

RH: CFG Submission Guidelines (July 2019) (note: Running Head should be at the top of the manuscript and is limited to 45 characters)

## **General guidelines**

Submit all manuscripts as Microsoft WORD (doc or docx) files. Take care not to leave comments or Track Changes in the submitted version of the manuscript. Use Times New Roman, size 12 font for the entire manuscript and tables and figures, except for the title (see below) and table footnotes (see **Table** section under **RESULTS**). Include continuous line numbers throughout the manuscript (inserted from “Layout” tab in WORD). The entire manuscript should be double-spaced and use 1-inch margins on all sides. Follow all sentences by only one space after the period. Do not number text pages; normal text (not headings) must be left-aligned.

All parts of the manuscript, including Literature Cited, must be written in English. The journal standard for style is in accordance with the Council of Science Editors (CSE) Style Manual (CSE 2006). These instructions supersede CSE (2006) where differences exist between formats. Italicize scientific names (genus and species) in text, tables, and figures, and provide them in parentheses following the first use of the common name in both the abstract and the body of the paper.

*Cover letter.*—Include a cover letter with your manuscript submission that indicates that the manuscript has not been published previously and is not being considered for publication in any other journal. Please also include the names and contact information for at least three potential reviewers for your manuscript. This letter should also include an acceptance of the page charges (\$50 per printed page). Page charges may be waived for authors under certain instances (e.g., for authors from developing countries or students without funding). If applicable, please request a waiver in your cover letter.

*Author Contributions.*—Please include a statement of contributions of each author at the end of the manuscript. This should include providing the initials of each author that participated in the following:

- Conceived and designed the study
- Collected the data
- Performed the analysis of the data
- Authored the manuscript
- Provided critical revision of the manuscript

*Title.*— Centered, bold, and size 14 font (see title below). In the title, capitalize only the initial word and proper names—avoid use of scientific names in the title (unless the species lacks a common name).

## **Revised submission guidelines for *California Fish and Game***

**Author information and corresponding author email:** Use an asterisk to designate corresponding author, and follow the format below to indicate affiliations and present addresses. Use a unique superscript number for each affiliation. For the address, be sure to include the country (use USA for the United States).

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## Abstract

There is no heading for the abstract, which should be a single paragraph of not be more than 5% of the entire paper (< 300 words) and is flushed left. The abstract summarizes results and conclusions in concise and declarative prose. Abstracts should neither list the contents (this is presented; that is discussed) nor review methods. The abstract should be well written and contain three to four descriptive keyword phrases that will draw the reader to the content. Limit details of methods to those needed in understanding what was done and work them into statements of findings. Avoid using phrases such as "... is discussed" or "... was found"; be specific. When first mentioning a common name in the abstract, follow it by the scientific name in parentheses. Do not use literature citations, footnotes, abbreviations, and acronyms (unless used more than five times ) in abstracts. Abstracts obviate the need for formal text summaries. Because they are widely circulated by abstracting services, abstracts have much larger readerships than do full papers, and the abstract should represent the text fairly and accurately. Where practical in the abstract, include synonyms for your keywords that laypersons would understand.

**Key words:** Key words are below the abstract and are flushed left. Include up to 10 key words or phrases in alphabetical order.

Key words: California, *California Fish and Game*, format, instructions to authors, journal, submission guidelines

## Introduction

Note that no heading precedes the introduction to the paper, which begins immediately following the line below key words. *California Fish and Game* (CFG) is a peer-reviewed, scientific journal focused on biology, ecology, management, and conservation of fish, wildlife, and plants in California and surrounding areas, and the northeastern Pacific Ocean. CFG also accepts manuscripts focused on new research tools and techniques that may be relevant to conservation or management of the state's fish and wildlife resources. Authors may submit papers for consideration as a research article, note, review paper, book review, essay, or commentary (Appendix I). CFG will consider papers of any reasonable length that can be justified by their purpose and design. Manuscripts that are not submitted according to these guidelines will be returned for revision without review. These guidelines are an update to Bleich et al. (2011) and should be used as a replacement for those and any previous guidelines.

Restrict use of literature review or background information to that needed in defining the

problem or placing the study into perspective. Generally, begin with the purpose or scope of the study, followed by defining the problem, and adding guideposts to orient the reader. An introduction should generally not exceed 375–500 words (3-5 paragraphs).

