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Société d'Ornithologie de l'Ouest
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Instructions to Authors

Malimbus publishes Papers, Short Notes, Reviews, News and Letters, and illustrative material covering the field of West African ornithology. Written contributions are accepted in English or French; editorial assistance will be made available to authors whose first language is not one of these. Papers and Short Notes cover original contributions; material published elsewhere, in whole or in part, will not normally be accepted. Short Notes are articles not exceeding 1000 words (including references) or two printed pages in length. Wherever possible, manuscripts should first have been submitted to at least one ornithologist or biologist for critical scrutiny. Manuscripts will be sent for critical review to at least one relevant authority.

Items for News and Letters should not exceed 1000 words.

Contributions, of which two copies are required, should be typed on one side of the paper, with double spacing and wide margins. Dot-matrix printouts will only be accepted if they are of "near-letter" quality. Authors should not send a diskette copy with their initial submission, but are requested to indicate whether they can do so if their paper is accepted. Diskettes will be returned to authors. Consult the editor for further details, e.g. for acceptable word processing programs.

Conventions regarding tabular material, numbers, metric units, references, etc. may be found in this issue and should be adhered to carefully. Note particularly the following: dates should be in the form 2 Feb 1990 but months standing alone in text may be written in full; times of day are written 6.45 h, 17.32 h; coordinates are written in the form 7°46'N, 16°4'E; numbers up to ten are written in full, except when followed by abbreviated units (e.g. 6 m), numbers from 11 upwards are written in figures except at the beginning of a sentence. All **References** mentioned in the article, and only such, must be entered in the bibliography.

Avifaunal articles must contain a map or gazetteer, including all localities mentioned. They should include brief notes on climate, topography, vegetation, and conditions or unusual events prior to or during the study (e.g. late rains etc). **Species lists** should include only significant information; full lists are justified only for areas previously unstudied or unvisited for many years. Otherwise, include only species for which the study provides new information on range, period of residence, breeding etc. For each species, indicate migratory status, period of residence (as shown by the study), range extensions, an assessment of abundance (*Malimbus* 17: 36) and dated breeding records. Where appropriate, set data in context by brief comparison with an authoritative regional checklist. Lengthy species lists should be in tabular form (e.g. *Malimbus* 12: 39-51, 1: 22-28, or 1: 49-54) or of the textual format of recent issues (e.g. *Malimbus* 12: 19-24, 12: 61-86, 13: 49-66, 16: 10-29). The **taxonomic sequence** and **scientific names** (and preferably also **vernacular names**) should follow Dowsett & Forbes-Watson (1993, *Checklist of Birds of the Afrotropical and Malagasy Regions*, Tauraco Press, Liège) or *The Birds of Africa* (Brown et al. 1982, Urban et al. 1986 and Fry et al. 1988, Keith et al. 1992, Academic Press, London), unless reasons for departure from these authorities are stated. A more complete **guide for authors** of avifaunal papers, including the preferred abundance scale, appeared in *Malimbus* 17: 35-39. A copy may be obtained from the Editor, who will be happy to advise on the presentation of specific studies.

Figures should be prepared as for final reproduction, allowing for 20-50% reduction, using indian ink on good quality white paper or heavy tracing, and adhesive transfer lettering as appropriate. Diagrams produced by a computer printer are rarely of acceptable quality. When designing Figures, pay attention to the page-shape of *Malimbus*.

All Papers (but not Short Notes) should include a **Summary**, not exceeding 5% of the paper's length. The Summary should include brief reference to major findings of the paper and not simply review what was done. Summaries will be published in both English and French and will be translated as appropriate by the Editorial Board.

Twenty **Offprints** of Papers (but not of Short Notes) will be sent to single or senior authors, *gratis*. Offprints will not be stapled, bound, or covered; they are merely cut from copies of the journal.

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