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André-A. Weller, Editor

Zoologisches Forschungsmuseum A. Koenig, Ornithologie,
Adenauerallee 160, 53113 Bonn, Germany

Phone: (49) 228 9122-237. Fax: (49) 228 9122-212. E-mail: a.weller@uni-bonn.de

INSTRUCTIONS TO AUTHORS

Manuscripts that do not conform to these guidelines will not be accepted and will be returned to the authors.

GENERAL FORMAT

ORNITOLOGÍA NEOTROPICAL (ISSN 1075-4377) is a refereed journal published quarterly. Manuscripts can be submitted in **English, Portuguese, or Spanish**.

For examples, please consult the most recent issue of *Ornitología Neotropical*. Print the manuscript on 216 x 279 mm paper (8.5 x 11 inches). Leave at least a 25-mm (1-inch) margin on all sides. If using A4 (210 x 297 mm) paper, leave at least a 40-mm margin at the bottom. **Double-space throughout**, including tables, figure legends, and references. All pages, including tables and figure captions, should be numbered, starting with page 1. All parts of the manuscript should be arranged in the following sequence: title page, text with references, tables (each on a separate page), figure captions, figures. Do not hyphenate words at ends of lines. Do not right-justify the text. Leave only one space after each word or punctuation sign. Avoid footnotes as much as possible. Short communications should not exceed six pages, without figures and tables.

Use *italic* characters instead of underlining words that must be italicized, e.g., scientific names of species. In addition, the following Latin terms or expressions should be italicized: *fide*, *vice versa*, *sensu*, *in vivo*, *in vitro*, *in utero*, *in situ*, *ad libitum*, *a priori*, *a posteriori*. Other Latin terms, except scientific names, should be left unitalicized.

There are some differences between UK and USA spelling of some English words and in comma rules (e.g., enumerations); in both cases, use the USA rules.

FONTS

Use “**Arial**” fonts for title, author names, addresses, abstract and key words. Use “**Garamond**” for other parts of the manuscript.

TITLE PAGE (numbered as page 1, with items presented in the following sequence)

All papers must have **two titles**. Key words must be in English only, for international indexation purposes.

FIRST TITLE: in the language in which the manuscript is written, in **BOLD CAPITAL** letters, centered (no dot or period at the end). Always put the common name of species in the title, followed by the scientific name in parentheses (in *italics*, capitalized). If a generic name is mentioned in the title, it must be followed by the scientific generic name in parentheses.

A second title (in bold capital and bold lowercase letters), the translation of the first title in a language that will be either English, Spanish, or Portuguese, depending on the language of the country of origin of the article, **must be inserted** in the Abstract, Resúmen, o Resumo (see below) of major papers, or just above Key words in the case of short communications.

AUTHOR NAMES: in **bold capital and bold lowercase letters, centered**. If more than one address for authors, author names should be referred to their respective address by using a superscript lower case Arabic numeral. No dot or period after author names.

AUTHOR ADDRESSES: at the time research was carried out, in **capital and lowercase letters, centered**. Current addresses, if different, should be indicated with a numbered footnote placed at the bottom of the manuscript first page. All addresses, if more than one, should be given a superscript Arabic numeral for referring to respective author. Put a dot or period at the end of each address. **Indicate the *E-mail* address of the corresponding author.**

RUNNING HEAD FOR MAJOR ARTICLES: 36 characters or less, all caps. Running head **not needed** for short communications. No dot or period at the end. **Do not write** running heads on each page.

IMPORTANT: Avoid having anchored or imbedded items, such as automatically generated footnote or line.

TEXT (numbered from page 2, etc., with sections/paragraphs presented in the following order)

Do not repeat the information given on title page. **The following are typical headings:**

Abstract. – in **bold capital and bold lowercase** letters, followed by the abstract text in capital and lowercase letters. The **second title** is inserted between the abstract (or **Resumen** or **Resumo**) heading and the abstract text, as in the following example:

Abstract. – **A distributional study of *Amazilia* hummingbirds in the Neotropical Region.** – The abstract text

Capitalize first word of the second title; all other words should be lowercase except proper nouns.

