tables can be printed vertically, but such tables usually waste space. Extra-long and extra-wide tables require persuasive justification.

Table titles may differ, but we recommend this sequence: 1) name of the characteristic that was measured (e.g., mass, age, density), 2) measurement unit or units in parentheses (e.g., cm, individuals/ha, male:female, or %), 3) name of organism or other entity measured (e.g., of Canada geese), and 4) location(s) and date(s). Each part of the sequence can include >1 item (e.g., Carcass and liver fat [%] and adrenal and kidney weight [mg] of white-tailed deer in Ohio and Michigan, USA, in 1975). Do not include statistics or statements of results (e.g., P-values) in the title. Do not use abbreviations in table title (e.g., AIC), except within parentheses after defining the abbreviation. However, use standard abbreviations and symbols (Appendix C) in the table body and in footnotes.

The lines printed in tables are called rules, and they should be used according to the following standards (see Short Guidelines for an example table):

- 1. None drawn vertically within the table.
- 2. Each table contains at least 3 rules – below the title, below the column headings, and at the bottom. Insert each as one continuous line. Do not use bold or extra-thick rules.
- 3. Use rules that straddle subheadings within the column heading.
- 4. None to show summation; use "Total" or equivalent in the row-heading.

5. Do not use rules to join the means in multiple-range tests. Use Roman upper-case letters instead of rules (e.g., 12.3A^a, 16.2A, and 19.5B) where the superscript "a" references a footnote (e.g., aMeans with the same letters are not different [P > 0.10]). Upper-case letters may be used in a similar fashion to reference the relationship of data among columns.

Type main headings flush left, and indent their subheadings. For column- and rowheadings, only capitalize the first word and proper nouns (e.g., Number of times detected in NV), and do not use bold font. In the data field, do not use dashes (often misused to mean no information) or zeros unless the item was measured, and 0, 0.0, or 0.00 correctly reports the precision (measurement). Similarly, respect digit significance in all numbers, particularly percentages. Do not use percentages where n is <26, except for 1 or 2 samples among several others where n is >25. Where the number of significant digits varies among data in a column, show each datum at its precision level (i.e., do not exaggerate precision). For P values only use 3 digits past the decimal, and do not list P = 0.000; the correct form is $P \le 0.001$. Do not use naked decimal points in the data field (e.g., use 0.057 instead of .057).

For footnote superscripts use asterisks only for probability levels and lower-case Roman (not italic) letters for other footnotes. Place letters alphabetically in the following sequence: in the title, then left-to-right, and then down. The most common errors in tables are the use of undefined abbreviations (e.g., AIC_c , K), single spacing, and incomplete titles.

Appendices

Appendices are different than online supporting information; they are essential to the manuscript and are typeset with the text. Include appendices in the text file after all figure captions and tables (see Short Guidelines template). Use first-level headings for Appendix titles. Appendices are printed at the end of the article and are used to add understanding to the manuscript without disrupting the flow of the text.

Supporting information

Supporting Information is made available online only and is manuscript information that adds depth to the manuscript but is not essential to readers' understanding of the manuscript (e.g., spreadsheets, detailed equations, video or audio files, code, in-depth tables and figures). All supporting information will be reviewed by the editors and content edited by journal staff. However, the publisher does not copyedit, typeset, or format supporting information; thus, the material must be ready for publication when the manuscript is submitted for review. Upload supporting information in Scholar One in a separate file and choose "Supporting Information for review and online publication only" from the "file type" drop-down menu. The file that you upload will be the exact file that readers will be able to download so use a file type that will be accessible to readers.

Reference the supporting information parenthetically in your manuscript. For example, "We created a project-cost worksheet to assist other researchers planning monitoring projects (Table S1, available online in Supporting Information)." After the location online has been established, simply refer to the table without the additional text. For WSB manuscripts, add a first-level heading after the Associate Editor line (following literature cited) titled

SUPPORTING MATERIAL. Under this heading, include the text "Additional supporting material may be found in the online version of this article at the publisher's web-site." Follow this statement with a brief description of supporting material. For JWM manuscripts, authors do not need to include a SUPPORTING MATERIAL section because it will be added during typesetting.

