

Michigan Birds and Natural History Style Guide

Style for Michigan Birds and Natural History will be guided by *Scientific Style And Format: The CSE Manual for Authors, Editors, And Publishers*. Our resource for spelling will be Merriam-Webster's Collegiate Dictionary, 11th Edition (available online at: <http://www.merriam-webster.com/>)

We have created this style guide for three purposes:

1. It will be a quicker and simpler way to look up common style issues. Many of these guidelines will correspond directly with CSE style. They are included here as an easy way to answer common questions.
2. To establish our exceptions to the CSE style.
3. It will address issues that are unaddressed in the CSE guide.

For ease of use, this style guide is in alphabetical order. Since various people may use different words to describe the same thing, subjects will be cross-referenced as often as possible. This section applies only to every article EXCEPT the seasonal surveys. The seasonal surveys have their own style rules.

A

Abbreviations

Acceptable if part of a formal name (Example: Tim Hardaway, Jr.), otherwise the rule of thumb is to spell out (Example: Mount Pleasant). Spell out United States as a noun, but it is acceptable to abbreviate U.S. as an adjective.

In text, do not abbreviate the names of days or months.

Ampersands (&)

Do not use. See the Seasonal Survey Style Guide for an exception.

Author names and addresses

Each article must contain the author or authors' name(s) and contact information. That contact information should include both a street address and an email address. (A street address is acceptable if the author does not have email or does not wish to share it.)

Example:

Lee M. Cardholder
1313 Capitol Lane
Port Austin, MI 48330
CardholderLM@towhee.net

The first line will be in bold and all subsequent lines will be in italics. In an exception to our style on email and web URLs that requires these items to be enclosed by brackets (example <BRapai@aol.com>), the email address in the author information will not be enclosed in brackets.

B

Body Text

All body text will be in 12 point Times New Roman.

Brackets

Place all websites and email addresses inside <> brackets. Example: "more information is available at <<http://www.michiganaudubon.org>> or from ..." (Exception: See Author Names and Addresses.)

C

Capitalization

Common names of birds (and other organisms) should be capitalized (e.g., Least Bittern). Formal titles of political organizations should be capitalized (e.g., the State of Michigan announced...) but not for non-formal use (Example: ... the bird can be found in the state of Michigan). Capitalize formal names (Example: Alger County, Lake Township, the Grand River) but not in a series (Example: Wayne, Washtenaw, and Oakland counties; the Allegan and Kalamazoo rivers).

Casual names

We occasionally refer to some bird species by their casual names—for example "robin" for "American robin." Casual names are acceptable as long as: 1) the proper name has been used previously in the article, and 2) if that name is widely familiar. Nicknames, such as "whiskey jack," "flickertail," or "yellowhammer" are generally not acceptable.

Citations

Michigan Birds and Natural History uses in-text, name-year system. In text citations should include author and year (e.g., Craves 1995), and multiple citations should be in chronological order. Citations at the end of text should be listed as "Literature Cited." Multiple citations should be separated by a comma. Multiple citations appear in chronological order (Johnson 1922, Doe 1987, Smith 1999). Multiple citations by the same author list the author once, and the years of publication in chronological order (Jackson 1973, 1989).

- In the literature cited, multiple references by the same author are listed in chronological order. After the first, the author's name is replaced by 5 hyphens followed by a period. If this person is a lead author in further materials with co-authors, they follow and the names are spelled out. Craves, J. A. 1997. (blah blah) _____. 1999. (blah blah revised edition). _____ and D. S. O'Brien. 1983.
- Multiple references by the same author in the same year are labeled alphabetically and cited as such (Craves 1997a). Craves, J. A. 1997a. (blah blah) _____. 1997b. (blah blah)

- Personal communications are cited with the person's first initial and last name. They are not listed in Literature cited (J. Doe, pers. comm.).

BOOK (includes pamphlets, leaflets, etc.)

- Notes: Titles have initial caps and are italicized.

- Format: Author(s). Year. Title. Place of publication: Publisher.

- Examples: [AOU] American Ornithologists' Union. 1983. *AOU Check-list of North American Birds*, 6th Edition. Washington DC: AOU.

- Proper citation: AOU 1983. Note bracketed use of acronym where an organization is the author. Works for other types of material as well.

- Craves, J. A. and D. S. O'Brien. 1998. *The Time of Our Lives*. Detroit: Wayne State Univ. Press.

- Proper citation: Craves and O'Brien 1998. More than three authors uses first author plus "et al.". Note that et al. is not italicized and there is only one period, at the end. Example: Craves et al. 1998.

BOOK WITH EDITORS

- Example: Brewer, R., G.A. McPeck, and R.J. Adams, Jr., eds. 1991. *The Atlas of the Breeding Birds of Michigan*. East Lansing: Michigan State University Press.

