

## Guidelines for Authors

**PODOCES biannually publishes original articles in the field of taxonomy and genetics, physiology, species distribution, populations, ringing and migration, breeding biology, ethology, feeding ecology, diseases and parasites, habitat studies, IBAs, ecological relationships, environmental pollution and especially conservation of birds and their habitats.**

**Preparation:** Original papers, review articles and short communications in the field of ornithological studies are accepted. This journal prefers new research in a diverse range of subjects, species, habitats and locations to advance the study of ornithology in West and Central Asia (and occasionally outside this region). Manuscripts should follow a standard pattern, defining the terminology used, presenting the methodology applied and describing the presentation of results. The layout of manuscripts should follow the standard form as found in preceding issues of *Podoces*. Manuscripts should be typed with a side margin width of 3 cm using Times New Roman 11 font (except for the Abstract, Acknowledgements and References, which should be in Times New Roman 10), and should be prepared in Word 97–2003 usually not exceeding 15 printed pages. The use of footnotes should be avoided. English names of taxa should begin with capital letters. Latin names of genera and species should be given in italics without brackets. Scientific names of genera, species and subspecies should be given in the title of the paper (if applicable) and at least once in the text. Dates should be given with the year in full, as in "3 Oct. 1999".

**Submission:** Papers are published in English and should be written clearly and concisely in grammatically correct English and read by all co-authors. Inadequately prepared manuscripts will be returned to the authors. The Editor reserves the right to make appropriate linguistic and style changes to manuscripts. The manuscript should be submitted in its final, fully corrected form as agreed by all the co-authors. It should preferably be sent to the Editor by email (akhaleghzadeh@gmail.com) as an attached file or files. The Editor will acknowledge receipt of submitted works together with the decision concerning the possibility of publication (subject to review) usually within a week. All manuscripts must be accompanied by a letter of declaration to the Editor in which it must be made clear that the work is original and has not been sent to, or is not being evaluated by, any other scientific publication. It should also be indicated that all the authors are in agreement with the version submitted and are in agreement with its publication in *Podoces*.

**Structure of papers:** Papers should be structured into numbered headed sections, in addition to Title, Abstract (with Keywords ordered alphabetically), Conclusions, Acknowledgements, and References: 1. Introduction (summarise briefly the actual state of the theme of study in the present context and the objectives), 2. Study Areas (if applicable) and Methods (details of all the methods used to carry out the investigation), 3. Results (mostly those which will later support the conclusions) without arguments or speculation, and where the tables and figures are a complement, but avoiding repetition, 4. Discussion will permit the author(s) to propose and debate possible interpretations of the results and select the most probable, clearly emphasizing the most relevant without speculation, including Conservation (ideally each paper should have a discussion of conservation issues and, where possible, specific recommendations that are within the scope of regulatory bodies or NGOs). Each section should be identified by its main heading (all capitals). Other sub-headings within the main headings should be kept to a minimum (capital for only the first character). The title should be short and should identify precisely the main topic of the article. Name(s) and address(es) of author(s) should be placed underneath the title, and should contain the initial(s) and name(s) of the author(s), and the address(es) for correspondence. If there are two or more authors with different addresses, use a superscript number at the end of the last name of each author. One email address (Correspondence Author) will be given. The Abstract should be concise and informative, intelligibly explained by itself with regard to the main text (and without references) and should draw attention to the objective(s) of the study, methods, results and principal conclusions. It should not normally exceed 250 words. English and scientific names of birds should follow an up-to-date and widely accepted checklist (or [www.birdlife.org](http://www.birdlife.org)).

**Statistics:** The authors should note that using statistics will enhance the chances of a paper being accepted. Mean and standard errors and typical deviation will be expressed as follows: for mean and standard errors: Mean±SE, the sample size  $N=357$ . Numbers should usually be given only to one place of decimal. For the statistical significance of the tests, the name of the test should be given and its value, the degrees of freedom ( $df$ ) or the sample size and the  $P$  value. If the statistic is a conventional one (ANOVA, Chi square,  $t$ -student), express the degrees of freedom ( $df$ ) ANOVA:  $F_{1, 22}=7.95, P>0.01$ . Kruskal-Wallis test:  $H_9=364.8, P<0.01$ . Chi squared:  $\chi^2_{4}=0.23, ns, t$ -student test:  $t_{25}=0.5, P<0.05$ . When the test is conventional, with sample sizes, these should be followed by the statistical value of the test, for example, Spearman Correlation:  $r_s=0.75, N=13, P<0.01$ . Wilcoxon Test:  $T=29, N=2, P<0.01$ . Mann-Whitney  $U$  test:  $U=56, N_1=N_2=24, P<0.03$ .  $P$  values should figure as  $<$  when the significant value is less than 0.05, 0.01 and 0.001 or with its exact probability value. Non-significant values should be expressed as the exact probability value or as  $P>0.05$ . Decimals should not be expressed with empty decimal points, such as .01, but as the correct 0.01. When values have been transformed for parametric tests, the nature and reason for the transformation should be given (e.g.  $\log, \chi^2, \arcsine$ ).