Because supporting information is published separately from the manuscript, it needs to stand alone. List all references cited in the supporting information at the end of the file. References that only appear in the supporting information should not be listed in the Literature Cited section of the manuscript. Arrange the file as follows:

Supporting Information

Date

Citation for your manuscript (e.g., Smith. L., and M. Jones. 2016. Southern ground hornbill nest survival. Journal of Wildlife Management)

Begin supporting information text here (table, equations, photo).

Literature Cited

Style and usage

Manuscripts with publishable data may be rejected because of poor writing style (e.g., long and complex sentences, superfluous words, unnecessary information, and poor organization). Most editors are patient with this problem and are willing to offer helpful suggestions. However, reviewers may be less tolerant of poor writing, which may result in negative reviews. Use a

direct and concise writing style and minimize repetition among sections of your manuscript. Avoid using 1-sentence paragraphs. Many common problems may be avoided by use of a carefully prepared outline to guide manuscript writing. Many problems can be corrected by having your manuscript critically reviewed by colleagues before submission for publication.

The most common error in manuscripts is use of passive voice. Use first person and active voice throughout the manuscript to avoid superfluous or unclear wording. For example, instead of writing "false absences were estimated" write, "we estimated false absences."

Numbers and unit names

Use digits for numbers (e.g., 7 and 45) unless the number is the first word of a sentence or is used as a pronoun (e.g., We conclude one would benefit from...), in which case the number is spelled out. Use numerals for 0 and 1 only when they are connected to a unit of measure, when they are used as an assigned or calculated value, or when they are part of a series or closely linked with numbers other than 0 and 1 (e.g., 0 of 4 subspecies; 2 applications instead of 1 ...). Otherwise, spell out zero and one (e.g., zero-based budgeting, on the one hand, one doctor). Indicate units after each item unless it is a range with an en dash (e.g., elevations ranged 3,000 m to 5,000 m or elevations ranged 3,000–5,000 m) and use standard abbreviations for measurement units that follow a number (e.g., 75% and 30 kg) unless the number is indefinite (thousands of hectares). Avoid using introductory phrases (e.g., a total of ...). Spell out ordinal numbers (e.g., first, second) in text and Literature Cited, but use digits for cases such as 3-fold and 2-way. Convert fractions (e.g., 1/4, one-third) to decimals or percentages except where they misrepresent precision. Avoid presenting more than 3 digits past the decimal.

Hyphenate number-unit phrases used as adjectives (e.g., 3-m² plots and 3-year-old male) but not those used as predicate adjectives (e.g., plots were 3 m², males were 3 years old). Insert commas in numbers $\ge 1,000$ (except for pages in books, clock time, or year dates). Do not insert a comma or hyphen between consecutive, separate numbers in a phrase (28 3-m² plots). Do not use naked decimals (i.e., use 0.05, not .05). When identifying items by number, use lowercase for names (e.g., plot 1, site 5, day 3). Use a slash (/) instead of "per" when describing rates or densities (e.g., 5 elk/km², 10 surveys/day).

Time and dates

Use the 24-hour system: 0001 hours through 2400 hours (midnight). Date sequence is day month year, without punctuation (e.g., 4 March 2000). Do not use an apostrophe for plural dates (e.g., 1970s). Spell out months except in parentheses, table bodies, and figures, in which 3-letter abbreviations are used with no period (e.g., 31 Mar 1947).

Mathematics and statistics

Use italic font for Roman letters used as symbols for quantities (e.g., n, X, F, t, Z, P, and \overline{x} ; Appendix C). Report degrees of freedom used in a statistical test as subscripts to the relevant test statistic (e.g., $t_2 = 1.45$). Insert symbols from the symbol directory in your word processing program as opposed to creating the symbol with keyboard functions (e.g., chi-square should appear as χ^2 [found in the symbol directory], as opposed to X^2). Use the minus sign from the symbols menu (–) to indicate minus and negative values instead of using the keyboard hyphen. Use times (x) to indicate multiplication or dimensions instead of using an asterisk (*) or a lowercase x. These mathematical symbols may also be copied and pasted from this document.

Insert a space on both sides of symbols used as conjunctions (e.g., P > 0.05) but close the space when symbols are used as adjectives (e.g., >20 observations). Where possible, report exact probabilities (P = 0.057, not P > 0.05). A subscript precedes a superscript (X_i ³) unless the subscript includes >3 characters. Break long equations for column-width printing (85 mm) if they appear in the main body of the manuscript; long equations and matrices can be printed pagewidth (180 mm) in appendices.

