

Framework for the Ontario Field Ornithologists' (OFO) Print Publications Last reviewed September, 2017

Printing, publishing, and distributing literature is one of the [goals](#) of the Ontario Field Ornithologists (OFO) which in turn links to the OFO's objectives and actions that support the [mission, vision, and core values](#). OFO's current print publications remain *Ontario Birds* (a journal), *OFO News* (a newsletter), and Special Publications. Each is discussed below in some detail.

The OFO Board that defines the strategy and direction for OFO's publications and ensures their alignment. The Board has the final decision on content related to OFO, including activities, events, promotions, Board news, and policies.

Ontario Birds

A. Publishing Policy

1) Objective

The objective of *Ontario Birds* is to serve as the platform 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 outside reviewers (if necessary) and considered for publication provided it meets with the guidelines for content and geographical boundaries of *Ontario Birds*.

2) 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 (OBRC), book reviews that specifically cover birds in Ontario (e.g., *Birds of Algonquin Park* by Ron Tozer), selected obituaries of prominent members of the Ontario birding community with an international or national profile, and the Distinguished Ornithologist Award. Submissions may include colour photographs, maps, figures and tables.

3) Geographic Scope

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.

4) Schedule

Ontario Birds is to be published in April, August and December. The deadline for each issue is 1 March, 1 July and 15 October, respectively, 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. The OFO does not pay for content for *Ontario Birds*.

2) Feedback to Content Contributors

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

A. Publishing Policy

1) Objective

The objective of *OFO News*, currently a 16-page newsletter, is to engage OFO members by providing in a newsletter format current information that is educational and informative that relates to birds and birding in Ontario.

2) Content

Content of *OFO News* may include short articles, features, announcements, site guides and other birding site information, bird artists' work, field trip reports, convention reports, other OFO activities, President's updates, Board news and policies, OBRC updates, bird identification, a brief item (each June) announcing the OFO's Distinguished Ornithologist Award honoree, book reviews that link to Ontario birds and birders, people profiles, species at risk updates, a quiz, brief obituaries of those who had made significant contributions to the Ontario birding community, SARO information, selected archival information, annual changes to the AOS Checklist of North American Birds, bird product reviews, birds and technology, promotion of *Ontario Birds*, and other topics of current interest to birders. All content of the *OFO News* will relate to both Ontario and birds. A deliberate effort will be made to have demographically-representative content including youth content.

Any people profiled will have made significant contributions to Ontario birding over time (e.g., at least a decade) or will have made a significant singular achievement in the context of Ontario birding. In profiling people, Editors will be mindful of geographical representativeness, demographic representativeness, optics, and fairness generally.

3) Geographic Scope

As indicated in section 2) all content of the *OFO News* will relate to Ontario. Content that does not link to Ontario in some way is out of scope. A deliberate effort will be made to have geographically-representative content (i.e. all corners of Ontario.)

4) Schedule

OFO News is to be published by OFO members in February, June, and October.

B. Editorial Policy

1) Review of submitted material

Authors and other contributors are encouraged to consult recent issues of *OFO News* for examples of style, etc. All unsolicited material will be reviewed by the Editor(s) and feedback will be shared with the author. Unsolicited material may or may not be accepted for publication. Decision of the Editor(s) on the acceptance of content for publication is final. The OFO does not pay for content for *OFO News*.

2) Feedback to Content Contributors

The Editor(s) may accept, refer, or return content to contributors. They will edit content for publication (e.g. for grammar, spelling, punctuation, length, relevance, readability, etc.) and will provide feedback as appropriate. If there is significant editing, the lead author will receive proposed revisions in writing to ensure the integrity of the author's original work. Content might not be accepted for publication in *OFO News* because of theme, style, length, or other reasons.

C. Advertising Policy

OFO News does not currently include advertisements.

Special Publications

OFO may, on an ad hoc basis, publish in print format other materials reflecting its goals. Production will be supervised by a Special Publications Director appointed by the OFO Board of Directors.

Distribution of Digital Copies of OFO Print Publications

Print copies of *Ontario Birds*, *OFO News*, and other OFO print publications are distributed to paid-up OFO members, authors, and selected contributors. OFO has a moratorium on distributing the digital (PDF) version of *Ontario Birds* and *OFO News* for one year following the issue's completion. After one year, PDF copies are posted on OFO's website. Copies of *Ontario Birds* are submitted to the Searchable Ornithological Research Archive (SORA). PDF copies of individual articles may be requested by authors immediately after the print version is distributed; however, such PDFs are released for their personal use only in response to "reprint" requests and are not to be distributed widely via email, distribution lists, or posted on general websites for downloading. This policy honours the spirit of providing a privilege to OFO members.

OFO Style Guide for Authors

Electronic submissions by email to the Editors are encouraged. *Ontario Birds* will accept submissions in paper form if no other option exists.

1. Bird Names

OFO follows the American Ornithological Society's (AOS) Checklist of North and Middle American Birds, the official source on the taxonomy and nomenclature of birds for those regions. 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

Ontario Birds follows the international ornithological date format, i.e., day, month spelled out, year, e.g., 18 November 2017. Since *OFO News* is at core a newsletter, to enhance readability for members, the date format will be month, day, year, e.g., November 18, 2017.

3. Spelling and Grammar

OFO uses Canadian spelling and vocabulary (e.g., colour, “ize” words such as recognize and organize.) After first reference to a person’s full name, their last name should be used.

4. Ornithological Terminology

Subspecies is the official ornithological term rather than race. OFO uses the term morph, not phase.

5. Punctuation and Layout

OFO follows professional publication standards of punctuation and layout (e.g., one space after a period, colon, comma, etc.). *Ontario Birds* submissions should be paginated and with line numbers inserted, if possible.

6. 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. Journal articles 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. Books 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 typically less formal than *Ontario Birds* concerning references and citations. References may be incorporated in the text in select cases.

7. Numerals and Measurements

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. Commas will be used for enhanced readability of large numbers (e.g. 10,000 instead of 10000).

The metric system will be used throughout.

8. Banding Codes

Four-letter banding codes are not used in the body of the text in print publications. They are acceptable in tables and charts provided that they are accompanied by a legend or key.

9. 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).

10. Abbreviations and Italics

Abbreviated company and organization names do not use periods after each letter (e.g., OFO, ROM, AOS, and CBC.)

Ontario Birds italicizes *pers. comm.* and *et al.*. Bird calls will be in italics with no quotes (e.g. *wichety wichety whichety.*) Non-English words or phrases (including Latin) will be in italics except when a word or phrase is commonly used and has become part of the English lexicon (e.g., *per se.*)

11. Author names and addresses

The names of the authors should be written in italics below the title of an article in either publication. At the very end of the article in *Ontario Birds*, the names (in italics) and addresses, including email address (in normal script, of only the lead author), should appear. For *OFO News* articles, the author's name and contact information does not appear at the end of a piece.

12. Hybrids

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

13. 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.

14. Birds on the OBRC Review List

Typically, 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. From time to time however, a newsworthy item may be included (e.g., Crested Caracara in *OFO News*) following consultation with the OBRC and/or with a disclaimer that the record has not yet been officially verified by the OBRC.