

MANUSCRIPT GUIDELINES FOR CONTRIBUTORS TO *ALCES*

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ABSTRACT: General guidelines for the preparation of manuscripts submitted to *Alces* appear inside the front cover of each issue, beginning with Volume 24 in 1988. This paper provides more detailed guidelines for the preparation of *Alces* manuscripts. To expedite the publication process, contributors should submit manuscripts in the format and style presented in these guidelines.

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Key words: *Alces*, authors, contributors, format, guidelines, instructions, manuscript, preparation

The number of manuscripts submitted for publication in *Alces* has grown considerably. Contributors have been encouraged to follow the "Manuscript Guidelines for *The Journal of Wildlife Management*" (Ratti and Ratti 1988). Those guidelines remain an important reference for contributors to *Alces*. However, there remain a number of differences in style and format between *Alces* and *The Journal of Wildlife Management*. Some of these exceptions are noted inside the front cover of each issue of *Alces*, beginning with Volume 24 in 1988. Yet there are numerous, less noticeable differences between the two journals, all of which require editing and reformatting of manuscripts to achieve consistency of style and format among papers appearing in the journal. This work is an expense and slows the publication process. Therefore, we have developed more detailed guidelines for the preparation of *Alces* manuscripts. Contributors should check the most recent issue of *Alces* for changes that may supersede these guidelines, as well as the name and address of the current Editor receiving manuscripts. Updates to these guidelines are also posted on the *Alces*

World Wide Web site. Beginning with Volume 32 in 1996, the *Alces* website address is given on the inside back cover of each issue and on all reprints obtained directly from contributing authors. The current *Alces* website address is <http://www.lakeheadu.ca/~alceswww/alces.html>.

EDITORIAL POLICY

Alces publishes original manuscripts describing studies of the biology and management of moose (*Alces alces*) throughout their circumpolar distribution. Some manuscripts originate as papers presented at the annual North American Moose Conference and Workshop or the International Moose Symposium, but works may be submitted directly to the Editors at any time. Each is allocated to an Associate Editor who assigns the manuscript to at least two reviewers knowledgeable about the subject. Reviewers judge submitted manuscripts on data originality, ideas, analyses, interpretation, accuracy, conciseness, clarity, appropriate subject matter, and on their contribution to existing knowledge.

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MANUSCRIPT PREPARATION

In developing these guidelines we have assumed that prospective contributors have access to a computer word processor for manuscript preparation. If a submission is produced manually, authors should still adhere to these guidelines as closely as possible. After revision, accepted manuscripts must be submitted in digital form (i.e., on diskette), following these guidelines. Authors should refer to a recent issue of *Alces* for details of layout, especially for tables and reference lists. Manuscripts that do not conform to the guidelines outlined below may be returned to the author for modification.

General Presentation

Copies. — Four (4) paper copies of the manuscript with all illustrations must be provided for the review process. Do not submit copies from poor-quality dot matrix printers.

Paper size. — Print the manuscript on one side of good-quality white paper, 21.5 x 28.0 cm (8.5 x 11 inches) or metric size A4.

Page margins. — Maintain 2.5-cm (1-inch) margins on all pages, including tables and illustrations.

Line spacing. — Except for the date and corresponding author information (see below), all parts of the manuscript must be typed double spaced.

Justification. — All text should be left-justified, except for page numbers and the *Alces* volume information (see below) which are right-justified.

Hyphenation. — Do not break and hyphenate words at the right margin. A hyphen may appear at the right margin only if it is part of a hyphenated word or phrase (e.g., 2-year-old bulls).

Font and font size. — Use a common font, such as Times Roman or Helvetica, with a font size of at least 10 pts (11 pts is currently preferred). The same font and

font size should be used throughout for all text, including tables.

Type style. — Do not underline words to be set in italics. Use the text formatting feature available in word processing software to type the text in italics where required. Italics should be used for scientific names, Latin words and abbreviations (e.g., *et al.*, but not e.g. or i.e.), statistical symbols (e.g., n , P , \bar{X} , r , F , etc.), and names of publications given in the text (e.g., *Alces*). Do not use italics for names of publications given in the REFERENCES section (see below). Upper-case letters and **bold**-faced type should only be used as indicated in these guidelines.

Indents. — The first line of each paragraph must be indented 5 spaces. Tertiary headings are also indented 5 spaces as part of a paragraph (see below). The second, and subsequent lines of table titles, sub-headings within tables, footnotes, and reference citations should not be indented (see below) in submitted manuscripts. Indents for these types of text will be added during final production for printing.

Page numbers. — Except for the first page of the manuscript, all pages must be numbered consecutively, including tables and figure captions. Beginning on the second page, the running head (see below) should be typed in the upper left corner and the page number (starting at “2”) should appear in the upper right corner.

