



## **GUIDELINES FOR CONTRIBUTORS TO THE TRANSACTIONS OF THE AZOV-BLACK SEA ORNITHOLOGICAL STATION "BRANTA"**

"Branta" publishes original contributions covering field of ornithology in whole (general problems: biological diversity, avian ecology and evolution in general; faunistics, systematics; ecology; birds and climate; migrations; behaviour; wintering; conservation research into rare birds, description and designation of IBA; morphology; methodology; short communications; ornithological notes; personalities and reviews).

Papers (short communications, notes) are accepted as Word for Windows files optimally not exceeding 20,000 signs. The papers which exceed this length are published by special approval of the Editorial Board. A print-out (1 copy) identical to the digital version should be enclosed to the file and signed by all the authors of the paper. The papers should be laconic and avoid long historical excursi. Any information is presented with at least brief description of methods and spatial/temporal coverage of the data.

Only texts with the following **separation** are taken: **introduction** (problem-setting, analysis of late research and literature according to the theme, goals and objectives), **material and methods**, **results and discussion**, **conclusions**, **references**.

The paper must be accompanied with the **UDC (Universal Decimal Classification)**, **key words**, **summary**, and **indication of the name of the organization/institution of each of the authors**. Contact address (preferably e-mail) of the first author is given at the bottom of the text.

When mentioned for the first time the full Latin name of the bird is indicated in brackets, while the name in original paper language is used further in the text. Only Latin names are listed in the tables. Latin and Russian bird names are given according to L.S.Stepanyan (1990)\*, Ukrainian names according to G.V.Fesenko, A.A.Bokotey (2000)\*\* or the Order N 7 of 10.06.2009 of Institute of Zoology of NAS of Ukraine 'On Using Ukrainian Names of Animals', English names according to 'The Birds of Western Palearctic' (1977-1994)\*\*\*. In case of using other systematics the author must refer to it in 'Material and methods'.

Geographical points are indicated according to administrative division and physical-geographical nomenclature. This may be supplemented by landscape references (rivers, mountain chains, sands etc.). All dates in the text are given in German format: dd.mm.yy (for example, 25.03.2000).

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\*Степанян Л.С. Конспект орнитологической фауны СССР. - М.:Наука, 1990. -728 с.

\*\*Фесенко Г.В., Бокотей А.А. Анотований список українських наукових назв птахів фауни України. - Київ-Львів, 2000. - 44 с.

\*\*\*The Birds of the Western Palearctic. Volume I-IX / Senior Editor S.Cramp. - Oxford-New York: Oxford University Press, 1977-1994.



Any calculations and assumptions based on figures should be followed by units of measure (number of individuals or measurements, etc.), necessary statistical information and tests (sample size, mean standard deviation, significance of difference etc.). Qualitative evaluations should be justified in 'Material and methods'.

In faunistic papers, especially those dealing with distribution of rare birds, exact dates and numbers of recorded individuals have to be presented. Due to commercial interest that some of the rare birds arise, the exact co-ordinates of their nests or location of their concentration are not necessarily presented.

Papers are published in Ukrainian, Russian and English. All papers are accompanied with **summary (annotation)**. English papers require Russian and Ukrainian summaries, Russian papers need Ukrainian and English summaries, and those in Ukrainian – Russian and English summaries. The summary must contain basic results of the studies including quantitative data; references to tables and figures in the main text are allowed. The summary should not exceed 10-15% of the paper volume. The Editorial Board recommends giving extensive summary or annotation separately to each section of the paper, paying particular attention to methodology.

**Please note! We have changed rules to submit translation of summaries and other accompanying information to the Editorial Board.**

Papers are published in Ukrainian, Russian and English. All papers must be accompanied with summary (annotation) in three languages (Ukrainian, English and Russian). For English-speaking authors, the accompanying Ukrainian/Russian translation is made by the Editorial Board free of charge. However, translation by own efforts of authors who have a good knowledge of Ukrainian/Russian is encouraged.

The author submits a separate file translate.doc (already translated or for further translation by the Editorial Board) that includes as follows: title of the paper, authors' names, full names of institutions, subtitles of each section, key words, summary (annotations), tables and all text related to illustrations. References in Cyrillic must be translated in English in square brackets and original language of the paper is indicated. References written in Roman alphabet is not translated in English and do not require English translation.

*See an example below:*

*Назаренко Л.Ф., Амонский Л.А. // Влияние синоптических процессов и погоды на миграции птиц в Причерноморье. - Киев, Одесса. Вища школа, 1986. - с.19 — 32. [Nazarenko L.F., Amonsky L.A. // Impact of synoptical processes and weather on bird migrations in the Black Sea Region. – Kyiv, Odesa. 'Vyscha Shkola' Press, 1986. – P.19-32] [in Russian]*

*Górska E. 1975. Badania wspólnych noclegowisk wróbla, *Passer domesticus* (L.); Szpaka *Sturnus vulgaris* L. w Poznaniu, w zimowych sezonach 1970/71 i 1971/72 // Prz. zool. – Vol. 19, № 2. – P.230-238.*

Translations made solely by Google or other computer-assisted translation programs are not accepted.

Transliteration of names of geographic territories located within borders of Ukraine is made in accordance with «Постановою Кабінета Міністрів України № 55 від 27.01.2010 р. про впорядкування транслітерації українського алфавіту латиницею» (Order of Cabinet of Ministers of Ukraine No 55 of 27.01.2010 on denoting Ukrainian alphabet with Roman letters). <http://zakon.rada.gov.ua/laws>

After the first editing, digital versions of the papers will be sent to authors by e-mail for making notes and corrections in the text and translation if necessary.



