

Bird Conservation International

Bird Conservation International publishes papers and communications on subjects relevant to the conservation of birds, with a preference for those addressing international or high national priorities and those that have wide international relevance.

Instructions for authors

Electronic versions of papers should ideally be submitted online at <http://journals.cambridge.org/BCI> or, in exceptional circumstances, via email to bcieditor@bto.org. Please include the author's postal address, e-mail address, telephone and fax number when submitting your paper. Submission of a paper is taken to imply that it is unpublished and is not being considered for publication elsewhere. Please ensure that all figures and tables are included within the main document. For high quality photographs, please submit a low-res version in the first instance to ensure the document is able to be sent via email. If, after submission via the online submission system, authors do not receive a response within 10 days, please contact the Editor directly at the following email address, bcieditor@bto.org.

Papers should be concise and factual, taking proper account of previous relevant literature; opinions expressed should be based on adequate evidence.

BCI prints two types of paper:

Full papers: whilst there is no formal restriction on length, authors planning to submit a paper which is likely to exceed 15 printed pages or 7,500 words should discuss the work with the Editor at an early stage in its preparation. BCI now supports online supplementary materials on the journal webpages. Wherever possible lengthy appendices and graphics, and other supplementary materials such as detailed methods, calculations, site-by-site bird lists, sound files and photographs should make use of this facility. Colour figures may be included in the electronic PDF version and black and white copies in the printed version at no extra cost. Colour in both electronic and paper formats will be charged for. Please contact the Editor for details. A full-length paper must include a proper summary. We welcome word-for-word translations of summaries where appropriate.

Short communications: these are restricted to 2,500 words with no more than two figures or tables (i.e. two figures, two tables or one figure and one table). There should be a short abstract and no more than ten references.

Titles of papers must be accurate and concise, and (for the benefit of abstraction services) include any relevant scientific (taxonomic) name; a running head is needed (the editors will provide this if authors do not).

Papers should be double-spaced throughout, with positions of figures and tables indicated in the margin. We prefer Microsoft Word or a compatible format. If in doubt please supply your paper in rich text format and give details of the word-processing software used. Paper formatting should follow that of a standard BCI printed paper – an example can be found further down this document. Any papers not following this format will be returned to the corresponding author. Please ensure that all figures and tables are included in the main document and NOT supplied as separate files.

Rapid Publication

The journal can offer a fast-track publication schedule (a minimum of 2 weeks from acceptance to online publication) for articles that are of a particularly topical nature. If you would like your article to be considered for fast-track publication, you must identify this when you submit your paper and provide a strong case for rapid publication. For fast-track publication, your article must demonstrate that the paper deals with an urgent conservation issue that would benefit from rapid publication or be in a rapidly moving scientific field. We aim to make a decision on fast tracked papers within three weeks and publish the paper in the next available issue of BCI. If possible please inform the editor in advance that you intend to submit such a paper.

Conventions

Whenever possible, authors should consult an issue of *Bird Conservation International* for style and layout. Spelling generally follows *The shorter Oxford English dictionary*, supplemented by various standard references such as 'Topography' in *A dictionary of birds* (1985) and the most recent edition of *The Times atlas of the world*. Localities with well-known other spellings or older names should have these placed in parentheses after first mention, while localities too small to be in the *Times atlas* should be given their precise geographical coordinates (preferably with some evidence of source).

Authors are encouraged to follow BirdLife International's taxonomy (the latest Checklist can be downloaded from <http://www.birdlife.org/datazone/species/taxonomy.html>) and to provide explanations of any deviation, if they choose not to. On first mention of a bird, both English and scientific name should be given (not in parentheses), thereafter only one, preferably the English. Scientific trinomials need be used only if sub-specific nomenclature is relevant to the topic under discussion. These recommendations also apply for any other animal or plant species mentioned.

Where reference is made to the IUCN Red List, the latest categories and criteria should be used (or with dates as appropriate; these can be accessed/checked at <http://www.iucnredlist.org/>). These should be written in Title Case and in single quotes, ie 'Near Threatened', 'Endangered' or included in brackets after a species name eg '(IUCN category Vulnerable)'. When referring to other non-IUCN threat categories they should be in lower case and not in quotes.

Metric units and their international symbols should be used (other systems of measurement can be added in parentheses), with temperatures in the Centigrade (Celsius) scale. Numbers one to nine are written in full except when linked with a measurement abbreviation or higher number, thus 'five birds' but '5 km' and '5–12 birds'; numerals are used for all numbers above ten, four-figure numbers and above using the comma thus: '1,234', '12,345'. Details of experimental technique, extensive tabulations of results, etc., are best presented as appendices. Dates should be written 1 January 1985, times of day as 08h30, 17h55 (24-hour clock), etc. When citing a conversation ('verbally') or letter ('in litt,'), the contact's name and initials should be included, preferably with the year of communication.

Keywords

A list of at least three keywords should be provided for publication in the journal. These should accurately and concisely reflect the content of the paper and relevant scientific names not given in the title should be included here.

Figures

Figures should be numbered consecutively as they appear in the text with an appropriate reference such as '(Figure 1)' but not abbreviated to '(Fig. 1)'. The position of each figure should be indicated in the margin. The numbered figures and their captions should be placed on separate pages **at the end of the manuscript** together with their legends, or if they are too large as separate files. Wherever possible they will be reproduced with the author's original lettering. Where individual sites are referred to, a map should be included, marked with a scale and north arrow, and drawn very neatly, ensuring that text and symbols are large enough to be legible if the figure is reduced in size (as is often necessary). Please note that for distances UK spelling conventions should be used, e.g. metres and kilometres and **not** meters, kilometers. Abbreviation to m or km is perfectly acceptable. Good photographs are also considered.

Online Colour

Figures submitted to *Bird Conservation International* will be published in colour on Cambridge Journals Online free of charge. To maximize the probability that figures will be published in colour online, and also print, as good quality black and white or grayscale graphics, authors are encouraged to follow these figure submission guidelines:

- Submit a colour graphic as either TIFF or EPS files
- Submit figures at approximately the size at which they are to reproduce so that reduction or enlargement is not necessary.
- Line artwork should be supplied in black and white mode at a resolution of 1200 dpi; combination artwork (line/tone) at a resolution of 800 dpi; black and white halftone artwork should be saved in 'grayscale' mode at a resolution of 300dpi; colour halftone artwork should be saved in CMYK mode at a resolution of 400 dpi.

