

***Bulletin of the Oklahoma Ornithological Society***  
**INSTRUCTIONS TO AUTHORS**

The *Bulletin of the Oklahoma Ornithological Society* is the official peer-reviewed journal of the Oklahoma Ornithological Society and is published quarterly. The *Bulletin* is devoted to the field study of birds in Oklahoma. Featured Articles, and short notes of scientific or general interest are solicited; potential authors are encouraged to submit any materials that contribute to the understanding of birds in Oklahoma, noteworthy observations, including details for documentation of unusual or rare species. The following guidelines should be followed if you wish to submit manuscripts.

- 1) Authors should review recent issues of the *Bulletin* as a guide to style and format for manuscripts. Most Featured Articles should be assembled in this order: title page, abstract, text (Introduction, Methods, Results, Discussion, Acknowledgments, and Literature Cited), tables, figure legends, and figures. Manuscripts should be double-spaced throughout (including the title page, tables, and figure legends) if turning in as hard copy, otherwise single space on electronic copy is adequate (the preferred method); use the same font (12 point) throughout the manuscript. Margins should be at least 2.5 cm (1 in) on all sides of the page.
- 2) Authors are asked to submit one word processing file (preferably MS Word [.DOC], but other formats may be accepted) with the text, tables, and figure captions via e-mail to the editor. Each figure should be submitted as a separate graphics file (a dpi of 300 is preferred minimum) as a .tiff or .jpg format. Manuscripts can be sent to the editor as hard copies via normal surface mail; however, the authors must provide three copies of all materials for review. The final document must be sent in electronic format either via e-mail or via CD or flash-drive.
- 3) Please include affiliations of the authors, authors' names, and e-mail addresses of authors (if you want them to be copied on the status of the manuscript). You may suggest up to two possible reviewers, and provide their names, affiliations, and e-mail addresses. Depending on the scope of the article, one to three anonymous reviewers may review a manuscript. Reviewer comments will be forwarded to the authors electronically. Authors will be provided with a time-line for returning the manuscript and when publication may take place. Usually, there is a quick turn around and your publication can be printed within 6 months to a year.
- 4) For photographs or drawings a copyright notice with the photographers or artist's name and year can be included in the cutline.

Any questions or submissions can be sent to the editor:

Eugene A. Young  
Editor, Bulletin of the Oklahoma Ornithological Society  
Agriculture and Life Sciences Department  
Northern Oklahoma College  
1220 E. Grand, PO Box 310  
Tonkawa, OK 74653-0310  
e-mail: Eugene.Young@noc.edu  
Phone: 580-628-6482  
Fax: 580-628-6209

## SOLICITATION FOR MANSUCRIPTS

As your editor, I want to encourage professional ornithologists, amateur bird watchers, educators, and students to submit manuscripts for inclusion into the Society's peer-reviewed journal. I especially want to invite professors and other educators to encourage students to publish research or noteworthy observations on birds in Oklahoma. I would also like to encourage amateur bird watchers to submit data for publication.

There are many amateur bird watchers that collect copious amounts of data. Some of that data, with a little massaging, organization, and some peer-review, would make for excellent publications that would enhance our knowledge of birds in Oklahoma. Nesting details, unusual behavioral observations, migration chronology, are some examples of data that are often collected by "non-professionals" that could potentially provide some missing scientific knowledge. I would like to see "banders" provide interesting banding data.

While the "professionals" and a few of the "non-professionals" know about the review process, let me spend a moment to outline what happens to a submitted manuscript. Upon receipt, I will examine it for compliance with guidelines as listed above, and determine if content is appropriate for review. I usually respond ASAP with a message stating "thank you for the submittal and I'm sending it out for review." I get feedback from the reviewers and summarize their comments and send authors one document with the combined editorial comments. Authors make the suggested changes, re-submit, and I send to the printer. Once I receive proofs (or galleys) I usually send back to the author(s) for review, and if any changes need to be made, I work with the printer to correct. Eventually, it goes to print and you get to see your manuscript published in the *Bulletin*.

While the process seems long, it is usually quite short and simple. For the "non-professionals", if you have something that you think "might" be appropriate, send me an e-mail, or give me a call. We can discuss the data you have and I can help you get it formatted into an appropriate form or even provide a contact with someone that may be willing to help see you through the process.

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