Avoid redundant use of the word "significantly" (e.g., write "the means differed [P =[0.016]" instead of "the means differed significantly [P = 0.016]"). Report results of statistical tests or central tendency as in the following examples: $(t_1 = 2.47, P = 0.013), (F_{3, 12} = 33.10, P =$ 0.01), ($C_{10}^2 = 22.1$, P = 0.029), or ($\bar{x} = 7.8$, SE = 3.21, n = 46). Present P-values <0.001 as $P \le$ 0.001. Type the names of statistical programs or analytical methods (that are not acronyms) in capital letters (e.g., PROC LIFEREG, POPGEN, Program MARK).

Equations

Equations require precise internal spacing and formatting and are correctly constructed using Equation Editor (not saved as an embedded picture). This can be completed in most versions of Word by choosing insert-object and then selecting Microsoft Equation from the menu or using the Equation tool (insert-equation). Simple mathematical expressions, such as symbols with simple subscripts or superscripts and Greek letters can be typed as text, using the symbol directory. However, be sure that the font and font size are the same wherever the symbol is used, and inconsistencies can arise when text symbols are mixed with symbols generated with an Equation Editor. For example, the Greek letter phi can be represented by both φ and ϕ , which

leads to confusion when both appear in the manuscript but are to imply the same symbol. Mathematical symbols for estimators are typically given hats (carets, e.g., $\hat{\mu}$) and require the use of Equation Editor, as does proper construction of the symbol for an estimated mean (\bar{x}) . For inline equations using division, use / instead of stacking above and below a horizontal line, and all symbols in text need to be pulled from the symbols function or Unicode. Use {[()]} in mathematical sentences. Statistical terms that are not to be italics (e.g., ln, E, exp, max, min, lim, SD, SE, CV, and df) can appear in equation boxes as text without italics by changing the style to text while editing the equation box.

Abbreviations and acronyms

The use of numerous abbreviations and acronyms can detract from the flow of a paper. This is particularly the case when used for variables, agencies, and organizations. Use of abbreviations and acronyms should be done judiciously. Some abbreviations and acronyms are well established and may be used in the text without definition: metric units, DNA, and certain measurement units (Appendix C). Define all other abbreviations or acronyms the first time you use them in the abstract and text (e.g., geographic information system [GIS], analysis of variance [ANOVA], Akaike's Information Criterion [AIC]). Reestablish acronyms in the text that were first established in the abstract. Do not start sentences with acronyms, and do not use an apostrophe with plural acronyms (e.g., ANOVAs). Abbreviate state names in parentheses except when they appear in the title of an academic institution or agency.

Punctuation

Use a comma after the next-to-last item in a series of >2 items (e.g., red, black, and blue) and avoid the phrase "as well as" when you mean "and" (they are not synonyms). Do not use a comma to separate a compound sentence before the conjunction unless the sentence will be confusing otherwise (e.g., "Use an infrared scope at night and use a regular scope during the day," not "Use an infrared scope at night, and use a regular scope during the day."). Write clearly enough so that you do not need to put quotation marks around words or phrases unless they are direct quotations. Follow these 3 rules to avoid common hyphenation errors: 1) a phrase containing a participle or an adjective is hyphenated as a compound when it precedes the word modified, and it is written without a hyphen when it follows the word modified (e.g., "a smallmammal study" and "a study of small mammals" are both correct but have a different meaning than "a small mammal study"); 2) a modifier containing a number is usually hyphenated (e.g., 2km study area, a 6-year-old mammal); and 3) a 2-word modifier containing an adverb ending in ly is not hyphenated (e.g., a carefully preserved specimen, spatially explicit model).

Avoid ambiguous use of nouns as modifiers (e.g., wolf researchers, women hunters). Use prepositions to avoid using nouns as adverbs (e.g., nesting by birds, not bird nesting; hunting with dogs, not dog hunting) and to avoid noun strings exceeding 3 words (e.g., radio-telemetry locations of dens in fall, not fall den radio-telemetry locations).

Closing quotation marks are always placed after periods and commas, but they may be placed either before or after other punctuation. Brackets must appear in pairs, but the sequence varies. Use ([]) in ordinary sentences, use {[()]} in mathematical sentences, and use (()) only in special cases such as chemical names. Brackets are used to enclose something not in the original work being quoted (e.g., insertion into a quotation or a translated title).