ARTICLE IN A BOOK

- Notes: Titles of articles in books or journal article titles do not go in quotes, are not italicized, and do not have initial caps. The titles of the books or journals they appear in are italicized.

- Format: Author(s). Year. Title. Page number in book title (editors of book). Place of publication: Publisher.

- Examples: Prince, H.H. 1991. Common Goldeneye. Pages 41-42 in *The Atlas of the Breeding Birds of Michigan* (Brewer, R., G.A. McPeck, and R.J. Adams, Jr., eds.) East Lansing: Michigan State University Press.

- McPeck, G.A. 1994. King Rail. Pg. 90 in *The Birds of Michigan* (McPeck, G.A. and R.J. Adams, Jr., eds.) Bloomington: Indiana Univ. Press.

JOURNAL ARTICLE

- Notes: No volume number except for journals that are individually paginated.

- Format: Author(s). Year. Title. Journal title volume:pages.

- Example: Mueller, H.C. and D.D. Berger. 1966. Analyses of weight and fat variations in transient Swainson's Thrushes. *Bird-Banding* 37:83-112.

NEWSPAPER ARTICLE

- Notes: Unsigned articles may be attributed to [Anonymous].

- Format: Author(s). Article title. Newspaper title in italics and date of publication. Section designator:page number(column number).

- Example: Brown, S. and R. Black. 2001. Detroit celebrates a birthday. *Detroit Free Press* 25 Jul 2001. Sec. A:1 (col 2).

ELECTRONIC SOURCE (web page)

- Notes: Date of posting or revision is often given somewhere on the page Provide it in

the form shown below. It is necessary to list your date of access because web postings are often updated, and information available at one date may no longer be available later. Be sure to include the complete address for the site. Also, note the use of angled brackets around the electronic address. Unsigned pages may be attributed to [Anonymous]. Enclose web addresses in < >.

- Format: Author(s). Year. Name of Page. Date of Posting/Revision. Date of Access. .

- Examples: [BSC] Bird Studies Canada. 1999. Canadian Important Bird Area, Lower Detroit River. Ver. Feb 1999. Accessed 31 Aug 2000. <www.bsc-eoc.org/lba/ibasites/On047.html>

- [MBRC] Michigan Bird Records Committee. 2000. Checklist of Michigan Birds. Ver. Jan 2000. Accessed 2 Sep 2000.

<http://www.umd.umich.edu/dept/rouge_river/Checklist.html>

UNPUBLISHED MATERIALS

- Format: Author(s). Year. [Description of material in brackets]. Location.

- Examples: Swales, B. H. 1893-1915. [Unpublished journals of bird sightings]. Located at: Univ. of Michigan Mus. Zoology, Bird Division, Ann Arbor.

- Purdy, J. B. 1904. [List of birds observed in Plymouth, Michigan, submitted to Walter Barrows]. Located at: Univ. of Michigan Mus. Zoology, Bird Division, Ann Arbor.

MAPS

- Format: Area represented. Date of publication. Title [type of map in brackets]. Place of publication: publisher. Physical description.

- Example: Wayne Co., Michigan. 1997. Wayne County street map [road map]. Detroit: Map Happy. One sheet.

- Cite as: Wayne Co. 1997.

Commas

Use a serial comma for words, phrases, and clauses used in a series (Example: Wayne, Washtenaw, and Oakland counties). Use a semicolon to separate long lists that themselves contain commas.

D

Degrees

(See Temperatures)

E

em dash

An em dash is the approximate width of a lowercase “m.” It is used in formal writing to indicate a change of thought or a short parenthetical statement that is being given extra emphasis. Example: “Any new species was greeted with great excitement, and those that were rare—like the Kirtland’s warbler—were even more highly prized.”

Microsoft Word automatically creates an em dash between words or symbols if you type a word, two hyphens, and another word. Upon finishing the second word, MS Word will automatically convert the two hyphens into an em dash. An em dash will also automatically be generated if you are using Word on an Apple product. On an Apple

keyboard, an em dash is generated by typing “option-shift hyphen.” (See Seasonal Surveys.)

en dash

Slightly longer than a hyphen, the en dash should be used to show the passage of a period of time or a range of numbers. Example: June–August.

Microsoft Word automatically creates an en dash between words or symbols if you type a word, a space, two hyphens, a space and another word. Upon finishing the second word, MS Word will automatically convert the two hyphens into an en dash. An en dash will also automatically be generated if you are using Word on an Apple product. You can generate an en dash on an Apple keyboard by typing option and hyphen. (See: Seasonal Surveys.)

For more information on how to generate special characters on your keyboard see: <http://www.forlang.wsu.edu/help/keyboards2.asp>

F

Format and Spacing

Do not use French spacing (i.e., only one space after periods and colons).

