

Maine Natural History Observer – Formatting Guidelines

Scientific names: Should be italicized, e.g. *Cornus canadensis*

Common names: Capitalize the first letters of the common names of all species, e.g. Common Merganser

Photo and Artwork formatting:

JPEGs are a popular choice, but we can deal with most file formats when it comes to images. Send us the largest file size of the image that you have in whatever file format is convenient.

Video and Audio Files:

Authors have the option to have supplementary online file links referenced in their articles. Audio or video files will be posted on the Observatory's YouTube channel as an "Unlisted Video", i.e. will only be accessible through the link in the article or if that link is shared manually but will not appear in search results or when browsing the Observatory's YouTube channel. When submitting video or audio files, include a short blurb about what it is, who recorded it, and the date it was recorded.

Accepted file formats for video or audio are:

- .MOV
- .MPEG-1
- .MPEG-2
- .MPEG4
- .MP4
- .MPG
- .AVI
- .WMV
- .MPEGPS
- .FLV
- 3GPP
- WebM
- DNxHR
- ProRes
- CineForm
- HEVC (h265)

Let us know if you need help converting the file you have into one of these formats.

Footnotes:

Footnotes can be used in tables or within the text of the manuscript. Footnotes in the text should be placed in a separate section toward the end of the manuscript (i.e., formatted as endnotes rather than page-by-page footnotes).

Literature Cited Section:

Citations are listed in alphabetical order by the last name of the lead author.

EXAMPLES**Journal articles:**

Weidensaul, C. S., B. A. Colvin, D. F. Brinker, and S. Huy. 2011. Use of ultraviolet light as an aid in age classification of owls. *The Wilson Journal of Ornithology* 123(2): 373-377.

Book:

Elbroch, M. and C. McFarland. 2020. *Mammal Tracks and Sign: A Guide to North American Species*, 2nd edition. Stackpole Books, CT.

Online source:

National Oceanic and Atmospheric Administration (NOAA). 2000. Gulf of Mexico current data: 1990–1999. Available online at <http://www.noaa.gov/gulfmexico/currents>. Accessed 14 February 2007.