- Submit multipart figures in one single electronic file.

Author Requirements

It is not necessary for authors to indicate that a figure should be displayed in colour online. CUP will assume that any author who submits figures in colour wants and agrees to their being produced in colour online. It is the author's responsibility to declare otherwise. Colour figures must be submitted before the paper is accepted for publication, and cannot be received later in the process. Authors cannot submit two versions of the same figure, one for colour and one for black and white; only one version can be submitted.

Authors need to carefully consider the following when submitting figures in colour that will be published in colour online only:

- The colours chosen must reproduce effectively and the colours should be distinguishable when printed in black and white.
- The descriptions of figures in text and captions must be sufficiently clear for both online and print copy.

All figures and reference to the figures must be equally comprehensible in both colour and grayscale.

Tables

Tables should also be numbered consecutively as they appear in the text with an appropriate reference such as '(Table 1)'. The position of each table should be indicated in the margin. The numbered tables with concise headings should be typed on separate pages at the end of the manuscript.

References

References in the text should not use ampersand or comma before the date, and should be chronologically listed, alphabetically if in the same year. Publications by the same authors in the same year may be distinguished by a, b, etc., after the date. Full references must be listed alphabetically at the end in conformity with the existing system of presentation (which should be carefully checked before submission).

Fishpool, L. D. C and Evans, M. I., eds. (2001) *Important Bird Areas in Africa and associated islands: priority sites for conservation*. Newbury and Cambridge, UK: Pisces Publications and BirdLife International (BirdLife Conservation Series No. 11).

Bennun, L., Matiku, P., Mulwa, R., Mwangi, S. and Buckley, P. (2005) Monitoring Important Bird Areas in Africa: towards a sustainable and scaleable system. *Biodiv. Conserv.* 14: 2575-2590.

Supplementary Materials

BCI offers the use of online Supplementary Materials for lengthy tables, photographs and appendices. Colour may be used in these at no extra charge. Any Tables, Figures, Appendices referred to in the text should be prefixed with the letter S, ie Table S1, Appendix S1, Figure S1 and, where the first mention is made, reference should be made to the online supplementary materials, e.g. 'A list of all recent sightings can be found in Table S1 in online Supplementary Materials'.

The Supplementary Materials should be submitted as a separate file, the first page of which should follow the example format below:

Supplementary Material

Distribution and population size of the Corsican Nuthatch *Sitta whiteheadi*

JEAN-CLAUDE THIBAUT, DIDIER HACQUEMAND, PASQUALE MONEGLIA, HERVÉ PELLEGRINI, ROGER PRODON, BERNARD RECORBET, JEAN-FRANÇOIS SEGUIN and PASCAL VILLARD

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Appendix S1. List of forests forming the stand fragments

Proofs

The corresponding author will receive by e-mail, page proofs for checking which they are required to return within three days of receipt. Major textual changes in proof cannot normally be countenanced and the publisher reserves the right to charge authors for excessive correction on non-typographical errors.

Offprints

No paper offprints will be supplied to the author but he/she will receive by email a pdf copy of their published paper.

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(Revised 18/7/10)

Example Submission – Full Paper

Rapid declines in habitat quality and population size of the Liben (Sidamo) Lark *Heteromirafr* *sidamoensis*
necessitate immediate conservation action

PAUL F. DONALD, GRAEME M. BUCHANAN, NIGEL J. COLLAR, YILMA DELLELEGN ABEBE, MERID N. GABREMICHAEL, M. A. KIRAGU MWANGI, PAUL KARIUKI NDANG'ANG'A, CLAIRE N. SPOTTISWOODE and MENGISTU WONDAFRASH

Running Head: Rapid declines in Liben Lark

Author Head: P. F. Donald et al.

Summary (<400 words plus translation as appropriate)

Introduction

Methods

Results

Discussion

Supplementary Material (if required)

The supplementary materials referred to in this article can be found at journals.cambridge.org/bci

Acknowledgements

References – Please take careful note of the reference format in the style guide below.

Author names and addresses should follow the references in the format below:

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List of Tables

List of Figures

Table 1, 2, 3...

Figure 1, 2, 3 ...

Bird Conservation International Style Guide

On encountering a word/phrase etc. for which there is no model in this document, the reader should consult the appropriate subsection, where a general principle is often expounded. In other cases of doubt or controversy, refer to the *Oxford guide to English usage*.

Note that in this guide **ow = one word; tw = two words; lc = lower case; hyp = hyphen**.

ABBREVIATIONS

Abbreviations for countries (e.g. USA, USSR, UK) should have no stops. The same is true for authors' initials (when reference is made in a multi-authored paper or book to the work of one of them), organisations and institutions, etc. (e.g. AMNH, ICBP).

AGM—no stops.

BOU—no stops, in full: **British Ornithologists' Union**, note position of apostrophe.

c. for circa; single stop, not italicised, no space between **c.** and number i.e. **c.30**.

cf.—single stop, not italicised.

CITES—no stops.

cm—no stop; not cms; leave [preferably hard] space between number and cm (e.g. **62 cm**).

HARD SPACE = Shift Control space bar

Dept.—single stop, but preferably write in full.

Dr—no stop.

e.g.—two stops.

et al.—single stop, italicised.

etc.—single stop, not italicised.

ha—no stops.

i.e.—two stops.

incl.—single stop.

in litt.—single stop, italicised.

in prep.—single stop, not italicised.

in press—no stops, not italicised.

IUCN—no stops.

km—no stop; not kms; leave [preferably hard] space between number and km (e.g. **62 km**).

m—no stop; not ms; leave [preferably hard] space between number and m (e.g. **62 m**).

max.—single stop.

min.—single stop.

mm—no stop; not mms; leave [preferably hard] space between number and mm (e.g. **62 mm**).

Mr/rs/s—no stop.

Mt/s—no stop.

N.B.—*nota bene*.

NGO—no stops; in full: **non-governmental organisation** (note lower case).

No./no.—single stop, in plural **Nos./nos.**

pers. comm.—two stops, not italicised. AVOID IF POSSIBLE, since one cannot distinguish between a letter/email and a conversation; instead (useful, as one can then determine whether a hard-copy original might exist), use **in litt.** for letter/email and **verbally** in preference. If possible ADD YEAR OF COMMUNICATION, no comma, thus: '(A. J. Stattersfield *in litt.* 2009)'.

