

# *Quail VIII: Proceedings of the Eighth National Quail Symposium*

## **Author Guidelines<sup>1</sup>**

April 2016

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PEER REVIEW: Each manuscript is assigned to an Associate Editor and two reviewers, with Associate Editors making primary editorial decisions.

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<sup>1</sup> Adapted from the Author Instructions for *Journal of Wildlife Management* and *Wildlife Society Bulletin*, Krausman et al. 2016, <http://wildlife.org/publications>

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## NAVIGATING THE GUIDELINES

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

All manuscripts submitted to *Quail VIII* 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.

*Quail VIII* editorial staff: [nationalquailsym@peertrack.net](mailto:nationalquailsym@peertrack.net)

## NBCI JOURNAL POLICIES

### PREVIOUS PUBLICATION

Guidelines for previous publication are flexible in certain instances, such as technical analyses of findings published previously for lay audiences. If any portion of the manuscript has been published or reported elsewhere, explain all similarities between information in the manuscript and the other publication, and furnish a citation of such publications or manuscripts.

A paper is considered published if it:

1. Appears in a serial publication abstracted by Biological Abstracts or a similar reference volume.
2. Appears in a book (including conference proceedings) printed in >500 copies and widely distributed to libraries.
3. Has been published as part of a numbered series by an agency.
4. Is a symposium proceeding.

A manuscript is not considered published if it:

1. Is a thesis or dissertation, but these need to be cited in the manuscript.
2. Is a brief abstract of a talk given at a professional meeting or symposium.
3. Is an unpublished report required by sponsors and not distributed as part of a numbered series or in other ways that might result in accession by libraries.

## SECURING APPROPRIATE APPROVAL(S)

Scientists must ensure their research activities are conducted such that the welfare of animals they are studying (e.g., attaching radio-transmitters, marking animals) or the rights of humans (e.g., sending a survey) are considered. Consequently, all peer-reviewed manuscripts submitted for publication should demonstrate that these concerns have been addressed as required by their institution or organization. Include documentation in the Methods section at the end of the text describing the applicable methods.

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### *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.

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#### *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.

#### **FORMAT**

A manuscript must adhere to NBCI guidelines before it will be approved and sent out for review (see [Format Template](#)).

## PAGE FORMAT

Upload files in the following order:

1. Cover letter
2. Text file arranged as follows: manuscript text, Literature Cited, figure captions (not figures), and tables. We will accept only .doc or .docx files for the main document.
3. Figure(s) 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. Figures must be at least 200 dpi in resolution.

### 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 captions, and tables. If the corresponding author's email address changes following submission of the manuscript, update the user profile on the PeerTrack website, and notify the editorial staff.

Type the right running head (RRH) on the first line following the corresponding author's address. The RH is limited to 45 characters (including spaces). Left-justify the RRH and make it all upper-case letters (e.g., RRH: BOBWHITE DEMOGRAPHY IN OHIO). Type the left running head (LRH) on the next line. The LRH is the last name(s) of  $\leq 2$  authors, also in all upper case letters. For  $\geq 3$  authors, use the name of the first author followed by "ET AL. (e.g., FOSTER ET AL.). For example:

RRH: BOBWHITE DEMOGRAPHY IN OHIO

LRH: FOSTER ET AL.

The title follows the LRH and is left-justified in bold font in all upper-case letters. The title identifies manuscript content and may not include abbreviations or acronyms. Titles should not exceed 10 words unless doing so forces awkward construction. Do not use scientific names in the title except for organisms that do not have, or are easily confused by, common names.



Authors' names are left-justified with the first letter of each first, middle, and last name capitalized. 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 on the next line and is 1 paragraph not exceeding 1 line per page of manuscript text (3% of length of text), including Literature Cited. The abstract includes:

- 1) Problem studied or hypothesis 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 of the study.
- 3) Results. Emphasize the most important results, whether or not they agree with your hypotheses.
- 4) Utility of results. 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, bold font with first word capitalized and followed by a colon) is followed by a regular space and ≤10 key words in alphabetical order, ending with a period. 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 name(s) (e.g., Smith; Smith and Jones; Smith et al.) on all pages following the title page. Number each line of the text continuously (i.e., do not restart numbering on each page).