All major papers (not short communications) must have an **abstract, resumen, or resumo**, not exceeding 300 words, in **the text language**.

An additional English **Abstract** for Spanish or Portuguese manuscripts, or a Spanish “**Resumen**” or Portuguese “**Resumo**” for paper written in English, **must be provided**. Manuscripts intended to be "short communications" should be 6 typed pages or less, not including figures and tables.

Key words: the heading in **bold capital and bold lowercase characters**, followed by the key words in capital and lowercase characters. All key words will be in **English only**, for indexation purposes (e.g., BIOSIS, Zoological Records, etc.). **Insert the second title just above Key words in the case of short communications, in bold type letters.**

INTRODUCTION, METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, REFERENCES
(left-justified, all caps.)

Use appropriate equivalents in Spanish and Portuguese texts (e.g., INTRODUCCIÓN, INTRODUÇÃO, METODOS, RESULTADOS, DISCUSIÓN, DISCUSSÃO, AGRADECIMIENTOS, AGRADECIMENTOS, REFERENCIAS, REFERÊNCIAS, etc.). If appropriate, subtitles are placed at the begin of a new paragraph and must be in italics.

Authors not fluent enough in the language (Spanish, Portuguese, or English) of a given part of their manuscript (abstract or text) are urged to have these parts revised by somebody who can correct and polish their writings. Assistance for translating or adapting an English Abstract to Spanish or Portuguese can be obtained by e-mailing the English text of abstracts to Dr Diego Montalti in Argentina (dmontalti@arnet.com.ar) or Sra Elisa Bonaccorso in USA (elisab@ku.edu) for Spanish, or to Dra Cristina Miyaki (cymiyaki@usp.br) for Portuguese.

Paragraph indentations: All paragraphs in the introduction, methods, results, and discussion sections, except the first one, must be indented (3 characters).

REFERENCE FORMAT

All references or citations (except for papers in preparation) referred to in the text, tables and figure captions must be listed at the end of the text. Verify all bibliographic references with original sources, especially for author names, titles, years, journal titles, volume and page numbers, accents, spelling in language other than English. All references must be referred to in the text, tables, figure captions, etc.

Documents in preparation are only mentioned “in prep.” in the text, and do not appear in the reference lists.

References should follow the following format for character types, punctuation, spaces, and indentations. Use medium-long dashes (Alt+0150) to mark the interval in page (–) numbers when using word processor with Windows.

Articles in scientific periodicals: Journal names should be abbreviated using the standard listed in the Serials Sources for the BIOSIS Data Base. Examples:

- McLaughlin, J. D. 1977. The migratory route of *Cyclocoelum mutabile* (Zeder) (Trematoda: Cyclocoelidae) in the American Coot, *Fulica americana* (Gm.). *Can. J. Zool.* 55: 274–279.
- Poulin, B., G. Lefebvre, & R. McNeil. 1994. Characteristics of feeding guilds and variation in diets of bird species of three adjacent tropical sites. *Biotropica* 26: 187–198.
- Rojas, L. M., R. McNeil, T. Cabana, & P. Lachapelle in press. Diurnal and nocturnal visual capabilities in shorebirds as a function of their feeding strategies. *Brain Behav. Evol.* 58: – .
- Thibault, M., & R. McNeil. 1995. Predator-prey relationship between Wilson's Plovers and fiddler crabs in northeastern Venezuela. *Wilson Bull.* 107: 73-80.

Reports: for reports, in addition to authors' names, title and year, provide the publisher name in full length (do not use acronyms) and the city, state or province, or country where published. Examples:

- CETESB. 1991. Avaliação do estado de degradação dos ecossistemas da Baixada Santista. Companhia Estadual de Tecnologia de Saneamento Ambiental, São Paulo, Brazil.
- Toresani, N. I., H. L. López, & S. E. Gómez. 1994. Lagunas de la provincia de Buenos Aires. Ministerio de la Producción de la Provincia de Buenos Aires, Buenos Aires, Argentina.