Footnotes. — Text footnotes should only be used at the bottom of the first page to provide the current address of an author when it differs from the address at the time of the study. The footnote appears immediately below a left-justified solid line of 10 characters, and begins with the numerical superscript corresponding to the author’s name followed by “Present address:”. The footnote then continues with the address information. If an address is longer than a single line, do not indent the second and any

subsequent lines. If there are ≥ 2 authors with address changes, each new address should begin on a new line, and is preceded by the superscript corresponding to the appropriate author followed by “Present address:” and the address information. Postal or zip codes should be included. Table footnotes are discussed below.

Organization

Date and corresponding author. —

The manuscript should begin on the first page with the date (changed with each revision), corresponding author’s name, address, and telephone number, single-spaced in the upper left corner. If available, the author’s fax number and electronic mail address should also be provided. Thereafter, all text is double-spaced.

Running head. — The running head (RH) is left-justified and appears on a single line following the corresponding author information. Begin the line with RH followed by a colon and a single space. The remainder of the line is limited to 45 characters (including spaces), typed in upper-case letters. The RH includes a brief description of the paper followed by a hyphen and the last name(s) of 1 or 2 authors. If there are 2 authors, separate their last names with “AND”. Use the first author’s last name followed by “*ET AL.*”, if there are ≥ 3 authors (e.g., RH: *ALCES* MANUSCRIPT GUIDELINES - RODGERS *ET AL.*).

Title. — The title begins left-justified on the next line following the RH. The title should be typed in upper-case **bold** letters, and should not include abbreviations. The title must be short (≤ 10 words) and representative of the article’s content. Longer titles may be acceptable if shorter titles force awkward construction or fail to communicate content.

Author name(s). — The next line provides the name(s) of the author(s), left-justified, in upper- and lower-case **bold**

letters. If there are 2 authors, separate their last names with “and” (in **bold** letters). If there are ≥ 3 authors, precede the last author’s name with “, and” (in **bold** letters). If there are ≥ 2 authors with different addresses, these are indicated by superscripts at the end of each author’s last name. A single superscript, or a second superscript separated from the first only by a comma (no space), following an author’s last name may also be used to indicate an address change given in a footnote (see above).

Author address(es). — Beginning on the next line, type the address(es) of the author(s) at the time of the study left-justified in upper- and lower-case regular letters (i.e., do not use bold type). If there are ≥ 2 authors with different addresses, their addresses should be given in the same order as in the author name(s) line (above). Each address should be preceded by the superscript corresponding to the appropriate author(s), and each address should be separated with a semi-colon. Present address(es) should be indicated in a footnote (see above), if different from the time of the study. Include postal or zip codes.

Abstract. — After leaving a single blank line, type ABSTRACT, left-justified in upper-case regular letters, followed by a colon and a single space. Begin typing the abstract after the single space on the same line. The abstract should be as concise as possible. Present it in one paragraph and do not use abbreviations or literature citations. The abstract should indicate the problem studied or the hypothesis tested, the most important results, and any major conclusions or interpretations drawn from the work. Description of methods should be brief unless new or much-improved techniques are reported.

Volume identification. — The *Alces* volume identification is right-justified on the line following the abstract. Type *ALCES* VOL. 00 (0000) pp. 000 - 000 on this line,

right-justified.

Key words. — After leaving a single blank line, type Key Words followed by a colon and a single space, left-justified in upper- and lower-case **bold** letters. Following the single space, use regular type to provide 6-12 words in alphabetical order that best describe the major topics presented in the paper. Below the key words, draw a solid black line (1 pt in width) across the page between the margins. Leave a blank line below this solid line and begin typing the first paragraph of text, indented 5 spaces from the left margin (i.e., do not insert a section heading or page break to start a new page).

Headings and major sections. — Similar to this paper, 3 levels of headings are commonly used in *Alces* manuscripts: (1) primary section headings are centred, in upper-case **bold** type; (2) secondary headings are left-justified, in **bold** type, with only the first letter of each word in upper-case; and (3) tertiary headings are indented 5 spaces as part of a paragraph, in **bold** type, with only the first letter of the first word in upper-case (except where proper names are used), and are followed by a period and 2 hyphens. Except for the introduction, all major sections should be identified by primary headings.

Alces publishes papers on a wide range of subjects including natural history (e.g., food habits, habitat use), morphology, taxonomy, physiology, parasitology, population dynamics, modelling, evaluations of statistical techniques, research methods, ecosystem dynamics, management, law enforcement, education, economics, administration, philosophy and other similar topics. Consequently, there is considerable flexibility in the organisation and labelling of manuscript sections. In most cases, however, manuscripts should be organised in a traditional format that includes an introduction, STUDY AREA (if pertinent), METHODS, RE-

SULTS, DISCUSSION, ACKNOWLEDGEMENTS, and REFERENCES. Regardless of organisation and labelling, do not insert page breaks to begin a new section at the top of a new page. Tables, figure captions and illustrations should appear on separate pages following the REFERENCES (see below).