**The literature is referred as follows:**

- a) A.I.Ivanov (1965); A.I.Ivanov, B.Peat (Ivanov, 1965; Peat, 1960); Peat (1960).
- b) 'was registered also by other researchers' (Blakiston, 1857; Kostin, 1983).

Only mentioned literature should be included into the reference list in alphabetical order. Quotation should reflect current state of the knowledge in the world literature. Publications of the same author are listed in chronological order.

References to the foreign literature have to follow the original language rules or citation examples. Missing letters and symbols may be inked by pen.

Completeness and correctness of the reference list is considered to be fully authors' responsibility.

**In the reference list** the following bibliographic standards should be kept to:

- a) For periodicals

The last name of the author/s followed by initials. Title of the article // Name of the periodical.

- Year. - Volume, Number or Issue. - P.[ages]00-00

*Laurson K., Holm E., Sorensen I. Pollen as a marker in migratory warblers, Sylviidae // Ardea.*

- 1997. - 85, N2. - P.223-231.

- b) For books

The last name of the author/s followed by initials. Complete book title. - Edition (if necessary).

- City of publication (completely): Publisher, Year. - Number of pages. (Additional information, for example a series or language).

*Rossmner G., Heissig R. Land Mamals of Europe. - Munchen: Friedrich Pfeil, 1999. - 444 p.*

- c) For collective monographs

Complete book title. / The last name of the author's followed by initials. The last name/s of the editor/s followed by initials. - City of publication (completely): Publisher, Year. - Number of pages.

*The Birds of the Western Palearctic. Vol. VIII. Crows to Finches / Cramp S., Perrins C.M. (eds).*

- Oxford - New-York: Oxford University Press, 1994. - 899 p.

- d) a chapter (section) of a collective monograph

The last name of the author/s followed by initials. Complete chapter (section) title // The last name/s of the editor/s followed by initials. Complete book title. - City of publication (completely): Publisher, Year. - Number of pages.

*Stikvoort E.C. Stomach and faeces contents of waterbirds in Egypt / Meininger P.L., Atta G.A.M. (eds.) Ornithological studies in Egyptian wetlands 1989/90. FORE-report 94-01, WIWO-report 40. - Zeist: WIWO, 1994. - P.193-212.*

- e) For conference proceedings, collections of articles, transactions.

The last name of the author/s followed by initials. Complete title of article // Title of the collection (Place and time the conference was held - City of publication (completely): Publisher, Year. - P[ages]. 00-00.

*Handrinos G.I. Midwinter numbers and distribution of Cormorants and Pygmy Cormorants in Greece // Status and conservation of seabirds: Proceedings of the 2nd Mediterranean Seabird Symposium (Calvia, 21-26 March 1989). - Madrid: SEO/BirdLife, 1993. - P.147-159.*

**The digital version** of the text is accepted as Word for Windows files. The following typewriting rules have to be kept to:

1. Never put a blank before a punctuation mark (only after)
2. Do not put blanks:
  - between brackets and text therein;
  - between figure and %;
  - before or after a hyphen in compound words;
  - in the shortenings such as r[iver].Molochnaya, t[own].Melitopol;
  - between initials (which are always written first) and last name;
3. Do not divide words artificially, only "soft" hyphenation is acceptable.
4. Decimals are separated by a dot (5.6).



5. No paragraphs are indented by blanks or tabulation, only automatic computer identification of paragraphs is accepted.

6. Avoid any lay-out of the text or using different fonts.

7. Don't type any text with capital letters (e.g. TITLE).

8. Use Times New Roman (Cyr) 12 as the main font, single-spaced.

**Tables** are accepted only in the Word format. Table width should not exceed 16.5 cm, in case of album orientated tables - 25 cm. Rows are placed in different cells (not taken over to the next line by "Enter" key). Only references to the tables are given in the text, while tables themselves (according to their numeration), table titles and notes are submitted in a separate file (translate.doc). Authors are encouraged to avoid large tables exceeding one page. It is advised to split massive data sets into several tables. Number of tables in an average article should not run over 8, in short communications there are generally 4 or less.

**Illustrations** are submitted according to the following rules:

1. For digital illustrations:

Graphs and diagrams: xls-files (version of Excel-2003), basic data are presented.

Photographs: TIFF-files (IBM PC, None compression), resolution - 300 dpi.

Maps, skeleton maps, pictures, other illustrative material: TIFF-files (IBM PC, None compression), resolution - 300 dpi; or cdr-files (CorelDraw -12 or older version).

Illustrations inserted into Word are not accepted.

2. If the author cannot submit qualitative digital illustrations they can be submitted as hard copies. In this case, two hard copies of illustrations are accepted: an original one with text and another copy scaled 1:1 (without any text) made in black ink on white paper for scanning. Only high quality photos are accepted, 13x18 cm size. Number of the illustration and authors' name are written on its reverse, as well as an arrow indicating the top. Illustrations are not returned to the authors.

Maximum size of all illustrations is 13x18 cm.

Illustrations should be numbered in order they are mentioned in the paper. Authors can mark the most appropriate place to insert a particular illustration in the text by indicating the number and name of the illustration and separating it from the main text by an empty line from both sides. All text in the illustrations, legends and illustration titles should be repeated in a separated file (translate.doc). Data from tables, graphs or diagrams should not be repeated in the main text. They are referred to in brackets: (Table 1) or (fig. 1).

All text should be carefully checked for spelling and grammar. The Editorial Board serves the right to shorten and correct the submitted contributions. The papers obligatory undergo an external peer-review.

**Papers and short communications which do not correspond to the above requirements are refused.**