Books and book chapters: for all books, in addition to authors' names, title and year, provide the publisher's name, and the city, state or province, or country where published. Examples:

- American Ornithologists' Union. 1998. Check-list of North American birds. 7th ed. American Ornithologists' Union, Washington, D.C., USA.
- Cambell, B., & E. Lack. 1985. A dictionary of birds. Poyser, Carlton, UK.
- del Hoyo, J., A. Elliott, & J. Sargatal. 1992. Handbook of the birds of the world. Volume 1: Ostrich to ducks. Lynx Edicions, Barcelona, Spain.
- Kear, J. 1970. The adaptive radiation of parental care in waterfowl. *In* Poole, A. (ed.). The birds of North America, no. 47. The Academy of Natural Sciences, Philadelphia, Pennsylvania, USA.
- Lack, D. 1954. The natural regulation of animal numbers. Oxford Univ. Press, London, UK.
- Matheu, E., & J. del Hoyo. 1992. Family Threskiornithidae (ibises and spoonbills). Pp. 472–506 *in* del Hoyo, J., A. Elliott, & J. Sargatal (eds). Handbook of the birds of the world. Volume 1: Ostrich to ducks. Lynx Edicions, Barcelona, Spain.
- Meyer de Schauensee, R., & W. H. Phelps, Jr. 1978. A guide to the birds of Venezuela. Princeton Univ. Press, Princeton, New Jersey, USA.
- Moore, J., & N. J. Gotelli. 1990. A phylogenetic perspective on the evolution of altered host behaviours: a critical look at the manipulation hypothesis. Pp. 193–229 *in* Barnard, C. J., & J. M. Behnke (eds). Parasitism and host behavior. Taylor & Francis, London, UK.

- Sallabanks, R., & F. C. James. 1999. American Robin (*Turdus migratorius*). In Poole, A., & F. Gill (eds). The birds of North America, No. 462. The birds of North America, Inc., Philadelphia, Pennsylvania, USA.
- Walsberg, G. E. 1983. Avian ecological energetics. Pp. 161–220 in Farner, D. S., J. R. King, & K. C. Parkes (eds). Avian Biology. Volume 7. Academic Press, New York, New York, USA.

Use “ed.” if only one editor name, and “eds” if more than one occurs.

Dissertations or theses

- Díaz, D., O. F. 1993. Comparación de la disponibilidad diurna y nocturna de presas para aves limícolas, en el complejo lagunar de Chacopata, Edo. Sucre. Tesis de licenciatura, Univ. de Oriente, Cumaná, Venezuela.
- Goater, C. P. 1989. Patterns of helminth parasitism in the Oystercatcher, *Haematopus ostralegus*, from the Exe Estuary, England. Ph.D. diss., Univ. of Exeter, Exeter, UK.
- Poulin, B. 1992. Dynamique temporelle et spatiale de l'avifaune des milieux xériques du nord-est du Venezuela. Thèse de doctorat, Univ. de Montréal, Montréal, Québec, Canada.
- Yorio, P. M. 1991. Relevos durante la incubación y deserción de nidos: sus efectos sobre el éxito reproductivo del Pingüino de Magallanes. Tesis Doc., Univ. Buenos Aires, Buenos Aires, Argentina.

Use “M.Sc. thesis”, “Ph.D. thesis”, “Ph.D. diss.”, “Tesis doctoral”, “Tesis de licenciatura”, “Tesis de maestría”, and “Tesis de grado”, “Dissertação de mestrado” or “Tese de doutorado”.

Citation in the text

(Johnston 1988, Ali 1990, McNeil 1997)

In chronological order

(Nelson & McNeil 1981)

(McNeil 1991a, 1991b)

(McNeil 1991a, 1991b, 1996; Ouellet 1985, Rappole 1990)

(McNeil *et al.* 1975)

(McNeil in press)

(Rodríguez en prensa)

(McNeil 1975: 175)

Cite a special page

According to McNeil & Rompré (1988), ...