**Citations:** In both the text and the bibliography, the name-year system should be used. The list of published references (including MSc and PhD theses and works in press) cited in the text should be in alphabetical order of author, and where a reference has two or more authors, the surname of the first author cited in the text should also come first in this list within the alphabetical order. The list of published references should appear at the end of the paper. In the text, where a point is made that is supported by several cited references, these references should appear in the text in chronological order. Titles of books and journals should be spelt out in full and given in italics. **JOURNALS:** McGrady M.J. & Gavashelishvili A. 2006. Tracking vultures from the Caucasus into Iran. *Podoces* 1(1/2): 21–26. **BOOKS:** Evans M.I. (Comp.) 1994. *Important Bird Areas in the Middle East*. BirdLife International, Cambridge, UK, 410 pp. **CHAPTERS & PROCEEDINGS:** Scott D.A. 1975. The Greater Flamingo in Iran. *In:* Kear J. & Duplaix-Hall N. (Eds.), *Flamingos*. Poyser, Berkhamsted, UK, pp 28–32. Personal communications, works in preparation and unpublished data should be cited in the text with the author's initials (e.g. J. Kowalski) and an appropriate comment, e.g. in litt., pers. comm. or unpublished data. Only those publications referred to in the paper should be included in the list of references. The language of any non-English reference should be given in brackets following the full reference. The titles of works published in languages other than English, German or French (e.g. Russian or Spanish) should be given in English in square brackets. Authors should cite only authentic relevant references in submitted manuscripts and should avoid references not directly related to the subject matter. Authors should note that the citation of current or recent references in international journals will improve the chances of a paper being accepted.

**Tables and figures** (using Arial font): Tables should be numbered consecutively with the legend at the top. Authors should endeavour to simplify tables as much as possible, avoiding separating their tables into two or more parts. In the legend, the symbols used must be shown (\*, +,  $\gamma$ ,  $\epsilon$ ) in the order used in the table. In the text, the tables should be referred to as Table 1, Tables 3–5. The same data should not be presented in both tables and figures. Authors are encouraged to submit tables and diagrams with their manuscripts. Figures should be self-explanatory and presented at the end of the text. Colour or black-and-white (monochrome) photographs and any line drawings (including maps and graphs) are usually regarded as figures. In the text, figures should consecutively be referred to as Fig. 1, Figs. 4–7. All maps should include a scale. The magnification of any illustration should be quoted. Figures should be clear, with good contrast and all details large enough for reduction in printing. Photographs may be submitted as colour or black-and-white hard-copy prints, or in electronic format in separate jpg files of at least 300 dpi (no more than 1 MB). Any photographic illustration must be accompanied by a caption comprising subject, place name, date, the photographer's name and confirmation that copyright has not been infringed; on publication, this information will appear below the picture. Please ensure that any original colour figures are modified to produce either electronic or hard-copy high quality monochrome prints that have not lost any information in the process.

**Review of papers:** After a manuscript has been submitted, it will first be screened for basic format and completeness, to ensure that the manuscript guidelines have been adequately followed. Subsequently, the Editor will evaluate the manuscript to confirm that the paper is within the scope of the journal and that it adequately addresses ornithological questions and the literature. Manuscripts that do not meet the standards of presentation required in these guidelines will be returned to the author(s) for revision before being reviewed. Manuscripts will also be returned if their structure or quality is considered inadequate. If a returned paper simply requires strengthening, the Editor will advise the author(s) how best to do this. The Editor reserves the right to reject a manuscript for publication. At least two reviewers will be asked to review each paper. Authors might wish to suggest possible reviewers who are competent in the subject of the paper. Non-native English speakers are strongly advised to have their paper checked by a native English speaker at the final draft stage. The author will receive galley proofs of his or her paper in pdf format. Corrections should be indicated by the author in colour or by means of the "Track Changes" function, and should be returned to the Editor by email without delay.

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