Do not use a slash (/) to indicate "and" or "or" or to express a range (e.g., avoid using and/or, shrub/scrub, 2017/2018); use only to indicate "divided by" or "per." Use trademarks (i.e., TM, ®) at the first mention of a product name, where appropriate, and not thereafter (if introduced in the abstract, re-establish the information in the text).

Enumerating series of items

A colon must precede a series of numbered items unless the list is preceded by a verb or preposition. For presentation of a simple series, place numbers followed by a closing parenthesis only (see example in Key Words section) and separate phrases with commas or semicolons. When enumerating lengthy or complexly punctuated series, place the numbers at the left margin, with periods but no parentheses, and indent run-on lines (see Measurement Units section).

Common and scientific names

Do not capitalize common names of species except words that are proper names (e.g., Canada goose [Branta canadensis], Swainson's hawk [Buteo swainsoni], and white-tailed deer [Odocoileus virginianus]). Scientific names follow the first mention of a common name, except in the title. If a scientific name is established in the abstract, re-establish it in the text. Place scientific names following common names in parentheses and italic font with the first letter of the genus name capitalized and the species name in lower-case letters. Abbreviate genus names with the first letter when they are repeated within a few paragraphs, provided the meaning is clear and cannot be confused with another genus mentioned in the manuscript with the same first letter; for example, "we studied snow geese (Anser caerulescens) and Ross' geese (A. rossii)."

Do not use subspecies names unless essential, and omit taxonomic author names. Use "sp." (singular; not italicized) or "spp." (plural) to indicate that the identity of species within a genus was unknown. For example, "The field was bordered by willow (Salix sp.) and we trapped several species of mice (*Peromyscus* spp.)." Use the most widely accepted nomenclature for all species mentioned in your manuscript (e.g., American Ornithological Society Check-list [checklist.aou.org]). Omit scientific names of domesticated animals or cultivated plants unless a plant is endemic or widely escaped from cultivation or is a variety that is not described adequately by its common name.

Measurement units

Use Systeme Internationale d'Unites (SI) units and symbols (Appendix C). Place a space between numbers and units or symbols (e.g., 10 m, 80° C). Do not use hyphens between numbers and units unless you are using a number-unit phrase to modify a noun (e.g., correct usage: 12mm mesh, 3-year study, 12 mm in diameter, and 2 mm wide; see section on Punctuation). Use English units (or, rarely, another type of scientific unit) in parentheses following a converted metric unit only in cases that may misrepresent the statistical precision of the original measurement or the correct interpretation of the results. However, these non-SI units are permitted:

- 1. Area: hectare (ha) in lieu of 10⁴ m²;
- 2. Energy: calorie (cal) in lieu of Joule (J);
- 3. Temperature: Celsius (C) in lieu of Kelvin (K);
- 4. Time: minute (min), hour (hr), day, in lieu of seconds (sec);

5. Volume: liter (L) in lieu of dm³.

Citing literature in text

In most cases reference citations parenthetically at the end of a sentence, e.g., "Mallard brood survival was higher in the wettest years (Rotella 1992)." Cite published literature by author and year, e.g., Jones (1980), Jones and White (1981). Use "et al." for publications with ≥ 3 authors, e.g., (Jones et al. 1982). Do not separate the author and date by a comma but use a comma to separate a series of citations. Use chronological order for citations in a series, e.g., (Jones 1980, Hanson 1986). If citations in a series have >1 reference for the same author(s) in the same year, designate the years alphabetically (in italics) and separate citations with semicolons, e.g., (Peek et al. 1968a, b; Hanson 1981; White 1985, 1986). If citations have >1 reference for the same author in different years, designate the years chronologically after the author's name (e.g., Andrews 2001, 2005; Chamberlain 2002; Foster 2006). For citations in a series with the same year, use alphabetical order within chronological order, e.g., (Brown 1991, Monda 1991, Rotella 1991, Allen 1995). Do not give >5 citations in the text to reference a specific issue or scientific finding. For a quotation or paraphrase, cite author, year, colon, and page number(s) (e.g., Krebs 1989:216).

Cite documents that are cataloged in major libraries, including theses and dissertations, as published literature. Published literature includes symposia proceedings and United States Government reports that have been widely distributed. Cite all other documents as unpublished data in the text only.