*Submission.*—Manuscripts should be submitted by email to the current Editor-in-Chief, which can be found on the [CFG website](#). Submissions should include: cover letter, manuscript text file (which includes figure captions, tables, and table headings), and figures (as one file or individual files). Appendices may also be included if necessary. We will do our best to complete initial processing of manuscripts within three months. Authors will receive an invoice for page charges after electronic publication (Appendix II). If you have photos you would like to be considered for the Journal covers, please include them in your submission email.

*Resubmissions.*—Authors resubmitting a manuscript after previous rejection or withdrawal must indicate the original submission date of the previous submission in their cover letter. Resubmitted manuscripts are treated as new papers; thus, the cover letter must include all information requested for new submissions (see cover letter requirements noted above). Authors may submit the new manuscript along with a detailed, point-by-point reply to all issues raised during the previous evaluation, including a highlighted copy of the resubmitted manuscript showing changes made in WORD file format.

*Headings.*—Primary (number 1-head) headings are centered, bold, and upper-case (see “**METHODS**” below). Secondary (number 2-head) subheadings are bold, flush left, and capitalize only the first word and proper nouns (sentence capitalization; see **Study area** below). Tertiary (number 3-head) subheadings are italicized and indented, as is the beginning of each paragraph. Follow tertiary subheadings by a period (.) and an em-dash (—) before the text begins (with no space between the period and the em-dash or the em-dash and the beginning of the text). In WORD, you can add an em-dash by selecting Insert, Symbol, and Special Characters.

*Punctuation.*—The Oxford comma (the last comma) should always be used in a series of three or more items (e.g., gray fox, coyote, and bobcat). Also, commas should always come after “e.g.” (for example) and “i.e.” (that is). Always place closing quotation marks after periods and commas. For example, in a quote, parentheses follow the period at the end of the sentence: “The field was bordered by pine (*Pinus* sp.) and we netted several species of warblers (*Dendroica* spp.).”

*Capitalization of species names.*— Avoid using subspecies names unless essential. Use “sp.” (singular; not italicized) or “spp.” (plural) to indicate that the identity of species within a genus was unknown. For example, “The field was bordered by pine (*Pinus* sp.) and we netted several species of warblers (*Dendroica* spp.).” Do not italicize “sp” or “spp” within the parentheses (Appendix III). For fish species, use the guidelines of the American Fish Society Style Guide (<https://fisheries.org/books-journals/writing-tools/style-guide/>). For all other species, CFG uses the guidelines of The Wildlife Society—only capitalize proper nouns within species names (e.g., American crow, Steller sea lion, Cope’s leopard lizard, etc.)

Other examples of formatting requirements for this journal are in Appendix III.

## METHODS

The methods section provides the framework for answering questions and testing hypotheses posed in the purpose of the study. If live animals were used in the research, begin the Methods section with a statement indicating whether the research followed appropriate agency or university guidelines and/or was approved by an institutional animal care and use committee (IACUC). The same is true for human research (e.g., surveys) and an Institutional Review Board (IRB). Include museum catalogue numbers for all voucher specimens examined or referenced, including associated tissue; this may be included in an appendix if numerous.

Describe methods with enough detail that they could be replicated by another researcher. Write the entire manuscript, with particular emphasis in the Methods section, in active voice. For example, instead of writing “sites were sampled for five days” use “we sampled sites for five days.” Exceptions may be made when sentence structures become excessively repetitive. Limit information on materials to what is needed in judging whether the findings are valid. To facilitate assessment, give all the information in one section when possible. Refer to the literature concerning descriptions of equipment or techniques already published, detailing only adaptations. If the section is long, consider using subheadings corresponding to headings for the findings.

### Study area

Please provide geographic coordinates as decimal degrees, with three digits after the decimal, for the approximate center of the study area. In this subsection, include location, climate, elevation, topography, major vegetation and animal communities, and any other information that may be relevant to the study.

### Statistical analyses

Statistical analyses are an important part of most analyses, yet they should not obscure insight into biological processes. Describe statistical and other quantitative procedures and, when necessary, justify them with citations (e.g., Zar 2010), including mention of statistical software used (e.g., S-PLUS, SAS, JMP, R, etc.). Describe all analyses and software in the Methods rather than referring to them for the first time in Results when the outcomes are reported. For example, discuss the use of two-way ANOVAs to assess the effects of sex and season in Methods, with only outcomes of those analyses presented in the Results. Assumptions or the model underlying any statistical analysis should be clearly stated. Only use symbols such as \*, \*\*, and \*\*\* denoting levels of significance in conjunction with actual P-values of the associated test statistic, particularly in tables.

