Revised submission guidelines for the *California Fish and Wildlife Journal*

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. 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.

- Use Times New Roman, size 12 font for the entire manuscript and tables and figures, except for the title (see below), table footnotes (see **Table** section under **RESULTS**), and within maps.
- 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 must be left-aligned (not justified).

Cover letter.—Include a cover letter with your manuscript submission that summarizes the manuscript and its significant contributions to the body of scientific literature. The letter should also indicate that the manuscript has not been published previously and is not being considered for publication in any other journal.

Title.— Bold, and size 14 font (see title above). 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).

Author Information

Do not include any author or affiliation information in your manuscript file. The *California Fish and Wildlife Journal* uses a double-blind peer review system.

Abstract

The abstract 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 between 5 and 10 key words or phrases in alphabetical order (example below).

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

Introduction

The *California Fish and Wildlife Journal* (CFWJ) 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. CFWJ 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/short communication, review paper, monograph, book review, essay, or commentary (Appendix I). CFWJ 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 (4–5 paragraphs).

Submission.—Manuscripts must be submitted using the Journal's Editorial Manager. Submissions should include (1) cover letter, (2) manuscript text file (which includes figure captions, tables, and table headings), and (3) figures (as individual files, jpg or png only). Appendices and supplemental information may also be included if necessary. We will do our best to complete initial processing of manuscripts within two to three months. Authors will receive an invoice for page charges after electronic publication (Appendix III), unless a waiver has been requested. If you have photos you would like to be considered for the Journal cover, please include them with your submission.

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 should 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 bold, capitalized, and size 14 (see

introduction heading above). Secondary (number 2-head) subheadings are bold, flush left, and capitalized (see **Study Area** below). Tertiary (number 3-head) subheadings are italicized and indented, as is the beginning of each paragraph—use sentence capitalization for tertiary subheadings. 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.)."

Species names.— 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. 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 IV). For fish species, use the guidelines of the American Fisheries Society Style Guide (https://fisheries.org/books-journals/writing-tools/style-guide/). For all other species, CFWJ 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 IV.

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). (Note: you will be asked about this information in the submission process as well. See "Ethics Statement" information in Appendix II.) 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 background or historical 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., χ^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 IV.) 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-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 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 all border lines. Ensure that lines are not bold or extra-thick. Table column headings should each appear in individual cells and are bolded.In order for tables to be ADA accessible, ensure that there are no merged cells. There should be text in every cell. Do not use hard returns to break column heads.

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 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

an image file format only (jpg or png; we cannot accept tiff files); figures cannot be submitted as Word, PowerPoint, or PDF documents.

Do not include figure numbers or 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.

Color figures do not need to be distinguishable in black and white (CFWJ is now only published online). 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 scale bar and legend (if appropriate). Provide inset maps to provide geographic context at a readily recognizable scale (e.g., states in the U.S.).

Supplemental Information and Appendices

If necessary, you may include supplemental information and/or appendices with your manuscript. These materials will be available using links within the body of the manuscripts. Ensure they are referenced somewhere in the manuscript—for appendices reference (Appendix I, Appendix II, etc.) and for Supplemental Information reference as necessary for the type of information (i.e., Supplemental Information—for narrative information, Table S1, S2, etc.—for tables, Fig. S1, S2, etc.—for figures)

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, 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 be bulleted. 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 country). 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. Use ordinal numbers (e.g., 2nd edition). Include the DOI for all articles that have one and include a link to all reports that are published online. For websites, include the link as well as the date accessed (e.g., "Available from:" [website address] (Accessed: x Month Year)).

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.

Acknowledgements

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* (now *California Fish and Wildlife)* 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 PhD]**
- 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. https://doi.org/10.1371/journal.pone.0195436 **[example of an article published in an electronic journal]**
- Biedma, L., J. Calzada, José A. Godoy, and J. Román. 2020. Local habitat specialization as an evolutionary response to interspecfic competition between two sympatric shrews. Journal of Mammalogy 101:80–91. https://doi.org/10.1093/jmammal/gyz203 **[include DOIs for all articles which have them]**

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- 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 <u>not</u> included since each issue is not numbered separately]**
- California Department of Fish and Wildlife (CDFW). 2019. A status review of the foothill yellow-legged frog (*Rana boylii*) in California. A report to the Fish and Game Commission, California Natural Resources Agency, Sacramento, CA, USA. Available from: https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=174663&inline **[example of a report available online]**
- 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 <u>not</u> included; also note that the chapter title uses sentence case capitalization, while the book title uses title case capitalization]**
- 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 (Accessed: 23 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]**

Figure Captions

Figure 1. Mean diversity (± SE) of songbird and small mammal species in 50 plots in Organ Pipe Cactus National Monument, Arizona, USA, 2018–2019.

Figure 2. Mean density (± SE) of herpetofauna (number of individuals/m^2) 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[a]	**Definition**
cm	centimeter(s)
CI	Confidence interval
°C	degrees Celsius
df	degrees of freedom
g	gram(s)
ha	hectare(s)
kg	kilogram(s)

km	kilometer(s)
ml	milliliter(s)
P	Probability
SE	Standard error

[a] For a comprehensive list of scientific abbreviations, see CSE 2006.

