

Mini Style Sheet for *Bird Observer*

Please follow these basic rules from the *Bird Observer* style sheet in order to help us expedite the editing process.

1. Submit all manuscripts in Microsoft Word; submit all editing in Word's Track Changes.
2. Do not embed any photos, graphs, tables, figures, spreadsheets, or any other images into the body of the text article. Submit them as separate files—labeled, captioned, credited.
3. Do not use abbreviations. Spell out states (Rhode Island), roadways (Main Street, Route 1), places (Mount Auburn Cemetery), months (January 2, 2021), and anything else you find yourself abbreviating (United States).
4. Do not use contractions; spell out the words: *it is* instead of *it's*, *do not* instead of *don't*. Use *through* not *thru*. *Although* is preferred to *though*. Do not use *tho*.
5. Numbers under ten are spelled out; 10 and over are listed numerically.
6. Dates are always written according to United States style, not European or scientific style: *June 12, 1996*, not *12 June 1996* and *September 20–27* not *20–27 September*.
7. Hyphen versus en-dash:
Use an en-dash (–) between numbers: 50–100, March 2–12; pages 1–8.
Use a hyphen with compound words: Black-bellied Plover, long-distance migration, mid-October, year-round. Use a hyphen with words combined with numbers: 20-mile hike, five-minute interval. Use a hyphen when spelling out the numbers twenty-one through ninety-nine. (Other numbers are open: two hundred fifty; one thousand.)
8. Specific bird names are capitalized: Great Egret, Snowy Owl, Little Stint, Redhead, American Robin. Do not capitalize general names: egret, owl, sandpiper, robin.
9. Several species together: Great Egret and Snowy Egret **OR** Great and Snowy egrets; Song, Savannah, and White-throated sparrows.
10. Do not capitalize the names of other animals and plants: white-tailed deer, red squirrel, gray tree frog, blue-spotted salamander, trout lily, butterfly bush, scrub oak; but: Atlantic white cedar, American toad.
11. Use the Oxford comma. In a list, put a comma before *and*: *egrets, herons, and ducks* not *egrets, herons and ducks*.
12. Avoid using *rather*, *very*, *quite*, *pretty* as qualifiers. Do not use *very unique*.
13. Avoid exclamation points.

14. *Bird Observer* is not formatted for footnotes. Please use citations and references instead.