

Guidelines for Authors

***PODOCES* biannually publishes original articles in the field of faunal surveys, taxonomy and identification, species distribution, populations, ringing and migration, breeding biology, feeding ecology, ethology, physiology, genetics, 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). Only a limited number of avifaunal surveys, review articles, rare bird reports and papers summarising old data (over seven years old) will be published. 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 98–2000 or XP. The use of footnotes should be avoided. Abbreviated Latin words should be given in italics (e.g., *i.e.*, *c.*, *et al.*, *in litt.*, etc.). English names of bird species should begin with capital letters, but English names of other taxa should be in lower case, except where a proper name forms part of the taxon name. 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".

Language: Papers are published in Persian and preferably in English. Authors who are not native speakers of the language of their paper are strongly advised to consult the Editor prior to submitting their manuscript, and if their paper is in English, should have it checked by a native English speaker at the final draft stage. Irrespective of the language, the paper should be accompanied by an English Abstract. The Editor reserves the right to make appropriate linguistic and style changes to manuscripts, especially those which have not been checked by native speakers of the language concerned. The authors of papers in Persian should prepare an English translation of all Tables and Figures for ease of use by English readers.

Structure of papers: Papers should be structured into headed sections, for example as follows: Title, Abstract (with Keywords), Introduction, Study Area (if applicable), Materials and Methods, Results, Discussion (preferably including a discussion of conservation issues), Conclusions (and, where possible specific Recommendations that are within the scope of regulatory bodies or NGOs), Acknowledgements, and References. Each section should be identified by its main heading. Other sub-headings within the main headings should be kept to a minimum. 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, intelligible by itself and should draw attention to the significant contents of the paper and the author's main conclusions. It should not normally exceed 250 words. Using statistics will enhance the chances of a paper being accepted. English and scientific names of birds should follow an up to date and widely accepted checklist (or www.birdlife.org). For papers on the birds of Iran, the taxonomic treatment and nomenclature should follow Scott & Adhami (2006); 'An updated checklist of the birds of Iran' – *Podoces* **1(1/2)**: 1–16. Reports of rare birds should be substantiated with a detailed description of the bird(s) and preferably also an identifiable photograph. The description should include details of morphology, size, age, sex, number of individuals, behaviour, place, date, time, weather and light conditions. In the absence of comprehensive descriptions, it is unlikely that papers reporting on rare or unusual species will be accepted for publication. The authors should comply with the categories of breeding proof in their initial preparation of their papers as used in *The EBCC Atlas of European Breeding Birds*, such as Confirmed, Probable and Possible breeding that share a total of 16 categories (cf. Table 1, in the Introduction to Hagemeyer & Blair 1997, p. xx). An electronic copy of this Table of categories of breeding proof is available on request.

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 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. In the text, they 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. 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 be referred to as Fig. 2, 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 detail 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. 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. Figures will be printed in monochrome. Please, therefore, 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.

Submission: 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 (akhaleghizadeh@yahoo.com) as an attached file or files. If this is not possible, manuscripts should be typed on one side of A4 paper with double spacing and a 3 cm margin at each side. One hard copy (paper version) should be sent together with the original illustrations to the Editor's address: c/o Abolghasem Khaleghizadeh, PO Box 1336, Karaj 31585, Iran. This should be accompanied by an electronic version on diskette or CD that exactly matches the hard copy.

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, more than once if necessary. 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. The author will receive galley proofs of his or her paper, usually in electronic 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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