The introduction, without a heading, follows the solid line and the blank line below the key words (see above). The introduction should be limited to the scope, purpose and rationale of the work, definition of the problems, and the reasons or perspective of the study. A concise literature review related to the paper's main topic may be included, but should only be sufficient to orient the reader and place the work within a more general context.

If the work involves field studies, a description of the STUDY AREA should follow the introduction, separate from the METHODS section. Typically, this description may include the geographic location of the study, habitat types, etc., but should not divulge the exact location of rare, threatened, or endangered species. Papers concerning specific sites should include a map locating the study area within a region, country, or continent. Use the past tense to present study area descriptions.

The METHODS section should briefly describe relevant procedures, equipment, and techniques. Dates, sampling periods, research or experimental design, and methods of data analysis should be included. Where possible, authors should refer to the literature for methods already published, then indicate any deviations they have made from those methods. New techniques should be identified and explained in sufficient detail to make them repeatable. Brand names of commercially available equipment or chemical products (with the company name and location, separated by a comma, in parentheses) should be provided. Meth-

ods should be presented in the past tense.

Use the RESULTS section to highlight findings presented in figures or tables, avoiding repetition of information that should already be clear. Only those questions raised in the purpose of the work should be addressed. The findings should be organised in the same logical sequence as in the introduction and METHODS sections. In most cases, results should be presented in the past tense.

The DISCUSSION should indicate the main contributions of the study, interpretation of the findings, and comparisons to other published work. Results should not be repeated and only the most important findings should be addressed. Systematic discussion of every aspect of the research is unnecessary. Reasonable speculation and directions for further research may be included. The scope, significance, and general conclusions of the study should end the discussion.

Limit the ACKNOWLEDGEMENTS to those who have contributed substantially to the scientific and technical aspects of the research, granted financial support, or helped improve the quality of the manuscript.

Authors are responsible for the accuracy of all information given in the REFERENCES section. All references must be checked against the original article and must be referred to in the text by the name-and-year system (see below). Reference styles for literature citations in *Alces* are given below.

Tables. — Tables should not repeat data presented in figures. Refer to tables in the text using “Table” followed by the table number. Tables should not be generated for small data sets, those containing many blank entries, zeros, repetitions of the same numbers, or those with few or no significant data. Such data, or a summary of them, should be placed in the text. Authors should

consult a recent issue of *Alces* or *The Journal of Wildlife Management* for guidance on setting up tables.

Present each table on a separate page, following the REFERENCES section. Continue to provide the running head and consecutive page numbers at the top of each page. All tables should be numbered and presented in the order in which they are cited in the text. Prepare tables in the same font and font size as used in the text. Titles and all parts of tables must be typed double-spaced. Tables should be constructed to fit the width of the page (21.5 cm), leaving 2.5-cm margins on all sides (i.e., 16.5 cm wide). Wider tables may be accommodated by turning the page sideways (i.e., “landscape” page orientation) and fitting the table to the length of the page (28.0 cm), again leaving 2.5-cm margins on all sides (i.e., 23.0 cm wide). Authors must clearly indicate when a table runs to more than 1 page (e.g., type “Table 1 continued...” at the bottom and top of each page).

Table titles begin with the word “Table” left-justified in regular letters, followed by the table number and a period. Leave a single space on the same line and begin typing the title. End the title with a period. If the title is longer than a single line, do not indent the second and any subsequent lines. The titles must be concise and clear so a reader can understand the table without referring to the text (i.e., should “stand alone”). Typically, the title will include the names of variables and organisms measured, the measurement unit(s) (in parentheses), and places and dates of sampling. Abbreviations should not be used in table titles. Footnotes should be used to reduce the complexity of table titles and provide further details (see below).

On the line below the table title draw a single horizontal line across the page between the margins. Additional horizontal lines are then used to separate column

headings from the body of a table, but should not appear in the body itself. A single horizontal line is also drawn across the page between the margins below the last row of a table. No vertical lines should be present in a table.

Table columns must be generated with tab settings or a table editor. Do not use spaces (i.e., the space bar) to columnate entries. Column and row headings should not run into data fields. Capitalise the first word in a heading and do not end headings with a period. Row headings should be typed flush with the left margin and each level of subheading should be indented 2 spaces relative to the row above. Column headings should be centred in their respective column. Wording in columns should appear flush with the left boundary of a column. Integers should be typed flush with the right boundary of a column. Other numerical entries should be vertically aligned using the decimal point or another alphanumeric character (e.g., \pm , $=$, \geq , \leq , $-$, etc.). Authors must ensure all numbers in a column are reported with the appropriate level of precision (i.e., significant digits). Dashes may be used to indicate missing values. Do not use zeros unless an actual value of 0 was measured, and then indicate the level of precision by reporting the appropriate number of significant digits (e.g., 0, 0.0, 0.00, etc.).