RDB—for Red Data Book, no stops.

RSPB—no stops.

sq—no stop; leave [preferably hard] space before next abbreviation (e.g. **sq km**) but preferably always use **km²**.

St—for Saint; no stop, but leave space before next word (e.g. **St Helena**).

UNESCO—no stops, note not Unesco.

WWF—no stops, written in full: **World Wide Fund for Nature**, except in case of **WWF-Australia** and **WWF-US**, which are still **World Wildlife Fund**. Note also that as ordinary adj. **worldwide**, ow.

ADDRESSES

The correct form for an address is:

N. J. Collar, 25 Springfield Road, Cambridge CB4 1AD, UK

The initials in the name should be followed by a stop, with a space between each initial. Note also that the postal code precedes the country. There is no comma after a house number in a street, no comma between the town and postal code, no stops in between the letters of the postal code. When the address includes **PO Box** there should be no stops after P and O, and no space between them.

APOSTROPHE

The apostrophe should (1) precede the s in singular words (e.g. **the area's future**) and plurals not ending in s (e.g. **the data's value**), and (2) follow it in plurals that end in s (e.g. **the areas' future**). With singular words that end in s, add a second s and place the apostrophe between them (e.g. **the species's future**). Note that when talking of species in the plural it should be as (2); **the two species' future**. Hence with proper names **Mr Jones's son**, but **the Jones' son**, so **Edwards's Pheasant**, **Klaas's Cuckoo**, **Ross's Gull**. Do not insert an apostrophe in (e.g.) the **1960s**.

BIRD NAMES, CAPITALISATION

There is no standard for the English names of birds. However, as BirdLife comes to terms with this problem and makes certain decisions about the names to follow, these precedents should be adhered to as much as possible. The BirdLife checklist is available on <http://www.birdlife.org/datazone/species/index.html> (see under 'See Also').

When referring to a specific species by its generic English name, do not use capitals: hence in a discussion clearly referring to Green-breasted Bush-shrikes it is appropriate to write (e.g.) 'several bush-shrikes began mobbing us'. This *can* lead to confusion if there is any doubt about the identity of the species, but the use of a capital looks so ungainly that we prefer not to use it; but this means that writers should be always on their guard to ensure absolute clarity.

Other animal and plant names should, as a general rule, not be capitalised. There may be certain instances where a writer may need to use capitals, but on the principle that 'predation by Foxes' and 'a hedgerow filled with Hawthorn and Lime' look absurd we eschew such usage where possible.

For further points on capitalisation, see Geographical Terminology for place names, Official Terminology for official names, and References, etc., for book titles.

BIRD TOPOGRAPHY

For names of bird parts follow the entry under 'Topography', in *A dictionary of birds* (1985). In addition, note the following forms: body-feather, breast-band/-feather, chest-band, ear-covert/-ring/-tuft, flank-bar/-spot/-streak, flight feather, head feather, moustachial stripe, rump feather, submoustachial stripe, tail feather, tail length, throat-patch/-spot, undertail, underwing, upperwing, wing-bar, wing feather, wing length, wing-panel, wing-patch.

FOREIGN WORDS

Difficulty exists over the italicisation of foreign words in English texts. Italicisation usually occurs

when the word is not standard (ayatollah now is, *fatwa* is not yet). For BCI, the difficulty will most commonly arise over habitat types and plant names. As far as possible, all such words should be assimilated into the English of the written piece at an early stage (perhaps through an introductory paragraph that defines them, placing them on that first occasion in inverted commas), so that no italicisation is then necessary. Examples of such words are the Brazilian 'igapó' (= permanently flooded forest), 'várzea' (= seasonally flooded forest), 'cerrado' (= dry savanna woodland), 'caatinga' (= dry thorn scrub), 'restinga' (= dry maritime scrub). Certain trees with no English names are candidates for italicisation, but again this should be resisted, particularly as on first mention it can look very odd, e.g. *caraiba* *Tabebuia caraiba*. Where it simply looks too odd to leave a word undistinguished, use of inverted commas is recommended, although not to excess.

Foreign words in place names or in official terminology are also problematic. The guiding principle here must be clarity, even at the possible expense of consistency. Generally, a translation of a name into English is needed, whatever the language. However, in Latin America the words for river, volcano, mountains, etc., are best left as they are in Spanish or Portuguese; hence 'upper Rio Negro', 'lower río Napo', 'Cordillera de Cutucú', 'Volcán de Fuego' (see Geographical Terminology for further evidence). Note that accents are retained on these (foreign) words but are dropped from Peru, Panama and Mexico (not Perú, Panamá, México).

GEOGRAPHICAL TERMINOLOGY

We generally favour as first reference for the spelling of place-names the most recent edition of *The Times atlas of the world*. This is also a first source of geographical coordinates, if they are needed (the source of such coordinates should preferably be recorded somewhere in the text).

1. The following words—**basin, delta, lake, plateau, valley**—should, when used with proper names, generally be in the lower case, unless: (a) common usage demands otherwise (e.g. **Amazon Basin, Evros Delta, Lake Baykal, Hoggar Plateau, Rhine Valley**); (b) in the case of 'lake', the proper name is placed second (so **Lake Oulu**, but **Oulu lake**). If it is felt necessary to capitalise one of the above five words in connection with a proper name, it is important to do so consistently. However, in sentences where the first part of the proper name is dropped (for example, when discussing the **Rhine Valley**, you use a sentence like 'the valley is ...') then keep **valley** in lower case.
2. When using the word **river** with a proper name (e.g. **River Rhine**) it should be with capitals. However, in sentences where the first part of the proper name is dropped (for example, when discussing the **River Rhine**, you use a sentence such as 'the river is ...') then the word **river** is in lower case. Also note that the word **river** can come before or after the proper name (e.g. **Nile River** or **River Nile**, unless common usage dictates otherwise (e.g. **River Thames/Colorado River**). It is important to be internally consistent with the usage adopted.
3. When treating proper names of Hispanic South America, if the word **río** (meaning 'river' in Spanish) forms part of a river's name, this can be with lower case **r** to distinguish it from towns/cities of the same name.
4. In some languages the word 'lake' or 'river' is already included in the name of a particular lake/river. For example, in Finnish Oulujärvi means 'Lake Oulu'. One should therefore, at least at first mention, write **Lake Oulu (Oulujärvi)**. If unsure, always risk tautology and give the full title preceded by **lake**: e.g. **Lake Oulujärvi**.
5. When giving the anglicised version of a river/lake, etc., it might be necessary to give its local name afterwards in brackets. For example, when writing of the River Danube in Germany, it is helpful to put 'River Danube (Donau)'.
6. When defining geographical regions (e.g. **south-west Thailand**), always hyphenate the