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### *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 and flush left. Paragraph indent the text that follows on the succeeding line.

Burrow Availability Hypothesis

Second-level heading: flush left, with important words capitalized. Paragraph indent the text that follows 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.

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### *MAJOR SECTIONS OF MANUSCRIPT*

The introduction to the manuscript does not include a heading. Articles include the following first-level headings: ABSTRACT, INTRODUCTION, STUDY AREA, METHODS, RESULTS, DISCUSSION, MANAGEMENT, 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 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 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.,  $\Delta AIC < 2$ ,  $\sum w_i > 0.9$ ) if applicable. Include 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 magnitude of the biological effect in addition to 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 giving the actual difference conveys little meaning to the reader. For example, stating, “A 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.

The ACKNOWLEDGMENTS (note preferred spelling) section appears immediately before Literature Cited. This section should be brief and include 2 initials (rather than first names) of individuals cited. Acknowledgments should be straightforward without ornate and

qualifying adjectives or personal remarks, and those funding the study should be included at the end. For example: “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. 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. 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).

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.]).

## 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.

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### *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 × <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  $\geq 1.5$  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.

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*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 ( $\leq 8.5$  cm) printing. If the table will not fit in one column width, construct it for page-width printing ( $\leq 18$  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, no./ha, M:100 F, 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 [Appendix D](#) for an example table):

1. None drawn vertically within the table.

2. Each table contains at least 3 rules – a double rule below the title, and single rows 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<sup>a</sup>, 16.2A, and 19.5B) where the superscript “a” references a footnote (e.g., <sup>a</sup>Means 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 row-headings, only capitalize the first word and proper nouns (e.g., No. 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  $P \leq 0.001$ . 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 supplemental materials; they are essential to the manuscript and are typeset with the text. Include appendices in the text file after all figure captions and tables ([Appendix D](#)). 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.

## 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.

Hyphenate number-unit phrases used as adjectives (e.g., 3-m<sup>2</sup> plots and 3-yr-old M) but not those used as predicate adjectives (e.g., plots were 3 m<sup>2</sup>, M were 3 yr old). Insert commas in numbers  $\geq 1,000$  (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-m<sup>2</sup> 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).

## 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  $\bar{x}$ ; [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 palette in Word as opposed to creating the symbol with keyboard functions (e.g., chi-square should appear as  $\chi^2$  [found in the symbol directory], as opposed to  $X^2$ ). Use the minus sign from the symbol palette (−) to indicate minus and negative values instead of using the keyboard hyphen. Use times (×) 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 page-width (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: ( $t_1 = 2.47, P = 0.013$ ), ( $F_{3,12} = 33.10, P = 0.01$ ), ( $\chi_{10}^2 = 22.1, P = 0.029$ ), or ( $\bar{x} = 7.8, SE = 3.21, n = 46$ ). Present  $P$ -values  $<0.001$  as  $P \leq 0.001$ . 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 palette. However, care must be taken to 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  $\varphi$  and  $\phi$ , 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 in-line equations using division, use / instead of stacking above and below a horizontal line, and all symbols in text need to be pulled from the symbol palette 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). 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 small-mammal 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., 2-km study area, a 6-yr-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; use only to indicate “divided by” or “per.” Use trademarks (i.e.,™, ®) 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 (*Chen caerulescens*) and Ross’ geese (*C. 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 Ornithologists’ Union Check-list [[checklist.aou.org](http://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: 12-mm mesh, 3-yr 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  $10^4 \text{ m}^2$ ;
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  $\text{dm}^3$ .

## 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  $\geq 3$  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 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.

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*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);
3. Unpublished data (including manuscripts in review): (D. F. Brown, Arizona Game and 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](#)).