Table 2. Diversity of mammal species (± SE) present in three habitat types (n = 35 for each habitat) in southern Arizona, USA, 2018–2019.

Habitat Type	**Carnivores**	**Herbivores**	**Omnivores**
Grassland	6.16 ± 1.23	12.48 ± 3.26	5.32 ± 1.24
Woodland	7.09 ± 2.54	10.35 ± 3.67	6.64 ± 0.79
Desert	10.89 ± 1.94	7.58 ± 0.28	8.15 ± 1.22

APPENDIX I: TYPES OF PAPERS PUBLISHED IN *CFWJ*

California Fish and Wildlife 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 management 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 or **short communications** 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. Review papers should provide a critical and constructive analysis of the literature.

Monographs can be either original research reviews that are focused on a specific topic (e.g., a species, management technique, policy) and are significantly more detailed and longer than traditional research articles or reviews. Monographs should be formatted like original research articles and often contain many secondary and tertiary headings.

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.

Commentaries on papers published previously in the Journal also are welcome and should be formatted as notes. Authors of papers commented on will be invited to respond to those providing the commentary.

Essays 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 from the scientific literature, written in an unbiased manner, and prepared like a note (though some headings may be necessary).

APPENDIX II: SUBMISSION INFORMATION

All articles must be submitted using the Journal's online submission system, Editorial Manager. In the submission process, authors will be asked to provide an ethics statement (see "Ethics Statement" section below for details), to disclose any potential conflicts of interest, to confirm that the manuscript is not being considered for publication elsewhere, and that the information and data within the manuscript has not been previously published.

All information published in CFWJ is considered public domain. This is an open access journal. Users have the right to read, download, copy, distribute, print, search, or link to the full texts of articles in this journal, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose.

Ethics Statement

An ethics statement for the submission is required if the study involved:

- Human participants
- Vertebrate animals
- Vertebrate embryos or tissue
- Field research

General guidance is provided below. Ensure that all information is also included in the Methods section of the manuscript

Human Subject Research (includes studies with surveys).—(1)Name of the Institutional Review Board (IRB) or ethics committee that approved the study (2) Approval number and/or a statement indicating approval of the research (3) Form of consent obtained (written/oral) or the reason that consent was not obtained (e.g., the data were analyzed anonymously)

Animal Research (includes trapping, handling, or other invasive methods with vertebrate animals).—(1)Name of the Institutional Animal Care and Use Committee (IACUC) that reviewed the study protocol, and indicate whether they approved this research or granted a formal waiver of ethical approval (2) Approval number, if one was obtained (3) If anesthesia, euthanasia, or any kind of animal sacrifice was part of the study, include briefly which substances and/or methods were applied (4) If an IACUC was not required for research, please describe why.

Field Research (when research included collection of plant or animal materials).—Include the following details if this study involved the collection of plant, animal, or other materials from a natural setting: (1) Field permit number (2) Name of institution or relevant body that granted permission

APPENDIX III: 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 1 week. Page charges for *California Fish and Wildlife* 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.). There are no page charges for book reviews or submissions for Special Issues. Articles will be available on the CFWJ website (https://www.wildlife.ca.gov/Publications/Journal) and may be used by the author(s) without restrictions.

Corrections, Retractions, and Expressions of Concern

If, after publication, you find any errors in your submission, please notify the Editor-in-Chief as soon as possible. In most cases, the correction will be incorporated directly into the article's contents. If the correction is substantial, however, the updates may be described in a separate notice at the top of the article.

Authors may request retraction of their article if issues arise after publication which call into question the scientific legitimacy of the article or the accuracy of the data within. Any retraction request is subject to review and approval by the editorial team and Editor-in-Chief.

Expressions of Concern are notifications published at the discretion of the editors to alert readers of serious concerns about an article. Expressions of Concern are written by the Journal's editorial staff and will be added at to the top of the article, similar to a substantial correction. An Expression of Concern does not change the publication status of the article. After an Expression of Concern is published, the article may be corrected or retracted at request of the authors. The Editor-in-Chief will notify the authors of the affected article before publishing an Expression of Concern, but we do not require the authors' approval or consent.

APPENDIX IV: 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 Wildlife*.

