

Journal of Wildlife Rehabilitation

AUTHOR INSTRUCTIONS

The *Journal of Wildlife Rehabilitation* (JWR), published by the International Wildlife Rehabilitation Council (IWRC), accepts original manuscripts and literature review articles on topics relevant to wildlife rehabilitation, including captive husbandry and veterinary care. Manuscripts that address related topics, such as facility administration, public relations, law, development, and education are invited as well. Submissions must be in English, but the IWRC welcomes contributions from anywhere in the world.

Concurrent submission to other peer-reviewed journals will preclude publication in the JWR. All JWR submissions should include a cover letter from the author(s) confirming exclusive submission of the manuscript for publication in the JWR.

Associate editors and anonymous reviewers evaluate each submitted manuscript to determine its significance to rehabilitation, appropriateness for the publication, and soundness of research. The JWR Editor considers all reviewer comments prior to making a decision to accept or reject any manuscript, and the Editor's decision is final. Authors of accepted manuscripts will be requested to respond to peer-reviewer comments and revise the manuscript, which is then assigned to a specific volume and issue of JWR. Authors will then work with an editorial assistant to bring the manuscript into compliance with JWR style guidelines and to ensure the best possible presentation to our readers. The IWRC retains copyright on all original articles published in the JWR, but will grant permission, when requested, to reprint articles with credit given to the IWRC–JWR.

Templates have been developed for the following submission categories: case study, technique (including diets), research, and literature review; authors may request a copy of one, or all, of these templates from the Editor before developing a manuscript for submission to the JWR. Template requests should be sent to the Editor at jwr.editor@gmail.com.

JWR does not impose charges to the author(s) for review, editing, typography, or final printing. Therefore, in order to enhance the efficiency of our editorial and printing processes, authors are expected to closely adhere to the Author Instructions presented herein. See the checklist that follows and consult prior volumes of the Journal for reference.

SUBMISSION CHECKLIST

Electronic submissions are required; hard-copy manuscripts are not accepted. Digital files must be submitted as a Word document (.doc or .docx formats). The manuscript file should be attached to the submission letter (which can be the body of your email) and sent to: Kieran Lindsey, *Editor*, jwr.editor@gmail.com.

1. GENERAL MANUSCRIPT INFORMATION

- ❑ Manuscript should be typed in Times Roman, 12 pt., with one-inch margins. Double-space throughout, including title, text, literature cited, figure captions, tables, and photo captions. All text should appear in a continuous flow (i.e., no tables, figures, or photos *within* the text). Insert a page break at the end of the text (after Literature Cited) and begin tables (one per page), followed by all figures and figure captions, one per page. Photo captions should appear last; please provide low-resolution photos with their captions, one per page, *for reference only*.

Order of text: Title, authors, Abstract, Key words, text with appropriate heads and subheads, Acknowledgment(s), Literature Cited, tables, figures with figure captions, photos with photo captions.

See section 3 for required digital formatting.

- ❑ AUTHOR(S): Include the name of each author. Specify one author as Corresponding Author and provide his or

her affiliation, complete mailing address, and email address. Affiliations for other authors should be included in a separate document with a brief (100 words or less) biography for each author. Biographies should reflect professional experience relating to rehabilitation or to the manuscript topic, not personal information. Photographs of each author, or a group photo, may be submitted; be sure to provide name identification for group photos. Biographies and author photos may be edited for space.

- ❑ ABSTRACT: Include a one-paragraph abstract of up to 175 words. Do not include literature citations within the abstract, or use an acronym if something appears only once within the abstract. Follow guidelines for common and scientific names of species, as described below.
- ❑ KEY WORDS: Provide up to 14 key words; compound words are acceptable, e.g. captive management, soft release, host–parasite interaction.