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#### *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, Inc., Cary, NC, USA; Environmental Systems Research Institute, Inc., 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.r-project.org](http://www.r-project.org), accessed 6 Jan 2016).

## SUBMISSIONS

Reviewers and editors judge each manuscript on data originality, concepts, interpretations, accuracy, conciseness, clarity, appropriate subject matter, and contribution to existing literature.

The NBCI accepts only manuscripts submitted electronically via PeerTrack (PT). You can register for an account (which will give you a homepage in PT), log in to an existing account, submit a manuscript for review, and track the progress of your manuscript at:

<http://www.edmgr.com/nationalquailsym>

Before submitting a manuscript, see instructions on how to use PT ([Appendix A](#)).

## COVER LETTER

*Quail VIII* is managed by an editor. Direct cover letters to the editor and provide information that bears on ethical and copyright considerations and other information that might facilitate review and editing. Contact information for the Editor can be found at the bottom of the journal's webpage <http://quailcount.org/quail8/home.html>. Cover letters must indicate that your manuscript is submitted for exclusive consideration by *Quail VIII*. The statement ensures that data and findings have not been published previously or submitted elsewhere for simultaneous consideration.

## REVIEW PROCESS

Upon receipt, editorial staff examines a manuscript for proper style, format, and appropriate subject matter. If style and format are seriously flawed, the manuscript likely will be returned for

revision before being sent to reviewers. If subject matter is obviously inappropriate, the EIC will return the manuscript to the author with an explanatory letter.

The editorial staff or EIC selects an Associate Editor (AE) who handles the initial review process. The manuscript is assigned to  $\geq 2$  reviewers. The staff considers expertise, affiliation, geographic location, date of last review, and performance on previous reviews when selecting reviewers. Reviewers' comments are sent to the AE, who may work with the authors before making 1 of 3 recommendations to the EIC: 1) publish without revision (extremely rare), 2) return to author for revision (ranging from minor to major), or 3) rejection.

Several revisions may be necessary before the AE recommends acceptance to the EIC. Typically, manuscripts returned to authors for revision must be resubmitted as a revision in SIM within the time stated in the decision letter (usually 3 or 6 months). Revisions submitted past the deadline without an approved extension will need to be resubmitted as a new manuscript. Final acceptance or rejection of manuscripts is decided by the EIC. Typically, the EIC follows the AE's recommendation, but this is not guaranteed.

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#### *APPEAL AND RESUBMISSION*

Authors may email the EIC to question the reasons for rejection or to request a reconsideration of a previously rejected submission. Reconsideration of a rejected manuscript requires a convincing rebuttal letter from the author(s). Author(s) should not revise and resubmit a rejected manuscript without first writing a letter requesting reconsideration, which saves time for the EIC and the author(s).



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### *ACCEPTED MANUSCRIPTS*

Accepted manuscripts go through 2 stages before publication: 1) final edit by journal staff and the EIC for content-related issues and general formatting and 2) copyediting and typesetting by the publisher's production staff. Authors are contacted during both stages. All correspondence is conducted via email, so authors should make sure their email address within the PT database is current at all times.

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### *PAGE PROOFS*

The final production stages of *Quail VIII* are handled by Allen Press, Inc. (Lawrence, KS). Page proofs of each manuscript are created by Allen Press and sent to each corresponding author. During the page proof stage, press deadlines are fast approaching and author corrections to page proofs are urgently needed, preferably within 48 hours of receipt. Authors must clearly communicate their recommended changes, mark proofs clearly, or describe changes in detail. Make only essential changes to page proofs. Journal staff will also review the proofs for corrections.

## **ACKNOWLEDGMENTS**

These guidelines are a modification of the previous directions for authors prepared by numerous editors and editorial staffs. It is appropriate and courteous to thank the AE and reviewers.

