



## **Guidelines for articles submitted to the NRN/RRN Newsletter**

Newsletters will be published on June 1<sup>st</sup> and December 1<sup>st</sup> (or the next working day) of each year.

**Content:** The NRN/RRN newsletter covers all topics related to raptors, education about raptors, and raptor research in the Neotropics. We accept stories, research summaries, news bulletins, conference or meeting announcements, book announcements, and citations of recently published journal articles, etc. Some topics might be more appealing to the NRN/RRN audience than others. If you are unsure of a topic please communicate with Marta Curti, [mcurti@fondoperegrino.org](mailto:mcurti@fondoperegrino.org) prior to submission.

**Length:** Articles usually are 700-900 words. Shorter articles or announcements are welcome. Longer articles may be submitted upon special request.

**Authors:** Please provide the names and affiliated institutes/organizations and email address as you wish them to appear in the heading.

**Photos:** Articles accompanied with good quality photographs (Minimum 200 dpi or pixel per inch) will be given preference in publication. You must include a caption and credit along with any photos. We will not be able to publish any photos that do not have the photographer's permission for use.

**Points of Interest:** To add visual interest to the story, you might consider providing us with an interesting fact or some information that could be put in side bar or text box. For example: "for more information visit: [www.webpage.com](http://www.webpage.com)" or "this bird's population was estimated XX in 1990 and the most recent survey in 2005 found a population of XX"

**Translations:** Articles may be submitted in Spanish, Portuguese, or English. Translation services are available at no charge or you may offer a translation into Spanish or English yourself.

**Submission:** We prefer that articles be submitted as word 2003 documents attached to an e-mail. Please submit the article and all accompanying photos or figures in a single e-mail. If you are unable to send large attachments please state e-mail 1 of 3, 2 of 3, 3 of 3 (or similar) in each heading line.

**Submission Dates:** Articles are due by May 1<sup>st</sup> or November 1<sup>st</sup>. **Articles may be submitted anytime during the year and will be retained until the next newsletter.** Articles sent after the deadlines will not be considered until the next newsletter due date.

**Editing:** We reserve the right to edit all articles for content and length. We endeavor to keep the article true to its original intent and will not purposefully alter content.

**Review:** A draft of the newsletter will be sent to all contributors ten days before publication. Authors must notify the editors of any discrepancies in the text five days prior to publication. After publication, no changes will be made for that article or segment.

It is the author's responsibility to be available to review the proof and comment on requested changes during this time period. If you will not be available during the period prior to publication you must make other arrangements if you wish to comment on the newsletter prior to publication.

