

Information for contributors to *California Fish and Game*

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The abstract appears immediately below the title and author affiliations and is required only for feature articles. Note that it is one paragraph only, centered and indented relative to the other text that comprises the paper. There is no heading for the abstract, which should not be more than 5% of the entire paper. In the title, only the initial word, proper names, and any scientific names are capitalized, but use of scientific names should be avoided to the extent possible. When a common name is first mentioned in the abstract it is followed by the scientific name in parentheses; the same applies when a common name is first mentioned in the body of the paper. Note, as evidenced below, that the abstract is followed by a series of key words and then a horizontal line that spans the margin-to-margin usable width of the paper; that line is created with the underline key on the keyboard.

Key words: California, *California Fish and Game*, education, format, instructions to authors, journal [up to 10 key words]

California Fish and Game is a peer-reviewed, scientific journal focused on the biology, ecology, and conservation of the flora and fauna of California or the surrounding area, and the northeastern Pacific Ocean. Authors may submit papers for consideration as an article, note, review, or comment (Appendix I). Papers of any reasonable length that can be justified by their purpose, design, and outcome will be considered. Papers submitted must be organized in accordance with these instructions.

Since it was first established in 1914 (Loft 1992), there have been few revisions to the formatting instructions for *California Fish and Game* (e.g., Anonymous 1998, 2001). This “paper” has been prepared in precisely the format required to be considered for publication in *California Fish and Game*. Manuscripts must, however, be double-spaced. The page layout has been updated for consistency with other contemporary

scientific journals. Note that no heading precedes the introduction to the paper, which begins immediately following the line below key words. Note also the preferred use of the last comma in each series for the first two sentences in this introduction. Some authors prefer to omit the comma before the last item in the series. However, authors are often inconsistent with serial comma preference, especially when multiple authors submit a paper. To help ensure consistency, this journal format will include the last comma. The exception is when the last comma is not included in a proper name, such as "Office of Communications, Outreach and Education" at the top of the page. Note that this journal is formatted with a comma after abbreviations "e.g." (for example) and "i.e." (that is). Other examples of formatting requirements for this journal are in Appendix II.

Prospective authors may submit manuscripts by e-mail or postal mail. Manuscripts must be submitted to the Journal Editor, Dr. Vernon C. Bleich, Office of Communications, Education and Outreach, 1807 13th Street, Suite 104, Sacramento CA 95811, USA. E-mail: vbleich@dfg.ca.gov; telephone: 760-937-5020. Manuscripts sent by postal mail must include four hard copies of the text, tables, and figures, and the respective electronic files on a data storage device (disk or USB flash drive). The text must be in Microsoft Word. Submit manuscripts only as DOC files, not as electronic files in Office 2007 or 2010 formats (i.e., DOCX, XLSX, or PPTX). If using Microsoft Word editing tools, be sure to delete comments and choose "Accept All Changes in Document" before saving the file and sending it to the editor. Additionally, do not use automatic features such as listing formats; doing so only results in difficulties when the manuscript is prepared for final formatting and requires an inordinate amount of effort to ensure consistency in presentation. Send separate files for each figure and table. For authors' convenience, figures and tables may be sent initially as PDF files. However, the editor may later require a different format such as TIF or JPG. Tables must eventually be submitted as text in Microsoft Word. For both electronic and postal submissions, please include a letter of transmittal that indicates that the work has not been published previously and that it is not currently being considered for publication elsewhere. Additionally, please include the names and contact information, including e-mail addresses, of three or more independent potential reviewers who could provide a fair, objective assessment of your manuscript.

Following receipt of a manuscript, it will be acknowledged by the Journal Editor and then assigned to an Associate Editor (AE) for processing. The AE will contact two or more reviewers expert in the subject matter. The reviewers will evaluate the manuscript and make recommendations to the AE regarding suitability for publication in *California Fish and Game*. Please note that manuscripts will be sent to the AE and reviewers as submitted; thus, it is to the authors' advantage to ensure that the manuscript is well-written, free of errors, and follows the formatting requirements for *California Fish and Game*. Manuscripts that do not meet these requirements may be returned prior to being sent out for review; authors are encouraged to seek "friendly reviews" of their work prior to submitting manuscripts. In all probability, there will be a need for revisions prior to final acceptance, the final responsibility for which lies with the Journal Editor. Every attempt will be made to complete processing of manuscripts within six months. Authors will receive an invoice for page charges when page proofs are distributed for review and approval (Appendix III).

