



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

Newsletters will be published in June and December 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@peregrinefund.org](mailto:mcurti@peregrinefund.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, Portuguese, 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 email. 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:** Article due dates will be announced through the NRN listserv and posted on the home page of the website. **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.

## **Formatting Guidelines**

1. Please spell out and do not capitalize all cardinal directions: north, south, east, southwest, etc.
2. Please use metric units
3. Please use the 24 hour clock (0800, 2000h)
4. When indicating dates, please put the day first, followed by the month and then, if necessary, the year i.e. 7 January or 7 January 2009.
5. The first time a species is mentioned, please include the scientific name in italics only, without parenthesis.
6. Please capitalize common names only when using the full common name of a bird species, i.e. Harpy Eagle, as opposed to eagle.
7. Please make sure that each reference cited in the text is listed in the References section, and vice versa
8. Throughout the text, please cite literature as follows:
  - a. If there is one author: Vargas (2002) or (Vargas 2002)
  - b. Two authors: Marquez and Jones (2001) or (Marquez and Jones 2001)
  - c. Three or more authors--Hernandez et al. (2010) or (Hernandez et al. 2010)
  - d. If you are citing a manuscript that was accepted for publication but has not yet been published: Vargas (in press) or (Vargas in press)
  - e. If you are citing unpublished manuscripts --G. Vargas (unpublished data); (G. Vargas pers. comm.); or G. Vargas (pers. comm.) These should not be placed in the References section.
  - f. If you are citing several references within one set of parentheses, please separate each reference with commas and put them in chronological order, starting with the oldest reference. (Smith 1987, Vargas 2000, Jackson 2002, Hernandez 2010).

9. Please cite references in alphabetical order by first author's last name.
10. List works by the same author chronologically beginning with the oldest.
11. Initials of second, third, etc. authors should come before their last name.
12. Please put the date of the publication after the last author's name.

Sample references:

Schulenberg, T.S., D.F. Stotz, D.F. Lane, J.P. O'Neill, and T.A. Parker III. 2007. *Birds of Peru*. Princeton University Press. New Jersey.

Green, R., I., Newton, S. Shultz., A. Cunningham., M. Gilbert, D. Pain and V. Prakash. 2004. Diclofenac poisoning as a cause of vulture population declines across the Indian subcontinent. *Journal of applied ecology*. 41 (5):793-800.