## RESULTS

This section should include results of the research described in Methods. Descriptions of results in the text should not replicate or be redundant with information in tables or figures. Take care not to include explanation or interpretation of results in this section; that should be saved for the Discussion.

## Statistical results

Provide all details of statistical outcomes, and report df as subscripts of test statistics (e.g.,  $t_2 = 2.461$ ). For example, for an ANOVA, report F, df (as subscripts of F), and the P-value, not just the P-value or the F and P-value. Similarly, report df, as appropriate, for other test statistics (e.g.,  $\chi^2$ , t, H, etc.). (Note: the chi-square symbol should be the Greek letter chi found in the symbol directory in Word, not an “X”). Degrees of freedom are important for two reasons: (1) revealing the possibility of pseudoreplication, and (2) confirming (or questioning) statistical significance of an outcome. Include a space on both sides of symbols (e.g.,  $P = 0.012$ ), except when the symbols are used as adjectives (e.g.,  $>50$  plots). For P-values, give the exact value (not  $P > 0.05$  or  $P < 0.05$ ) and use no more than three digits after the decimal. List very small P-values as  $P < 0.001$ .

## Numbers and units

Always spell out numbers if they begin a sentence and when they are less than 10, except when followed immediately by a percent symbol (%) or used in dates, ordinals, measurements, or comparisons to numbers 10 or greater. (Different rules apply in the Literature Cited section; see examples for the use of numbers in Appendix III.) Do not use any more than three digits after the decimal on any numbers. When you use number-unit phrases as adjectives, hyphenate them (e.g.,  $10\text{-m}^2$  plots). Include a comma in numbers greater than 1,000 (except for book pages, time, or years).

Use the metric system and Arabic numerals for all units of measure (e.g., 5 cm or  $1.7\text{ km}^2$ ). Always use the abbreviations for standard units of measurement (e.g., 50% not 50 percent and 3.5 km not 3.5 kilometers). Place a space between the number and the unit (e.g., 5 km not 5km). Do not use naked decimals (e.g., use 0.068 not .068). Avoid unnecessary introductory phrases like “a total of...” Spell out ordinal numbers (first, second, etc.) in the text, but abbreviate in the Literature Cited (e.g., 2nd edition).

For time, use the 24-hour system (0001 hours to 2400 hours). Sequence for dates is day month year, with no punctuation (e.g., 19 June 2019). Spell out months except in parentheses, tables, and figures—for those use the 3-letter abbreviation (e.g., 15 Aug 2018).

## Tables

Use common names in tables. Do not repeat material in tables that is presented in the text, and do not include the same information in tables and figures. If the dataset is small and could more efficiently be summarized in the text, do not display it in a table. Tables should be included as Word text, not embedded images. Tables should contain *only* horizontal and not vertical lines. There should be only three lines that span the entire width of the table: one below the header (above the column headings), one below the column headings, and one at the bottom. Ensure that lines are not bold or extra-thick. Table column headings should each appear in individual cells. For heads that straddle columns (or other column heads) merge cells over desired columns. Do not use hard returns to break column heads. Do not repeat the column heads if the table continues to another page in the word processing document. Use other horizontal lines when necessary (e.g., for subheadings), but they cannot span the entire width of the table (see Table examples near end of document).

The table will appear horizontally on the page if it is no more than 119 mm wide. If the table is greater than 119 mm in width, it may appear vertically on the page; please keep these measurements in mind when preparing tables. Include table footnotes (10-point, Times New Roman) only when necessary and place them below the horizontal spanner at the bottom of the table. Denote footnotes with superscript lowercase letters (12-point, Times New Roman) in alphabetical sequence. When denoting significance levels, use asterisks. Place table headings above each table and include them within the main text document after the figure captions (which come after the Literature Cited). Captions should stand alone; except in rare cases, all terms, abbreviations, acronyms and symbols should be defined without reference to text in the manuscript or other tables. The table headings should describe all variables displayed in the table and include the dates and locations of the data displayed. Do not ever include statistical results in table headings.

## **Figures**

Use common names in figures. Do not repeat material in figures that is presented in the text, and do not include the same information in tables and figures. Submit each figure as a separate file in TIF, EPS, JPG, PDF, PNG, or PPT format. Do not include figure captions in the same file as the figures. Place figure captions together on a new page following the Literature Cited section. Ensure that figure captions stand alone as an explanation for what the figure conveys (i.e., all terms, abbreviations, acronyms and symbols should be defined without reference to manuscript text or other figures). Figure captions should describe all variables displayed in the figure including sample sizes, dates, and locations of data displayed. Never include statistical results in figure captions.