2. MANUSCRIPT STYLE INFORMATION

- ❑ **STYLE:** The JWR follows the Scientific Style and Format of the CBE Manual for Authors, Editors, and Publishers. Please use American spelling and reference Webster's Collegiate Dictionary, Tenth Edition, as the spelling and hyphenation authority. Avoid specialized formatting—formatting issues are addressed in production. Set text flush left. Use default formatting for hyphenations and 'widows and orphans' (allow both). Do not use footnotes.
- ❑ **SPECIAL PUNCTUATION:** Use the following format when these occur:
 - Order of parentheses: ([])
 - Order of punctuation: " " ' ' ;
 - Abbreviations: i.e., e.g., *et al.*
 - versus in text (vs. in parentheses); email
- ❑ **LISTS IN TEXT:** Format as follows: 1) item one, 2) item two, and 3) last item; items may also be separated with semicolons.
- ❑ **COMMON AND SCIENTIFIC NAMES:** Use the full scientific name at first mention of any species and abbreviate thereafter, e.g., northern flicker (*Colaptes auratus*) and *C. auratus* thereafter. Do not capitalize common names unless the word is a proper noun, e.g., Baird's sparrow, California thrasher, Aleutian tern. This applies to the first mention in abstract *and* the first mention within the manuscript itself; this does not apply to *each* headlined section. Use full scientific name when beginning a sentence.
- ❑ **ACRONYMS:** Spell out acronyms upon first use (in abstract *and* in manuscript) followed by the acronym in parentheses. Use only the acronym thereafter. Do not use an acronym if it only appears once within either the abstract or the manuscript. Spell out acronym when beginning a sentence. An acronym may be used in subheads if it has already been defined.
- ❑ **HEADLINES AND SUBHEADS:** Use the following format for the three levels of headlines and subheads used in the JWR:

Materials and Methods	Bold; flush left on its own line
<i>Baseline data</i>	<i>Bold italic; flush left on its own line</i>

Available literature: *Italic, flush left* and text continues on the same line
- ❑ **ITALICS:** Use italics for scientific names; Latin phrases, *in vivo*, *in vitro*, *ad libitum*, *post hoc*, *et al.*; and journal titles within the Literature Cited.
- ❑ **TABLES AND FIGURES:** Check your manuscript to ensure that all tables and figures are cited, and are in chronological order. Capitalize first letter (Table, Figure); spell out word when in text: "...body wrap, as shown in Figure 3" and abbreviate

when in parentheses: "...body wrap (Fig. 3)." Table is always spelled out; "Table 2 provides" "...all 47 specimens (Table 2)." Multiple references are formatted as follows: (Fig. 2), (Figs. 2, 3), (Figs. 3–5), (Table 1a, 1b), (Tables 4–6). If combining, Table appears first: (Table 3, Fig. 2).

All table titles and figure captions must provide stand-alone information (i.e., must be clear without having to reference text); do not use acronyms, and provide scientific names for all species. If an acronym is necessary in a table column head, add a designator keyed to an explanation in the footnote.

See Section 3 for table and figure digital formatting requirements.

- ❑ **PHOTOGRAPHS:** Photographs are not generally considered separate figures, and thus are not cited within the manuscript. This would include a picture of the species under discussion, habitat, or other general images. Captions should be self-explanatory so that readers can readily relate the image to information in the manuscript. Name the photo file with main author's last name and photo numeric order, e.g. "SmithPhoto1.tif." Correlate photo names and captions by order, i.e. "SmithPhoto 1.tif" and "Photo 1: Figure-8 wrap on great horned owl (*Bubo virginianus*) rescued from barbed wire fence..."

EXCEPTIONS: If a photo represents a specific detail discussed in the text (e.g., a radiograph, wounds, medical management, caging, and so forth), please include it as a figure with an appropriately numbered figure caption.

See Section 3 for digital image requirements.

- ❑ **UNITS OF MEASURE:** Abbreviate as follows:
 - Time:* sec, min, hr, wk, mo, yr (spell out day or days, as appropriate)
 - Volume and weight:* cc, g, mg, kg; ml, but capped L (Liter, when used alone)
 - Length and distance:* mm, cm, km, ft, in, yd, mi;
 - Geography:* ac, ha; 54°50'N; 9°20'E to 9°40'E; S, W, SSW, ENE, SE
 - Other:* 37°F; ×100 magnification; centrifuged at 1,000 g
- ❑ **NUMBERS:** Use numeral for all instances that include a unit of measure; within text, spell out numbers and ordinals one through nine; use numeral 10 onward (e.g., 3 hr, three experiments, four raccoons, 17 sites; ...the third control group, ...the 15th of each month). If starting a sentence, both the numbers and units should be spelled out: "Sixteen milliliters..."