Error	Correction
Geothlypis spp.	*Geothlypis* spp.
Geothlypis sp.	*Geothlypis* sp.
American, Feather, and Sacramento Rivers	American, Feather, and Sacramento rivers
2, 4 liter buckets	two 4-liter buckets
nineteenth or 19th occurrence	19th occurrence
mountain sheep, *Ovis canadensis*,	mountain sheep (*Ovis canadensis*)
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^2
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.
Cal. Fish and Game, Vol 87(1)51-60	California Fish and Game 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 or 37.4001, -118.5671

APPENDIX IV: EXAMPLES OF FIGURES

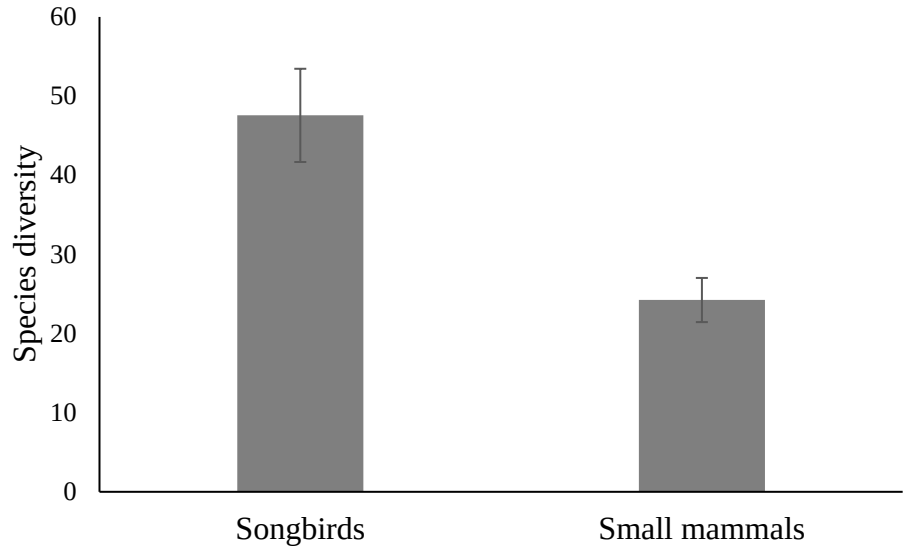

Figure 1.

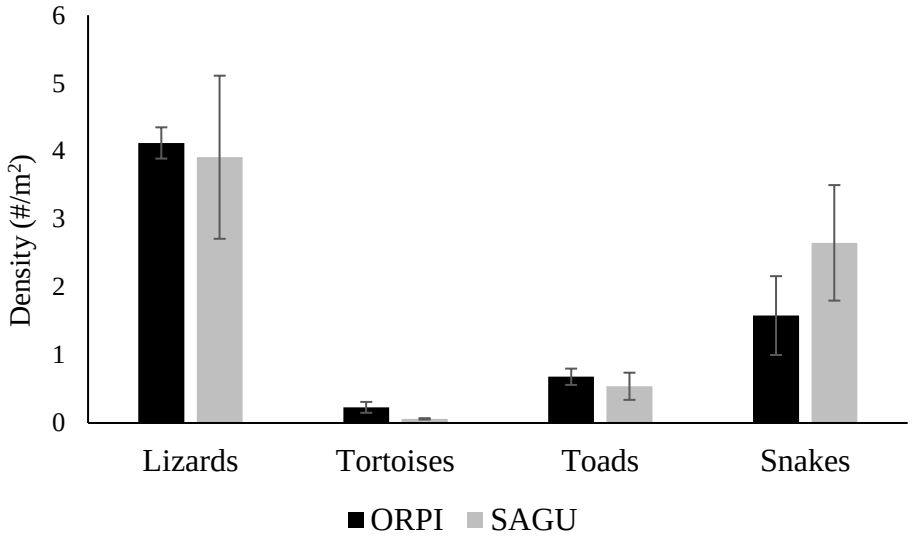

Figure 2.

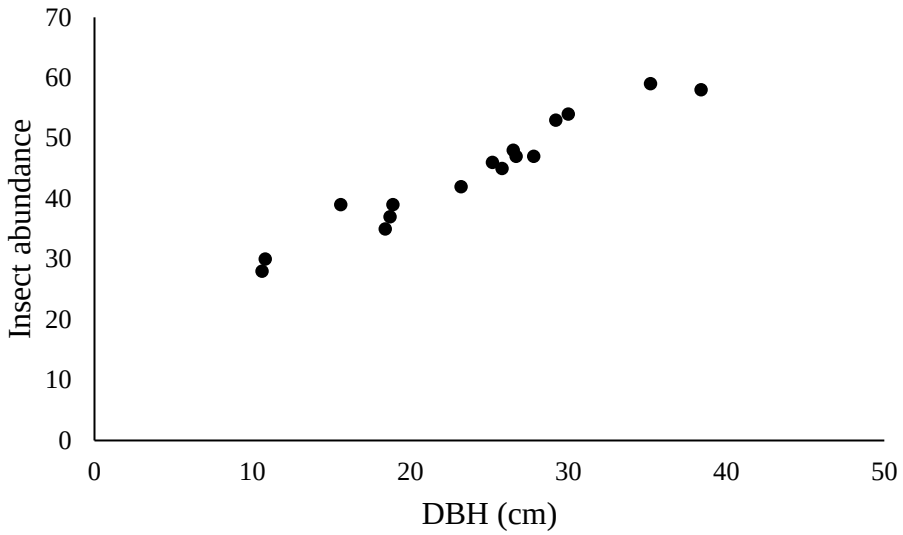

Figure 3.