

The Canadian Field-Naturalist — Instructions for Authors

Aim and Scope

The Canadian Field-Naturalist (CFN; ISSN: 0008-3550) publishes peer-reviewed scientific papers on natural history relevant to Canada. Relevance to Canada usually means the species studied must inhabit Canada, even if the research itself occurred outside Canada. e.g., U.S.-based research on a species whose range extends into Canada, or research in Asia on a species introduced into Canada. Natural history comprises organism-scale biological research in diverse fields including behaviour, ecology, conservation, and taxonomy, among others. We publish research on any taxa, from microbes to large-bodied mammals. We encourage manuscript submissions from professional and amateur naturalists. Our journal has been published continuously since 1879 by the non-profit group The Ottawa Field-Naturalists' Club, making it one of the longest-running ecological journals in North America.

Manuscript Types

Articles. Articles report original research and are at least five pages long in printed form. There are no upper-boundary restrictions on the number of pages or references for articles (maximum abstract length: 250 words). Articles are peer-reviewed.

Notes. Like articles, Notes report original natural history research. Notes only differ in being shorter (maximum abstract length: 100 words; maximum page length in final printed form: 4 pages, or approximately 2000 words). Many Notes report novel observations of animal behaviour, diet choice, or range extensions of species. Notes are peer-reviewed.

Book Reviews. We publish many reviews of books of interest to naturalists, from all over the world (i.e., not necessarily related to Canadian species). Each issue includes a list of new book titles received by our Book Reviews Editor with notation on books available for review, although we are open to suggestions of reviews for other titles. All book reviews and inquiries related to book reviews should be sent to our Book Review Editor, Roy John (r.john@rogers.com). Book reviews are edited by Roy John, but are not considered peer-reviewed.

Tributes. Tributes are descriptions of recently-deceased exemplary naturalists who contributed to our understanding of Canadian nature. Please inquire with our Editor-in-Chief, Dr. Carolyn Callaghan, before writing a Tribute. Tributes are not peer-reviewed.

News, Opinions and Reports. Short news items, commentary, or reports of interest to naturalist readers. They are not peer-reviewed, and are normally contributed by our Editor-in-Chief. News item suggestions should be directed to our Editor-in-Chief, Dr. Carolyn Callaghan (editor@canadianfieldnaturalist.ca). Commentary may be similar to articles in format or it may be just a series of paragraphs.

Editorials, Club Reports. These items are contributed by our editors and Ottawa Field-Naturalists' Club personnel, and are not open to submission by others.

Manuscript Guidelines

Manuscripts are to be submitted to the Editor-in-Chief by email (editor@canadianfieldnaturalist.ca) or post, written in the journal style. Authors should consult a recent issue of CFN to understand journal format. A sample issue is available for free online at www.ofnc.ca/cfn/122-1/subscribers-index.php.

Legal issues, ethical conduct

The research reported must be original. Manuscripts cannot have been published, or be under consideration for publication, in part or in entirety in any other publication media including journal, newsletter, book, report, either online or in print. The author(s) is/are expected to confirm that a manuscript submitted for consideration for publication in the Canadian Field-Naturalist has not already been published elsewhere, and will not be published elsewhere unless rejected by the Canadian Field-Naturalist. Published means distributed or otherwise made available in print, either in hard copy or online and with or without peer review.

All co-authors must have read and approved the submitted version of the manuscript. If institutional or contract approval for the publication of data is required, authors should have obtained it prior to manuscript submission. Authors are expected to have complied with all pertinent legislation regarding the study, disturbance, or collection of animals, plants, or minerals. Animal care should comply with relevant institutions' guidelines and be considered ethical by peers. A cover letter, indicating compliance with the preceding points must accompany the manuscript submission when appropriate.

Language

Manuscripts can be submitted in English or French. Manuscripts are permitted, but not required, to include abstracts and keywords in both languages. Canadian spelling of the English language is required on manuscripts submitted in English. A contemporary reference for formal Canadian spelling is the *Canadian Oxford Dictionary*.

Font, page format, file type

Font should be 12-point Times New Roman. Manuscripts should be double-spaced throughout including references with margins 2.5 cm (1 inch) wide. Pages should be numbered sequentially, and lines should be numbered continuously. The file should be saved as .doc (Microsoft Word 2003) file format.

Nomenclature and units of measurement

Species' common names (when available) and scientific names should both be used at least once in the manuscript. Initial letters of species common names should be capitalized. Authorities' names (e.g., "Kuhl" in *Castor canadensis* Kuhl) should be omitted from scientific names unless the manuscript has taxonomic relevance or in the first reference to a featured species. Units of measurement should follow standard metric SI units.

Vouchers, location information, GenBank

All voucher material should include the name and location of the collection and the specimens' catalog numbers. All collections or observations of species should include latitude and longitude in decimal degrees at two decimal points or finer depending on the sensitivity of the information. All genetic sequences should be accompanied by GenBank accession numbers.

