

Publishing, Editorial and Advertising Policies of the Ontario Field Ornithologists (OFO)

The policy will be reviewed in October 2016

The objectives of the Ontario Field of Ornithologists (henceforth OFO) are to stimulate the study, appreciation and documentation of birds in Ontario. OFO does this through encouraging scientific study, offering field trips which are open to all experience levels of birdwatchers and publishing a range of ornithological material on Ontario birds through three venues: Ontario Birds (a journal), OFO News (a popular publication style newsletter) and Special Publications. Each of these venues is discussed below in greater detail.

The OFO Board reserves the right to define the strategy and direction for OFO's publications. The role of the publications will be reviewed at the discretion of the Board to ensure that the publications are consistent with OFO's goals and objectives. The OFO Board has the final decision on content related to OFO, including: activities, events, promotions, Board news and policies.

Ontario Birds

A. Publishing Policy

The objective of *Ontario Birds* is to serve as the venue for the publication of research and observations dealing with the birds of Ontario. *Ontario Birds* will publish a broad range of original information on various aspects of ornithology in Ontario; generally, submissions of a "birding" nature in Ontario should be sent to OFO News (see below). Material submitted to *Ontario Birds* will be reviewed by the editor(s) and considered for publication, provided it meets with the guidelines for content and geographical boundaries of *Ontario Birds*.

1) Content

Ontario Birds will publish articles, notes and letters reporting original scientific studies, observations and commentaries written such that a reader with little technical training can understand and appreciate them. The aims of *Ontario Birds* are to promote information exchange, discussion, education, and the conservation and protection of Ontario's birds. In addition to original articles, notes and letters, regular features will be included, such as the annual report of the Ontario Bird Records Committee, birding site guides, book reviews that specifically cover birds in Ontario (e.g. *Birds of Algonquin Park* by Ron Tozer), obituaries and the Distinguished Ornithologist Award. Submissions may include colour photographs, maps, figures and tables.

2) Geographical Boundaries

Submitted material for *Ontario Birds* should deal with birds in or known to be from Ontario. Submissions on birds from adjacent provinces and states in the US will be encouraged if they have some relationship to the birds of Ontario.

3) Schedule

Ontario Birds is to be published in April, August and December. The deadline for each issue is one month prior to the issue, i.e., 1 March, 1 July and 1 November, but authors are welcome to submit material at any time. Material will generally be published in the order it is received; however, to maintain a balance of contents within each issue, the editor(s) may retard or advance some material. Time-sensitive material will be published quickly whenever possible.

B. Editorial Policy

1) Review of submitted material

Ontario Birds is a semi-refereed journal. All material will be reviewed by the Editor(s) and, when necessary, outside reviewers will be sought to insure the accuracy and/or suitability of submitted material. If a submission is not accepted for publication or if revisions are necessary, the lead author will receive a written response indicating why it was not suitable or what changes are suggested. The decision of the Editor(s) on the acceptance for publication is final.

2) Assistance to authors

The OFO Style Guide for Authors is/will be available on the OFO web page (www.ofo.ca) and authors are encouraged to consult a recent issue of *Ontario Birds* for examples of style, etc. The Editor(s) have a responsibility to encourage new and inexperienced authors to submit observations and to help them to produce publishable material, by assisting with style, format, scientific content, readability, etc.

C. Advertising Policy

Ontario Birds may publish advertisements which relate to the natural history interests of our members. These would include: advertisements from private nature tour companies, natural history book publishers, binocular and camera companies, funding agencies and private, governmental or environmental agencies.

All advertising material will be handled directly by the Advertising Director, who sits on the OFO Board and the Editor(s) of *Ontario Birds*. Advertising rates will be decided by the Board, on advice from the Advertising Director and the Treasurer. Payment, payable to OFO, must accompany the photo-ready advertisement.

OFO NEWS

The role of OFO News is to provide educational and informative articles related to birds and birding in Ontario and to inform OFO members about OFO activities, events, Board news and policies.

OFO News is published in February, May and October; however members may not always receive their copy in the publication month.

Full length articles, short notes, photos and artwork that pertain to birds and birding will be considered. Generally the articles in *Ontario Birds* will be of a more scholarly nature. Regular features may include a photo quiz, annual changes to the AOU Check-list, book and product reviews, and topics of current interest to birders

Deadlines for material submissions are set by the editor within the parameters of the publication schedule and published on the OFO website along with contributor's guidelines. Contributors are encouraged to contact the editor directly a few months before submitting articles. The decision of the Editor on the acceptance for publication is final.

The editorial team will work with the author on submissions that need to be shortened or revised. No major editing will be done without the consent of the author to ensure that their original intent and vision for the article is maintained.

An explanation will be given to any contributor who suggests or submits articles that are unsuitable for OFO News. OFO News does not publish advertisements at this time.