Footnotes in tables should be designated with asterisks for probability levels (i.e., $*P < 0.05$, $**P < 0.01$, $***P < 0.001$) or numerical superscripts. Starting at "1", numerical superscripts should follow consecutively through the title, then left-to-right, and then down. Authors must ensure that all superscripts in the title and table match an appropriate footnote below the table. The first footnote appears left-justified immediately below the horizontal line at the bottom of the table, and begins with an asterisk or numerical superscript. The line

is then continued with the footnote information. If a footnote is longer than a single line, do not indent the second and any subsequent lines. Each new footnote begins on a new line, and is preceded by its corresponding superscript. Descriptive material not requiring a specific footnote may be placed under a table as a general note, to reduce complexity of the title and table. In place of an asterisk or numerical superscript, type "Note" followed by a colon and a single space, left-justified in upper- and lower-case **bold** letters, then type the information.

Figure captions and illustrations. — Illustrations should not repeat data presented in tables. Refer to figures in the text using "Fig." followed by the figure number. Begin typing the figure captions on a new page following the last table (or REFERENCES section, if there are no tables). Continue to provide the running head and consecutive page numbers at the top of each page. All figure captions should be numbered and presented in the order in which they are cited in the text. Figure captions must be typed double-spaced and use the same font and font size as used in the main text.

Figure captions begin with "Fig." left-justified in regular letters, followed by the figure number and a period. Leave a single space on the same line and begin typing the figure caption. If the caption is longer than a single line, do not indent the second and any subsequent lines. Each figure caption should begin on a new line. Captions must be concise and clear so a reader can understand the illustration without referring to the text (i.e., should "stand alone"). Footnotes and abbreviations should not be used in figure captions. Complex symbols or keys should be incorporated in a concise legend on the illustration itself, rather than in the figure caption.

Illustrations are either photographs or line-drawn figures. For the review process,

good quality photocopies or laser prints of line-drawn figures can be submitted and the originals retained. Figures printed on dot matrix printers are not acceptable. Computer-generated graphs vary in quality. Some may be judged unsuitable, and originals may have to be prepared using traditional graphic art techniques. Xerographic copies of photographs are usually not acceptable, even for the review process. In either case, for final printing of the journal (see below), all illustrations must be of the highest professional quality to ensure proper reproduction after electronic scanning.

Prepare one illustration per page. Identify each illustration by printing the author's name and the figure number on the back in soft pencil. If it is not obvious, also indicate the orientation of the illustration on the back. Each illustration (either a photograph or line-drawn figure), or group of illustrations, should be planned to fit into the area of either 1 (67 mm) or 2 (138 mm) columns of text. Illustrations that can be reduced to single-column width are preferred. Seldom should there be reason to consume a whole page for 1 illustration (maximum length, 190 mm).

Only essential labelling should be used on line-drawn figures, with detailed information given in the caption. Shading in figures should be distinct. All lines must be sufficiently thick for good reproduction, and all symbols, superscripts, subscripts, decimal points, and periods must be well-proportioned to the rest of the figure and large enough to allow for reduction. Letters and numbers on reduced figures must remain legible and be no less than 1.5 mm high after reduction. Wherever possible use upper-case letters for labelling since they are more legible when reduced. Use a clear sans serif font (e.g., Helvetica or Arial) made with a printing device or from sheets of printed characters. Do not use a typewriter. The same size and font of lettering

should be used for all figures in the manuscript.

Photographs must be of high contrast and printed with a matte finish. Lettering or numbering must be made from sheets of printed characters and must contrast highly when superimposed on photographs. Do not use a typewriter. A scale bar should be used to indicate magnification if size is important. Similar to line-drawn figures, size and proportions of annotations must be carefully considered since photographs must also be reduced to fit either 1 (67 mm) or 2 (138 mm) columns of text.

General Style And Usage

Numbers and units. — Use digits for numbers (e.g., 3, 27) unless the number is the first word of a sentence, in which case it is spelled out. Spell out ordinal numbers (e.g., first, third) and numbers used as pronouns (e.g., one) or adverbs. Hyphenate number-unit phrases used as adjectives (e.g., 2-year-old bulls), but not those used as predicate adjectives (e.g., plots were 5 m²). Insert commas in numbers $\geq 1,000$, except for pages in books, clock time, or year dates. Do not insert a comma or hyphen between consecutive, separate numbers in a phrase (e.g., 25 3-m² plots). Never use naked decimals (i.e., use 0.01, not .01). Use symbols or abbreviations (e.g., %, ha) for measurement units that follow a number, unless the number is indefinite (e.g., thousands of hectares), is a "0" (zero) standing alone, or is the first word in a sentence. In such cases, spell out the number and unit name. Use fractions only where conversion to decimal proportions misrepresents precision.

Times and dates. — Use the 24-hour system: 0001 through 2400 hours (midnight). Date sequence is day-month-year, without punctuation (e.g., 9 April 1997). Use an apostrophe for plural dates (e.g., 1990's). Spell out months, except in parentheses,

tables, and figures, where 3-letter abbreviations are used with no period (e.g., 9 Apr 1997).