McNeil & Rompré (1988) reported ...

(see McNeil 1997)

(*vide* McNeil 1997)

(McNeil in prep.)

Papers “in prep.” or “en prep.” are not listed in the reference section

(McNeil en prep.)

Sequence for presentation of references in alphabetical order + years.

Gagnon 1997

McNeil 1980a

McNeil 1980b

McNeil in press

McNeil & Cadieux 1995

McNeil & Mercier 1988 **When 2 authors, in alphabetical order of the first, then the second, then by**

McNeil & Mercier 1995 **years**

McNeil & Mercier in press

McNeil & Rompré 1992

McNeil, Thibault, & Rompré 1970

McNeil, Rompré & Thibault 1985

When 3 or more authors, according to years after papers by 2 authors

McNeil, Rompré, & Gagnon 1992

Ouellet & McNeil 1985

Pirlot 1978

Schuchmann 1985
Thibault & McNeil 1995

COMMON AND LATIN NAMES OF SPECIES

For birds of North and Middle America, and the West Indies, use common English names of the AOU Check-list of North American birds (7th ed. 1998) and its supplements. For South American birds, use either

Gill, F., & D. Donsker (eds). 2010. IOC world bird names (version 2.5). Available at <http://www.worldbirdnames.org/> [Accessed "Date"]

or

Howard, R., & A. Moore 2003. Complete checklist of the birds of the world. Christopher Helm, London, UK.

For common Spanish or Portuguese names of species, follow appropriate standards, e.g.,

Navas, J. R., T. Narosky, N. A. Bó, & J. C. Chébez. 1991. Lista patrón de los nombres comunes de las aves argentinas. Asociación Ornitológica del Plata, Buenos Aires, Argentina

Willis, E. O., & Y. Oniki. 1991. Nomes gerais para as aves brasileiras. Sadia S.A., São Paulo, Brazil.

Araya M., B., R. Bernal M., R. Schlatter V., & M. Sallaberry A. 1995. Lista patrón de las aves chilenas. Editorial Universitaria, Santiago, Chile.

Escalante, P., A. M. Sada, & J. Robles G. 1996. Listado de nombres comunes de las aves de México. Comisión Nacional para el Conocimiento y Uso de la Biodiversidad, México, D.F., México.

In general, use the common name of bird species followed by the scientific name (in parentheses) when the name of the species is first mentioned in the text, and thereafter use only the common name. However, in some cases, the use of scientific names only is appropriate, especially in taxonomic studies.

In English, both the generic and specific common names are capitalized, e.g., American Robin, Green Manakin, Green-backed Heron. In general, in Spanish and Portuguese, the generic names in common names should be capitalized, but not the specific ones, e.g., *Playero Aliblanco*.

Common names of other organisms should not be capitalized.

FIGURES AND TABLES

Figures should not duplicate information given in Tables, and *vice versa*. Cite each figure and table in the text, sequenced in the order cited. "Table, Tables; Tabla, Tablas" are written in full length with capital and lowercases, in all parts of the manuscript. In the text, outside parentheses, write "Figure, Figures, Figura, Figuras" with capital and lowercases in total length. In parentheses, use "Fig." if singular, or "Figs" if plural. Examples:

According to Figure 2 and Table 3, birds appear to
(Fig. 1, Fig. 2b or Fig. 2B, Figs 3-5)
(Figs 3A and 3B)
(Tables 2 and 3)

Figure legends: Number figures in arabic numerals. Begin with "FIG. 1." (all caps.). Write figure legends in paragraphs, separate from the figures themselves, on a separate unnumbered page.