I

In text citations

In text citations should include author and year (Example: Craves 1995). Multiple citations should be in chronological order starting with the earliest. (See: Citations)

Italics

Italicized scientific names should follow the first mention of a species, and conform to the most recent edition of the AOU's Check-list of North American Birds.

Although a species' scientific name should be in italics, family name should not.

Example: ... “The release of Eurasian Fringillids and other passerines ... “

N

Numerals

Never begin a sentence with a numeral.

P

Percentages

Spell out. (Example: 45 percent). Use the % symbol only in tables.

S

Special Characters

Occasionally an article will require the use of a special character. A quick reference on how to generate special characters on your keyboard is available at:
<http://www.forlang.wsu.edu/help/keyboards2.asp>.

Symbols

In text, spell out the words percent, degrees (temperature), feet, inches, and cents. In tables, it is acceptable to use symbols for these (% , ° , ' , " , ¢).

T

Temperatures

Give all temperatures in Celsius followed by Fahrenheit in parentheses (See Symbols). Do not use the symbol for degrees except for tables.

Time

Express time of day using a 24-hour clock followed by a standard time zone abbreviation (Example: "0800 EDT" for 8:00 a.m. Eastern Daylight Time).

U

URL

Web addresses should always be given in their most complete form. Example: Be aware that some web addresses do not include the "www" prefix (example: <<http://lakestatesfiresci.net/>>) or have a subdomain "www3" address (example: <<http://www3.state.id.us/>>). In text, the website should be bracketed with <>. (See Brackets.)

Seasonal Surveys

The following style applies to Seasonal Surveys. If you have a style question that is not resolved by the guide below, refer to the general guide above. If it is not included above, refer to *Scientific Style And Format: The CSE Manual for Authors, Editors, And Publishers*.

Abbreviations:

To provide consistency, use abbreviations from the list below for all seasonal reports (this list will likely grow with time, but let's make an effort not to over-abbreviate!). You should not use abbreviations for any of these locations in your introduction.

Abbreviation list:

ASGA – Allegan State Game Area, *Allegan*
CBC – Christmas Bird Count
desc. – Description submitted
EMP – Erie Marsh Preserve, *Monroe*
FFM – First fall migrant(s)
FRD – First reported date(s)
HRT – Highest reported total
LEMP – Lake Erie Metropark, *Wayne*
LNSGA – Lost Nations State Game Area, *Hillsdale*
LP – Lower Peninsula
LRD – Last reported date(s)
LSCMP – Lake Saint Clair Metro Park
LSM – Last spring migrant
MBRC – Michigan Bird Records Committee
MCVP – Midland Cogeneration Venture Pond, *Midland*
MDNR – Michigan Department of Natural Resources
m. obs. – Many observers
MP - Metropark
MRSGA – Maple River State Game Area, *Gratiot*
MWS – Muskegon Wastewater System, *Muskegon*
NC – Nature Center
NF – National Forest
NLP – Northern Lower Peninsula
NPSWA – Nayanquing Point State Wildlife Area, *Bay*
NWR – National Wildlife Refuge
p. a. – pending acceptance
ph. – photo submitted
PHSGA – Port Huron State Game Area, *Huron*
PM – Pointe Mouillee State Game Area, *Monroe*
RRBO – Rouge River Bird Observatory, *Wayne*
SBA – Saginaw Bay Area
SELP – Southeast Lower Peninsula
SGA – State Game Area
SLP – Southern Lower Peninsula

SMRR – Southeast Michigan Raptor Research, *Wayne*
SNWR – Shiawassee National Wildlife Refuge, *Saginaw*
SP – State Park
SRA – State Recreation Area
SWLP – Southwest Lower Peninsula
TP – Through period
TPSP – Tawas Point State Park, *Iosco*
Twp. – Township
UP – Upper Peninsula
UPTIC – Upper Peninsula Tree Improvement Center, Escanaba Location,
Delta
WPBO – Whitefish Point Bird Observatory, *Chippewa*
It is likely that not every survey will include each of the above locations; adjust accordingly and delete locations not included in that survey.

Ampersands:

Acceptable when multiple observers are credited both in the text of the article and in the list of observers. Example: Bob and Mary Pratt (B&MP).

Dates in the Text:

When reporting a date, use three letter abbreviations without punctuation for all dates. Only in the introduction should you spell out the dates. Write dates with the day before the month (e.g., 21 Apr **not** Apr. 21 or Apr 21 or April 21). The name of the month can be abbreviated even if it is not used as part of a specific date (e.g., several were noted in late Dec). When reporting a record from an unknown date in the middle of a month, be sure to include a hyphen (e.g., “mid-Dec” not “mid Dec”); this hyphen is not used for “early” or “late” records (e.g., “early Jan” but not “early-Jan”).