adjectival phrase (e.g. **south-west/north-east/south-central**) and always use the lower case unless common usage demands otherwise (e.g. and N.B. **South-East Asia**) or unless the adjectives form part of a proper name (e.g. **North-West Frontier Province**). When abbreviating the adjectival phrase (e.g. **north-east** to NE) do not retain the hyphen, do not insert stops, and use capitals (e.g. **NE Nepal**); but avoid such contraction where possible. When using three directional adjectives in combination (e.g. **south-south-west**), separate each with a hyphen. When using **southern/easternmost** etc. in combination with another directional adjective (e.g. **north-easternmost Nepal**), retain the hyphen.

- 7 Give geographical coordinates as follows: 9°37'N 15°06'W (note the zero is not used before a single-figure degree, but is before a single-figure minute; note also **no comma** within coordinates; and remember longitude precedes latitude).

The following names and terms should be observed:

Africa—use North Africa, West Africa, East Africa but southern Africa (owing to South Africa).

Afro-alpine

Afrotropical Region—note upper case **R**. However, in a sentence such as: 'it occurs throughout the region', even though it means the **Afrotropical Region**, use lower case **r**.

alpine—when referring to habitat type; but **Alpine** when referring specifically to the European mountain range.

Antarctic

Arctic

Arctic Circle

Australasian Region—note upper case **R**. See Afrotropical Region (this list).

boreal

Colombia—not Columbia/n except **British Columbia**.

continental Thailand—note lower case **c**.

county—preferably lower case unless the word 'County' forms part of an official title.

department—always lower case, even when in combination with a proper name.

district—preferably lower case, even when in combination with a proper name.

East Africa/n

Equator/ial

Fennoscandia

government—see general list below

Holarctic Region—note upper case **R**. See Afrotropical Region (this list).

Indian subcontinent/al—note the lower case **s**.

Indo-Burmese/-Chinese/-Malayan—with hyp.

Malaysia/n—when writing of the political state or its people.

Nearctic Region—note upper case **R**. See Afrotropical Region (this list).

Neotropic/al/s

Neotropical Region—note upper case **R**. See Afrotropical Region (this list).

Oriental Region—note upper case **R**. See Afrotropical Region (this list). When using **oriental** in general sense (i.e. as antithesis of **occidental**) use lower case **o**.

Palaearctic Region—not Palaearctic; note upper case **R**. See Afrotropical Region (this list).

province—preferably lower case, even when used in combination with a proper name (e.g. **Chang Mai province**).

peninsular Malaysia/Thailand—avoid confusing adjectival *peninsular* with substantive *peninsula*, thus not 'peninsula Thailand' but of course the 'Thai-Malay Peninsula' (and in this case, when clearly a proper name, use a cap, but usually use lower case **p**).

South-East Asia/n—but south-east Thailand/Burma etc.

state—preferably lower case unless the word 'State' forms part of an official title. If in doubt use lower case. When **state** is used in the sense of the national government or the country

always use lower case.

subalpine/-antarctic/-arctic—ow.

sub-Saharan

Sundaic

the Netherlands—not Holland.

the Philippines

Third World—use **developing world** in preference.

transatlantic

trans-Saharan

trans-Himalayan

Vietnam/ese—ow.

the West—upper case when speaking of the developed world.

West Africa/n

west/ern Palearctic

Western Europe—upper case.

Westerners—upper case.

GRAMMAR

1. When using collective nouns such as **number** and **variety**, it is acceptable to use either of the following forms:

A number of birds **was/were** seen.

A variety of species **was/were** present.

It is important, in choosing one or the other, to be consistent thereafter, but the context will often dictate the choice. *Do not be frightened of being technically incorrect in grammar. If it reads better, stick with it. 'A number of', etc., are plural singulars, so they can govern plural verbs.*

2. With either **flock** or **group** it is usually necessary to use a singular verb:

A flock of birds **was** seen.

A group of species **was** present.

3. When using percentages the following rules should be adhered to:

Of the species present, 20% **are** threatened. Avoid is.

Almost 20% of all parrots **are** threatened. Note 'parrots' is plural; avoid is.

Almost 20% of the population **is** threatened. Note 'population' is singular; avoid are.

HABITATS

backwater, blanket bog, beach-ridge, broadleaf/leaved, boulder-scree, cliff-face, cloud-forest, coral flat/reef, cornfield, dipterocarp forest, dune-lake/-valley/-slack, dwarf scrub, fen-meadow, fish-ponds, flood-meadow/-plain, forest-steppe, garigue, grassland, grass-heath, gravel-bank/-bed/-flats/-pit/-plain, grazing-marsh/-meadow, hayfield, hay-meadow, heath-forest, heathland, ice-cap/-field, intertidal, mangrove forest/swamp, maquis, marshland, meadowland, melt-water, mist-forest, moorland, moss-forest, mudbank/flat, mud shore, olive grove, orange grove, oxbow lake, paddyfield, peatbog/land/swamp, rainforest [where possible; sometimes looks odd if juxtaposed with 'moss-forest'], raised bog, reedbed, reed-swamp, ridge-tops, riverbed, rock-face, salt-lake, saltflat/marsh/pan, salt-meadow/-steppe, sandbank/bar/flat, sand-dune/-plain/-ridge/-spit, sand shore, savanna, scrub-forest, seashore, sea bay/cliff, sedge-bed/-heath, sedge fen, shingle-bank/-beach/-ridge, steppe-grassland/-woodland, snowfield, swamp-forest, taiga, thorn-bush, tundra, water-meadow, watershed.

HEADINGS, INDENTATION, LAYOUT

Headings in papers should be used sparingly and consistently, with different arrangements indicating different degrees of division. This is now well established for *Bird Conservation International*. The use of numbered paragraphs is not recommended.

All paragraphs leading off after a heading or subheading or at the start of the article should not be indented. Paragraphs within sections should be indented, not separated from the previous paragraph by a line space.

Maps should be drawn neatly and marked with a scale and a north arrow.