Citing Unpublished Sources in Text

If references are not easily available or are not widely distributed, cite them in the text only. Unpublished sources include reports that are not published or widely distributed, manuscripts that have not yet been accepted for publication, and personal communications and observations. Avoid overusing unpublished information because these citations are not as credible as published literature and will make your text cumbersome. Cite unpublished references in the text as follows:

- 1. Personal communications: (J. G. Jones, National Park Service, personal communication);
- 2. Unpublished report: (D. F. Timm and E. J. Jones, North Carolina State University, unpublished report);
- Unpublished data (including manuscripts in review): (D. F. Brown, Arizona Game and 3. Fish Department, unpublished data).

Always include the affiliation in the first citation, even if citing unpublished data or personal observation of one of the authors, but do not repeat the affiliation in subsequent references (e.g., J. G. Jones, personal communication). Do not list >2 authors for an unpublished source.

A manuscript accepted for publication is cited as a published manuscript in the text using the anticipated publication year. In the Literature Cited section, show the year after the name(s) of the author(s) and "in press" after the volume number. Do not cite manuscripts that are in review; use the unpublished style listed above. Refer to detailed instructions for Literature Cited style (Appendix B).

Citing Equipment and Statistical Software

For field equipment, note the manufacturer name and location parenthetically the first time you mention the equipment in the text (e.g., Interface, Missoula, MT, USA). Inclusion of information for purchasing equipment or software is inappropriate and not permitted.

Only include software in Literature Cited if you are referencing the software manual or another publication describing the function of the program, e.g., "....Program MARK (White and Burnham 1999);" otherwise, simply cite the software within the text. In-text citations should include the manufacturer information (manufacturer, city, state [if applicable], and country of manufacture) immediately following the first use of the statistical product name (e.g., SAS Institute, Cary, NC, USA; Esri, Redlands, CA, USA). For in-text citations of statistical software packages freely available online, note the software name, website, and website access date parenthetically the first time you mention the software in the text (e.g., R Version 3.2.3, www.rproject.org, accessed 6 Jan 2016).

ANIMAL CARE AND USE

The appropriate documentation that proper animal care and use was applied when using live vertebrate animals for research and applicable protocol numbers should be included in Methods. Examples include an Institutional Animal Care and Use Protocol number (as designated by most U.S. universities), the number of the permit or license issued to hold animals (such as with private breeders), or a statement that procedures were part of a study plan approved by the agency. Authors may also refer to taxon-specific guidelines for the use of wild vertebrates to ensure animals are being treated ethically and humanely. These requirements apply to

manuscript reporting results of studies that directly involve vertebrate animals, including observational studies. Manuscripts reporting summaries or analyses of data derived from studies of vertebrate animals conducted by others are expected to include authorial assertion that the original data collection followed protocols and guidelines related to use of vertebrate animals in effect at the time the data were collected.

HUMAN SUBJECTS

Appropriate documentation that proper approval was obtained to perform research involving humans (primarily surveys) should be provided. Examples include a Human Subjects Protocol or an Institutional Review Board number as designated by most United States universities or surveys conducted by federal scientists have gone through the federal review process.

Appendix A. LITERATURE CITED

A list of example citations follows.

Books: general format

Note: If the state appears in the publisher or agency name, do not repeat it after the city.

Kleinbaum, D. G., L. L. Kupper, A. Nizam, and K. E. Muller. 2008. Applied regression analysis and other multivariable methods. Fourth edition. Duxbury, Belmont, California, USA.

Miller, K. V., and L. Marchinton. 1995. Quality whitetails: the why and how of quality deer management. Stackpole, Mechanicsburg, Pennsylvania, USA.

Books: more than one publisher

Gutiérrez, R. J., A. B. Franklin, and W. S. LaHaye. 1995. Spotted owl (Strix occidentalis). Account 179 in A. Poole and F. Gill, editors. The birds of North America. The Academy of Natural Sciences, Philadelphia, Pennsylvania, and The American Ornithologists' Union, Washington, D.C., USA.

Sowls, L. K. 1955. Prairie ducks: a study of their behavior, ecology, and management. Stackpole, Harrisburg, Pennsylvania, and Wildlife Management Institute, Washington, D.C., USA.

Books: more than one volume

Palmer, R. S. 1976. Handbook of North American birds. Volume 2. Yale University Press, New Haven, Connecticut, USA.

Books: editor as author

Temple, S. A., editor. 1978. Endangered birds: management techniques for preserving threatened species. University of Wisconsin Press, Madison, USA.