Statistics. — Roman letters used as symbols for statistics, tests, or variables (e.g., n , \bar{X} , r , F , t , Z , P , X , etc.) should be typed in italics, not underlined. Numbers, names of trigonometric and transcendental functions, or abbreviated statistical terms (e.g., ln, e, exp, lim, min., max., SD, SE, CV, df, etc.) should not be italicised. Greek letters (e.g., χ , α , μ , ∞ , π , etc.) should be typed as such using the appropriate font available in most computer word processors.

Insert a space on both sides of symbols used as “conjunctions” (e.g., $n = 25$, $P = 0.003$), but close the space when used as “adjectives” (e.g., >10 moose). Where possible, report exact probabilities (e.g., $P = 0.052$, not $P > 0.05$). Subscripts precede superscripts (e.g., X_i^2) unless the subscript includes >2 characters (e.g., X_{cow}^2).

Report results of statistical tests by giving the calculated value of the test statistic, the associated degrees of freedom (df), and the probability of obtaining the calculated value of the test statistic (e.g., $t = 2.47$, 1 df, $P = 0.013$, $F = 33.10$; 3, 12 df; $P = 0.01$, etc.). Calculated values of test statistics and associated probabilities should be reported with a maximum of 4 (but usually 2) significant figures. Scientific notation should be used to report very large or small values (e.g., $P = 0.00002$ should be reported as $P = 2.0 \times 10^{-5}$). A measure of dispersion and the sample size should be indicated with measures of central tendency (e.g., $\bar{X} = 5.3$, $SE = 2.13$, $n = 35$).

Equations. — Regression equations can be incorporated in the text. Variable names in regression equations should be spelled out if they have not been previously defined in the paper. Other equations should be centred on the page and typed triple-

spaced. They must be identified by a number in parentheses placed flush with the right margin. In the case of a particularly long equation that may have to run on >1 line, authors should break the equation for column-width printing (67 mm).

Measurement units. — Always use *Système International d'Unités* (SI) units and symbols. British units should be given in parentheses following a converted, metric-unit quantity that may misrepresent the precision of a nominal, trade dimension; e.g., “...was built with 5.08- x 10.16-cm (2- x 4-inch) lumber.” The following non-SI units are also permitted:

- area — hectare (ha) instead of 10^4 m²;
- energy — calorie (cal) instead of Joule (J);
- temperature — Celsius (C) instead of Kelvin (K);
- time — minute (min), hour (hr), day, etc. instead of seconds (sec) only;
- volume — litre (L) instead of dm³.

Abbreviations, symbols, and acronyms. — Abbreviations and symbols must conform to international recommendations. Authors may consult a recent issue of *Alces* or *The Journal of Wildlife Management* for guidance on abbreviations and symbols. Ratti and Ratti (1988) also provide appendices of standard abbreviations. Extensive lists of recognised abbreviations and symbols can be found in *Scientific style and format: the CBE manual for authors, editors, and publishers* (CBE Style Manual Committee 1994).

Non-standard abbreviations, symbols, and acronyms must be defined (usually in parentheses) when they are first used in the text. Abbreviations, symbols, or acronyms with >1 meaning should be avoided. Do not start sentences with abbreviations, symbols, or acronyms.

Punctuation. — Sentence periods are followed by 2 spaces. Insert a comma before the conjunction in a series of ≥ 3

items (e.g., calves, cows, and bulls). Do not hyphenate prefixes, suffixes, or combining forms unless required to avoid misreading. Closing quotation marks should be placed after periods or commas, but may appear either before or after other punctuation.

Enumerating series of items. — In simple series type Arabic numbers in parentheses. A colon must precede the numbered items unless preceded by a verb or preposition. Numbered items are separated with semi-colons. The last item in a numbered series is preceded by “and”. An example of a numbered series is given under “Headings and major sections” (above). When enumerating paragraphs or complexly punctuated series, place the numbers at the left margin, with periods but not parentheses.

Common and scientific names. — Scientific names, italicised and in parentheses, follow the first mention of a common name, except in the title. In scientific names, the first letter of the genus is upper-case, the remainder, and the species name are lower-case. Genus names are abbreviated with their first letter when repeated within a paragraph, provided the meaning cannot be confused with another genus with the same first letter; e.g., “...dominant tree species included red pine (*Pinus resinosa*) and jack pine (*P. banksiana*).” Do not provide subspecies names unless they are important to the study. Do not include the taxonomic author’s name. Use “sp.” to indicate a single unknown species, or “spp.” for plural. Do not give scientific names of domesticated animals or cultivated plants (unless the plant species is endemic, widely escaped from cultivation, or is a variety not adequately described by its common name). Do not capitalise common names, except words that are proper names; e.g., “Alaskan brown bear (*Ursus arctos*)” or “black bear (*Ursus americanus*).”

Spelling. — Authors are responsible

for consistency and accuracy in spelling Latin words, especially scientific names, and specialised terms. Either British or American spelling is acceptable, but must be used consistently. Authors should use the “spell-check” feature available in most computer word processors to examine their manuscript for accuracy and consistency of spelling before it is printed and submitted for review.

