

Checklist of Common Errors in Manuscripts submitted to *Alces*

- For all References, spell out the names of books, proceedings and journals in full – DO NOT ABBREVIATE.
- References should be in alphabetical order regardless of the number of multiple authors (i.e., use the surname of the first author, then the surname of the second author, then the surname of the third author, and so on) – for multiple citations with the same authors, the sequence is chronological.
- Surnames of authors in the References section should be given in LARGE and SMALL capital letters (in Microsoft Word Choose Format>Font, then check the box next to Small caps in the Effects section of the dialogue box).
- Where there are two (2) authors of a paper cited in the References section, follow the first author's initials with a comma (e.g., KARNs, P.D., and V. CRICHTON).
- Do not provide the total number of pages for books, theses, or government reports in the References section.
- Provide the publisher and place of publication (city and country) for all books theses, and government reports in the References section.
- Authors must ensure that all published literature cited in the text has a corresponding citation with the same year of publication in the References section and that all references listed have been cited in the text.
- Do not italicize "et al.", "unpublished data", "personal communication", or "in press" when citing sources in the text.
- All conjunctions (and, or) in a series of ≥ 3 items should be preceded by a comma (e.g., calves, cows, and bulls) both in the text and in the References section.
- Standard abbreviations should be followed by commas (i.e., and e.g.).
- Table columns must be generated with tab settings or a table editor – do not use the space bar. ONLY horizontal lines should be used in Tables. The layout of tables should resemble those in recent issues of *Alces*.
- More than 3 colours or shades of gray used for maps and bar graphs may not be clearly differentiated when printed in black and white – solids (black or white) and patterns (stippling, crosshatching) are better.
- A common font such as Times Roman should be used for ALL text and tables and a sans serif font such as Arial should be used in figures - the same font should be used for ALL figures.

If in doubt, authors should consult papers published in previous issues of *Alces*, available in pdf format from the *Alces* website (<http://bolt.lakeheadu.ca/~alceswww/alces.html>).