

## Advice for Contributors to *The Canadian Field-Naturalist*

### Content

*The Canadian Field-Naturalist* is a medium for the publication of scientific papers by amateur and professional naturalists or field biologists reporting observations and results of investigations in any field of natural history provided that they are original, significant, and relevant to Canada. All readers and other potential contributors are invited to submit for consideration their manuscripts meeting these criteria. The journal also publishes natural history news and comment items if judged by the Editor to be of interest to readers and subscribers, and book reviews. Please correspond with the Book Review Editor concerning suitability of manuscripts for this section. For further information consult: A Publication Policy for the Ottawa Field-Naturalists' Club, 1983. *The Canadian Field-Naturalist* 97(2): 231-234. Potential contributors who are neither members of *The Ottawa Field-Naturalists' Club* nor subscribers to *The Canadian Field-Naturalist* are encouraged to support the journal by becoming either members or subscribers.

### Manuscripts

Submit by e-mail or post to the Editor, in either English or French, one complete manuscript **written in the journal style**. The research reported should be original. It is recommended that authors ask qualified persons to appraise the paper before it is submitted. All authors should have read and approved it. Institutional or contract approval for the publication of the data must have been obtained by the authors. Also authors are expected to have complied with all pertinent legislation regarding the study, disturbance, or collection of animals, plants or minerals. The place where voucher specimens have been deposited, and their catalogue numbers, should be given. Latitude and longitude should be included for all individual localities where collections or observations have been made.

Manuscripts should be formatted for standard-size paper, **doublespaced throughout**, generous margins to allow for copy marking, and **each page numbered**. For Articles and Notes provide a citation strip, an abstract, and a list of key words. Generally, words should not be abbreviated but use SI symbols for units of measure. The names of authors of scientific names may be omitted except in taxonomic manuscripts or other papers involving nomenclatural problems. "Standard" common names (with initial letters capitalized) should be used at least once for all species of higher animals and plants; all should also be identified by scientific name.

The names of journals in the Literature Cited should be written out in full. Unpublished reports and web documents should not be cited here but placed in a separate Documents Cited section. List the captions for figures numbered in arabic numerals and typed together on a separate page. Present the tables each titled, numbered consecutively in arabic numerals, and placed on a separate page.

Be certain to check that all text citations are included either in the *Documents Cited* (for unpublished reports, manuscripts and web pages) indicated in text with an \* after date or *Literature Cited* for published/printed and widely circulated books and papers).

Check recent issues (particularly Literature Cited) for journal format. Either "Canadian" or "American" spellings are acceptable in English but should be consistent within one manuscript. **The Oxford English Dictionary, Webster's New International Dictionary** and **le Grand Larousse Encyclopédique** are the authorities for spelling.

### Illustrations

Electronic versions of photographs should be high resolution. Photographic reproduction of line drawings should be no larger than a standard page.

### Reviewing Policy

Manuscripts submitted to *The Canadian Field-Naturalist* are normally sent for evaluation to an Associate Editor (who reviews it or asks another qualified person to do so), and at least one other reviewer, who is a specialist in the field, chosen by the Editor. Authors are encouraged to suggest names of suitable referees. Reviewers are asked to give a general appraisal of the manuscript followed by specific comments and constructive recommendations. Almost all manuscripts accepted for publication have undergone revision—sometimes extensive revision and reappraisal. **The Editor makes the final decision** on whether a manuscript is acceptable for publication, and in so doing aims to maintain the scientific quality, content, overall high standards and consistency of style, of the journal.

### Special Charges — Please take note

Authors **must share in the cost of publication** by paying \$90 for each page, plus \$30 for each illustration (any size up to a full page), and up to \$90 per page for tables (depending on size). Authors may also be charged for their changes in proofs. Reproduction of color photos is extremely expensive; price quotations may be obtained from the Editor.

Limited journal funds are available to help offset publication charges to authors without grants or institutional support. Requests for financial assistance should be made to the Editor when the manuscript is submitted and noted when the galley is returned.

### Reprints

An order form for the purchase of reprints or pdf will accompany the galley proofs sent to the authors. Invoices for publication costs will be sent when the submission is published.

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