## APPENDIX A. ONLINE MANUSCRIPT SUBMITTAL

Before submitting manuscripts, please review these guidelines and ensure that your manuscript is formatted accordingly. Manuscripts that seriously deviate from the requested format will be returned to authors, which could result in unnecessary delays. Submit manuscripts on the *Quail VIII* PeerTrack (PT) website (<http://www.edmgr.com/nationalquailsym>).

### LOGGING IN TO YOUR PEERTRACK ACCOUNT

To create a new PT account or find out if you already have an account, go to the PT website, click ‘Register Now,’ and provide the requested information. Please note that you do not have to be an author to have an account. If you forget your login name or password, click the ‘Send Login Details’ button on the main PT page, enter the requested information, and PT will email you your login name and a temporary password. If you do not receive the email within a few hours, please contact the editorial office. The temporary password expires after four hours.

A set of menu options is available from the main navigation menu at the top of the screen. On the login screen enter your username (often your email address) and password and click on the ‘**Author Login**’ icon.

## SUBMIT A NEW MANUSCRIPT

To submit a new manuscript, login to PT and click the ‘Submit New Manuscript’ link (as shown below), and follow the step-by-step instructions provided in PT.

### New Submissions

[Submit New Manuscript](#)  
Submissions Sent Back to Author (0)  
Incomplete Submissions (0)  
Submissions Waiting for Author's Approval (0)  
Submissions Being Processed (0)

### Revisions

Submissions Needing Revision (0)  
Revisions Sent Back to Author (0)  
Incomplete Submissions Being Revised (0)  
Revisions Waiting for Author's Approval (0)  
Revisions Being Processed (0)  
Declined Revisions (0)

### Completed

Submissions with a Decision (0)

## REVISED MANUSCRIPTS

To submit a revision, enter your author center, login to PT and click the ‘Submissions Needing Revision’ link, and follow the step-by-step instructions provided in PT.

### New Submissions

- [Submit New Manuscript](#)
- [Submissions Sent Back to Author \(0\)](#)
- [Incomplete Submissions \(0\)](#)
- [Submissions Waiting for Author's Approval \(0\)](#)
- [Submissions Being Processed \(0\)](#)

### Revisions

- [Submissions Needing Revision \(1\)](#)
- [Revisions Sent Back to Author \(0\)](#)
- [Incomplete Submissions Being Revised \(0\)](#)
- [Revisions Waiting for Author's Approval \(0\)](#)
- [Revisions Being Processed \(0\)](#)
- [Declined Revisions \(0\)](#)

### Completed

- [Submissions with a Decision \(0\)](#)

## APPENDIX B. LITERATURE CITED

A list of example citations follows.

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### *BOOK: 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.

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### *BOOK: 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.

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### *BOOK: MORE THAN ONE VOLUME*

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

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### *BOOK: EDITOR AS AUTHOR*

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

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*BOOK: REPRINT*

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

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*BOOK: 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.

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*COURT CASES*

Cite complete title and year of case in text only.

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*FOREIGN LANGUAGE PUBLICATION*

Angulo, E. 2003. Factores que afectan a la distribución y abundancia del conejo en Andalucía. Dissertation, Complutense University, Madrid, Spain. [In Spanish.]

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*GOVERNMENT PUBLICATION*

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

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*GOVERNMENT PUBLICATION: 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.

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*GOVERNMENT PUBLICATION: 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).

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*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.

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*JOURNALS IN PRESS: YEAR AND VOLUME KNOWN*

J. S. Polasik, 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

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*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*.

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*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. 1968*a*. 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. 1968*b*. Elk survival in a fragmented landscape. *Journal of Wildlife Management* 31:1–5.

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*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).

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*SOFTWARE PACKAGE*

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](#).

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*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.

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*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.

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*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.

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*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.

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*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.

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*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.

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*WEB CITATION*

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

National Oceanic and Atmospheric Administration [NOAA]. 2005. National Weather Service internet services team. Monthly precipitation for Reno, Nevada. <[http://www.wrh.noaa.gov/rev/hydrology/monthly\\_precip.php](http://www.wrh.noaa.gov/rev/hydrology/monthly_precip.php)>. Accessed 23 Aug 2005.