Books: reprint

Leopold, A. 1933. Game management. 1946, Reprint. Charles Scribner's Sons, New York, New York, USA.

Books: chapter

Zeleny, L. 1978. Nesting box programs for bluebirds and other passerines. Pages 55–60 in S. A. Temple, editor. Endangered birds: management techniques for preserving threatened species. University of Wisconsin Press, Madison, USA.

Court cases

Cite complete title and year of case in text only.

Foreign language publications

Angulo, E. 2003. Factores que afectan a la distribución y abundancia del conejo en Andalucía.

Dissertation, Complutense University, Madrid, Spain. [In Spanish.]

Government publications

Lull, H. W. 1968. A forest atlas of the Northeast. U.S. Forest Service, Northeast Forest and Experiment Station, Upper Darby, Pennsylvania, USA.

Government publications: part of a numbered series

Anderson, D. R. 1975. Population ecology of the mallard: V. Temporal and geographic estimates of survival, recovery, and harvest rates. U.S. Fish and Wildlife Service Resource Publication 125, Washington, D.C., USA.

Government publications: agency as author

National Research Council. 1977. Nutrient requirements of poultry. Seventh edition. National Academy of Science, Washington, D.C., USA.

Note: Cite in text as National Research Council (1977) or parenthetically as (National Research Council 1977).

Journals: general format

Note: Issue numbers are included only if the pages of each issue are numbered separately.

- Bélisle, M., and A. Desrochers. 2002. Gap-crossing decisions by forest birds: an empirical basis for parameterizing spatially-explicit, individual-based models. Landscape Ecology 17:219–231.
- Cox, W. A., F. R. Thompson III, B. Root, and J. Faaborg. 2012. Declining brown-headed cowbird (Molothrus ater) populations are associated with landscape-specific reductions in brood parasitism and increases in songbird productivity. PLoS ONE 7(10):e47591.
- Miller, M. R. 1986. Molt chronology of northern pintails in California. Journal of Wildlife Management 50:57-64.

Journals in press: year and volume known

Polasik, J. S., M. A. Murphy, T. Abbott, and K. Vincent. 2016. Factors limiting early life stage survival and growth during endangered Wyoming toad reintroductions. Journal of Wildlife Management 80:in press. doi:10.1002/jwmg.1031

Journals in press: year and volume unknown

Note: Manuscripts in review may not be included in the Literature Cited.

Giudice, J. H., and J. T. Ratti. In press. Biodiversity of wetland ecosystems: review of status and knowledge gaps. Bioscience.

Multiple citations for the same first author

Note: List in alphabetical order by second author (then third, fourth, ...), then chronological for identical authorship. Order a and b as they appear in the literature cited not the order they appear in text.

- Peek, J. M. 1970. A review of wildlife management. Prentice-Hall, Englewood Cliffs, New Jersey, USA.
- Peek, J. M., and A. L. Lovaas. 1968. Differential distribution of elk by sex and age on the Gallatin winter range, Montana. Journal of Wildlife Management 32:553–557.
- Peek, J. M., A. L. Lovaas, and R. A. Rouse. 1968a. Population changes within the Gallatin elk herd, 1932–1965. Journal of Wildlife Management 31:304–316.
- Peek, J. M., and R. A. Rouse. 1966. Preliminary report on population changes within the Gallatin elk herd. Wildlife Science 82:1298-1316.
- Peek, J. M., R. A. Rouse, and R. L. Smith. 1968b. Elk survival in a fragmented landscape. Journal of Wildlife Management 31:1–5.

Newspaper, newsletter, and magazine articles

Associated Press. 1997. Feathers could fly over dove hunting. Columbus Dispatch. 28 December 1997; section E:15.

Eisler, P. 1996. Voters to get a shot at hunting laws. USA Today. 25 April 1996; section A:4.

Hogan, M. 1997. Political season as important as hunting season. Safari Times 9(8):18.

Jones-Jolma, D. 1993. The fight to reform trapping in Arizona. Animals' Agenda. March-April:20–24.

Note: Citing from newspapers, newsletters, and magazines is discouraged and is only acceptable in certain rare circumstance (e.g., in manuscripts dealing with public perceptions).

Software packages

SAS Institute. 2001. Version 8.02 user manual. SAS Institute, Cary, North Carolina, USA.