Special Publications

OFO will publish materials reflecting its **goals** of research and of conveying information to members. These may be books or other media, including electronic. Production will be supervised by a Special Publications Director appointed by the OFO Board of Directors.

OFO Style Guide for Authors

Submissions to the editors are encouraged by email with attached articles in Word (or other compatible format) and photographs should be submitted electronically or as slide or print. *Ontario Birds* will accept submissions in paper form if no other option exists.

1. Bird Names

OFO follows the American Ornithologists' Union (AOU) Check-list of North American Birds (7th Edition 1998) and its supplements for classification and nomenclature. OFO always capitalizes the proper/official common name, *e.g.* Black-capped Chickadee but not generic names, *e.g.* blackbirds, warblers. Scientific names are italicized.

2. Dates

OFO follows the international ornithological date format, i.e. day, month spelled out, year, e.g. 11 January 2011.

3. Canadian Spelling and Grammar

OFO uses Canadian spelling and vocabulary, e.g. “ize” words such as recognize and organize, program, colour, molt or moult [both spellings are acceptable]. We use *The Canadian Press Stylebook, a Guide for Writers and Editor* for spelling, written conventions, abbreviations, punctuation, grammar and more.

4. Punctuation and Layout

OFO follows professional publication standards of punctuation and layout (e.g. one space after a period, colons, commas, etc.).

5. References and Citations

For Ontario *Birds*, references should be used for science-based articles; they are not necessary for observational notes. They should be cited in the text as author and year, e.g. (Jones 2013) with the full citation appearing in the Literature Cited section. Journals should be cited as author, year, title, journal, volume and inclusive pages, e.g. **Jones, J.** 2013. The status of the Brown-headed Cowbird in Ontario. *Ontario Birds* 28:57-68. Book should be cited as author(s), year, title, publisher, location, pages, e.g. **Hancock, J., H. Elliott and B. Smith.** 1996. *The Herons of the World*. Harper and Row, New York. 65 pp.

Because it is a newsletter, *OFO News* is less formal concerning references than *Ontario Birds*. References may be incorporated in the text. However, if placed at the end of an article they follow the proper layout such as that used in *Ontario Birds*.

6. Numerals

Numbers: 1 to 9 are written out in full: one, two, three...., 10, 11, 12 and so on are written as numerals. At the beginning of a sentence, the number no matter how big is written out in full.

7. Measurements

Use the metric system for measurements. See *The Canadian Press Stylebook* for correct use of abbreviations such as km, cm, g, etc., but it is sometimes better to write these measurements in full depending on the article.

8. Apostrophes

Check the official name to spell road names and place names correctly (e.g. St. Catharines not St. Catharine's). Van Wagners Beach and Tim Hortons do not have an apostrophe. We use 1990s (plural) not 1990's (possessive) for dates.

9. Banding Codes

We do not use four letter banding codes in the body of the text in our publications; however they are acceptable in tables and charts provided that they are accompanied by a legend or key.

10. Captions

All photos, illustrations, tables, charts, diagrams and maps should have a caption that describes fully what the graphic is about (e.g. subject, date, source of information for tables, photographer or illustrator and location if applicable). Captions for tables go above the table while captions for figures go under the figure. Maps must have a North arrow and a scale of distance (metric).

12. Abbreviations and Italics

Abbreviated company and organization names do not use periods after each letter: OFO, ROM, AOU, CBC. *Ontario Birds* italicizes *pers. comm.* and *et al.* as well as book titles.

13. Hybrids

Names of hybrid birds are written with a lower case x not X between the two species' names and names should be in checklist order. For example: Herring Gull x Great Black-backed Gull.

14. Subspecies

Subspecies is the official ornithological term rather than race.

15. Morph not Phase

OFO uses the modern term morph.

16. Carden Alvar

OFO signed a MOU with partners (e.g. Nature Conservancy of Canada) to use Carden Alvar.

17. Author names and addresses

The names of the authors should be written in italics below the title of the paper. The names (in italics) and addresses, including email address (in normal script, of only the lead author)), should appear at the very end of the article in *Ontario Birds*.

18. Images and Copyright

Images include photographs, original artwork and other illustrations. OFO honours copyrights and does not publish images for which it does not have permission from the copyright holder. OFO does not pay for rights to images.

19. Birds on the OBRC Review List

It is the consensus of the editors of *Ontario Birds* and *OFO News* and the members of the Ontario Bird Records Committee (OBRC), that details of occurrences of birds on the OBRC Review Lists will not be published in any OFO publication until those occurrences have been documented and published as accepted by the OBRC. However, with the advent of instantaneous communication and to serve the interests of OFO's members, the editors will consult with each other if they wish to publish information. If it is published the material must have a clear disclaimer at the top or bottom of the article that the record has not yet been verified by the OBRC.