The remainder of this paper illustrates the appropriate layout for each successive section, including Materials and Methods, Results, Discussion, Acknowledgments, and

Literature Cited. Occasionally, an Appendix is also used, primarily to provide ancillary information. Although topics discussed within each section heading appearing below may appear to be superfluous, keep in mind that this information is provided for illustrative purposes only. Please note that primary subheadings are centered and must appear in small capital letters in bold font. Secondary subheadings that are deemed necessary for clarification or organizational purposes are appropriate. Secondary subheadings are indented, as is the beginning of each paragraph, and are italicized. Only the first word of a secondary subheading is capitalized. Secondary subheadings are followed by a period (.) and an em-dash (—) before the text begins. In Microsoft Word, an em-dash may be added by selecting Insert, Symbol, and Special Characters.

MATERIALS AND METHODS

Above is an example of the first primary subheading, which is centered, in small capital letters, and bold font. In Materials and Methods, include a statement indicating whether research on live animals followed appropriate agency or university guidelines or was approved by an institutional animal care and use committee. Museum catalogue numbers for all voucher specimens examined or referenced, including associated tissue, must be included in the manuscript and can appear in an appendix if numerous.

Study area.—This is an example of a secondary subheading. Note that it is indented, italicized, and followed by an em-dash, which separates the beginning of the text from the subheading. Note again that only the initial word is capitalized. Please provide geographic coordinates as degrees and minutes North and degrees and minutes West (e.g., 37° 24' N, 118° 34' W) for the approximate location of the center of the study area. More precise locations, such as collection sites or those for range extensions, may warrant geographic coordinates including seconds.

Statistical analyses.—This is an additional example of a secondary subheading. Statistical and other quantitative procedures must be described and justified with citations (e.g., Neter et al. 1985), including mention of statistical software used (e.g., S-PLUS, SAS, JMP). Describe analyses and software here rather than making reference to them for the first time in Results when the outcomes are reported. For example, mention of the use of two-way ANOVAs to assess the effects of sex and season should first be made in Materials and Methods, with only outcomes of those analyses — *F* (with degrees of freedom [*df*] as subscripts [e.g., $F_{2,16}$]) and *P* values — presented in the Results. Note that *F* and *P* are italicized (but that subscripted *df* are not), as are other statistical abbreviations including *N*, *n*, *CV*, *CI*, *SD*, and *SE*, among others. Additionally, test statistics are italicized (e.g., χ^2 , *H*, *T*, *Z*, etc.). If analyses were not planned and justified with supporting literature before the study, describe them here as exploratory or *a posteriori* analyses.

RESULTS

Above is the second primary subheading. This section includes results of the research described in Materials and Methods. Incorporate textual descriptions to the extent possible, but where absolutely necessary to understanding or clarity of presentation of results, include information in a tabular or graphic format. Do not include descriptions of results in the text that replicate information that is presented in the tables or figures.

Numbers in text.—Secondary subheadings may be used in this section but are not required. This example is used to describe how numbers are written within the text. Numbers are always spelled out if they begin a sentence. Numbers less than 10 are also spelled out except when followed immediately by a percent symbol (%) or used in dates, ordinals, measurements, or comparisons to numbers 10 or greater. Arabic numbers are used in all other cases, unless they are spelled out in proper names. (Different rules apply in the Literature Cited section; see examples for the use of numbers in Appendix I.)

Statistical results.—This is another example of a secondary subheading, but it is not necessary to use a subheading to report statistical results; they may be more appropriately reported as part of free-flowing text that describes the outcome of the research, or under other subheadings. Nevertheless, when addressing statistical results, all details of statistical outcomes should be provided, and *df* must be reported as subscripts of test statistics. For example, for an ANOVA, *F*, *df* (as subscripts of *F*), and the *P*-value should be reported, not just the *P*-value or the *F* and *P*-value. Similarly, report *df*, as appropriate, for other test statistics (e.g., X^2 , H_2). Degrees of freedom are important for two reasons: (a) revealing the possibility of pseudoreplication, and (b) confirming (or questioning) statistical significance of an outcome. Be sure to report both numerator and denominator *df* (in that order) for *F*-tests.

Tables.—This example of a secondary subheading is provided merely to emphasize information on formatting requirements for tables. To the extent possible, use common names in tables. Only necessary information should be presented in tabular format, and material that has been, or can be, reasonably described in the text should not be included in tables. Do not present the same data in both tables and graphs. There should be at least two, and preferably three, pages of text in the manuscript for each figure or table. Use this guideline to help determine necessary information to include in tables.