Use a comma separator at thousand levels, a leading zero for decimals, and provide decimals to two places: 1,000, 10,000; 0.03, 42.65, 42.00. Use consistently throughout manuscript, tables, and figures.

- ❑ **STATISTICAL STYLE:** No spaces in singular usages: (>2.6); (<1:4); (± 30). Use spaces in formulas and results: ($n = 6$); 27" \times 18" \times 19"; 4.6 \pm 2.7 m; $\alpha = 0.05$; (Cu [$P = 0.5228$]); $P < 0.01$. The term *P*-value (with hyphenation) may be used. Wilcoxon signed ranks test; *r*, R^2 , Student's *t*-test; *F*-statistic; Mann-Whitney *U*-test [note italics].
- ❑ **DATES AND TIMES:** Use Continental dating, e.g., 23 June 2007, and standard (non-military) time, e.g., 2:00 p.m. Be consistent throughout manuscript and all associated files.
- ❑ **VOUCHER SPECIMENS:** It is appropriate for biological material arising from research projects to be deposited in recognized national or international museum collections. Accession numbers should be reported in the manuscript in the following format: United States National Parasite Collection, Beltsville, Maryland, USA (NPC Accession no. 08746.00; Collection no. M1515C). The accession number is a minimum requirement; the JWR acknowledges that collection numbers are not always available.
- ❑ **ACKNOWLEDGMENT(S):** Appears as the last section immediately before Literature Cited. First-person references and titles such as Prof. or Ms. are permitted. Funding and grant information may be included. Spell out all company and organization names (no acronyms); provide city, state, and country of all organizations.
- ❑ **CITATIONS:** Every citation must have a correlated reference in the literature cited. Citations should appear in author-year style, in chronological (earliest first), then alphabetical, order (MacCray 1943; Ellison 1997, 2001; Zuni 1999; Baird 2003). Two authors appear as: Harden and Russell 2009; three or more as Frey *et al.* 2007. Informal references appear as: (Johnson, pers. comm.), (Russell, pers. obs.), (Doe, unpubl.), (Doe, unpubl. data). All sources of information offered or quoted must be substantiated with a citation, unless clearly in the realm of common knowledge.
- ❑ **LITERATURE CITED:** List alphabetically by author, then chronologically by earliest date; a single author reference appears before a work by the same author with coauthor(s). For repeated author, replace name with three underline-dashes and list all other authors; do not use *et al.* Put spaces between author initials; first author's initials appear after last name, initials of remaining authors appear before last name. Do not use *Biosis* abbreviations; spell out full journal title in italics, and omit "The" from journal titles. It is the author(s) responsibility to verify entries against original sources, including language-related diacritical marks and spelling; foreign-language references should be so designated at the end, e.g., (In Russian).

Capitalization: Only the first word is capitalized in the title of journal articles. Exception: Capitalize first word after colon or en- and em- dashes. Book titles, names of publishing companies, and names of organizations responsible for proceedings and reports are initial-capped for all words, excepting articles and prepositions.

Provide all editor and publisher information, including number of pages (or page[s] cited) for book references. "In press" citations and references are allowed only if they have been accepted for publication, with date (year) and the name of the journal, or the book and publisher, included. Do not list personal communications and unpublished reports in the Literature Cited. On-line sources follow the same order of information. The web-site url should be provided at the end, followed by the date accessed, e.g.,

SPECIEZnm. 2009. Special Status Species in Santa Fe County, New Mexico as of 1 January 2009. <http://www.specieznm.org>. Accessed 3 March 2009.