## APPENDIX C. REQUIRED 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). 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
Amount	amt
Approximately	~
Calorie	cal*
Celsius	C*
Chi-square	$\chi^2$
Coefficient	coeff.
Confidence interval	CI
Confidence limit	CL
Correlation, simple	$r$
Determination, multiple	$R^2$
Determination, simple	$r^2$
Degrees of freedom	df
Diameter	diam
Diameter, breast height	dbh
Directions	N, S, E, W, NE, NW, etc.
Equation(s)	eq(s)
Female	F
Fewer than, less than	<*
<i>F</i> ratio	<i>F</i>
Gram	g*
Gravity	<i>G</i>
Hectare	ha*
Height	ht

Hotelling's $T^2$	$T^2$
Hour(s)	hr
Joule	J*
Kilocalorie	kcal*
Lethal concentration, 50%	LC <sub>50</sub>
Lethal dose, median	LD <sub>50</sub>
Liter	L*
Logarithm, base $e$	ln or log <sub><math>e</math></sub>
Logarithm, base 10	log <sub>10</sub>
Male	M
Maximum	max.
Meter	m*
Metric Ton	t
Minimum	min.
Minute	min
Month names	Jan, Feb, etc.
More than, greater than	>*
Multiple correlation	$R^2$
Number (of items)	no.
Parts per billion	ppb*
Parts per million	ppm*
Percent	%*
Population size	$N$
Probability <sup>a</sup>	$P$
Sample size	$n$
Sample mean (of $x$ )	$\bar{x}$
Second	sec
Spearman rank correlation	$r_s$
Standard deviation(s)	SD
Standard error(s)	SE
Student's $t$	$t$
Temperature	temp
Variation	CV
Versus	vs.
Volt	V*
Volume: liquid, book	vol, Vol.

Weight	wt
Wilcoxon test	<i>T</i>
Year(s)	yr
Z-statistic	<i>Z</i>

---

<sup>a</sup> 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., Probability that a juv survives first yr].

## APPENDIX D: FORMAT TEMPLATE

1 Date

2 Name of corresponding author

3 Affiliation

4 Address

5 Phone 000/000-0000

6 email address

7

8 RRH: SHORT TITLE (limit to 45 characters including spaces)

9 LRH: AUTHOR NAME ET AL.

10 **MANUSCRIPT TITLE** (limit to 10 words)

11 Author Name,<sup>1</sup> *affiliation, address text text text text text text text text text text text text text text*

12 *text text*

13 Author Name, *affiliation, address text text text text text text text text text text text text text text text text*

14 *text*

15 **ABSTRACT** Begin abstract text here. Limit to 1 paragraph not exceeding 1 line per page of

16 manuscript text (3% of length of text), including Literature Cited.

17 **Key words:** keyword or phrase 1, keyword or phrase 2, ... keyword or phrase 8.

18 **INTRODUCTION**

19 Begin the introduction text immediately after key words with no heading. It should contain a

20 concise synthesis of literature specific to the manuscript's main topic. In the latter part of this

21 section, state clearly and concisely the objectives of the study and the hypotheses tested (if

22 applicable). Do not summarize methods or results in the Introduction section. Use chronological

23 order for citations in a series; e.g., (Jones 1980, Wolf and Kendrick 1986, Merrill et al. 2002).

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<sup>1</sup> *Email: correspondingauthor@institution.edu*

## 24 STUDY AREA

25 Begin left-justified text here. Include (as relevant to the study) location, climate, elevation, land  
26 use, seasons, other species, topography, and major vegetation. Use past tense for Study Area  
27 descriptions (e.g., average annual precipitation was 46 cm, vegetation was primarily grass).  
28 Exceptions include geological formations that have been present for centuries (e.g., mountains).