Hard spaces are needed to prevent awkward breaks at the end of lines. Two essential cases are the spaces between a number and the measurement symbol, e.g. 35_m, and the spaces between initials in a name, e.g. L._D._C. Fishpool (the spaces underlined are those which should have a hard space [in Word, Shift + Control + Spacebar]).

One space (**not two**) should be entered after a full stop at the end of a sentence in typescript (see also Punctuation, etc.).

HYPHENATION

When a noun phrase (e.g. **protected area**) is used adjectivally (e.g. **protected-area system**) it should (usually) be hyphenated. Further examples are **high-altitude plateau**, **big-game hunting**, **low-intensity farming**, **twentieth-century farming** (hence even **mid-twentieth-century farming**). But note if the noun phrase is not attributive (i.e. it does not precede the noun) then do not hyphenate (e.g. 'the farming is generally low intensity'). Further examples (and exceptions) are given in the General Section.

Do not hyphenate adverb/adjective compounds when the adverb ends in 'ly', despite the modern tendency (most newspapers) to do so (so not 'hastily-produced report'). There are some adverb/adjective compounds where it is legitimate to hyphenate, when these are attributive: **better-known**, **least-known**, **little-known**, **little-understood**, **little-documented**, **well-known**, **well-placed**, **well-spaced**, **worst-affected**, to avoid ambiguity. However, the hyphen is again only legitimate when the compound is used attributively, hence 'the worst-affected area', 'the least-known species', but 'we do not know which area is worst affected', 'the species least known are those that live in the canopy'. Note also **the second-largest lake** but **the second most important lake**. Moreover, we get into treacle with attributive adjectival phrases that convey measured distance or time: technically, on the principles above, we should write 'a 450-m-wide belt of trees' or even 'a four-hundred-and-fifty-metre-wide belt of trees', but so many people will find this unpalatable that it usually remains best to avoid hyphens in such situations (it may be as well to try avoiding the situations themselves).

The long hyphen should be used to distinguish meaning: 'the Clermont-Ferrand road' thus refers to the road to Clermont-Ferrand, whereas 'the Paris–Rouen road' refers to the road between Paris and Rouen, hence you could even refer to 'the Paris–Clermont-Ferrand road', although such inelegance should be circumvented if possible. Equally, use the long hyphen in other areas where the meaning prefers it, such as 'the period January–March' (see note 6 under Measurements, etc.), and 'the Bush–Quayle initiative' (but 'bush-quail' when referring to the genus *Perdicula*).

Much of the General Section exists to provide guidance on hyphen usage (e.g. in words like cooperate, mist-net, etc.); so too do the special sections on Bird Topography and Habitats. See also point 3 under Measurements, etc.

MEASUREMENTS, DATES, NUMBERS

Metric units and their international symbols should be used; if it is necessary to cite other systems of measurement, add them in parentheses. Temperatures should be given in the Centigrade (Celsius) scale. Dates should be written 1 January 1990 or, in tables, 17.03.09 or some such (*never* with the month first), times of day as 07h15, 22h05 (24-hour clock).

1. All numbers up to ten should be written; those above them in figures. The following exceptions apply:

- a. Where numbers are accompanied by a unit of measurement, always use figures (e.g. **365 km**) even with numbers smaller than 10: for example **7 m**. However, if the

number and unit of measurement start a sentence, write in full (e.g. **Seven metres away was the body**). Use a hard space between 365 and km to avoid their being separated at the end of a line.

- b. Any number that starts a sentence (e.g. 'Three hundred birds were illegally exported').
- c. Where numbers less than and greater than ten are directly linked in meaning (e.g. '... clutches vary from 8 to 13 eggs ...').
2. In text for currency and large general figures use **£25 million** or **\$200 million**, not £25,000,000 or £25m. Avoid use of 'k' for thousand.
3. In age combinations (e.g. ten-year-old), where the number can be written in a single word (e.g. **twenty-year-old, ninety-year-old, a hundred-year-old**). Otherwise write **32-year-old, 56-year-old**, etc. (but see last sentence of second paragraph under Hyphenation).
4. Where a number range is given (e.g. 50–100) it should always (unless starting a sentence) be in figures even if less than 10 (e.g. **4–9**). Note also each number should be written in full, e.g. **3,650–3,850**, not 5–6,000. Use enrule [-] not hyphen [-] for these spans.
5. Where a date range is given (e.g. **1970–1977**) it should always be in figures, but avoid starting sentences with a date. Each date should be given in full (e.g. 1970–1988), not 1970–88. However, a season range (referring, for example, to winter wildfowl counts) may be given as follows **1978/9** and even used in such compounds as **1978/9–1985/6**. Use enrule [-] not hyphen [-] for these spans.
6. When giving time-periods in months, use the enrule, i.e. not January-March but January–March.
7. Do not insert an apostrophe in the 1960s. Do not use **the 60s**, but use **the 1960s** or write **the sixties** or **nineteen-sixties**. Note the lower case.
8. Avoid mixing words and symbols where a [hyphen or] enrule stands for 'to'. Do not write **from 5–8 birds were present** or **birds were present from 5–8 May**. Find a way to circumvent this, either by dropping the 'from' or by including 'to'.
9. Four-figure numbers and above use the comma thus: 1,234; 1,234,567; pages of journals (and years!) are exempt from this usage.

OFFICIAL TERMINOLOGY

When using an officially recognised title (e.g. Royal Chitwan National Park) always use capitals. However, unless you use the whole title, all subsequent references (e.g. 'the park', 'the national park', 'the royal national park') should be in lower case. Only the actual proper name (e.g. **Chitwan**) and combinations that include it should have an initial capital (e.g. Chitwan, Chitwan National Park, Chitwan Park, Royal Chitwan). This principle also applies to the following:

bird sanctuary
botanic garden
forestry department
forest reserve
nature park/reserve
wildlife sanctuary/park

Also use the above principle for all similar official titles; see also Bird Names.

Biosphere Reserve—upper case.

botanic gardens—not botanical gardens, except where specific title requires it.

developed/ing world—lc, also use the latter in preference to **Third World**.

forestry department—lc, unless referring to a specifically titled official body.

forest reserve—lc, unless referring to a specific forest reserve.

management plan—tw, also note lower case.

national conservation strategy—lc.

national park—lc, unless used in direct connection with a specific park title, e.g. Serengeti National Park.

nature park/reserve—lc, unless in connection with specific park/reserve title, e.g. Cley Nature Reserve.