Figure preparation: Preferably, prepare figures using appropriate **computer programs**. Use **Arial** type letters only. Preferably, add symbols to figures. Illustrations should be made for either one- or two-column width, keeping in mind page the size of *Ornitología Neotropical*. If appropriate, groups several illustrations in a single figure. **Photographs and paintings can be published in color at author's charge (US\$ 50,-/each); please contact the editor.**

Table preparation: AVOID USING TABLES AS MUCH AS POSSIBLE.

Tables are numbered in Arabic numerals. Create a table using the table option in Word. Each table must have only parallel rows and columns, respectively. Start each table on a separate sheet, double-spaced throughout (header, table body). Each table should have a legend above it, intelligible without need to refer to the text. Begin with "TABLE 1.", "TABLA 1" or "TABELA 1" (all caps.), and end header or legend with a period (.). Include horizontal lines above and below boxhead, and at the end of tables. Avoid using footnotes; instead, indicate references from legend to table body text by superscript numerals or asterisk(*). **See samples in the most recent issue of Ornitología Neotropical.**

FOOTNOTES

Avoid footnotes except for the present or current address of authors on the first page. Number footnotes using superscript Arabic numbers.

Raymond McNeil^{1,2} & José Ramón Rodríguez²

²*Current address:*

*n = number of birds

Note: no space must be left between the superscript or the asterisk and the previous or following word.

DATE AND TIME FORMAT

Use the European system of dating (e.g., 30 June 1998) and the 24-hour clock (e.g., 08:00 h and 23:00 h), and refer to standard time (not daylight saving time). Specify that you refer to standard time (e.g., EST for Eastern Standard Time) at the first reference to time of day.

NUMBERS AND NUMERALS

Write out numbers **one to nine** (e.g., five chicks) unless numbers are a measurement (e.g., 7 mm, 6 months, 2 min), but use numerals for larger numbers (e.g., 15 chicks, 85 mm, 12 months, 15 min, 10,000 m²). If a number is in a series with at least one number being 10 or more, use numerals only (e.g., 7 males and 15 females).

Decimals are marked by the period (.) for English texts and comma (,) for Spanish or Portuguese texts. For 5-digit numbers or higher on the left of the decimal in English texts, use the comma (,) to mark the thousands, but not in 4-digit numbers, unless they are aligned as part of a column having numbers equal to 10,000 or higher (5-digit). Use 10,000 or 1256 or 0.01 or 12,345.06 (not 10000 o 10 000). Use 50% not 50 percent (no space between the number and %).

STATISTICAL ABBREVIATIONS OR FORMATS

In all cases, respect the spacing as shown:

(mean = 8.23, SD = 2.3, n = 4)

(mean ± SD)

SD or CV or SE

n or N

r = r² = r_s = (for Spearman Rank Correlation)

t = or t-test

ns (for non significant)

G = 61.2

G = 18.77

G₉₁ = -10.0 Use Alt + 0150 for the minus sign with word processors under Windows. There is no space between the minus (-) and the number.

Kruskal-Wallis ANOVA, H = 19.468, P < 0.002)

$H = 16.5, P = 0.0001$
 $F_{89-90} = 0,789, P = 0.5784$
 $df = 70.0 \quad gl = 4$
 Mann-Whitney U -test, $U =$
 χ^2

8–10: To mark any numerical interval, use (–) with Alt + 0150 in word processors under Windows.
 The same applies to **page numbers in references**.

NON-STATISTICAL ABBREVIATIONS

In all cases, respect the spacing as shown:

e.g., i.e.,

et al. 1998

in litt.

vs (for *versus*)

a.s.l. (for “above sea level”) s.n.m. (para “sobre el nivel del mar”)

c. (for *circa*)

cf. (for *confer*)

“pers. com.” (e.g., McNeil pers. com.) o “com. pers.” o “com. pess.”

“pers. observ.” o “observ. pers.” o “observ. pess.”

“*sensu*” “*sensu lato*” (*sensu* Sibley & Ahlquist 1990)

“*in vitro*”, “*in vivo*”

“*a priori*”, “*a posteriori*”

“prov.” or “Prov.”