## 29 METHODS

30 Methods should be brief and include dates, sampling schemes, duration, research or experimental  
31 design, and data analyses. Include in the methods your specific model selection criteria (e.g.,  
32  $\Delta AIC < 2$ ,  $\sum w_i > 0.9$ ) or significance threshold ( $\alpha$  value). Methods must be described in  
33 adequate detail for a reader to duplicate them if initiating a new study, but cite previously  
34 published methods without explanation. Include animal-welfare protocols or human subjects  
35 protocols in the Methods section (not in Acknowledgments), including protocol numbers  
36 parenthetically following the relevant statement. Avoid using acronyms for species names or  
37 variables measured (e.g., use “canopy” rather than “CAN\_COV”).

## 38 Second-Level Heading

39 If second-level headings are necessary, text should flush left, with important words  
40 capitalized. Paragraph indent the text that follows on the succeeding line.

41 Reduce or eliminate the need for subheadings by writing clearly and logically. Avoid writing  
42 sections that consist of only 1 paragraph.

43 *Third-level heading.*—If third-level headings are necessary, indent and punctuate as  
44 shown and only capitalize the first word.

45 RESULTS

46 *JWM* and *WSB* requires that authors describe the magnitude of the biological effect in addition to  
47 the results of statistical analyses. For example, stating, “A was 25% larger than B ( $P < 0.001$ )”  
48 conveys more information than simply stating, “A was significantly larger than B.” Present  
49 Results in past tense (e.g., body mass loss occurred during winter). Reserve comments on  
50 interpretation of results for the Discussion.

51 DISCUSSION

52 Begin the Discussion by synthesizing your results with regard to your objectives and then relate  
53 your work to other literature and research. Systematic discussion of every aspect of research  
54 leads to unnecessarily long manuscripts; be concise and relate your findings directly to your  
55 overall project goal, objectives, and hypotheses as appropriate. Reasonable speculation and new  
56 hypotheses to be tested may be included in the Discussion. Do not repeat results in this section,  
57 and comment on only the most important results.

58 MANAGEMENT IMPLICATIONS

59 The Management Implications section should be short (usually 1 paragraph) and direct but  
60 explain issues important to management and conservation that are derived directly from or  
61 addressed in your Results. Do not restate material from the Results or Discussion sections, and  
62 do not make recommendations that are beyond the scope of your study. Address specific  
63 management opportunities or problems in this section.

64 ACKNOWLEDGMENTS

65 This section should be brief and include initials (rather than first names) of individuals thanked.

66

67



68 LITERATURE CITED

69 Burnham, K. P., and D. R. Anderson. 1998. Model selection and inference: a practical  
70 information-theoretic approach. Springer-Verlag, New York, New York, USA. (book;

71 note space between author initials for all entries)

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

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

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

84

85 Figure Captions (Begin figure captions on a new page. Please note that figure files must be  
86 submitted in a separate document and may not be included in the text file.)

87 Figure 1. Table headings and figure captions must allow the figure to be self-explanatory,  
88 describing the variables displayed, species studied, and the date(s) and location(s) at which the  
89 data presented were gathered. Define acronyms in tables and figures even if they have already  
90 been defined in the text.

91

92 Figure 2. Take special care to format figures according to these guidelines because the content  
93 editor will not alter these files. Only capitalize the first word and proper nouns on axes labels and  
94 legends (e.g., Daily nest survival, Black bear, Study area). Please double check figures to assure  
95 that the minimum height for letters, numbers, and other characters will be  $\geq 1.5$  mm tall after  
96 reduction for printing (to 85 mm in width for most figures and 180 mm in width for large  
97 figures) and resolution is  $>200$  dots per inch (dpi) at final printing size.

98

99 **APPENDIX A. TITLE OF THE APPENDIX**

100 The appendix will appear at the end of the typeset article. Included in this appendix are  
101 references that may be helpful to authors.

102 Andersen, D. E. 2015. Reporting animal care and use authorization in manuscripts published in  
103 journals of The Wildlife Society. *Journal of Wildlife Management* 79:869–871.

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