For all figures, use colors, patterns, and labels that are easily distinguished when printed in black and white. Although the journal is published in black and white, the electronic version is published in color. Figures can be up to 119 mm in width; if larger, reduce them in size to fit on the published page. Note: keep in mind that any text included as part of the figure will be reduced in size, and small print associated with the figure could become illegible. The maximum size for any figure is 119 x 187 mm, including the figure caption.

Include labels on all figure axes, including units (see examples of figures in Appendix IV). Capitalize only the first word and any proper nouns in axes labels and use Times New Roman font. Do not include a border around figures.

Publishing images not in the public domain is not permitted (i.e., Google maps or other providers). All maps should contain a compass direction indicator (e.g., north arrow) and a scale bar. Provide inset maps to provide geographic context at a readily recognizable scale (e.g., states in the US).

## **DISCUSSION**

The Discussion should be limited to providing the main contributions of the research and interpreting findings by comparing them with findings of other workers. Emphasis should be on synthesis, interpretation, and explanation of applicable generalizations and principles. If these are exceptions or debatable issues, note them and show how the findings agree or contrast with previously published studies. Limit speculation to what can be supported with reasonable evidence from published literature. A Discussion may end with a brief summary of the

significance of the work, conclusions drawn, or management recommendations.

### **In-text citations**

Work of others, when cited, should be attributed carefully, accurately, and judiciously from the perspective of the numbers of citations that are necessary. List in-text literature citations in chronological order and separated by semicolons; multiple dates for the same author(s) are separated by commas from other citations (e.g., Jones 2002; Jones et al. 2002a, 2002b; Smith 2002). When different authors publish in the same year, list the in-text citations chronologically, then alphabetically, within parentheses. When there are three or more authors for a citation, list the first author followed by “et al.” (e.g., Bleich et al. 2011). Do not include software in the Literature Cited unless you are referencing a software manual or other publication; simply cite it within the text (manufacturer, city, state, and country—e.g., Environmental Systems Research Institute, Inc., Redlands, CA, USA). For software packages that are online and open-source, cite it as software name, website, and access date (R v.3.6.1, [www.r-project.org](http://www.r-project.org), accessed 19 Jun 2019).

### **Literature cited**

Check carefully that all references cited in the manuscript are included in the Literature Cited and that there are no entries not cited in the text. In the Literature Cited, include the names of all authors of each work. All entries in the literature cited should have a hanging indent (which can be found in the Paragraph menu in WORD). At the end of the Literature Cited section, type “Submitted,” “Accepted,” and “Associate Editor was” (the EIC will fill in the dates and the AE’s name). Do not include software in the Literature Cited unless you are referencing a software manual or other publication (see in-text citations above).

Separate the initials of any first author from the second and subsequent author’s names with a comma, even if there are only two authors (see examples in Literature Cited, below). Include a space between author initials, and only reverse the name order of the first author (e.g., Bleich, V. C., N. J. Kogut, and D. Hamilton). Spell out all words in the Literature Cited section, including journal names; do not use abbreviations or acronyms (except for U.S. in U.S. Forest Service or U.S. Fish and Wildlife Service, and USA for the country in citations that require a county). Use an en-dash in ranges of page numbers, and there are no spaces between the colon following the volume number and page numbers of the article. Spell out ordinal numbers (e.g., Second edition).

When the first author’s name is the same for consecutive references, be sure that references are listed in alphabetical order by 2nd, 3rd, and 4th, etc., authors’ surnames. Provide the city and state of publication (use two-letter state abbreviations), followed by USA for all books published in the United States, and city and country of the publisher for books published elsewhere. Do not cite or list manuscripts that have been submitted or are in preparation, except for articles that have been accepted, but not yet published; such papers should be cited as *in press* (e.g., [Marshal et al. *in press*]). If it is necessary to make references to unpublished material that is not in press, cite them in the text as (1) Author, Affiliation, unpublished data; or, (2) Author, Affiliation, personal communication. In each case, abbreviate only the author’s initial(s) as per literature citations, not the affiliation.

