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Instructions to Authors

Malimbus publishes research papers, reviews and news about West African ornithology.

Papers and **Short Notes** must be original contributions; material published elsewhere, in whole or in part, will not normally be accepted. Short Notes are articles not exceeding 1500 words (including references) or three printed pages in length. Wherever possible, manuscripts should first have been critically scrutinised by at least one other ornithologist or biologist before submission. Manuscripts will be sent for critical review to at least one relevant authority.

Items for News & Letters should not exceed 1000 words.

Contributions are accepted in English or French; editorial assistance will be made available to authors whose first language is not one of these. Submission by email (attached file) is preferred. For submissions on paper, two copies are required, typed on one side of the paper, with double spacing and wide margins. Consult the editor for further details, *e.g.* acceptable software.

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.

Format of tabular material, numbers, metric units, references, *etc.* should match recent issues. Note particularly: dates are written 2 Feb 1990 but months standing alone may be written in full; times of day are written 6h45, 17h32 and coordinates in the form 7°46′N, 16°4′E (no leading zeros); 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 listed 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 range extensions, an assessment of abundance (Malimbus 17: 36) and dated breeding records; indicate migratory status and period of residence only as shown by the study. Where appropriate, set data in context by brief comparison with an authoritative regional checklist. Lengthy species lists may be in tabular form (e.g. Malimbus 25: 4-30, 24: 15-22, 23: 1-22, 1: 22-28, or 1: 49-54) or in the textual format of recent issues. Taxonomic sequence and scientific names (and preferably also vernacular names) should follow Borrow & Demey (2004, Field Guide to the Birds of Western Africa, Christopher Helm, London), or 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, 1997, Fry et al. 1988, Keith et al. 1992, Fry & Keith 2000, 2004, 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. When designing Figures, pay attention to *Malimbus* page-shape. Figures prepared in or scanned into an appropriate graphics package and saved at high resolution are preferred. They should be supplied as graphics files, and not pasted into a text file. Low-resolution files and poor-quality printouts will not be accepted. Authors are encouraged to submit **photographs** that illustrate salient points of their articles. Photographs should be high-contrast (for publication in monochrome) and high resolution (at least 600 dpi). They should be supplied in graphics file format (*e.g.* jpg or tif) and not pasted into a Word file. Consult the Editor for further advice.

Ten **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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