NGO—in full: **non-governmental organisation**, note lower case.

Ramsar Site not RAMSAR site.

RDB—for Red Data Book. Note: **RDB species** or **Red Data Book species** but preferably **threatened species**; note lower case **s**. Note also RDB and Red Data Book are terms that indicate reference to BirdLife and IUCN publications, whereas ‘red data book’ just refers to the phenomenon generally or outside the BirdLife/IUCN ambit, hence caps/no caps.

wildlife sanctuary—only upper case when used in connection with a specific wildlife sanctuary.

World Heritage Site

PUNCTUATION, SPACING, QUOTATION

When typing a text, put one space after a full stop at the end of a sentence. In all other situations, also use a single space (including after ‘:’). Do not use ‘:-’. When using ‘etc.’, use comma before (and where sentence continues, after): ‘ducks, etc., are fun’. When using quotation marks (see relevant entry below) for a short quotation at the end of a sentence, do not let the marks embrace the final punctuation mark, hence: **He called the meeting ‘inappropriate and inopportune’.** For other guidance, see Abbreviations above.

Use single quotation marks. Only use double quotation marks for a quotation within a sentence already in single quotation marks.

If quoted material amounts to more than three full lines it should usually be separated from the text by a carriage return and then indented from the left-hand column.

REFERENCES, CITATIONS

References in the text should follow the form ‘(Campbell & Lack 1985)’ and ‘Sien Yao-hua *et al.* (1964) suggest ...’. The ampersand (&) can be used in author lists and for publishers when two surnames are linked.

More than one reference within the same parentheses should be chronologically listed, alphabetically if of the same year. Publications by the same authors in the same year may be distinguished by ‘a’, ‘b’, etc., after the date. Full references must be listed alphabetically at the end in the form:

- Campbell, B. & Lack, E., eds. (1985) *A dictionary of birds*. Calton (Staffordshire, U.K.): T. & A. D. Poyser.
- Collar, N. J. & Andrew, P. (1988) *Birds to watch: the ICBP world checklist of threatened birds*. Cambridge, U.K.: International Council for Bird Preservation (Techn. Publ. 8).
- Correia, J. G. (1928-1929) Unpublished typescript concerning his São Tomé expedition, held in the American Museum of Natural History.
- Clarke, S. (1918) [A new pigeon from Somaliland.] *Bull. Brit. Orn. Club* 38: 62-63.
- Cramp, S. & Simmons, K. E. L., eds. (1983) *The birds of the western Palearctic*, 3. Oxford: Oxford University Press.
- Delacour, J. (1927) [*Arborophila davidi* sp. n.] *Bull. Brit. Orn. Club* 47: 169.
- Huckle, C. H. (1924) Birds of Ascension and St Helena. *Ibis* (11)6: 818-821.
- King, W. B. (1978–1979) *Red Data Book*, 2. *Aves*. Second edition. Morges, Switzerland: International Union for Conservation of Nature and Natural Resources.
- Kuroda, Nh., ed. (1984) *Ketteiban seibutsu daizukan: chorui* [*Illustrations of animals and plants: birds*]. Tokyo: Sekai Bunkasha. (In Japanese.)
- Rahmani, A. (1988) Grassland birds of the Indian subcontinent: a review. Pp.187-204 in P. D. Goriup, ed. *Ecology and conservation of grassland birds*. Cambridge, U.K.: International

- Council for Bird Preservation (Techn. Publ. 7).
- Roslyakov, G. E. (1985) ['Information on the distribution and number of *Aix galericulata* and *Mergus squamatus* over Khabarovsk Territory.'] Pp. 101-102 in N. M. Litvinenko, ed. *Rare and endangered birds of the Far East*. Vladivostok: Far East Science Center, Academy of Sciences of the U.S.S.R. (In Russian.)
- Sien Yao-hua, Kuan Kuan-Hsün & Zheng Zuoxin (1964) ['An avifaunal survey of the Ching-hai province.'] *Acta Zool. Sinica* 16: 690-709. (In Chinese.)
- White, C. M. N. & Bruce, M. D. (1986) *The birds of Wallacea (Sulawesi, the Moluccas and Lesser Sunda Islands, Indonesia): an annotated check-list*. London: British Ornithologists' Union (Check-list 7).

It will be noted from these examples that references to non-Roman scripts need to be transliterated and/or translated (or even, with more recondite sources, both); either the transliterated title may be left as it is, or a translation of it can be substituted in square brackets (but where an abstract provides its own English title, this may be cited in inverted commas within square brackets), and the language involved should follow the reference, in parentheses. Note the position of full stops!

It will further be noted that initials of authors always follow the name, but, where the citation involves a paper within a work edited by someone else, the initials of the editor(s) come first (hence, above, Rahmani, A., and Roslyakov, G. E., but P. D. Goriup and N. M. Litvinenko). Date of publication is in brackets. In cases of papers within books, note the precise sequence and arrangement of information (particularly page references) as in the two examples above.

The titles of papers are in Roman; of books and journals in italics (occasional series of reports and bulletins are best treated as journals); unpublished reports should be cited in Roman with sufficient information to be traceable. Where no title exists (e.g. for descriptions of new species), some indication of content (best done by a direct quotation from the relevant place on the first page) is required, in square brackets (see Clarke, Delacour, above). Obvious or apparent errors in titles can be indicated by use immediately after them of '[sic]'. Book titles are italicised and do not use capitals except for proper names (with the sometime exception of 'Red Data Book', 'Endemic Bird Area' and 'Important Bird Area'). Journal titles are abbreviated according to common precedent, but we use *Natn.* for *National* and *Nat.* for *Natural* (hence the frequent use, often corrected by others, of *Bird Conserv. Internatn.*).

Book references conclude with the place (explained where necessary—see Campbell & Lack above) of publication, colon, name of publisher; when a book is part of a series, this can be indicated in parentheses after the publisher (see Collar & Andrew, White & Bruce above).

Citation of unpublished information should include the initials and surname of the informant, no comma, then a statement of how given (either 'verbally' or '*in litt.*'; if somehow not known, 'pers. comm.' is standard, but less helpful as it gives no indication if a written record exists), no comma, then the year of the communication if possible: hence, e.g., 'P. D. Goriup verbally 1988'. Avoid titles of informants, even of knights; but higher titles ('Lord Medway') are unavoidable.