Note: For statistical software packages, include the software in Literature Cited only if you are referencing the software manual. If you are only referencing the software program, please see Citing Equipment and Statistical Software.

Symposia and proceedings: complete volume

DeGraaff, R. M., technical coordinator. 1978. Proceedings of workshop on management of southern forests for nongame birds. U.S. Forest Service General Technical Report SE-14, Washington, D.C., USA.

Symposia and proceedings: individual article

Dickson, J. G. 1978. Forest bird communities of the bottomland hardwoods. Pages 66–73 in Proceedings of workshop on management of southern forests for nongame birds. R. M. DeGraaf, technical coordinator. U.S. Forest Service General Technical Report SE-14, Washington, D.C., USA.

Symposia and proceedings: part of a numbered series

Palmer, T. K. 1976. Pest bird control in cattle feedlots: the integrated system approach.

Proceedings of Vertebrate Pest Conference 7:17–21.

Symposia and proceedings: complete volume (not part of a numbered series)

McAninch, J. B. 1995. Urban deer: a manageable resource? Proceedings of the symposium of the 55th Midwest Fish and Wildlife Conference. North Central Section of The Wildlife Society, 12–14 December 1993, St. Louis, Missouri, USA.

Symposia and proceedings: individual article (not part of a numbered series)

Stout, S. L., and R. Lawrence. 1996. Deer in Allegheny Plateau forests: learning the lessons of scale. Pages 92–98 in Proceedings of the 1995 Foresters Convention. Society of American Foresters, 28 October–1 November 1995, Portland, Maine, USA.

Theses and dissertations

Breitwisch, R. J. 1977. The ecology and behavior of the red-bellied woodpecker, *Centurus* carolinus (Linnaeus; Aves: Picidae), in south Florida. Thesis, University of Miami, Coral Gables, Florida, USA.

Tacha, T. C. 1981. Behavior and taxonomy of sandhill cranes from mid-continental North America. Dissertation, Oklahoma State University, Stillwater, USA.

Web citations

Council of Biology Editors [CBE]. 1999. CBE homepage. http://www.council scienceeditors.org>. Accessed 7 Oct 1999.

National Oceanic and Atmospheric Administration [NOAA]. 2005. National Weather Service internet services team. Monthly precipitation for Reno, Nevada.

hydrology/monthly_precip.php>. Accessed 23 Aug 2005.

Appendix C. Abbreviations for Tables, Figures, and Parenthetic

Expressions

Abbreviate the following terms when used within parentheses, table bodies, and figures (not table titles and figure captions unless used parenthetically) unless they would introduce unclear presentation. Abbreviate all standard measurement units (indicated with an asterisk) in the text when they appear after a number, but do not abbreviate other listed terms in regular text. Do not define terms listed in this table; however, all additional abbreviations must be defined the first time they appear in the text.

Term	Abbreviation or symbol	Term	Abbreviation or symbol
Approximately	~	Meter	m*
Calorie	cal*	Minimum	min.
Celsius	C*	Minute	min
Chi-square	χ^2	Month names	Jan, Feb, etc.
Confidence interval	CI	More than, greater than	>*
Confidence limit	CL	Multiple correlation	R^2
Correlation, simple	r	Parts per billion	ppb*
Determination, multiple	R^2	Parts per million	ppm*
Determination, simple	r^2	Percent	%*
Degrees of freedom	df	Population size	N
Diameter, breast height	dbh	Probability ^a	P
Directions	N, S, NE, SW, etc.	Sample size	n
Equation(s)	eq(s)	Sample mean (of x)	\overline{x}
Fewer than, less than	<*	Second	sec
F ratio	F	Spearman rank correlation	$r_{\rm s}$
Gram	g*	Standard deviation(s)	SD
Hectare	ha*	Standard error(s)	SE
Hour(s)	hr	Student's t	t

Joule	J*	Temperature	temp
Kilocalorie	kcal*	Variation	CV
Lethal concentration, 50%	LC_{50}	Versus	vs.
Lethal dose, median	LD_{50}	Volt	V*
Liter	L*	Volume: liquid, book	vol, Vol.
Logarithm, base e	ln or log _e	Year(s)	yr
Logarithm, base 10	\log_{10}	Z-statistic	Z
Maximum	max.		

^a Use P to indicate a specific probability value (e.g., P < 0.001) but not in more broad definitions in column-headings or axis labels (e.g., We calculated the probability that a juvenile survives first month).