

NOTICE TO CONTRIBUTORS

The Wildfowl & Wetlands Trust publishes *Wildfowl* annually. It contains original material relevant to the ecology, biology and conservation of wildfowl (Anseriformes) and ecologically-associated birds such as waders, rails and flamingos. Relevant work from primary research to policy development and application, is welcome. Material focussed primarily on wetland ecology and management is also welcome where this is directed to the conservation of waterbirds. Critical reviews that shed new light on subjects of importance are encouraged, as are important field survey reports and short communications. In all cases material should not have been published elsewhere or be subject to current consideration for publication in other journals.

Types of Manuscript

Standard papers

A standard paper, normally not longer than 12 printed pages (a page of text without figures and tables normally contains around 800 words) containing title, abstract, introduction, method, results, discussion and appendices.

Reviews

Papers on topical subjects of relevance to the journal's readership. Reviews are often designed to summarise a particular subject area and/or to stimulate debate and further research. They should be presented in a style similar to that of standard papers, so far as possible, and should not exceed 15 printed pages.

Short Communications

Short papers, usually limited in scope, which present new information and often obtained from preliminary research or as a by-product of larger projects. Opinions and responses to material published in *Wildfowl* are also welcome. A flexible structure is opted for the presentation of Short Communications with the author including as much introductory, methodological and discussion material necessary to show the context and relevance of the communication. Short Communications should be concise and limited to a maximum of six printed pages.

Submission of Material

Authors are requested to follow the general procedures outlined below and where possible consult a recent issue of *Wildfowl* for an example of general content and style. All manuscripts must be complete in content when submitted and normally have:

- a concise and informative title;
- authors' names and addresses (including email addresses if applicable);

- a short running headline (<45 characters);
- an abstract (<350 words); key words (<5 words or short phrases);
- introduction; methods; results; discussion;
- acknowledgements; references;
- tables; figures and appendices (if necessary).

A submitted manuscript should be supplied complete with tables and figures. They should be written in English, using English spelling and typed in double-line spacing. **All papers should be written in the passive voice thus: "A study of ..."**. Pages should be numbered consecutively and if possible line numbering should be used. Tables and figures should be provided on separate sheets together with their captions. Please note that where possible, tables and figures should fit onto a portrait page (in preference to landscape). If you would like the inclusion of an Ordnance Survey map, there will be a charge to the author. Photographs provided for illustration are welcome but the Editor retains the right not to use them.

The deadline for the receipt of originally submitted manuscripts is 30 June for publication in December of the same year. Three complete copies of manuscripts should be sent to:

The Editor, *Wildfowl*,
The Wildfowl & Wetlands Trust,
Slimbridge, Gloucestershire GL2 7BT,
United Kingdom.

Please do not send electronic versions of your manuscript at this stage. Papers received after the 30 June deadline can only be accepted at the discretion of the Editor.

Peer Review and Revision

All submissions to *Wildfowl* are subject to review by two referees, and normally authors will be notified within two months of acceptance, rejection or the need for revision of the manuscript.

When a manuscript has been accepted for publication, a copy will be returned to the author along with comments from the referees and the Editor, and detailed instructions for the formatting of the final manuscript. It is the responsibility of the author to address the referees' comments, and those of the Editor and to make the editorial changes required. If manuscripts are returned incorrectly formatted the Editor reserves the right to reject papers at this stage.

A hard copy of the final manuscript, together with an electronic version, must be submitted by the deadline in the instructions given for the provision of the final manuscript. The hard copy must also include camera ready copies of any figures as these will be scanned by the printer for the final page proofs. Please ensure that the manuscript is saved as a <filename.txt> if final manuscript is sent by email and/or as a **text only** file when saving to disk, ensuring that you select ASCII format.

Revised/final manuscripts should be supplied in **single line spacing** and may also be returned by e-mail to the Editorial Assistant. Note that it is essential for authors to ensure that the e-mailed copy matches exactly the format required for the journal. If possible **the text only and a formatted version** should be e-mailed. A hard copy of the final manuscript, together with the originals of the tables and figures should be posted/couriered to the Editor.

Proofs and Reprints

Page proofs of manuscripts are sent to authors for checking prior to publication. It is the author's responsibility to ensure that proofs are returned within the given deadline. Proofs must be returned within five days of receipt. Email can be used to confirm that no changes are required or to list minor modifications. Should authors not reply within five days, the Editor reserves the right to correct the proofs using the accepted version of the manuscript.

After publication 25 reprints are offered free to authors on request (15 each in the case of joint authors); further reprints, charged at cost, can be provided if ordered when proofs are returned. A form will be provided for this purpose.

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