Citing literature in text. — Authors must ensure that all published literature cited in the text has a corresponding citation in the REFERENCES section. Authors are also responsible for the accuracy of author’s names and dates of publications cited in the text. Authors may refer to a recent issue of *Alces* for details of citing literature in the text.

Use the name-and-year system to cite published literature; e.g., Ballard (1995), McLaren and Peterson (1995). Abbreviations may be used if the author is an organisation; e.g., OMNR (1988). Use the first author’s last name followed by “*et al.*”, if there are ≥ 3 authors; e.g., Stephenson *et al.* (1995). For citations bound by parentheses, do not separate the author and date by a comma; e.g., (Ballard 1995). Use commas to separate a series of citations given in parentheses and put these in chronological order; e.g., (Edenius 1994, Ballard 1995). If citations in a series have the same year, use alphabetical order within chronological order; e.g., (Edenius 1994, Hindelang and Peterson 1994, Wilton *et al.* 1994, Ballard 1995, Wilton 1995). For citations in a series with >1 reference to the same author(s) in ≥ 2 years, give the name(s) once, separate the years with a comma, and separate the citations with semicolons; e.g., (Ballard 1994, 1995; Edenius 1994; Belant 1995; McLaren and Peterson 1995). Use letters (a, b, c, etc.) to distinguish multiple citations of the same author(s) in the same year; e.g., (Ballard 1994, 1995; Van Dyke 1995; Van

Dyke *et al.* 1995a, b). In the case of direct quotations, close paraphrases, or lengthy publications, provide the author(s) and year, then insert a colon and give the page number(s); e.g., Timmermann and Buss (1995: 4) or (Van Dyke *et al.* 1995: 95-98). [Note that the citations in this paragraph were drawn from previous issues of *Alces* for the purpose of providing examples and are not listed in the REFERENCES section of this paper.]

Documents catalogued in major libraries may be cited as published literature, including theses and dissertations, symposia proceedings, and government reports. Unpublished information or personal communications should be avoided, but if they are used, provide the name and affiliation of the source, then indicate the nature of the citation; e.g., (H. R. Timmermann, Ont. Min. Nat. Res., *pers. comm.*) or (M. W. Lankester, Lakehead Univ., *unpubl. data*). Similarly, information obtained via the Internet should provide the website name and address; e.g., (M. W. Lankester, *Alces* Home Page, <http://www.lakeheadu.ca/~alceswww/alces.html>). Do not provide citations for these sources in the REFERENCES section. Articles “submitted” or “in preparation” should be cited in the text only and referred to as unpublished information. Manuscripts accepted for publication (i.e., “in press”) should only be referred to when absolutely essential, and are cited as if they were already published, using the anticipated publication year. If the date is not known, replace the year with “*in press*”; e.g., (Rodgers *et al.*, *in press*). Authors must be prepared to provide evidence that papers cited as “in press” have been accepted for publication.

Reference Styles

Authors are responsible for the accuracy of all information given in the REFERENCES section. References must be

checked with original articles and each one must be referred to in the text. They should be listed in alphabetical order according to the author’s surname(s). For multiple citations with the same author(s), the sequence is chronological. References in a given year with the same author(s), must be distinguished by lower-case letters (a, b, c, etc.). Author’s names and initials are typed in upper-case letters. Initials are separated by a single space. If the author is an agency, the full name is preceded by the abbreviation used in the text citation within parentheses. For 2 authors, separate their names with “and” (in lower-case letters). If there are ≥ 3 authors, precede the last author’s name with “, and” (in lower-case letters). Do not indent the second and subsequent lines of reference citations. Where multiple references with the same author(s) are used, replace the author’s name(s) with a solid line of 5 characters, after the first citation.

Except for book or thesis titles and 1-word journal names (e.g., *Ecology*), abbreviations should be used wherever possible in literature citations. Authors should consult a recent issue of *Alces* or *The Journal of Wildlife Management* for guidance on abbreviations used in literature citations. Abbreviations for names of publications commonly cited in *Alces* are given in Table 1. Ratti and Ratti (1988) provide an appendix of abbreviations used for titles of publications. If in doubt, authors should write the name of the publication in full. Titles and inclusive page numbers are required in references to papers in periodicals and books. Citations of manuscripts accepted for publication (i.e., “in press”) are formatted as if they were already published, but “*In Press*” should be typed after the volume number or at the end of the citation. If the anticipated date of publication is not known, replace the year with “*In Press*”. If a non-refereed report or other document with limited circu-

Table 1. Abbreviations for names of journals and meeting publications commonly cited in *Alces*.