Mun. (for “municipality” o “municipalidad”)

sp. or spp.

Indet. (for “indetermined” o “indeterminado”)

unpubl. (for “unpublished”), no publ. (para “no publicado”)

in prep. en prep. (McNeil in prep.)

22:00 h

(Fig. 1, Fig. 2b, Fig. 3A) in the text

FIG. 1. (in figure legend)

Table 1, or Tabla 1, or Tabela 1 (in all parts of the manuscript, but TABLE, TABLA, or TABELA in tables headings)

Approx. 56

(pm) (am)

20°C (No space; use Alt + 0176 for °)

86% (No space)

43°18'01”S or 43°25'23”N with “W” and “E” in all languages. Use “Alt + 248” for °, “Alt + 0147” for “ and “Alt + 0148” for ”, “Alt + 0145” for ‘ and “Alt + 0146” for ’. There is no space between characters.

m m² m³ cm² cm³ mm mm² mm³ km ha g kg l (litre or liter)

s (second) ms (millisecond) h (hour) min (minute) 10-min (with dash); however, **do not abbreviate:** day, month, year

16-bit (with normal dash)

kHz Hz

Pa hPa

Fac. of (Faculty of ...) Fac. de (Facultad de ...)

Grad. thesis, M.Sc. thesis, Ph.D. thesis or Ph.D. diss.

Tesis de Ph.D., Tesis de M.Sc., Tesis de licenciatura, Tesis Doc.

“Univ. of” o “Univ. de”

USER-DEFINED ABBREVIATIONS

They must be written out in full length the first time the abbreviation is used in the text, e.g., “second-year (SY) birds. ... We captured SY males between 10 May and 30 June.”

Do not use: ♂ and ♀ symbols. Use “male” or “female” in all cases.

WHERE AND WHAT TO SUBMIT

Initial submission by e-mail

Manuscripts (texts, figures, and tables) should be submitted as attached files to an e-mail.

Texts, tables, and figure legends **must** be provided in MS WORD (.doc) format to the editor (a.weller@uni-bonn.de), the figs. in format **bmp** or **pcx**.

Submission of the final version

Final versions of manuscripts (**texts, figures, and tables**) should also be submitted as attached files to an e-mail sent to the editor.

PROOFS

Proofs and typescript will normally be sent to the senior author. Please inform the Editor well in advance of any change in address or system for handling proofs. Check proofs carefully against typescript for errors. Authors are requested to correct and return proof promptly. Short papers (1-6 pages) should be returned within three working days, longer papers as promptly as possible, but always within one week. Delays in returning proofs may postpone the appearance of the paper, or result in having the manuscript published as it has been edited. Corrections will be made without charge but **expensive alterations in copy that are author's corrections**, not due to Editor's or Printer's errors, after type has been set, **MUST BE CHARGED to the author (5 \$US per revision line)**.

If changes are minor, please send the revisions **as attached *.pdf documents** on an e-mail message (a.weller@uni-bonn.de), or have them scanned and send a copy of the pages to be corrected by **fax (+49-228-9122-212)**. You can also indicate necessary changes in an e-mail message, by **clearly** specifying on which page, paragraph and line, changes have to be done.

REPRINTS

The corresponding author of each paper will received no reprints but can use the .pdf file of their ms. for free.

If additional reprints are desired, the order should accompany the corrected proofs and be sent with them to the **Editor with full prepayment. Reprints will not be available later.** If corrected proofs are sent to the Editor by FAX or e-mail, the reprint order should be sent immediately by special fast mail.

PAGE CHARGES

Authors of normal papers are not required to pay page charges for papers of 10 printed pages or less (4 in "Short communications"), although any contribution to page costs for the whole manuscript or part of it is **HIGHLY** recommended and appreciated in general in order to maintain the quarterly publication of "ON" with the current number of pages and low membership fees. **However, authors are required to pay page charges for all pages in excess of 10 printed pages (short comm.: 4 pages)**. See detailed instructions attached to e-mail correspondence.