Use the word “on” before dates, instead of “from” (e.g., 2 on 3 – 16 Mar **not** 2 from 3 – 16 Mar). An exception would be when reporting a total of a species observed over a period of time at a site like WPBO (e.g., 256 from 15 – 31 May at WPBO); note that this is a combined total over time NOT a total that was present during the given time period.

If reporting a continuous span of dates, separate the dates with an en-dash (e.g., 10 – 17 May or 10 Oct – 3 Nov not 10-17 May or 10 Oct-3 Nov). When listing two isolated dates, separate them with the word “and” (e.g., 2 and 17 Dec; 27 Apr and 12 May). Commas should be added when listing a series of dates (e.g., 3, 6, and 18 Aug).

As long as your meaning is clear, you can express a range of dates without exact specificity using an en-dash (mid-Dec – late Jan).

When reporting a range of years, each year should be written out (e.g., “1981 – 1985” not “1981-85”). Express time of day using a 24-hour clock followed by

a standard time zone abbreviation (e.g., “0800 EDT” for 8:00 a.m. Eastern Daylight Time, etc.).

Format and Spacing:

Do not use French spacing in your text (i.e., put only a single space after periods and colons). Separate dates with an en-dash (–), not a hyphen (-). Also, use a serial comma: words, phrases, and clauses used in a series are separated by commas. For example, write “Virginia, Black, and Yellow Rails” not “Virginia, Black and Yellow Rails.” Per the 1993 edition of the *Chicago Manual of Style*, capitalize the group name in a series of proper names (e.g., Virginia, Black, and Yellow Rails **not** “Virginia, Black, and Yellow rails”).

Species Accounts:

Always follow species names and the phylogenetic sequence of families and species provided in the latest Check-list of North American Birds by the American Ornithologists’ Union and its regular supplements (in July issues of *The Auk*).

Numbers in the Text

- 1) Never begin a sentence with an Arabic numeral.
- 2) For survey information, use Arabic numerals when reporting the number of a given species, even for numbers one through nine. Spell out numbers one through nine for any noun other than individual species, unless they precede a unit of measurement. (In the Introduction, spell out numbers one through nine, even when expressing the number of a species.)
- 3) For any number 10 or greater, use the Arabic numeral, whether it expresses numbers of birds or anything else.
- 4) Use commas only in numerals with five or more digits (i.e., write 40,000 but **not** 4,000, use 4000 instead). When giving ranges of numbers, write out each extreme (e.g., “flocks of 3000-4000” not “flocks of 3-4000”).
- 5) For ordinal numbers, always spell out “first” but generally use the ordinal representation for others (e.g., 2nd, 3rd, 8th). This is NOT true for expressing ages of birds (e.g., “second-summer plumage”, etc. – but take special care to assign the proper age if used).

Conventions for Place Names

In the survey, italicize all county names and omit the word “County” or its abbreviation (in the Introduction, write out the word “County”). Use “in” when referring to a county record but “at” when referring to a city/town record; thus, a “Hermit Warbler was in *Monroe*” but a “Louisiana Waterthrush was at Detroit”.

Conventions for Bird Names

Do not abbreviate bird names, even for more or less obvious cases (e.g., Am. Coot for American Coot or N. Shrike for Northern Shrike). You may use shortened bird names (or pronouns) after the full name has been stated once. A discussion on migrating Sharp-shinned Hawks might continue with “Other

flocks of Sharp-shinneds were seen ...". Note that the example used Sharp-shinneds not Sharpshins, while the later may be how we would pronounce it when speaking, it is not grammatically correct.

A few additional abbreviations used with bird names are sp. (species), ad. (adult), imm. (immature), and juv. (juvenile). Note that "sp." should be used only when referring to an unknown species within a particular group. It is correct to say "tern sp." or "*Empidonax* sp." but incorrect to say "several sp. were seen".

The plural of these terms, which may stand alone as substantive (rather than modifying nouns), take an additional "s": "juvs.", "ads.", and "imms.". These are not technically accurate abbreviations, but have become conventional (avoid if possible). It is best not to use the plural of the abbreviation for "species" – "spp." – unless it immediately follows an italicized genus.

Latin Phrases

Because they have become common in English texts, it is not necessary to italicize the following phrases:

et al. "and others"

i.e. "that is"

e.g. "for example"

However, you should use italics for:

fide "by the faith of"

Observer Initials in the Text

Avoid listing more than five sets of initials following a record. Instead, use "et al." or "m. ob." after the primary observer's or observers' initials and those of individuals providing documentation (when required).

Use *fide* to indicate that you received a report indirectly. For example, "ATC, *fide* BM" or "*fide* BM". However, if BM is already acknowledged in your contributor list as a sub-regional editor/compiler, it is not necessary to list records as *fide*.