Birds in Wales
the journal of the Welsh Ornithological Society
GUIDELINES FOR CONTRIBUTORS

Papers for *Birds in Wales* are welcomed on any aspect of Welsh ornithology, from all workers, professional and amateur, with results of studies in Wales will always consider publishing information about these here. All papers are reviewed by the Editor and an independent referee. Papers are accepted in either Welsh or English, and the abstract is published in both languages.

Short notes on interesting or unusual features of behaviour recorded in Wales are also welcomed. Notes should be short and succinct, ideally of not more than half a page in length. The deadline for the July issue of *Birds in Wales* is 31 May, though if you are planning to contribute a paper, it is helpful if you can contact the editor to discuss content and length: editor@birdsin.wales

Format
Manuscripts should be on A5 (2.5cm margins top and bottom, 2 cm left and right), with tables and figures to fit. Papers should be arranged as a **Summary**, **Introduction**, **Methods** –-covering study area, methods of survey/study and/or analysis and sources as relevant - **Results**, **Discussion**, **Acknowledgements** and **References** in that order.

These main headings should be typed in Bold Capitals centre page; sub-headings should be typed in lower case Italics at the left margin (not bold). The Title should be in Bold Capitals and author's name(s) in lower case Bold italics and address in lower italics, not Bold.

For notes, there is no necessity to include the main headings. Headings for Figures should be in Bold lower case italics at the bottom of the figure; for Tables Bold lower case (not italics) above the information.

Conventions

- Units of measurements should be metric and standard abbreviations for these units used e.g. ha for hectares, m or km for metres and kilometres. Dates should be written as e.g. March 20th, May 31st.

- Periods of time such as seconds or hours should be written in full and not abbreviated. The 24 hour clock should be used to indicate time of day e.g. 1700 for 5 p.m. Times should be in GMT.

- The order of species, English and scientific names should follow that in the Welsh Bird Report and by the BOU (https://www.bou.org.uk/british-list/). Scientific names should be given in italics.

- References should be written in the text as e.g. Smith (1981) or (Smith 1981) and written in the same way for any repeated use of the same reference. References should be listed alphabetically.

- Papers may be submitted in English or Welsh but papers submitted in Welsh should be supplied with captions to Figures and Tables in both Welsh and English and with summaries in English and in Welsh.

- It would be helpful if papers and notes can be submitted electronically in Microsoft Word format. Any spreadsheet data should be provided in Microsoft Excel format. Figures, tables and photographs should be sent separately from the text as email attachments.

Photographs

- For photographs to be adequate to allow cropping etc, ideally they should be about 1 Mb in file size and, if a .jpg, one that has not been processed in any software (i.e. preferably the file when the picture was taken).

- Photos have to be at 300dpi (dots per inch) for printing so a landscape photo on an A5 page needs to be at least 1500 pixels wide. For publication, these need to be CMYK colour, but we can convert photos from RGB.

Rhion Pritchard, Editor
February 2017