Publication	Abbreviation
<i>Alces Supplement</i>	Alces Suppl.
<i>Canadian Journal of Botany</i>	Can. J. Bot.
<i>Canadian Journal of Forest Research</i>	Can. J. For. Res.
<i>Canadian Journal of Zoology</i>	Can. J. Zool.
<i>Ecological Monographs</i>	Ecol. Monogr.
<i>Forestry Chronicle</i>	For. Chron.
<i>Journal of Forestry</i>	J. For.
<i>Journal of Mammalogy</i>	J. Mammal.
<i>Journal of Range Management</i>	J. Range Manage.
<i>Journal of Wildlife Diseases</i>	J. Wildl. Diseases
<i>Le Naturaliste Canadien</i>	Naturaliste can.
<i>Proceedings of the International Union of Game Biologists</i>	Proc. Int. Union Game Biol.
<i>Proceedings of the North American Moose Conference and Workshop</i>	Proc. N. Am. Moose Conf. Workshop
<i>The Canadian Field-Naturalist</i>	Can. Field-Nat.
<i>The Journal of Animal Ecology</i>	J. Anim. Ecol.
<i>The Journal of Applied Ecology</i>	J. Appl. Ecol.
<i>The Journal of Wildlife Management</i>	J. Wildl. Manage.
<i>Swedish Wildlife Research Supplement</i>	Swedish Wildl. Res. Suppl.
<i>Transactions of the North American Wildlife and Natural Resources Conference</i>	Trans. N. Am. Wildl. Nat. Resour. Conf.
<i>Wildlife Monographs</i>	Wildl. Monogr.
<i>Wildlife Society Bulletin</i>	Wildl. Soc. Bull.

Note: A number of journals commonly cited in *Alces* have 1-word names that are not abbreviated (e.g., *Ecology*), so they are not listed in this table.

lation is cited in the text, the reference should include an address where it may be obtained. Examples of reference styles for the most common literature citations in *Alces* are given below.

Journal articles. — General format;

RISENHOOVER, K. L. 1986. Winter activity patterns of moose in interior Alaska. *J. Wildl. Manage.* 50:727-734.

Note: abbreviations for names of journals commonly cited in *Alces* are given in Table 1.

Journal articles. — In press, year and volume known;

LANGVATN, R., S. D. ALBON, T. BURKEY, and T. H. CLUTTON-BROCK. 1995. Climate, plant phenology and variation in age of first reproduction in a temperate herbivore. *J. Anim. Ecol.* 64: *In Press*.

Journal articles. — In press, year and volume not known;

RODGERS, A. R., M. W. LANKESTER, and H. R. TIMMERMANN. *In Press*.

Manuscript guidelines for contributors to *Alces*. *Alces*.

Book. — General format;

WHITE, G. C., and R. A. GARROTT. 1990. Analysis of wildlife radio-tracking data. Academic Press, Inc., San Diego, CA. 383 pp.

Book. — More than 1 edition;

ZAR, J. H. 1984. Biostatistical analysis. Second ed. Prentice-Hall, Inc., Englewood Cliffs, NJ. 718 pp.

Book. — More than 1 volume;

HALL, E. R. 1981. The mammals of North America. Vol. 1. John Wiley & Sons, New York, NY. 600 pp.

Book. — Editor as author;

WELLS, D. E., editor. 1986. Guide to GPS positioning. Can. GPS Assoc., Fredericton, NB. 567 pp.

Chapter in book. — General format;

FRANZMANN, A. W., and C. C. SCHWARTZ. 1983. Management of North American moose populations. Pages 517-522 in C. M. Wemmer (ed.) Biology and management of the Cervidae. Smithsonian Institution Press, Washington, DC.

Note: total page numbers are not given.

Symposia and conference proceedings. — Complete volume;

CRISTALLI, C., C. J. AMLANER, JR., and M. R. NEUMAN, editors. 1995. Biotelemetry XIII. Proc. Thirteenth Int. Symp. Biotelemetry, Williamsburg, VA, March 26-31, 1995. 436 pp.

Note: the place and dates of the meeting must be provided. Abbreviate words like Proceedings (Proc.), Symposium (Symp.), and Transactions (Trans.). Abbreviations for meeting publications commonly cited in *Alces* are given in Table 1.

Symposia and conference proceedings. — Individual article;

RODGERS, A. R., R. S. REMPEL, and K. F. ABRAHAM. 1995. Field trials of a new GPS-based telemetry system.

Pages 173-178 in C. Cristalli, C. J. Amlaner, Jr., and M. R. Neuman (eds.) Biotelemetry XIII. Proc. Thirteenth Int. Symp. Biotelemetry, Williamsburg, VA, March 26-31, 1995.

Note: the place and dates of the meeting must be provided, but total page numbers are not given.

Symposia and conference proceedings. — Part of a numbered series;

LANKESTER, M. W. 1976. A protostrongylid nematode of woodland caribou and its implications in moose management. Proc. N. Am. Moose Conf. Workshop. 12:173-190.

Theses. — Master's and Ph.D.;

BALLARD, W. B. 1993. Demographics, movements, and predation rates of wolves in northwest Alaska. Ph.D. Thesis, Univ. Arizona, Tucson. 374 pp. Note: include the province or state name if it is not part of the institution title.

