ORNITOLOGÍA NEOTROPICAL
An International Journal of Neotropical Ornithology
published by the
NEOTROPICAL ORNITHOLOGICAL SOCIETY

Raymond McNeil, Editor
Département de Sciences biologiques, Université de Montréal, C.P. 6128, Succ. “Centre-ville”,
Montréal, Québec, Canada H3C 3J7.
Phone: (514) 343-2293. Fax: (514) 343-2293.
E-mails: Raymond.McNeil@umontreal.ca & Raymond.McNeil@videotron.ca

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 Portuguese, Spanish or English.

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.

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. Use the USA spelling.

FONTS

If possible, use “Arial” fonts for title, author names, addresses, and figures. Use “Garramond” 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. 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, will be inserted in the Abstract, Resumen, 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.

NAME, CURRENT ADDRESS, TELEPHONE and FAX numbers, and E-MAIL address of corresponding author.

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

TEXT (numbered from page 2, etc.)

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.

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

Use appropriate equivalents in Spanish and Portuguese texts (e.g., INTRODUCCIÓN, INTRODUÇÃO, MÉTODOS, RESULTADOS, DISCUSIÓN, DISCUSSÃO, AGRADECIMIENTOS, AGRADECIMENTOS, REFERENCIAS, REFERÊNCIAS, etc.).

Authors not fluent 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.

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:

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


Use “Alt + 0150” to mark the interval in page (–) numbers when using word processor with Windows.

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:


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:

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

Dissertations or theses


Dissertations or theses: Strict alphabetical order, + years.

Gagnon 1997
McNeil 1980a
McNeil 1980b
McNeil in press
McNeil & Cadieux 1995
McNeil & Mercier 1988
McNeil & Mercier 1995
McNeil & Mercier in press
McNeil & Rompré 1992
McNeil, Thibault & Rompré 1970
McNeil, Rompré & Thibault 1985
McNeil, Rompré & Gagnon 1992
Ouellet & McNeil 1985
Pirlot 1978
Schuchmann 1985
Thibault & McNeil 1995

Sequence for presentation of references: Alphabetical order, + years.

Citation in the text

(McNeil 1991a, 1991b)
(McNeil et al. 1975)
(McNeil in press)
(Rodríguez en prensa)
(McNeil 1975: 175)
According to McNeil & Rompré (1988), ...
McNeil & Rompré (1988) reported ...
(see McNeil 1997)
(fide McNeil 1997)
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 common Spanish or Portuguese names of species, follow appropriate standards, e.g.,


In general, use the common name of bird species followed with the latin 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 latin names only is appropriate, especially in taxonomic studies.

In general, common names of birds should be capitalized, both the specific and the generic ones, e.g., American Robin (Turdus migratorius), Playero Aliblanco (Catoptrophorus semipalmatus).

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, and print them with a laser printer. Use Arial, Helvetica, or similar “san serif” typefaces. Preferably, add symbols to figures. Illustrations should be made for either one- or two-column width, keeping in mind the size of Ornitología Neotropical. When appropriate, group several illustrations in a single figure. Photographs and paintings can be published in color at author’s charge.

**Table preparation:** AVOID USING TABLES AS MUCH AS POSSIBLE.

Tables are numbered in Arabic numerals. Start each table on a separate sheet, double-spaced throughout (header, table body, footnotes). 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 (.). Indicate footnotes by superscript numerals. Include horizontal lines above and below boxhead, and at the end of tables. **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 or at the bottom of tables. Number footnotes using superscript Arabic numbers; however, sometimes, the asterisk (*) can be appropriate in tables:

Raymond McNeil\textsuperscript{1,2} & José Ramón Rodríguez\textsuperscript{2}

\textsuperscript{2}Current address

\textsuperscript{*}n = number of birds

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

TIME AND DATE FORMAT

Use the European system of dating (e.g., 30 June 1998) and the 24-hour clock (e.g., 08:00 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 m\textsuperscript{2}). 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:

\begin{align*}
\text{(mean} & = 8.23, \text{SD} = 2.3, n = 4) \\
\text{(mean} & \pm \text{SD}) \\
\text{SD or CV or SE} \\
\text{n or N} \\
\tau & = \tau^2 = \tau_s \quad \text{for Spearman Rank Correlation} \\
t & = \text{or t-test} \\
nS & = \text{for non significant} \\
G & = 61.2 \\
G & = 18.77 \\
G_{01} & = -10.0 \quad \text{Use Alt + 0150 for the minus sign with word processors under Windows. There is no space between the minus (\textendash) and the number.} \\
\text{Kruskal-Wallis ANOVA, } H & = 19.468, P < 0.002 \quad H = 16.5, P = 0.0001 \} \\
F_{\mu 00} & = 0.789, P = 0.5784 \} \\
df & = 70.0 \quad \text{gl} = 4 \\
\text{Mann-Whitney U-test, } U & = \chi^2 \\
8\text{–10: To mark the interval, use \textendash} & \text{with Alt + 0150 in word processors under Windows. The same applies to page numbers in references.}
\end{align*}
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”)
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 + 248 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 mm² mm³ km ha g kg / (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 ...)
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: Σ and Φ symbols. Use “male” or “female” in all cases.
WHERE AND WHAT TO SUBMIT

Submit 3 copies (and the computer files for texts, figures, and tables on a diskette) to:

Raymond McNeil, Editor
Ornitología Neotropical
Département de sciences biologiques
Université de Montréal
C.P. 6128, Succ. “Centre-ville”
Montréal, Québec
Canada H3C 3J7

FAX: 1-514-343-2293

E-mails: Raymond.McNeil@umontreal.ca & Raymond.McNeil@Videotron.ca

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

Texts, tables, and figure legends must be provided on for the IBM platform, using the Word for Windows*.rtf format).

Figures must be provided in *.xtl (Excel), *.pcx, *.cdr (CorelDraw), or *.bmp formats.

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 48, 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 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 copy of the pages to be corrected by FAX: (1-514-343-2293), or have them scanned and sent as attached *.pdt documents on an e-mail message (Raymond.McNeil@umontreal.ca). 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 first author of each paper will received 30 reprints 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 are not required to pay page charges for papers of 15 printed pages or less, although contribution to page costs for the whole manuscript or part of it is HIGHLY recommended and appreciated. However, authors are required to pay page charges for all pages in excess of 15 printed pages. Current costs per printed page are in
the order of 50 $US per printed page. Authors who cover page charges for papers under the 15-page limit speed up the publication procedure of their manuscript, permit the Neotropical Ornithological Society to maintain subscription costs at the current low rates for all classes of membership, and yet to increase its cash flow in order to maintain 4 issues of Ornitología Neotropical per year and to keep publishing a large number of outstanding manuscripts without decreasing the number of pages per volume.