

# 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 focused primarily on wetland ecology and management is also welcome where this is directed to the conservation of wetland birds. 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. All material published becomes copyright of The Wildfowl & Wetlands Trust.

## **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, methods, results, discussion, 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.

*Field Survey:* Survey and expeditionary material that provides new data on particular species or wetlands of special interest for waterbirds. Field survey reports should be of sufficient general interest and normally limited to a maximum of 10 printed pages; they should include reference to the location of more detailed information. Survey reports follow the format of original papers.

*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); a short running headline (<45 characters); an abstract (<350 words); keywords (<5 words or short phrases); introduction; methods; results; discussion; acknowledgements; references; tables; figures; appendices (if necessary). When a manuscript has been accepted for publication, an edited copy will be returned to the author for approval. At this time formatting to journal style will be requested together with the text in electronic form. All manuscripts should be written in English, using an English spell checker, typed in double spacing with a relatively large margin on one side of the paper. All pages should be numbered consecutively. Tables and figures should be provided on separate sheets together with their headings. Their captions should contain sufficient information to be read and understood independently of the

main text. Tables must be typed in tabulation with columns aligned, using decimal tabs if appropriate. High quality figures suitable for computer scanning are required. Note that it is preferable that tables and figures fit horizontally on the printed page, either to fit single or double column width. If you would like the inclusion of an Ordnance Survey map, there will be a charge to the author. Photographs needed for illustration are welcome but the Editor retains the right not to use them.

The deadline for the receipt of manuscripts is the end of June for publication in December of the same year. Three copies should be submitted to: The Editor, *Wildfowl*, The Wildfowl & Wetlands Trust, Slimbridge, Gloucestershire GL2 7BT, United Kingdom. Do not send original figures or electronic versions of the manuscript (disk, email) at this stage.

#### **Peer review and revision**

All submissions to *Wildfowl* are subject to review by 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, an edited copy will be returned to the author together with the assessments of referees and detailed instructions for formatting to the journal style. It is then the responsibility of the author to address correctly the referees comments, make the editorial changes required and format the text precisely to journal style. *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 a version on a PC disk, must be submitted by the given deadline. 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.

Revised manuscripts may be returned by email to the Editor or should be provided on an IBM compatible 3.5 inch disk, ideally as a WordPerfect 6.1 or Word 6/7 file. Alternatively it can be provided as an ASCII file. Note that it is **essential for the authors** to ensure that the disk or emailed copy matches exactly the format required for the journal. Where possible, figures should be submitted as windows metafiles or as compressed '.TIFF' files. When using email, please ensure that figures or large text files are compressed. Please note that if manuscripts are submitted by email, authors will also be required to send a hard copy by post.

#### **Proofs and Reprints**

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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.

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