Government publication. — General format;

BISSET, A. R. 1991. Standards and guidelines for moose population inventory in Ontario. Ont. Min. Nat. Resour., Wildl. Branch, Toronto. 37 pp.

Government publication. — Part of a numbered series;

HAYES, R. D., A. M. BAYER, and D. G. LARSON. 1991. Population dynamics and prey relationships of an exploited and recovering wolf population in the southern Yukon. Yukon Fish and Wildl. Branch, Final Rep. TR-91-1. 67 pp.

Government publication. — Agency as author;

(OMNR) ONTARIO MINISTRY OF NATURAL RESOURCES. 1988. Timber management guidelines for the provision of moose habitat. Ont. Min. Nat. Resour., Toronto, ON. 33 pp.

Note: the abbreviated agency name in parentheses precedes the author name and corresponds to the citation in the text; e.g., cited in the text as OMNR

(1988) or (OMNR 1988).

Multiple citations for the same author(s). — General format;

- BALLARD, W. B. 1992. Bear predation on moose: a review of recent North American studies and their management implications. *Alces Suppl.* 1:162-176.
- _____, C. L. GARDNER, and S. D. MILLER. 1980. Influence of predators on summer movements of moose in southcentral Alaska. *Proc. N. Am. Moose Conf. Workshop.* 16:339-359.
- _____, and D. G. LARSEN. 1987. Implications of predator-prey relationships to moose management. *Swedish Wildl. Res. Suppl.* 1:581-602.
- _____, and S. D. MILLER. 1990. Effects of reducing brown bear density on moose calf survival in southcentral Alaska. *Alces* 26:9-13.
- _____, _____, and J. S. WHITMAN. 1990. Brown and black bear predation on moose in southcentral Alaska. *Alces* 26:1-8.
- _____, T. H. SPRAKER, and D. K. P. TAYLOR. 1981. Causes of neonatal moose calf mortality in south-central Alaska. *J. Wildl. Manage.* 45:335-342.
- _____, J. S. WHITMAN, and D. J. REED. 1991. Population dynamics of moose in south-central Alaska. *Wildl. Monogr.* 114. 49 pp.

FINAL SUBMISSION

After revision, accepted manuscripts must be submitted in hardcopy format (2 copies) and in digital form on 9-cm (3.5-inch) diskette. Diskettes must be clearly labelled with the authors' names. Text should be provided both in a common word-processing format (IBM-compatible; preferably WordPerfect or Word) and as an ASCII file. Identify the word-processing software and version number on the diskette. Authors should check the most re-

cent issue of *Alces* or the website to determine which word-processing software formats are currently accepted. The hardcopies and disk file of the manuscript must be identical. An operator will format the manuscript into the double-column layout seen in recent issues of *Alces*.

For final printing of the journal, all illustrations must be prepared as outlined above (see "Figure captions and illustrations"), of professional graphics quality, and reduced to the actual size appearing in the journal (i.e., 67 or 138 mm wide). This must be done by the author(s). If photo-mechanical transfer (PMT) reductions are done by the journal, the author(s) will be invoiced for the work. Similarly, authors may be charged for half-tone production if several photographs are used. In either case, any originals considered illegible after reduction will be returned and publication of the manuscript may be delayed.

GENERAL COMMENTS

As suggested by Ratti and Ratti (1988), many papers with important data and ideas are not published because of poor writing style. Although editors may be patient and provide helpful suggestions, referees are less tolerant of poor writing. This can lead to unnecessarily negative reviews. Initial reaction to these reviews tends to include thoughts like: "stupid reviewers", "they did not understand", or "they did not read the paper carefully". But then, who's fault is it if the reviewers did not understand the work, and who's responsibility is it to help them understand? If the referee is misled, it means at the very least that the prose is not sufficiently clear. A paper's message should be clear, easily appreciated, and convincing. Manuscripts should be direct and concise. Authors should consult one of the many references available for advice; e.g. *Scientific style and format: the CBE manual for authors, editors, and pub-*

lishers (CBE Style Manual Committee 1994). Ratti and Ratti (1988) provide tables of common expressions with superfluous words and commonly misused words, that can be helpful in writing a paper.

These guidelines place a great deal of responsibility on authors. However, adherence to these guidelines is necessary to ensure consistency and to expedite the publication process of *Alces*. The co-operation of contributors is essential.

ACKNOWLEDGEMENTS

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REFERENCES

- CBE STYLE MANUAL COMMITTEE. 1994. Scientific style and format: the CBE manual for authors, editors, and publishers. Sixth ed. Council of Biology Editors, Inc., Chicago, IL. 825 pp.
- RATTI, J. T., and L. W. RATTI. 1988. Manuscript guidelines for *The Journal of Wildlife Management*. *J. Wildl. Manage.* 52 (1, Suppl.). 22 pp.