Tables must conform to the following requirements: horizontal lines (spanners) across the top of the table beneath the caption, at the bottom of the table, and underneath column headings (see, for example, Table 1). Do not use vertical lines anywhere in tables, add extra horizontal lines to separate parts of the table, or use grid cells. Final copies of tables must be formatted as text in Microsoft Word with columns separated by tabs, not spaces. 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. Table footnotes (10-point, Times New Roman) appear below the horizontal spanner at the bottom of the table and are used only sparingly. They are denoted with superscript lowercase letters (12-point, Times New Roman) in alphabetical sequence, beginning anew with each table. An example of a properly formatted table appears below. Each table must be submitted as an individual file, separate from captions. Place table captions together in a separate file that is labeled Table Captions.

Figures.—This secondary subheading is included here merely to emphasize information on figures in the manuscript. To the extent possible, use common names in figures. Each figure should be submitted individually as a separate file in TIF, EPS, JPG, or PPT format. Do not include the figure captions in the same file as the figures. Rather, place figure captions together in a separate file that is labeled Figure Captions. The caption for each figure (or table) should be complete and include information adequate

TABLE 1.—This example demonstrates the appropriate layout for a table. The caption must describe the table contents sufficiently enough that it may stand alone without explanation in the text. Note that the word “table” and the table number are in small capital letters, bold, and followed by an em-dash before the descriptive caption itself begins. The text of the caption is in regular font and is left-hand justified. This table is an example of the format to use when setting up a table, and also provides several abbreviations that may be used in the paper without a definition.

Commonly Used Abbreviations^a and Definitions

Item Number	Abbreviation	Definition
1	cm	centimeter(s)
2	<i>CI</i>	confidence interval
3	°C	degrees Celsius
4	<i>df</i>	degrees of freedom
5	g	gram(s)
6	ha	hectare(s)
7	kg	kilogram(s)
8	km	kilometer(s)
9	LC50	lethal concentration, LC50
10	LD50	lethal dose, LD50
11	ml	milliliter(s)
12	%	percent
13	<i>P</i>	probability
14	<i>SE</i>	standard error

^aFor a comprehensive list of scientific abbreviations, see CSE 2006.

to allow the caption to stand alone as an explanation for what information the figure (or table) conveys (Figure 1).

Figures can be up to 119 mm in width and, if larger, must be reduced in size to fit on the published page. 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 published in *California Fish and Game* is 119 x 187 mm, including the figure caption. Do not present the same data in both graphs and tables. As a reminder, there should be at least two, and preferably three, pages of text for each figure or table included in the manuscript.

For all figures, use colors, patterns, and labels that can be clearly distinguished when printed in black and white. Although the journal is published in black and white, authors will be provided an electronic file that can be used to make reprints, and colored figures will appear as such in that file.



FIGURE 1.—This is an example of a figure caption. The caption must describe the figure sufficiently to stand alone without additional explanation in the text. Note that the word “figure” and the figure number are in small capital letters, bold, and followed by a period and an em-dash before the descriptive caption begins. Note also that the text of the caption is in regular font and is left-hand justified, and that there is no space between the em-dash and the caption itself.

DISCUSSION

There are no separate “summary” or “conclusions” or “management implications” that follow the discussion; any such information that is relevant to the outcome of the research must be synthesized and incorporated directly into the discussion. Material that appears below is germane to the proper formatting of *California Fish and Game*, and should be followed closely.

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, Wikipedia Contributors 2011). Where CSE (2006) style differs from these instructions, follow the instructions provided herein. For papers published in “on-line” open journals, provide the complete citation including electronic reference codes (see Monteith et al. [2011] as an example).

All written and tabular material must be double-spaced and in 12-point Times New Roman font. Do not number text pages; normal text (not headings) as submitted must be left-aligned. In general, two levels of organization are used: primary headings (centered, bold, and in small capitals as illustrated above) and secondary headings (indented at beginning of paragraph, italicized, and followed by a period and an em-dash [—], as illustrated previously).

Scientific names (genus and species) must be italicized in text, tables, and figures, and provided parenthetically following first use of the common name of an organism both in the abstract and in the body of the paper. Authors must spell out numerals for all quantities less than 10 (e.g., nine fish), except as specified in Results, above; Arabic numerals are used for quantities of 10 or more (e.g., 13 butterflies). All units of measure are expressed using the metric system, and Arabic numerals are used for all units of measure (e.g., 5 cm or 1.7 individuals/km²).

