

# 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. Relevance of the work to all levels 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 the material should not have been published elsewhere or be subject to current consideration for publication elsewhere. All material published becomes copyright of The Wildfowl & Wetlands Trust.

## Types of manuscript

*Original papers:* A standard paper, normally not longer than 12 printed pages (a page of text without figures and tables normally contains around 800 words), set out in the conventional way: title, summary, introduction, materials and methods, results, discussion etc...

*Reviews:* Papers on topical subjects of relevance to the journals' 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 original 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 main stream research. Also welcome are opinions and responses to material published in *Wildfowl*. A flexible structure is adopted for the presentation of short communications with the author including as much introductory, methodological and discussion material as is 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

The precise format of the manuscript when first submitted to *Wildfowl* is not particularly important. However, authors are requested to follow the general procedures outlined below and to consult a recent issue of *Wildfowl* for an appreciation 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 e-mail addresses); a short running headline (<45 characters); a summary (<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 check, 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 demical tabs if appropriate. High quality figures, suitable for computer scanning, are required. Figures should be prepared at about twice their printed size and allowance made for this reduction. 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, Gloucester, GL2 7BT, UK. Do not send original figures or electronic versions of the manuscript (disk, e-mail) at this stage.

### **Peer review and revision**

All submissions to *Wildfowl* are subject to peer review, and authors normally 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 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 an disk version must be submitted by the given deadline. The hard copy must also include camera ready copies of any figures, as these will be scanned into the final page proofs.

Revised manuscripts may be returned by e-mail to Miss Susan Guy or should be provided on an IBM compatible 3.5 inch disk ideally as a WordPerfect 6.1 or Word 6/7 file; or, failing that, as an ASCII file. Note that it is essential for the authors to ensure that the disk or e-mailed copy matches exactly the format required for the journal. Where possible, figures should be submitted as windows metafiles or as compressed '.tif' files. When using e-mail, please ensure that figures or large text files are compressed. Please note that if manuscripts are submitted by e-mail, a hard copy will also be required by post.

### **Proofs and reprints**

Page proofs of contributions are sent to authors for checking about six weeks prior to publication. It is the author's responsibility to ensure that someone is available to receive and deal with the proofs quickly. Alterations in the text, other than printer's errors, may be charged to the author. Proofs must be returned within five days of receipt. E-mail 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. Proofs must be checked carefully; it is the author's responsibility to ensure that proofs are correct in every respect.

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.

All enquiries and routine correspondence should be directed to: Miss Susan Guy, The Wildfowl & Wetlands Trust, Slimbridge, Gloucester, GL2 7BT, UK (e-mail: [susan.guy@wwt.org.uk](mailto:susan.guy@wwt.org.uk)).



## SAVING WETLANDS FOR WILDLIFE AND PEOPLE

The Wildfowl & Wetlands Trust (WWT) is the only wildlife charity specialising in wetlands and the wildlife they support. Established by Sir Peter Scott in 1946, WWT believes that:

- ◆ wetlands play a vital role in the survival and quality of life of people;
- ◆ the continued destruction of wetlands threatens both people and wildlife;
- ◆ urgent action must be taken to conserve wetlands, and for this to be effective, it requires the consent and involvement of a wide range of people.

WWT operates eight Centres throughout Britain and Ireland, which welcome up to three-quarters of a million visitors each year. With over 70,000 members and a dedicated staff of around 150, WWT is well placed to take on the challenge of saving wetlands for wildlife and people.

WWT believes that central to a long-term solution to the world's many environmental problems is a well-informed and involved public. With this in mind, WWT aims to:

- ◆ raise awareness of the value of wetlands, the threats they face and the actions needed to save them;
- ◆ reverse the trend of wetland loss in the UK, and work with others to achieve this overseas;
- ◆ work for the maintenance of biodiversity in wetlands and advance the concept of sustainability;
- ◆ safeguard species of wetland wildlife, especially waterbirds, whose existence is threatened.

Science underpins all of these areas, and the Research Department currently employs 19 full-time staff who undertake a wide range of projects that act as a foundation to the Trust's conservation aims. We publish our results in the science literature, but also help to develop public awareness of the importance of research to conservation by contributing to WWT's extensive education programmes.

### **For further details of the work of WWT contact:**

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