

## 12<sup>th</sup> Prairie Conservation and Endangered Species Conference – Manuscript Style Guide

**Manuscript deadline: Noon, SATURDAY, March 2, 2019**

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**Manuscripts received after March 2, 2019 will not be published.**

### Manuscript Preparation

Files must be formatted in either Microsoft Word or Rich Text Format (rtf). **Plenary manuscripts** should not exceed **25 double-spaced pages** in length not including tables, figures and literature cited. **Workshop manuscripts** should not exceed **10 double-spaced pages** in length excluding tables, figures and literature cited.

Set your margins to 1 1/2 inches on all sides; set your line spacing to double and your typeface to 12-point Times Roman or similar font. If you must use a special font for special character sets (e.g., non-roman alphabets, mathematical symbols, etc.), be sure to send us a copy of the font so your file will display correctly. Number pages consecutively. Turn off your word-processor's automatic hyphenation feature. Keep formatting as simple as possible (i.e., don't use rules, fancy type treatments, boxes, etc.); we will only have to remove the formatting before typesetting begins.

Use only one space after all punctuation, including periods and colons. Use the tab key (instead of a string of spaces) for indentation. Ensure that indents are consistent throughout the manuscript. Do not use hanging indents in text. Do not leave a line space between paragraphs. Use smart (curly) quotes. The 2018 PCESC proceedings style is to use double, not single, quotes. Hyphens should appear only in compound words. Use dashes (-) or two hyphens to indicate dashes. Use italics, not underlining, to indicate book titles, species scientific names, emphasized words, etc.

Set tabs or use your word-processor's table feature to align columns in lists and tables. Extracts and tables should be single-spaced. Indicate where a table or illustration should fall with a catch line: "Figure 1 about here." Leave a line space above and below each catch line. We will place art as close to the catch line as possible. Number tables and figures consecutively (e.g., Table 1, Figure 1, Table 2, etc). Save each table and figure as a separate file.

Please note that we follow the *Canadian Oxford Dictionary* for spelling and the journal "Canadian Field Naturalist" for general matters related to style.

### Documentation Style

Please use endnotes rather than footnotes. Examples of documentation for various types of sources follow below. If you are citing an unconventional source and are uncertain about how to properly cite it, include as much information as possible and the editor will select and arrange the appropriate bibliographic material.

#### Book

Kaufmann, K. 1996. *Lives of North American Birds*. Houghton Mifflin, Boston, MA.

#### Journal or Magazine Article

Kydd, T. E., P. T. Barnum and R. Virchow. 1986. Additional observations of the Barred Owl in Alberta. *Blue Jay* 44: 41-43.

#### Book Chapter or Proceedings paper

Heisler, C.B. 1995. The ethnobotany of domesticated plants. In: R.E. Shultes and S. von Reis (eds.), *Evolution of a Discipline*. Discoides Press, Portland, OR pp. 200-203

#### Unpublished Paper or Thesis

King, A.J. 1976. *Law and Land Use in Chicago: A Pre-history of Modern Zoning*. Ph.D. dissertation, University of Wisconsin, Madison, WI.

#### Government Document

Manitoba Environment. 1995. *State of the Environment: report for Manitoba, 1995*. Manitoba Environment, Winnipeg, MB.

#### Archival Document

Manitoba Archives Board, letters of J. Edwin Gardiner to the Gardiner family, Gardiner Papers, R1022, File IX-I0.

#### Newspaper Article

Robbins, William. 1980. "Big Wheels: The Rotary Club at 75," *New York Times*, Sunday, 17 February 1980, sec. 3.

#### Internet (note: include date you accessed the site)

Jeffries, A. 2008. Species listed under the Manitoba Endangered Species Act. Manitoba Conservation website, Manitoba Conservation. [http://www.gov.mb.ca/conservation/wildlife/managing/sar\\_facts.html](http://www.gov.mb.ca/conservation/wildlife/managing/sar_facts.html). Accessed December 23, 2008.

#### **Electronic Image Files**

You must provide electronic images with a resolution of 350 dpi (dots per inch) in TIF or JPG file format. Please note that downloads from the internet (unless they are high resolution scans from a stock photo agency or similar source) will not reproduce satisfactorily. Images on the internet are typically only 72 dpi, which is insufficient resolution for printing on paper stocks. Permissions and copyright issues apply to internet images, as they do with any other images.

#### **Manuscript Submission**

A manuscript submitted for editing must be complete including all text, tables, figures and citations. Authors are entirely responsible for the content of their papers. It is therefore strongly recommended that authors have their manuscripts reviewed prior to submission. We will not peer review manuscripts. Manuscripts will be copyedited but **not** substantively edited.

You should ensure that you have obtained written permission for all quoted material and for images that are to be reproduced. Proof of written permission will be required. The authors will also need to supply credit lines where applicable. Submit the manuscript and all associated materials in electronic form on CD, memory stick or by e-mail to the address at the top of page 1. We will make all changes from this point on, including the incorporation of changes made during copyediting. Authors will have a chance to approve the copyedited version.

Your attention to detail is greatly appreciated!