SCIENTIFIC NAMES

Scientific names are usually given once only, at the first mention of the species in question in the body of the text. However, if several species are under discussion and constantly being mentioned, particularly when two or more close relatives are being compared or contrasted, it is often appropriate to use the scientific name(s) in the normal manner of a scientific paper, with the generic name abbreviated to a single letter. In the latter case, (1) care is needed when two species are of different genera that start with the same letter—it is not legitimate to repeat the abbreviation if the other species was the last mentioned; and (2) never start a sentence with an abbreviated generic name.

Papers, reports and books that deal with groups of species (avifaunas of areas, families or subsets thereof) should establish clearly the taxonomic arrangement being followed; moreover, deviations from that arrangement should be explained.

Use Mammalia, Amphibia, Angiospermae, etc., but mammal, amphibian, angiosperm. Where appropriate, include authorities for plant species names at first mention, and bring the abbreviations of such authorities into line with the Kew author index; use 'subsp.' (not 'ssp. '), 'Var.', 'cv.'.

SPELLING

Spelling normally follows *The shorter Oxford English dictionary*, which should always be used as a first point of reference in situations of doubt. The most valuable aid over certain spellings is the *Oxford guide to English usage*.

1. With verbs and nouns that have either: **-ise** or **ize** endings, ALWAYS use **-ise** (e.g. **institutionalise, recognise, nationalisation**. This gets round the difficulty of knowing whether a word *must* be spelt with an s (amongst which are advertise, advise, analyse, apprise, arise, catalyse, chastise, comprise, compromise, demise, despise, devise, disguise, enfranchise, enterprise, excise, exercise, improvise, incise, merchandise, paralyse, premise, revise, supervise, surmise, surprise, televise) and which *can* be spelt with a z (e.g. categorize, centralize, channelize, characterize, colonize, emphasize, fertilize, formalize, generalize, hypothesize, industrialize, jeopardize, localize, materialize, maximize, mechanize, minimize, mobilize, organize, parasitize, penalize, popularize, publicize, realize, recognize, recolonize, revitalize, sensitize, specialize, stabilize, standardize, summarize, synthesize, urbanize, utilize; hence such common compounds as authorization, centralization, fertilizer, generalization, organization, organizers, realization, recolonization, utilization). And please note: **analyse**—*never* analyze.
2. With the following words use the form given:
 - acknowledgement**
 - benefit/ed/ing**—one t.
 - census/ed/ing**—one s.
 - focus/ed/ing** -one s.
 - interpret/ed/er/ing**—one t.
 - judgement**
3. Our plural of bureau, plateau, etc., is **bureaus, plateaus**. Many contest this, but let them begone.
4. We use **storey**, not the American 'story', for level.

GENERAL SECTION

acknowledgement/s

adviser—but note: **advisory**.

AGM—no stops.

alarm call—tw.

alpine—when referring to habitat-type, but **Alpine** when referring specifically to the European mountain range.

Antarctic

Arctic

Arctic Circle

audio-visual—with hyp.

aviculturist—preferable to aviculturalist.

benefit/ed/ing—single t.

biased—single s (as with 'focused').

biogeography—ow.

Biosphere Reserve

birdwatch/er/ing—ow.
bird-catcher/-catching/-dealer/ing/-lime/-liming/-killing/-trap/-trapper/-trapping/-scarer/-scaring/-shooting—with hyp, note: **cage-bird dealer**, not **cage bird-dealer**.
bird sanctuary—tw, lower case unless used in connection with a specific sanctuary.
botanic gardens—not botanical gardens, except where specific title requires it.
breeding season/site/station—tw.
broadleaf—ow.
broadleaved—ow.
brood-parasite/-patch/-size—with hyp.
brood-parasitism—with hyp.
cage-bird (trade)—with hyp, as both adj. and noun. Also **caged-bird trade**.
captive breeding—tw, but hyp when used adjectivally (e.g. 'captive-breeding programme').
cattle-/sheep-/goat-grazing/-raising—with hyp.
census/ed/ing—one s.
checklist—ow.
CITES—no stops.
clear-cut/-fell/ed/ing—with hyp.
closed-canopy forest
co-author—with hyp.
coexist/ed/ence—ow.
coloration
cooperat/e/ion/ive—ow.
coordinate—ow, as both verb and noun. Note: **uncoordinated**.
database—ow.
daytime—ow.
decision-mak/er/ing—with hyp.
die-off—with hyp, only as noun.
disoriented—not disorientated.
display-flight—with hyp.
disyllab/ic/le—ow.
double-brooded—with hyp, even when not attributive.
downriver—ow.
ecosystem—ow.
ecotone
e.g.—two stops, no space between.
egg-collecting/-harvesting/-laying—with hyp.
eggshell—ow.
Equator/ial
etc.—note stop; not italicised; use comma before it (and after, if sentence continues).
fieldwork—ow.
field guide/survey—tw.
firewood—ow.
firewood-collecting/-cutting—with hyp.
fish-farming/-net/-pond—with hyp.
First World War—not World War I/One
fledging—note: **fledging period** is the time between hatching and leaving the nest/learning to fly.
A **fledgling** is a bird recently fledged (before which it is either a **nestling** or a **downy young**). Some writers then refer to a **fledgling period** as the period between fledging and independence (or transition from juvenile to immature plumage).
fly-catching—with hyp, only in reference to feeding behaviour.
flyway—ow.

focus/ed/ing—one s.
follow up—tw as verb, but **follow-up** when noun or adj.
food source/supply—tw.
forest-dependent/-dweller/-fire/-steppe/-type—with hyp.
forest clearance/floor/guard/track/trail/road—tw.
food-plant/-supply—with hyp.
four-wheel-drive—with two hyps.
freshwater—ow as adj, but **fresh water** when noun.
fruit tree, fruiting tree—tw.
fuelwood—ow.
fuelwood-collect/ing/ion/-gather/er/ing—with hyp.
fuelwood extraction—tw.
full-time—with hyp.
fundrais/e/ing—ow.
game/bird/keep/er/ing—ow.
gene-pool—with hyp.
gill-net—with hyp.
gin-trap—with hyp.
goat-/cattle-/sheep-grazing/-raising—with hyp.
goatherd—ow, only when meaning one who tends goats.
government—lc, not **Government** unless in very official terms ('whereas Government of India documents indicate...') so use 'Indian government documents'.
grassland—ow.
grass-heath—with hyp.
ground-cover/-dwelling/-feeder/-level/-nesting—with hyp.
halfway—ow.
hayfield—ow.
hay-meadow—with hyp.
hay cultivation—tw.
haymaking—ow.
highland—ow.
hill-slopes/-tribe—with hyp.
home range—tw.
house-building—with hyp.
hydroelectric—ow.
hyper-saline—with hyp.
ice-cap/-field—with hyp.
inbreeding—ow.
Indo-Burmese/-Chinese/-Malayan
infill and **infilling**—ow.
inflow—ow as noun only.
in press—no stops, not italicised or underlined.
insect-eater—with hyp.
inter/specific/state/tidal—ow.
intergovernmental—ow.
intraspecific—ow.
judgement
landfill—ow.
lakeside—ow.
landbird—ow.
land-owner/-use—with hyp.
land surface—tw.