Title page

Include the title, a running title (maximum of 35 characters), the list of authors, and the type of submission the manuscript should be considered. For each author provide their

affiliation with postal address (home address is fine for unaffiliated amateurs) and e-mail address. Indicate which author is the corresponding author, and provide their phone number in addition to postal and e-mail address.

Abstract page

The second page of the manuscript (for Articles and Notes) should include the abstract and a list of key words (4-10 key-words).

Manuscript sections

Articles should typically contain the following sections listed as bolded, 16-point font headings, initial caps only: Introduction, Methods, Results, and Discussion. Alternative headings are permitted. Second-level subheadings are permitted and should be italicized in 12-point font. Notes' headings, if any, are at the authors' discretion. Both Articles and Notes should also include Acknowledgements, Documents Cited, and Literature Cited. Acknowledgements should list authors' funding sources and thank people who contributed significantly to the study. Documents and Literature Cited are described below.

Citation format

Below are example citations in CFN style. When more than one document is cited in a citation, sort them chronologically, and alphabetically within the same year, separated by semicolons.

Single author: "... fishers in Maine (Coulter 1966)."

Two authors: "... been observed (MacKinnon and Kennedy 2009)"

Three or more authors: "... diet composition (Arthur *et al.* 1989)."

Multiple documents cited: "... birds and tardigrades are very different (Tufts 1961; Nelson *et al.* 2009)."

References (Documents Cited and Literature Cited)

Cited references should be listed under the headings of Documents Cited (for reports of limited circulation and web documents) and Literature Cited (for journal articles, books, book sections, and theses). All references should have hanging indents. Web documents' citations should include their website address and the date they were accessed. Journal names should be written in full. Below are example references in CFN format.

Documents Cited

Environment Canada. 2008. National Climate Data and Information Archive, Environment Canada. Accessed 5 November 2008. www.climate.weatheroffice.gc.ca.

Friends of Fish Creek Provincial Park Society. 2009. Water quality monitoring report 2009. Accessed 20 March 2011. <http://wsow.brbc.ab.ca/reports/FishCreekStudy2.pdf>.

Stevens, V. 1995. Wildlife diversity in British Columbia: distribution and habitat use of amphibians, reptiles, birds, and mammals in Biogeoclimatic Zones. Working Paper 04. B.C. Ministry of Forest Research Program, and Ministry of Environment, Lands, and Parks' Habitat Protection Branch, Victoria, British Columbia, Canada. 288 pages.

Literature Cited

Arthur, S. M., W. B. Krohn, and J. R. Gilbert. 1989. Habitat use and diet of fishers. *Journal of Wildlife Management* 53: 680-688.

Coulter, M. W. 1966. Ecology and management of fishers in Maine. Ph.D. thesis, Syracuse University, Syracuse, New York, USA.

MacKinnon, C. M., and A. C. Kennedy. 2009. Canada Lynx, *Lynx canadensis*, use of the Chignecto Isthmus and the possibility of gene flow between populations in New Brunswick and Nova Scotia. *Canadian Field-Naturalist* 122: 166-168.

Nelson, D. R., R. Guidetti, and L. Rebecchi. 2009. Tardigrada. Pages 455-484 in *Ecology and Classification of North American Freshwater Invertebrates*. Edited by J. H. Thorp and A. P. Covich. Third edition. Academic Press, San Diego, California.

Tufts, R. W. 1961. The Birds of Nova Scotia. Nova Scotia Museum, Rolph-Clark-Stone, Maritimes Limited, Halifax, Nova Scotia. 481 pages.

Figures and maps

Figures should be pasted on separate pages below the Literature Cited section in the manuscript file. Upon acceptance for publication, the Editor may ask the authors to send figures as separate files with sufficiently high resolution for publication-quality images. Microscopic images should be accompanied by a scale bar. Photographic reproductions of line drawings should be no larger than a standard page. Colour figures can be included in the online version of final articles, but figures are printed in black in printed CFN issues unless authors agree to pay the costs of colour printing (approximately \$650 per figure – contact the Editor-in-Chief if you would like colour printing). Authors should remember that readers often print online articles with black ink printers, so even colour figures online should be interpretable if printed in grayscale.

Not every article requires a map. There is no need for a map that just illustrates the location of a study area. Ideally, a map should make clear the spatial relationship of the data. For example, a paper on a range extension should show how far the species' range has been extended from the previous known limit.

Every map should include a north indicator, using a north arrow or by labeling Longitude (°W) and Latitude (°N) on the map. Although most maps have north at the top, maps can be oriented differently if there is a valid reason. Every map should include a scale bar. A ratio scale (e.g. 1:50000) is not recommended as the scale will change depending upon the published size of the map. An inset map showing the region where the study area is located may be used, and a legend can be used if warranted.

