

## INSTRUCTIONS FOR AUTHORS

All submissions should be written in Microsoft Word, using Times New Roman font, size 12, double-spaced.

### Feature Articles (Content = 1,000 - 3,000 words)

Title: Upper and lower case in bold.

Author's Name: Include all full author names in the order they should appear in the manuscript in italics.

Author's Addresses: Include address for each author below the author names; use numbered subscripts to link author names and addresses.

Headings: Standard headings in italics (*Abstract, Introduction, Study Area, Methods, Results, Discussion, Literature Cited, Acknowledgements, About the Authors*); refrain from joining headings unless necessary (i.e., Study Area and Methods).

Content: Write paragraphs using complete sentences; avoid sentence fragments and point form. When using a list of points, use a bullet and separate line for each point. When using an ordered list, use English numbers (i.e., 1,2,3,...), and separate lines. Be sure to include proper citation for Figures, Tables, and referenced literature (e.g., Smith (2000) or (Smith and Jones 2001)). For multiple references, the oldest is listed first, the newest is listed last (e.g., (Smith 2000, Smith and Jones 2001, Smith et al. 2002)). Use one tab to start each paragraph. Leave one space above and below each heading.

Tables: Use the Table feature in Word to create tables. Do not use tabs or spaces to line-up columns. Do not use vertical lines. Use horizontal lines only at the top, under major headings, and at the bottom. Only column titles are in bold. Row titles are only in bold if they signify a summary or total values. Data in tables are only in bold if they are totals of data. Provide an appropriate caption at the top of each Table and ensure it is correctly referenced in the content of the article.

Figures: For maps, submit a clean, easy to read image as a high-resolution (min. 300 dpi) digital file (i.e., jpeg) no larger than 6.25w x 7.625h. For graphs, submit a digital copy and a black-and-white copy on its own sheet of 8.5 x 11 white paper. Also, provide the original data used to create the graph (x-axis and y-axis values) in case the graph needs to be recreated. Be sure to include appropriate labels for the axis, including units of measure, and labels for legends. A descriptive caption should appear below the figure and be properly referenced in the content of the article.

Statistics: Simple statistics (e.g., t-test, regression) are encouraged. Important statistical values should be reported for all tests (e.g., p-value,  $R^2$ , degrees of freedom); hypotheses and results of tests should be clearly explained.

Literature Cited: All references should be provided alphabetically by primary author's first name, then other authors, then year (oldest first, newest last). Author names should be in bold.

Acknowledgements: Briefly acknowledge relevant persons or organizations that provided assistance.

About the Authors: Provide two to three short sentences on each author, preferably as it relates to their involvement with wildlife, conservation, or education, at the time of writing.

### Notes (Content < 1,000 words)

Follow the same format as for Feature Articles, but do not use content Headings. Use only *Literature Cited, Acknowledgements, and About the Authors*.

### British Columbia Round-Up (Content < 500 words)

Submissions for this section are greatly varied and depend on the section for which they are intended. Interested contributors should follow examples in this issue, as well as future issues. There are typically no Headings, although *Acknowledgements* and *Literature Cited* should be used appropriately. Figures or Tables should be referenced with appropriate captions.

Text Formatting: Include the taxonomic name of species (plants and animals) in the title and/or at first use in the content. Include the taxonomic name of the species in captions if the image is of that species. All measurements should use the metric system and standard abbreviations. Clock time should be written in 24-hour style (e.g., 0815 h or 1835 h).

Photographic Submissions: Photographs should accompany all Feature Articles and Notes. Where appropriate, photographs should be included for the British Columbia Round-Up. Submissions should be high-quality (slides or digital), sharp images with good lighting and contrast. Exceptions include "snaps" of rare species or events that could not be photographed under better conditions. Images should be taken in British Columbia, except where an article makes reference to an out-of-province species. Be sure to include the name of the photographer, date the image was taken, and location of the image. The BCWS cannot accept responsibility for loss/damage to those images, but will work to ensure they are properly handled and returned.

Submission Deadlines: January to June issue (April 30); July to December issue (October 31).

Submit to: Editor, Wildlife Afield, Box 6218, Station C, Victoria, BC. CANADA. V8P 5L5.