Additional examples:

- Fix, A. S., and S. S. Barrows. 1990. Raptors rehabilitated in Iowa during 1986 and 1987: A retrospective study. *Journal of Wildlife Diseases* 26: 18–21.
- Ritchie, B. W., G. F. Harrison, and L. R. Harrison. 1994. Avian medicine: Principles and application. Wingers Publishing, Lake Worth, Florida USA. pp. 573–580, 828, 1034–1038.
- Nunes, A. L. V., M. L. Cruz, and S. R. G. Cortopassi. 2006. Anestesiologia. *In: Tratado de animais selvagens—Medicina veterinária*, S. Z. Cubas, J. C. R. Silva, and J. L. Catão-Dias (eds.) Editora Roca, São Paulo, Brasil, pp. 1040–1067 (In Portuguese).
- Harden, J. E. and E. P. Elliston. 1999. Eureka! I've found it! How and where to find data and other resources. *In: Proceedings of the 22nd Annual Conference*, edited by Mary D. Reynolds, pp. 145–150. International Wildlife Rehabilitation Council.

- ❑ **TABLES:** Create tables on separate pages at the end of the manuscript (do not place within the flow of text). Double-space throughout. Table numbers are all caps, bold. Titles are bold, with capped first word, and lowercase thereafter. Spell out acronyms and use full scientific name of species; table titles should be stand-alone information. If an acronym is necessary within column headings, give it a superscripted number designator and explain it in the footnote. Do not use lines, boxes, or otherwise enclose data [see section 3 for digital requirements].

TABLE 1. Growth of mallard (*Anas platyrhynchos*) ducklings in captivity.

- ❑ **FIGURE CAPTIONS:** Insert, double-spaced, after the tables (or after Literature Cited if there are no tables). Ensure that a caption is included for all figures cited within the manuscript. Figure numbers are in all caps, bold. Caption is bold, with initial-capped first word, and lowercase thereafter. Spell out all acronyms and use full scientific name of species; figure captions should be stand-alone information. For reference, please provide each figure above the appropriate figure caption.

FIGURE 1. Graph showing weight increase in mallard (*Anas platyrhynchos*) ducklings, with age.

3. APPROPRIATE DIGITAL FILE FORMATTING

- ❑ GENERAL: The JWR does not scan, retouch, or otherwise manipulate charts, graphs, line illustrations, or photographs submitted by the author(s). Please follow professional preparation methods for all such items, as JWR print quality can only match what we are provided. All digitized images must be high-quality RGB, CMYK, or greyscale (all color images are converted to grayscale by JWR) and must not retouched or digitally manipulated beyond that needed to convey information (such as a reference arrow).

The JWR is printed in black and white: When preparing these items, please note that reds/oranges/purples may become black, and pale blues or yellows tend to revert to white. If a color image will not adequately convert to greyscale, the author will be informed and may be asked to supply an alternate. JWR reserves the right to reject images of any kind for unsuitable quality.

- ❑ TABLES:
 - Create tables without boxes, borders, or verticle lines; build them within the MS Word.doc file of the complete article
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- ❑ FIGURES & PHOTOGRAPHS: ‘Figures’ generally refer to line drawings, charts, and graphs (many of which include text). All image files must be individually provided, i.e., separate from the manuscript file. *Be certain that all figures*

and photographs will be legible, correctly present the information, and will retain clarity when converted to greyscale.

- ❑ FIGURES:
 - TIF (preferred) or JPG format; or Excel (.XLS) file
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Adjustments may be necessary for printing, so author may be asked to provide original, layered file or pre-processed data. Please retain native information and unflattened files.

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Must be high quality and without retouch or digital manipulation. Images should be clean, un-damaged, and where grouped, of similar contrast and appearance. JWR will not retouch, repair, or adjust photos. If color image will not adequately convert to greyscale, author may be asked to supply an alternate, or image may not be used.

4. SENDING YOUR MANUSCRIPT SUBMISSION

- ❑ Only electronic submissions are accepted.
- ❑ Include Cover Letter (may be in body of submission email).
- ❑ Attach digital file of manuscript (MS Word).
- ❑ Provide low-resolution photos, graphs, etc., within manuscript *for reference only*, in the order detailed in section 2 (individual, high-quality files will be requested for final publication).
- ❑ Email your submission to:
 - Kieran Lindsey, Editor
 - Journal of Wildlife Rehabilitation*
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