

# Western Association of Fish and Wildlife Agencies

## MANUSCRIPT INSTRUCTIONS

Proceedings of the Western Association are printed by a photographic process to expedite publication and minimize printing costs. Your adherence to the following instructions will help meet these requirements.

PAPERS MUST BE GIVEN TO THE PROGRAM MODERATOR AT THE TIME OF PRESENTATION.

**Paper:** Good quality bond, 8½" x 11". Original copy needed. Photocopies **NOT acceptable**. One side only. Do not staple, fold, or punch holes.

**Type:** Black, not less than standard elite size. Single space.

**Margins:** One inch on sides and bottom; 1½ inches on top.

**Pages:** Use blue pencil only. Number pages, including tables and illustrations, consecutively at the bottom center.

**Title:** The paper title, author's name, title and organization must appear at the top center of the first page. Sample:

UPLAND GAME BIRD MANAGEMENT  
Jane Doe  
Game Biologist  
California Department of Fish and Game

**Illustrations:** Maps, graphs, charts, line drawings, or other illustrations that can be successfully duplicated are acceptable. No photographs.

**Style:** Rules on capitalization, abbreviation, punctuation, tables, and formulas shall be as set forth in "Style Manual for Biological Journals" (A.I.B.S.) or "Manuscript Guidelines for the Journal of Wildlife Management" (J. Wildl. Manage. 62(1), 1998). Do not right justify and do not hyphenate at the right margin.

**References:** Do not use numbers or symbols in the text. Give the name of the author and year of publication in parentheses, i.e., (Doe, 1932). Arrange authors alphabetically in the bibliography and list publications of each chronologically under author's name. Capitalize only the first word and proper name in titles. Do not include references not cited in the text.

### Computer

**Format:** Manuscripts should be in Microsoft Word. Label 3.5" diskette or CD to indicate: author's name, telephone number, file name, and word processing software used.

You may make all the copies you want for handout at the session, but the original must be given to the program moderator.

October, 2004