## ACKNOWLEDGMENTS

Note the preferred spelling of acknowledgments (not acknowledgements). When acknowledging an individual, use the first initial only and the full last name. Spell out names of organizations unless an abbreviation was defined previously in the text. Include all funding and data sources in this section. We thank all previous editors and associate editors of *California Fish and Game* who have contributed their time and talents to ensure the high quality of the articles published in the journal. We especially want to thank V. Bleich (California Department of Fish and Wildlife, retired), whose detailed and well-prepared guidelines used from 2011 to 2019 were also used as a basis for these updated guidelines.

## LITERATURE CITED

- Andrew, N. G. 1994. Demography and habitat use of desert-dwelling mountain sheep in the East Chocolate Mountains, Imperial County, California. Thesis, University of Rhode Island, Kingston, USA. **[example of a thesis or dissertation—use “Thesis” for M.S./M.A. and “Dissertation” for Ph.D.; note that this, and all, citations are formatted with a hanging indent]**
- Andrew, N. G., V. C. Bleich, and P. V. August. 1999. Habitat selection by mountain sheep in the Sonoran Desert: implications for conservation in the United States and Mexico. *California Wildlife Conservation Bulletin* 12:1–30. **[example of a bulletin or monograph]**
- Anonymous. 1998. California Fish and Game editorial policy and instructions to authors. *California Fish and Game* 84:51–60.
- Anonymous. 2001. California Fish and Game editorial policy and instructions to authors. *California Fish and Game* 87:77–85.
- Baker, A. D., and P. L. Leberg. 2018. Impacts of human recreation on carnivores in protected areas. *PLoS ONE* 13(4):e0195436. **[example of an article published in an electronic journal—note that for PLoS ONE, all letters in the journal title are upper-case]**



**except the first “o”]**

Bleich, V. C., and S. A. Holl. 1982. Management of chaparral habitat for mule deer and mountain sheep in southern California. Pages 247–254 in C. E. Conrad and W. C. Oechel, technical coordinators. Proceedings of the symposium on the dynamics and management of Mediterranean-type ecosystems. USDA Forest Service, General Technical Report PSW-58. **[example of a paper published in a government technical report edited by a 3rd party]**

Bleich, V. C., N. J. Kogut, and D. Hamilton. 2011. Information for contributors to California Fish and Game. California Fish and Game 97:47–57. **[example of an article published in a scientific journal—note the issue number is not included since each issue is not numbered separately]**

Council of Science Editors (CSE). 2006. Scientific style and format: the CSE manual for authors, editors, and publishers. Seventh edition. The Rockefeller University Press, New York, NY, USA. **[example of how to include organizations with abbreviations in citations; the in-text citation should read “(CSE 2006)”]**

Davis, J. H., and V. C. Bleich. 1980. Time-lapse photography: a new focus on wildlife. Outdoor California 41(4):7–9. **[example of an article published in a journal for which each issue within a volume begins with page 1—in this case, the issue number is included]**

Heimer, W. E., and S. M. Watson. 1990. The effects of progressively more restrictive regulations on ram harvests in the eastern Alaska Range. Proceedings of the Biennial Symposium of the Northern Wild Sheep and Goat Council 7:45–55. **[example of a paper published in conference proceedings or transactions]**

Jones, I. B. 2002. Tips on writing: how to deal with unreasonable editors. Pages 23–34 in I. M.

Particular, U. B. Knuts, and S. Freud, editors. Dealing with unreasonable people. Prairie and Plains Press, Freezerville, ND, USA. **[example of chapter published in a book**

**having multiple editors; note: the total page number of books is not included]**

Jones, I. B., W. Z. Johnson, and D. Z. Smith. 2002a. A list of imaginary titles that can be used as examples. *Journal of Imaginary Writing* 27:23–26. **[example of same authors having different publications in the same year]**

Jones, I. B., W. Z. Johnson, and D. Z. Smith. 2002b. A list of imaginary authors that can be used as examples. *Journal of Imaginary Writing* 27:27–34. **[second part of an example of the same authors having different publications in the same year]**

Loft, E. R. 1992. California Fish and Game, California's longest continuously published journal. *California Fish and Game* 78:174–176.

Marshall, J. P., V. C. Bleich, P. R. Krausman, A. Neibergs, M. L. Reed, and N. G. Andrew. In press. Habitat use and diets of mule deer and feral ass in the Sonoran Desert. *Southwestern Naturalist*. **[example of a paper that has been accepted for publication, but which has not yet appeared in print]**

Smith, D. Z. 2002. The best way to do things is always the correct way: how to ensure your manuscript will be considered by the editors. Pages 102–121 in J. D. Johnson, editor. How to prepare manuscripts for publication. The Best Press and Publishing Company, Sacramento, CA, USA. **[example of citing a chapter published in a book having a single editor]**

Western Regional Climate Center (WRCC). 2010. Arizona Climate Summaries 1981–2010.

