

GENERAL INFORMATION AND POLICIES

International Ornithological Journal THE RING

THE RING is an international journal dealing with problems of bird ringing, migration and monitoring bird numbers. The main fields of interest are original papers, review articles and methodical discussions. Information, progress reports, personal comments and short notes or news are also accepted to the informative columns of the journal. Although papers are refereed, conclusions, opinions and discussion are published on the author's responsibility. Innovative and even controversial ideas are appreciated.

Guidelines for Manuscript Preparation and Submission

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THE RING considers for publication original research that has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis). Submission to the Ring implies that this is the case and that the submitted manuscript is not under consideration for publication elsewhere.

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Authors should clearly highlight the key finding(s) of the paper and explain its significance and interest to the field in their cover letter.

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The on-line version of the journal is a primary one to the printed edition.

Manuscript preparation

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. Use only Latin names in tables. 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*).

The list of references should be given in an alphabetical order according to the format shown as examples for supplement to the journal, journal full title, journal abbreviation, book, and chapter:

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. Moulting, 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. *The Birds of the Western Palearctic*. Vol. 2. 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 PC compatible format. Any commonly used file format is acceptable but Microsoft (**.doc/.xls**) and Open Source (**.odt/.ods**) formats are preferred as the text/spreadsheet formats.

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, e.g. "...are listed in the Table 3.", "... (Tab. 3).".

Computer **graphics** should be used as figures, if possible, and delivered as **separate files**, not embedded into the text file. Graph files **must be supplemented by the original data** in ASCII or spreadsheet format. Other illustrations should be submitted as bitmap files (preferably in **.jpg** or **.png** format in resolution 300 dpi or more) or as a hard copy not exceeded A4 paper size that by its quality allow direct scanning. Their layout and the size of the inscriptions should be adapted to the expected final size.

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).

Double-blind review process

The Editors of THE RING make the first selection of submitted manuscripts. In this stage, the accepted manuscripts are initially evaluated and revised. The manuscripts that are accepted are afterwards sent to at least two outside reviewers, who are considered to be specialists in particular fields of studies. The review process is conducted anonymously and is double-blind. The review has a written form and must be ended with a clear statement concerning either the manuscript's admission for publishing or its rejection; a review form is available at the journal web sites www.wbwp-fund.eu/ring and <http://www.degruyter.com/view/j/ring>. Reviewers are contacted before being sent a paper and are asked to return comments within 2 to 3 weeks for most papers. Reviewers may be selected to evaluate separate components of a manuscript. The final responsibility for decisions of acceptance or rejection of a submitted manuscript lies with the Editor.