Maps should make use of a strong contrast – a white background with black lines. Avoid using a uniform gray background, but shading is appropriate for certain areas (e.g. lakes) or to indicate affected areas. Maps should be submitted as a separate raster graphic or bitmap file of sufficient resolution to print sharply. The specific file size will depend upon the file format. Some common formats include Windows bitmaps (*.bmp), graphics interchange format (*.gif), and joint photographic experts group format (*.jpg).

Figure captions

Figure captions should be listed in the Figure Captions section following Figures. Figure captions should be listed and numbered in the order cited in the document. In text the word "Figure" should appear in small-caps (e.g., Figure 1) and in figure captions large-caps (e.g., "FIGURE 2. A young adult, melanistic American Red Squirrel (*Tamiasciurus hudsonicus*)").

sonicus) observed foraging in Upper Nine Mile River, Nova Scotia)." For multi-part figures, each part should be labelled (in text: e.g., Figure 1A).

Tables

Tables should be listed on separate pages in the Tables section following Figure Captions, with the word "TABLE" in small-caps.

Supplementary Material

Tables, figures, audio files, video files, and data files that compliment Articles or Notes but are not essential to their message can be included as supplementary material at the authors' discretion. Supplementary material will be available online only for subscribers to download. Supplementary material should be submitted during initial manuscript submission. List all supplementary material under the final manuscript heading "Supplementary material." Supplementary material is a new feature for CFN so we do not yet know which file formats can and cannot be accepted; please consult our Journal Manager with any questions about specific formats.

Reviewing Policy

Manuscripts submitted to *The Canadian Field-Naturalist* are normally sent for evaluation to an Associate Editor, who sends it to two qualified reviewers as well as provides an evaluation of the manuscript. Authors are encouraged to suggest at least three suitable referees that could provide unbiased expert reviews. Authors can also request that their manuscript not be sent to certain referees, if proper justification is given. The Editor-in-Chief 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 *The Canadian Field-Naturalist*. As with any scientific journal, extensive revisions may be requested by editors in an effort to improve the clarity, accuracy, style, and overall quality of manuscripts. Changes made by authors at the proof (galley) stage may result in extra charges to the author.

Author Charges, Reprints, pdf files

As a non-profit journal run largely by volunteers devoted to natural history, we make every effort to keep our costs as low as possible. To cover costs we require payment from authors of Articles and Notes: \$90 per printed page, plus \$30 per figure (any size up to one page), and \$90 per page of tables. Under special circumstances, these charges can be waived for authors without grants or institutional support (e.g., amateurs, students, independent researchers). These waivers are courtesy of a generous bequest left by naturalist Tom Manning (1911-1998) to The Ottawa Field-Naturalists' Club. To learn more about Tom Manning and his research, refer to CFN 118(4):618-625 (www.canadianfieldnaturalist.ca/index.php/cfn/article/view/70/70). Authors requesting charge waivers must make their request when submitting their manuscript and again (as a reminder) when authors return their proofs and order form after manuscript acceptance. Manuscripts of authors requesting waivers will not be treated any differently than other manuscripts during the editorial process.

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their pdf file to colleagues and to post it on their research website, but are not permitted to distribute their article commercially.

Although not a requirement, submitting authors are encouraged to maintain personal subscriptions to *The Canadian Field-Naturalist* or membership in The Ottawa Field-Naturalists' Club to further support the mandate and reach of the journal.

How to Submit a Manuscript

Please ensure your manuscript complies with the journal style described above, and has been appraised by a qualified expert (listed in the Acknowledgements) prior to submission.

Please e-mail book reviews to Book Review Editor Roy John, r.john@rogers.com. Please e-mail all other manuscripts to Editor-in-Chief Dr. Carolyn Callaghan at editor@canadianfieldnaturalist.ca. Please also attach a cover letter briefly explaining 1) the significance and novelty of your study in plain terms, 2) why it would be of interest to CFN's readers, 3) confirmation that the submitted manuscript has not been distributed in print, either in hard copy or online and with or without peer review, 4) confirmation that the research was conducted in adherence to all pertinent legislation and institutional guidelines regarding the study, disturbance, or collection of animals, plants, or minerals, 5) the names, affiliations, e-mail addresses, and relevant expertise of at least three experts you feel could evaluate your manuscript without bias or conflicts of interest as referees. You can also request that certain experts not act as referees, as long as you provide adequate justification. We are working to set up a manuscript submission portal on CFN's website in the future that will allow you to track your manuscript as it proceeds along the reviewing process, but until the portal is fully functional please continue to use the e-mail method.

We can also receive manuscripts by postal mail. Please send two copies (double-sided preferably to reduce environmental costs of printing and financial costs of mailing) of your manuscript to:

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