Available from: <http://www.wrcc.dri.edu/summary/climsmaz.html> (June 2019). **[example of citing a web page]**

Zar, J. H. 2010 Biostatistical Analysis. 5th edition. Pearson, New York, New York, USA.

**[example of a book citation; note: the total page number of books is not included]**

*Submitted [date]*

*Accepted [date]*

*Associate Editor was [A. Baker]*

### FIGURE CAPTIONS

**Figure 1.** Mean diversity ( $\pm$  SE) of songbird and small mammal species in 50 plots in Organ Pipe Cactus National Monument, Arizona, USA, 2018-2019.

**Figure 2.** Mean density ( $\pm$  SE) of herpetofauna (number of individuals/m<sup>2</sup>) in Organ Pipe Cactus National Monument (ORPI; n = 56) and Saguaro National Park (SAGU; n = 63), Arizona, USA, 2018-2019.

**Figure 3.** Insect abundance relative to tree DBH (diameter at breast height; cm) in Humboldt Redwoods State Park, California, USA, 2017 (n = 16).

### TABLES

**Table 1.** This example demonstrates the appropriate layout for a table. Table headings must describe the contents sufficiently that it may stand alone without explanation in the text. Note that the word “table” and the table number are bolded and followed by a period. The text of the caption is in regular font and all items in the table are left-hand justified. This table is an example of the format to use when setting up a table and provides several abbreviations that may be used in the paper without a definition.

Abbreviation <sup>a</sup>	Definition
cm	centimeter(s)
<i>CI</i>	Confidence interval
°C	degrees Celsius
<i>df</i>	degrees of freedom
g	gram(s)
ha	hectare(s)
kg	kilogram(s)
km	kilometer(s)
ml	milliliter(s)

<i>P</i>	Probability
<i>SE</i>	Standard error

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<sup>a</sup> For a comprehensive list of scientific abbreviations, see CSE 2006.

**Table 2.** Diversity of mammal species ( $\pm$  SE) present in three habitat types ( $n = 35$  for each habitat) in southern Arizona, USA, 2018-2019.

Mammal groups			
	Carnivores	Herbivores	Omnivores
Grassland	$6.16 \pm 1.23$	$12.48 \pm 3.26$	$5.32 \pm 1.24$
Woodland	$7.09 \pm 2.54$	$10.35 \pm 3.67$	$6.64 \pm 0.79$
Desert	$10.89 \pm 1.94$	$7.58 \pm 0.28$	$8.15 \pm 1.22$

## **APPENDIX I: TYPES OF PAPERS PUBLISHED IN *CALIFORNIA FISH AND GAME***

*California Fish and Game* publishes research articles, notes, review papers, book reviews, commentaries, and essays. Research articles present results of original research conducted by the authors, generally follow an experimental design, and have meaningful scientific or conservation implications. Research articles report results of studies of broad scope, follow the format outlined in this “paper,” and include an abstract, key words, introduction (which does not have a primary heading), Methods, Results, Discussion, Acknowledgments, and Literature Cited. They may also include one or more appendices.

Notes are short papers of limited scope that present new knowledge worthy of publication and that have meaningful implications for science or conservation. Lag time between submission and publication generally is shorter for notes than for feature articles. Notes are formatted similarly to feature articles but do not include an abstract or subheadings, except for Acknowledgments and Literature Cited. A list of key words does, however, follow the e-mail address of the author, or corresponding author if multiple authors are involved.

Review papers summarize existing information in the context of conservation, can be of varying length, and follow the format of research articles, when appropriate. Book reviews should focus on books relevant to species in California and have little formatting. At the top, after the words “**BOOK REVIEW**,” book reviews should include a citation of the book, followed by the number of pages, price, and ISBN. At the end of the review, before the literature cited, authors should include their names (in all capitals) followed by their affiliation (in italics). Include a high-quality image of the book cover when submitting a book review.

Comments on papers published previously in *California Fish and Game* also are welcome and should be formatted as notes. Authors of papers commented on will be invited to respond to those providing the commentary. We also accept essays that question or comment on values, priorities, policies, regulations, and philosophical foundations of conservation and management of fish, wildlife, and plant species in California. These manuscripts are meant to encourage critical thought, improvement, and advancement in the field, and they may be in response to an issue, policy, or program that impact fish, wildlife, or plants in California. Essays should be well-documented and prepared like a note.

