

## INSTRUCTIONS FOR CONTRIBUTORS

**DEADLINES:** Contributions for publication in the *Bulletin* must reach the Editor's office by the deadlines shown below to be published in a particular issue:

Issue	Deadline
January (No. 1)	15 October
April (No. 2)	15 January
July (No. 3)	15 April
October (No. 4)	15 July

Please note that **all material** for publication in the *Bulletin* must be sent to the *Bulletin* Editor. Materials sent to any address except that of the Editor, given below, must then be forwarded to the Editor, resulting in delay in action on the manuscripts. Send all contributions, **except those for Technological Tools, Ecology 101, and Obituaries/Resolutions of Respect** (see addresses below), to Allen M. Solomon, *Bulletin* Editor-in-Chief, U.S. Environmental Protection Agency, 200 S.W. 35th Street, Corvallis, OR 97333. Phone: (541) 754-4772. Fax: (541) 754-4799. E-mail: bulletin@esa.org.

**MANUSCRIPT PREPARATION:** The manuscript should be submitted as a WordPerfect or Microsoft Word (for Mac or DOS) manuscript, preferably as an e-mail message attachment to bulletin@esa.org. E-mailed photographs and diagrams must be in .tiff or .eps format. Other forms of electronic copy (text embedded in e-mail messages, diskettes sent by post) or hard copy can be submitted if absolutely necessary. If formatting could be troublesome (e.g., tables, European alphabet characters, etc.), hard copy also should be sent via fax to Allen M. Solomon at (541) 754-4799, or via post. Hard-copy manuscripts should be double-spaced, with ample margins. Plain formatting must be used on hard-copy and electronic manuscripts. PLAIN FORMATTING consists of a single font of a single size, left justification throughout, line spacing the same throughout, and up to three different weights of headings. Other formats will not be accepted for publication. The author should THOROUGHLY PROOF the manuscript for accuracy, paying special attention to phone and fax numbers and web site and e-mail addresses, which are frequently incorrect.

**COVER PHOTOGRAPHS:** The photo should illustrate ecological processes or an ecological research design. The covers of the June, September, and December 1993 issues are good examples. It helps if the colors in the photo are bright, although black and white photos are especially sought if they are well composed with good contrast, as in the March 1993 issue.

Send a single 5 x 7 or 8 x 10 photo to the *Bulletin*. On an accompanying photocopy, give your name, address, a photo legend up to 100 words, and, if the photo describes a paper in *ESA* or in another journal, the literature citation or title of the accepted manuscript. If you wish unused photos to be returned please include a self-addressed return envelope.

**LETTERS TO THE EDITOR AND COMMENTARIES:** Please indicate if letters are intended for publication as this is not always obvious. The *Bulletin* publishes letters, longer commentaries, and philosophical and methodological items related to the science of Ecology. There are no page limits but authors may be asked to edit their submissions for clarity and precision. Previously published items from other sources can be republished in the *Bulletin* if the contributor obtains permission of the author and the copyright holder, and clearly identifies the original publication.

**MEETING ANNOUNCEMENTS:** Submit a brief prose description of the upcoming meeting, including title, a short paragraph on objectives and content, dates, location, registration requirements, and meeting contact person's name, street address, and phone/fax/e-mail address. Please do not submit meeting brochures in the expectation that the Editor will write the prose description; he won't. Compare the publication deadlines above with the meeting deadlines to be sure the announcement will appear in time.

**MEETING REVIEWS:** The *Bulletin* publishes reviews of symposia and workshops at the annual *ESA* meeting, as well as important and appropriate meetings that are unrelated to the annual *ESA* meeting. The reviewer should strive for a synthetic view of the meeting or symposium outcome, i.e., how the various presentations fit or conflict with each other and with current scientific thought on the topic. Review length is open, although about four double-spaced pages should be enough to capture the essence of most meetings.

The following advisory items are provided to help focus your review.

- Meeting title, organizer, location, sponsoring organizations?
- What were the meeting objectives, i.e., what scientific problems was the meeting organized to solve? Who cares (i.e., what was the relevance of this scientific problem to related ones under examination)?
- How well did the meeting meet the objectives? Were there specific papers delivered or roundtables/discussion groups that were exemplary in reaching the objectives? You may concentrate the review on only the outstanding papers to the exclusion of all others, or give a comprehensive view of all presentations/meeting activities, or examine a selection of papers that neither describes all, nor focuses on a very few.
- What new was discussed? What previously weak hypotheses were strengthened, confirmed or supported? Were any breakthroughs, or new or innovative hypotheses presented, that forced participants to rethink current concepts?
- Was there anything else important that the meeting accomplished that may not have been part of its explicit objectives?
- What subjects relevant to the meeting objectives were missing or left out? Did the scientific components of the problem that were included produce a strong slant or serious void by virtue of blind spots by the organizers, failure of invitees to appear, or similar difficulties?
- Are there plans for a proceedings issue or meeting summary document, and if so who is editing it, who is publishing it, and when is it planned to appear (i.e., where can interested folks learn more about the meeting?)

**TECHNOLOGICAL TOOLS:** Submissions for this section should be sent to the Section Editor in charge of the section: Dr. David Inouye, Department of Zoology, University of Maryland, College Park, MD 20742. E-mail: di5@umail.umd.edu

**ECOLOGY 101:** Submissions should be sent to the Section Editor in charge of this section: Dr. Harold Ornes, College of Sciences, SB 310A, Southern Utah University, Cedar City, UT 84720. E-mail: ornes@suu.edu

**FOCUS ON FIELD STATIONS:** Correspondence and discussions about submissions to this section should be sent to Allen M. Solomon, *Bulletin* Editor-in-Chief, U.S. Environmental Protection Agency, 200 S.W. 35th Street, Corvallis, OR 97333. Phone: (541) 754-4772. Fax: (541) 754-4799. E-mail: bulletin@esa.org.

**OBITUARIES AND RESOLUTIONS OF RESPECT:** Details of *ESA* policy are published in the *Bulletin*, Volume 72(2):157-158, June 1991, and are abstracted below. The death of any deceased member will be acknowledged by the *Bulletin* in an Obituary upon submission of the information by a colleague to the Historical Records Committee. The Obituary should include a few sentences describing the person's history (date and place of birth, professional address and title) and professional accomplishments. Longer Resolutions of Respect, up to three printed pages, will be solicited for all former *ESA* officers and winners of major awards, or for other ecologists on approval by the President. Solicited Resolutions of Respect will take precedence over unsolicited contributions, and either must be submitted to the Historical Records Committee before publication in the *Bulletin*.