

Own style

Own style	
Journal title and acronym	Bird Study (TBIS)
Catchline	Bird Study (200X) Vol , 000–000 top of page 1, ranged left
Footline	© 2009 British Trust for Ornithology, Bird Study, 56 , 000–000 Bottom of all pages
Running heads	Verso: <i>J. Smith, A. Allen and P. Jones</i> OR <i>J. Smith et al.</i> if more than three authors . Initials are closed up. Recto: <i>Short title</i> position left and right of pages
Logo	[Society] position top right
Article type (when needed)	SHORT REPORT BOOK REVIEW Caps, ranged left
Title	Bold, first word and proper nouns cap only (common Bird Names in caps and Latin names provided after, not in parentheses) Text smaller ranged left
Authors	AN AUTHOR <i>and</i> ANOTHER AUTHOR [must have full forenames] ranged left
Affiliation	¹ <i>Department, University, City, Country</i> ; ² <i>Department, University, City, Country</i> ranged left [include any other info provided by author, i.e. road name, post code etc.]
Structured abstract	Capsule Aims Methods Results Conclusion ranged left
No keywords	
Correspondence details	Given as footnote on page 1* *Correspondence author. Email: xxxxxxxx ranged left, no indent.
Headings	A. BOLD CAPS B. Bold, initial cap only All ranged left.
Paragraphs	Indented
Tables	(Table 1 [or Tables 1 & 2]) in text. Table 1 . Title initial cap only. (ranged left above table) This is a note. (ranged left under table)
Figures	(Fig. 1 [or Figs 1 & 2]) in text. Figure 1 . Caption initial cap only. (ranged left under figure) This is a note. (ranged left under figure)
Displayed quotations	
Lists	
Equations	Equation 1 in text Equations have a line space before and after and are indented
Acknowledgements	A HEADING . Goes before notes and refs Smaller text
Notes	ENDNOTES (A heading) a. This is a note. b. This is another note.

	Each separated by a line space Smaller text
Received dates After references	(MS received 11 September 2007; revised MS accepted 4 April 2008)
Appendix	APPENDIX 1. TITLE IF GIVEN (A heading) Goes after refs
Spelling and punctuation preferences	UK-Oxford (-ize) spelling Also see alphabetical list for specific spellings/terms/abbreviations/hyphenation rules Abbreviations do not have full points between them, but initials do. Use '&' between (e.g.) 'Tables 1 & 2' and in ref's Single quotes Spaces around '=', '<' and '>' SMALL CAPS for names such as computer programs; statistical operations; variables in statistics/computer programs (e.g. MINITAB, ANOVA, EGFAIL) No need to define ANOVA
Dashes	Use en rule between spans of numbers (e.g. 20–40), including page numbers in references
Numbers and units	Numbers: spell out one to ten, then 11, 1000, 10 000 [fine space] 10% (except at start of sentence) Units: spell out seconds, minutes, hours, days, weeks Use 24h clock 1000 g
Dates	4 October 2005 in the 19th century in the 1970s
Contents page	
Editorial	
Order of articles	Main papers Short reports Book reviews
Book reviews	
Volume contents and index	
Erratum	
Obituary	
Reference Style	Use the Harvard style for references. In text: For a citation within a sentence: e.g. '...as shown by Author & Author (1998, 1999) and Author <i>et al.</i> (1999). Cite in order of importance and use <i>et al.</i> for more than two authors.

For a citation in parenthesis: e.g. 'It was commonly found (Author & Author 1998, 1999, Author *et al.* 1999) ...

et al. in italics – use *et al.* for 3 or more authors from the first instance

, pers. comm.

, pers. obs.

, unpubl. data

(A.N. Author unpubl. data) [no comma]

When citing references avoid 'e.g.' as it is assumed the author selects the most relevant

For the reference list:

order for refs of same name:

1. works by single author

2. works by 2 authors - alphabetical order by name of second author

3. works by 3 or more authors - chronological order

REFERENCES

Author, A.B., Author, C.D. & Author, E.F. 1996. Title of article. *Abbrev. J. Name* **20**: 151–158.

Author, A.B., Author, C.D. & Author, E.F. 1997. [Title of article.] *Abbrev. J. Name* **12**: 199–205 (in Russian).

Brown, A.B. & Author, C.D. (eds) 1990. *Book Title*, 4th edn. Publisher, Place.

Clark, A.B. 1955. Title of chapter. In Editor, A. (ed.) *Book Title*, Vol. 2: 21–27. Publisher, Place.

Cornish, A.B. 1996. Title of thesis. PhD Thesis, University of Durham.

Vol. 4 not Vol. IV

University of Seville not Universidad de Seville

Abbreviated titles

Br. Birds

Ring. Migr.

J. Ornithol.

Ornis Scand.

Oiseau Rev. Fr. Ornithol.

Vår Fågelvärld

Scot. Bird J.

TREE = Trends Ecol. Evol.

J. Wildl. Manage.

Note that ornithological journals capitalise the common names of species so this should be corrected in: *Ardea*, *Aulks*, *Bird Study*, *Condor*, *Ibis*, *J. Avian. Biol.*, *J. Ornithol.*, *Ornis Scand.*, *Ringling Migr.*

Change *Handbook of the Birds of Europe, the Middle East and North Africa* to:
The Birds of the Western Palearctic