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Guidelines to preparing manuscripts to THE RING

1. Front page

It should contain **title**, **author(s) name** with full given name(s), **abstract**, a few **key words**, **institutional affiliation** of the author(s) and **address(es)** for correspondence (with an e-mail if appropriate). The abstract (up to 200 words) should summarise methods applied and results of work. It should be informative in itself without reference to other parts of the paper.

2. Text

The text should be written clearly and concisely and complicated idioms and jargon avoided. Authors using statistical analysis must provide essential details of the statistical methods applied and basic assumptions. Only the most commonly used statistics and tests could be mentioned by their names alone. Illustrations and tables should be clear, self-explaining (as much as possible), without unnecessary details. Summary – limited to 20% of the text volume – is not obligatory.

English names of species should begin with capital letters. Their Latin equivalents should be given (a) with the first usage (in the title, in the text or explanation to the figures) and (b) in abstract if not given in the title. In tables use only Latin names. All Latin names must be given in Italics. Subheads in the text should not be numbered. Hierarchically complicated subdivisions may be indicated on the margin of a hardcopy.

Metric units and the following date format, e.g. 1990-1999, 1 August 1989, 1 Aug. (in tables and figures) should be used. Spaces should be used between numerical values and abbreviations, e.g. “3 p/10 ha”, “pp. 4-7”.

References should be made using “an author and a year” system, e.g. “...after Audrey (1989)...”, “...(Taczanowski 1882)...”, “...(Rydzewski 1935, Czarnecki 1979)...”, “...the problem was discussed by many authors (Bardy 1983; Aller and Crown 1984, 1991; Carry *et al.* 1987)...”. Note format for two and more authors of cited paper as well as the sequence of authors cited according to the years of their first paper in the last example. Papers in press could be cited as *in press*, and listed in *References*, if they have been formally accepted for publication. Unpublished data (personal communication – *pers. comm.*, in letter – *in litt.*, *unpubl. data*) can be cited in the text only (not in *References*).

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Berthold P. 1973. *Proposals for the standardisation of the presentation of data of animal events, especially migratory data*. Auspicium, Suppl.: 49-57.

Branson N.J.B.A., Minton C.D.T. 1976. *Moult, Measurements and Migrations of the Grey Plover*. Bird Study 23, 4: 257-266.

Busse P., Kania W. 1970. *Operation Baltic 1961-1967. Working methods*. Acta orn. 12: 231-267.

Cramp S., Simmons K.E.L. (Eds). 1983. *Handbook of the Birds of Europe, the Middle East and North Africa. The Birds of the Western Palearctic*. vol. 2. Oxford Univ. Press, Oxford.

Pinowski J., Zając R. 1990. *Damages to crops caused by birds in Central Europe*. In: Pinowski J., Summers-Smith J.D. (Eds). *Granivorous birds in the agricultural landscape*. Warszawa, pp. 333-347.

Papers published in English, French or German or with an original title of the summary in these languages should be cited as they are. English translation of the title from other languages should be given in a square bracket. Title, not translated, written originally in non-Latin script must be transcribed according to ISO rules. Titles of journals should be abbreviated as in the World List of Scientific Periodicals. If abbreviation is not known, full journal name must be given.

3. Manuscript format

Manuscript, including tables and graphics, should be delivered in an electronic form in IBM compatible format. Any commonly used file format is acceptable but Microsoft WORD is preferred as the text format. Additionally, the double-spaced original typescript with a set of original illustrations and their copies should be submitted. No spacing, underlining or writing in bold characters is accepted – these should be pointed out using the appropriate correction marks at the hardcopy.

The tables (with titles or headings) and figure captions should be prepared on separate sheets and in their own files (do not include them into the text file). Tables larger than the usual page size of the journal should be avoided. Tables and figures must be mentioned in the text and numbered (separately) with Arabic numerals in a format: “...are shown in Figure 3.”, “... (Fig. 3).”.

Computer graphics should be used as figures, if possible. Other illustrations submitted should not exceed A4 paper size and by its quality must allow direct scanning. Their layout and the size of the inscriptions should be adapted to the expected final size. Graph files must be supplemented by the **original data** in ASCII or spreadsheet format.

One set of galley proofs will be sent to author for correction. They should be returned as soon as possible. As extensive alterations at the proof stage delay publication, they will be accepted only under exceptional circumstances (e.g. substantial errors found).

5 reprints will be sent to the author free of charge. Additional ones may be ordered in advance (the latest when the proof is returned), but will be charged for. Authors will be supplied with pdf's of their publications.

International Ornithological Journal THE RING

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