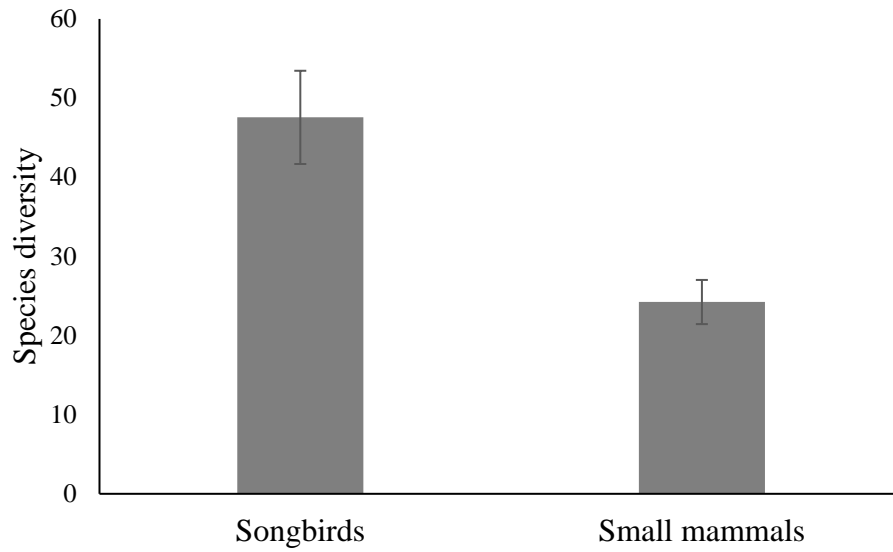
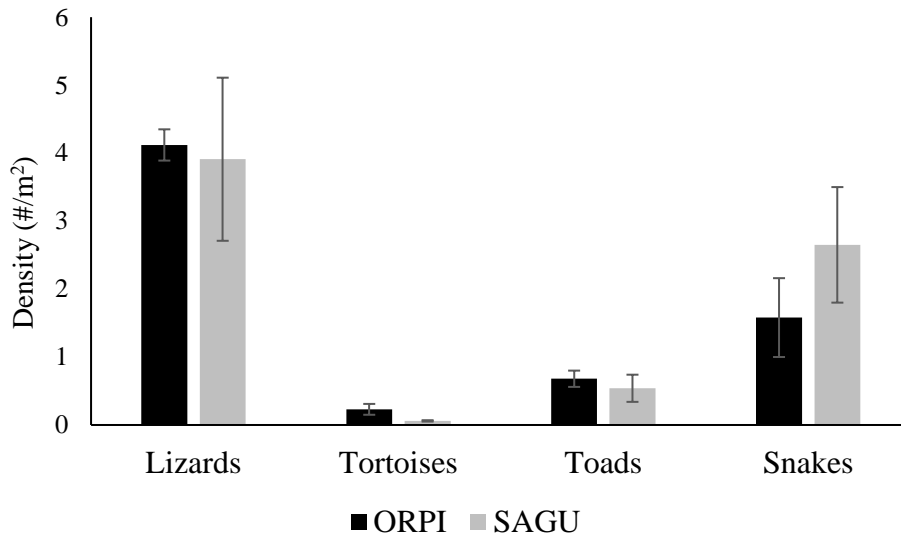
## **APPENDIX II: PROOFS, PAGE CHARGES, AND REPRINTS**

We will send page proofs to the corresponding author as a PDF file. Upon receipt, the corresponding author should review them carefully and mark any necessary changes with “callout” comment bubbles within the PDF. Return the marked version of the proofs to the Editor-in-Chief within 2-3 weeks. Page charges for *California Fish and Game* are currently assessed at \$50.00 per printed page. An invoice will be sent to the corresponding author after electronic publication. Page charges may be waived for authors under certain circumstances (e.g., for authors from developing countries, for students without funding, etc.). If applicable, please request a waiver in your cover letter. There are no page charges for book reviews or submissions for Special Issues. The PDF of the article will be available on the CFG website (<https://www.wildlife.ca.gov/Publications/Journal>) and may be used by the author(s) without restrictions.