large-scale—with hyp, as adjective (but not in phrase ‘on a large scale’).
lava-flow—with hyp.
leaf-litter—with hyp.
liana—not liane.
life-cycle—with hyp.
lifestyle—ow.
livestock-grazing/-raising—with hyp.
livestock herd—tw.
logged-over—with hyp only as adj, tw as verb.
logging concession—tw.
long-term—with hyp, even when not attributive (but not in the phrase ‘in the long term’).
lower storey—tw.
low-level/-lying—even when not attributive (but tw in the phrase ‘it feeds at low level’).
Malaysian—not Malayan when referring to the political state.
man-days/-hours/-made/-months/-weeks/-years—with hyp.
microclimate, also **microhabitat**—ow.
midway
middle storey—tw (but NB ‘mid-storey’).
midseason/summer/winter—but note: **mid-November**, **mid-1970s**.
mist-net/ting/-forest—with hyp.
mixed deciduous/evergreen forest—no hyp, but note: **mixed-species feeding flocks**.
more or less
motorboat—ow, but note: **motor-boating**, with hyp.
near-endemic/-threatened—with hyp. (but IUCN category ‘Near Threatened’)
nest-building/-cave/-hole/-predation/-predator/-site—with hyp.
non-breeder/-breeding/-commensal/-migratory/-passerine/-resident—with hyp.
nondescript—ow.
nonetheless—ow.
off-season—with hyp.
offshore—ow, as both adj. and noun.
oil exploration—tw, but note: **oilfield**, **oilslick**, ow.
on-going—with hyp.
organochlorine—ow.
oriented—not orientated.
output—ow.
overcropped/grown/stressed/summering/wintering/grazing—ow, but note:
over-exploit/ation/ed/-fishing/-production, all with hyp.
pan-African
pan-American
pan-tropical
part-time—with hyp.
peninsular Malaysia—note small p, plus r on peninsular.
peninsular Thailand—note small p, plus r on peninsular.
per—italicised or underlined (used to indicate middleman in information relay, e.g. ‘H. Higuchi *per* S. Usui verbally 1990’).
per cent—tw, not italicised, but use % in preference, but must be in full at start of a sentence. (e.g. ‘Ten per cent of the population is ...’ not ‘10% of the population is...’). Also note: **percentage**, ow.
pers. comm.—two stops, not italicised.
pers. obs.—two stops, not italicised.
per se—no stops, but italicise.
point-count—with hyp.

postnuptial—ow.
powerlines—ow, but **power-station**, with hyp.
pre-dates/-eminent/-empty—with hyp. ('pre-date' in sense of earlier time)
radio-tag/ged/ging/-telemetry—with hyp.
rainforest—ow.
rainwater—both as noun and adj.
reappoint/arrange/discover/discovery/introduce/introduction—ow.
reedbed—but note: **reed-cutting/-swamp**—with hyp.
reforest/ation—ow, not re-afforestation.
re-found/-think—with hyp.
re-lay—with hyp, when referring to the replacement of eggs; not when used to mean relaying information.
relocate—ow.
reorient—ow, not reorientate.
rice-farmer/-field/-growing/-paddy—with hyp.
rice cultivation—tw.
road building/construction—tw.
run-off—with hyp, only as noun.
saltwater—ow, as adj. but note: **salt water** when noun.
school children—tw.
seabird/board/duck/shore—ow.
seawater—both as noun and adj.
seabed—ow.
sea-breeze/-level/-wall—with hyp.
sea bay/cliff—tw.
Second World War—not World War II/Two.
second-hand—with hyp.
semi-deciduous/-desert/-evergreen/-migratory/-natural/-resident—with hyp, even when not attributive.
sheep-/cattle-/goat-grazing—with hyp.
short-term—with hyp. However, not in a sentence such as 'in the short term this will ...'
shotgun—ow.
single-brooded—with hyp.
smallholding—ow.
socio-economic/-political—with hyp.
song-type—with hyp.
species-group/-poor/-rich—with hyp.
species composition/diversity—tw.
stock-farming/-grazing/-raising—with hyp.
stop-over—with hyp. as a noun, but tw when a verb.
**subadult/alpine/aquatic/canopy/division/group/montane/region/set/site/soil/species/specific/
tropical**—ow.
sub/antarctic/arctic—ow, note also lc.
sub-department/-Mediterranean/-population/-Saharan—with hyp.
sub-climax vegetation
sugar-beet/-cane—with hyp.
superspecies—ow.
tape-record/ed/ing—with hyp.
timberline—ow, but note:
timber-cutting/-felling—with hyp.
timber collection/extraction—tw.

time-zones—with hyp.

trailing edge—tw.

treeline—ow.

tree-cutting/-felling/-fern/-heath/-hole/-planting/-savanna/-trunk—with hyp.

trisyllab/ic/le

tropical forest—tw.

type-locality/-series/-specimen—with hyp.

under/estimat/ed/ion/explored/value/d—ow.

understorey—ow.

under-recorded/-represented—with hyp.

under way—tw.

up-to-date—hyps, only when attributive (e.g. 'an up-to-date report'; but 'keep me up to date' and 'keep me updated').

upriver and **upstream**—ow.

waterbird/course/fowl/logged/plant/shed/side—ow.

water-body/-level/-lily/-storage/-table/-tank/-sport/-meadow—with hyp.

water flow—tw.

West—upper case when used to mean the **Western World**.

western Palearctic

wingspan—ow.

wood-cutt/er/s/ing/-gathering—with hyp.

year-long/-round—with hyp, even when not attributive.