In-text literature citations in strings should be listed in chronological order and separated by commas; multiple dates for the same author(s) are separated by semi-colons

from other citations (e.g., Jones 2002; Jones et al. 2002a, 2002b; Smith 2002). When different authors publish in the same year, the in-text citations are listed chronologically, then alphabetically, within parentheses. As a reminder, all manuscript text should be left-hand justified except for section headings, which must follow the guidelines presented earlier in this paper.

Authors must check carefully that all references cited in the manuscript are included in the Literature Cited, and that there are no entries in the Literature Cited that are not cited in the text or in figure or table captions. In the Literature Cited, the names of all authors of each work are included, and appear in small capital letters, including the word “and”. Spell out the names of journals completely, and separate the initials of any first author from the second and subsequent author’s names with a comma (see examples in Literature Cited, below). Please note that two spaces are inserted before and after the year of publication. A hyphen is used in ranges of page numbers, and there are no spaces between the colon following the volume number and page numbers of the article.

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 (this is especially a problem when letters are added after dates for references published in the same year[s] by the same individuals but in a different order of authorship). Pay special attention to proper formatting for references that are chapters in books and when citing references that are technical reports or results of symposia proceedings, etc. (e.g., Heimer and Watson [1990]). Provide the city and state of publication, 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, with the exception of articles that have been accepted, but not yet published; such papers should be cited in the text as *in press* (e.g., [Marshal et al. *in press*] or Marshal et al. [*in press*]), and in the literature cited. 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), not the affiliation.

ACKNOWLEDGMENTS

Note the preferred spelling of acknowledgments, rather than acknowledgements. When acknowledging an individual, use the first initial only and the full last name. Individuals acknowledged first should be those who gave the greatest amount of assistance. Thereafter, alphabetize names of others that provided additional assistance. Names of organizations must be spelled out unless an abbreviation was defined previously in the text. We thank all previous editors and associate editors of *California Fish and Game* who have contributed their time and talents to ensure the continued publication of this journal, and who have worked hard to maintain the quality of papers published herein. In particular, we thank D. Kohlhorst and J. Orsi (California Department of Fish and Game, retired), who worked diligently to prepare the publication guidelines in place from 1998 to 2010, and upon whose efforts we are building.

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Associate Editor was A. Einstein

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

California Fish and Game publishes feature articles, notes, reviews, and comments. Feature articles present the results of original research conducted by the authors, generally follow an experimental design (but, see above regarding *a posteriori* analyses), and have meaningful scientific or conservation implications. Feature articles report the 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), Materials and Methods, Results, Discussion, Acknowledgments, and Literature Cited. Feature articles may 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, with the exception of 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 feature articles. 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.

APPENDIX II: COMMON ERRORS AND CORRECTIONS

One or more appendices may be used to present information that is germane to the paper, but is not necessary 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 be considered for publication in *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 th occurrence	19 th 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).
sampled from 1995-2006	sampled from 1995 to 2006
recorded between 1330-1530 hours	recorded between 1330 and 1530 hours
1995 – 2006	1995-2006 (hyphen, not en-dash; 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 ²
10 inches	25.4 cm
3 miles	4.8 km
1 quart	0.95 l
caught 9 mice	caught nine mice
caught nine mice and 12 voles	caught 9 mice and 12 voles
eight mm	8 mm
> 10%	>10% (no space between symbols and number)
5 percent or five %	5%
summarized by % composition	summarized by percent composition
A total of 12 wrens were tagged.	A total...was... (or Twelve wrens were tagged.)
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 <i>In</i> V. C. Bleich, ed.	Pages 23-24 <i>in</i> 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 (hyphen, not en-dash; no spaces)
Bleich, V.C. and Holl, S.A.1982	BLEICH, V. C., AND S. A. HOLL. 1982.
37.400° N x 118.567° W	37° 24' N, 118° 34' W

APPENDIX III: PROOFS, PAGE CHARGES, AND REPRINTS

Page proofs will be sent to the corresponding author as a PDF file. Upon being received, the corresponding author shall print out the page proofs, review them carefully, and mark the hard copy with any necessary corrections. The corrected proofs shall then be scanned, and e-mailed to Dr. Vernon C. Bleich (vbleich@dfg.ca.gov).

Page charges for *California Fish and Game* are currently assessed at \$50.00/printed page. An invoice will be sent to the corresponding author when page proofs are distributed for review and approval.

Upon publication of the manuscript, the corresponding author will receive an electronic version (PDF) of the published paper. This file may be used to create reprints for use by the author(s), or forwarded to parties requesting electronic versions of the manuscript.