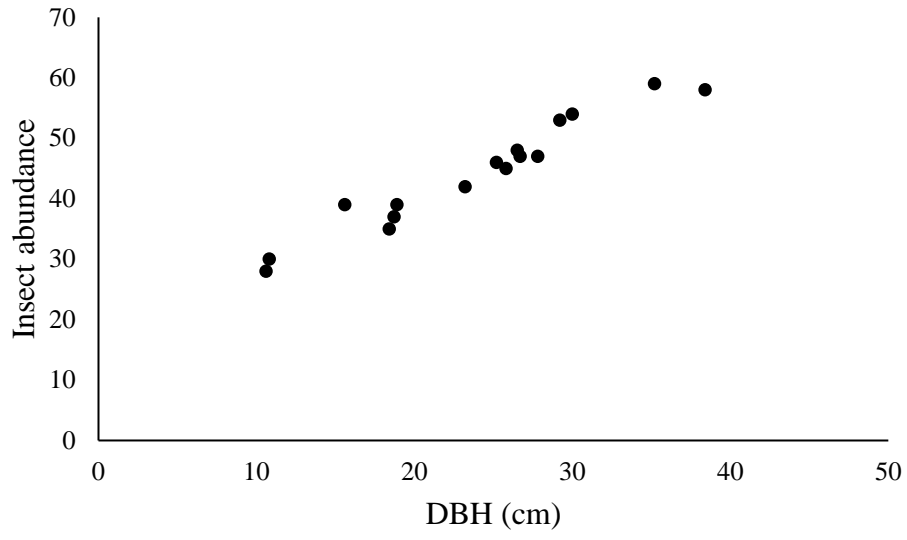
### APPENDIX III: COMMON ERRORS AND CORRECTIONS

Authors may use one or more appendices to present information that is relevant to the paper but not essential to the understanding of the presentation. Examples of information that is appropriate to be included in an appendix include lists of specimens examined or lists of unpublished literature, such as field notes, that were referenced in the text but not appropriate for inclusion in the literature cited (see, for example, Cook et al. 2010). Alternatively, a web site may be referenced for information that would otherwise appear in an appendix. This appendix provides corrections for errors commonly found in manuscripts submitted to *California Fish and Game*.

<u>Error</u>	<u>Correction</u>
<i>Geothlypis</i> spp.	<i>Geothlypis</i> spp.
<i>Geothlypis</i> sp.	<i>Geothlypis</i> sp.
American, Feather, and Sacramento Rivers	American, Feather, and Sacramento rivers
2, 4 liter buckets	two 4-liter buckets
nineteenth or 19 <sup>th</sup> occurrence	19 <sup>th</sup> occurrence
mountain sheep, <i>Ovis canadensis</i> ,	mountain sheep ( <i>Ovis canadensis</i> )
Mar 17, 2011	17 March 2011
2:30 pm	1430 hours
fifteen min	15 minutes
Table 1 shows a range of 16 to 20 mm.	Lengths ranged from 16 to 20 mm (Table 1).
recorded between 1330-1530 hours	recorded between 1330 and 1530 hours
1995-2006	1995–2006 (en-dash, not hyphen; no spaces)
a 50 m transect	a 50-m transect
a transect 50-m in length	a transect 50 m in length
25 sqm	25 m <sup>2</sup>
10 inches	25.4 cm
3 miles	4.8 km
caught 9 mice	caught nine mice
caught nine mice and 12 voles	caught 9 mice and 12 voles
Red-tailed Hawk	red-tailed hawk
eight mm	8 mm
5 percent or five %	5%
summarized by % composition	summarized by percent composition
A total of 12 wrens were tagged.	We tagged 12 wrens
We did not go, however we did...	We did not go; however, we did...
In the 1990's,	In the 1990s,
in Northern California	in northern California
(Andrew 1994, Jones 2002)	(Andrew 1994; Jones 2002)
(Andrew 1994, Jones 2002a, 2002b)	(Andrew 1994; Jones 2002a, 2002b)
Pgs 23-24 In V. C. Bleich, ed.	Pages 23-24 in V. C. Bleich, editor.
<i>Cal. Fish and Game</i> , Vol 87(1)51-60	<i>California Fish and Game</i> 87:51–60
87: 51-60	87:51–60 (en-dash, not hyphen; no spaces)
37° 24' N, 118° 34' W	37.4001 N, 118.5671 W <u>or</u> 37.4001, -118.5671

**APPENDIX IV: EXAMPLES OF FIGURES****Figure 1.****Figure 2.**





**Figure 3.**