

Abbreviated Instructions for *Pennsylvania Birds* Compilers

Feb 15, 2025

IMPORTANT: Please send Winter 2024/2025 (Vol 38 #1) county reports to pabirdsrus@zoominternet.net (Wendy Jo Shemansky). Please send Spring 2025 and all future reports to pabirdseditors@gmail.com

A seasonal report always contains these elements: county, locations, narrative, observers. For complete details, please see the **Full Instructions for *Pennsylvania Birds* Compilers**.

COUNTY. Begin each report by listing the county name. **Example** *Adams County*

LOCATIONS. Alphabetical list of the full names of the locations abbreviated in the narrative, with the abbreviation in parentheses after each location.

- ✓ Abbreviate locations referenced often in the narrative.
- ✓ Location abbreviations should have two to six characters that are capital letters or numbers.
- ✓ Location abbreviations should be distinct from standard abbreviations on the first page of *Local Notes*.

Example **Locations:** Big Bear Lake (BBL), Blue Pond (BP), ...

NARRATIVE. The main part, with the species accounts.

General Instructions:

- ✓ Blank line after **Locations** section, then write the introduction (optional) followed by species accounts.
- ✓ In the species accounts, discuss species in the current taxonomic order as listed in eBird.
- ✓ Write out the full names of all birds, in bold text, upon first mention in the species accounts.
- ✓ Include tables and S.A. (Special Attention) text boxes if desired.
- ✓ Use good judgment on what constitutes important information to include.
- ✓ Each sentence should be complete and in past tense.
- ✓ A good narrative has a brief introduction and then details noteworthy numbers, significant dates, intriguing avian events such as fallouts, rare or unusual species or breeding records, and other interesting information.
- ✓ Cite one to four observers only. **Example** (AB, DL, Mks). For five or more, list primary observers followed by et al. If many observers saw a bird, use m.ob.
- ✓ Only include sightings made outside of the narrative's coverage season if they involve a continuing rarity or other case of a bird staying from the previous season. Coverage seasons: Winter (Dec-Feb); Spring (Mar-May); Summer (Jun/Jul); Fall (Aug-Nov).

Numbers and Dates:

- ✓ Spell out one through nine. Use numerals for 10 and above, except at the beginning of a sentence.
- ✓ Spell out first through ninth. Use the numeral form for 10th and up. Don't put the suffix in superscript.
- ✓ Date format: mm/dd, no leading zeros. Hyphen between days if span is within a month. **Example** 6/10-18. Hyphens between complete dates if spanning two or more months. **Example** 6/10-7/5.
- ✓ Spell out months throughout the narrative.
- ✓ Omit "on" before dates unless a date immediately follows a numeral. **Example** SGL 285 on 1/30.

County Names:

- ✓ In the narrative, write county names in italics, without "County." **Example** These birds were a great report for *Centre* following reports of this species in both *Lycoming* and *Juniata* last season.

OBSERVERS. A list of those whose name abbreviations are mentioned in the narrative.

- ✓ The first person listed is the county compiler, even if they didn't contribute sightings to the report.
- ✓ Compiler name & contact info (in bold) must include email address; optional info: street address, phone.
- ✓ List other observers alphabetically by last name.
- ✓ To avoid confusing references in the narrative if there are observers with matching initials, assign a unique abbreviation to the additional observers. **Example** Mike Sellers, Martin Smith (MnS), Mary Smith (MyS).

Example **Observers:** Carol Light, Benezette, PA, 717-964-2324, lightpc2@gmail.com, Chelsea Beck, ...