

## Guide for Contributors to *PsittaScene*



*PsittaScene*, published quarterly by the World Parrot Trust, was launched in 1989 to inform members about WPT-supported projects and other parrot-related conservation and welfare work around the world. The magazine also includes advice on companion parrot care, news, parrot-related events, and book reviews. Shared data and cooperation are essential for parrot conservation and welfare. We invite anyone who works with or is concerned about parrots to share their data and stories.

### COMMUNICATION

In general we'll communicate with you by email, unless you specify another preference, such as Skype. *(Contact via phone is an option if that is all that is available to you, but given the different time zones and expense of long distance calling, our preference is for the former methods. Not to mention it makes it much easier to keep track of the exchanges that take place!)*

### SUBMISSION OF ARTICLE

We prefer articles be original or adapted specifically for *PsittaScene*. Please inform us of any similar content published or submitted for publication elsewhere. Articles accepted for *PsittaScene* become the property of the World Parrot Trust (except where specifically requested, on a case-by-case basis), including copyright of the text and all illustrations (excluding photos.) We prefer articles be submitted in English. Let us know if you need translation.

### - ARTICLE SPECIFICS -

#### FORMAT

We ask that you keep the format simple – single spaced, left justified, with no special formatting (bolds, italics, caps) or spacing. Include a short title that we may use as a guide. Mention all authors and contributors, and any affiliated institution for each. Sub-headings in the body of the text can be useful. While we may request occasional citations, in general references need not be cited unless quoting directly from another source. Include the scientific name the first time a species of plant or animal is mentioned in the text. And lastly, state distances and measurements using English and Metric.

#### LENGTH

As a guideline: 1 page equals approximately 400 words but will vary depending on overall article length, format and photos. We will work with you on a specific page length and/or word count for your article.

#### AUDIENCE

*PsittaScene* is circulated to all members of the World Parrot Trust, as well as libraries, embassies and zoos. Each issue is translated into a number of different languages to serve our members throughout the world. As such, articles should be written in a casual conversational tone. Include short anecdotes/stories related to the subject to personalise your article. For more guidance we encourage you to become familiar with our format by viewing back issues of *PsittaScene* online ([www.psittascene.org](http://www.psittascene.org)).

#### PHOTOS

We'd like permission to use any photos you submit in the photo gallery on [www.parrots.org](http://www.parrots.org) (with appropriate credit and safeguarded against downloading.) We may also wish to use photos that don't make it into the magazine for other WPT-specific purposes, such as in our *Flock Talk* email newsletter, for promotional campaigns, and on our social media channels, always with the proper copyright accreditation. If there are any photos you'd prefer to not be used for purposes other than the magazine, please let us know during submission.

Submit your digital photos as full-resolution, uncropped, high quality JPEG files (at least 300 dpi at a minimum of 5" x 7" - but the larger the better for good print quality.) Since the file sizes will be large, sending via [dropbox.com](https://www.dropbox.com) or [wetransfer.com](https://www.wetransfer.com) are our recommended methods. Send more than you think we'll need! **Articles and photos should be submitted electronically** to the Editor Desi Milpacher at [dmilpacher@parrots.org](mailto:dmilpacher@parrots.org).

#### DEADLINES

*PsittaScene* is published quarterly for Spring, Summer, Autumn and Winter. Submissions are taken at any time, and accepted and incorporated at our discretion. Submissions for a given issue are generally due the month of the previous issue (e.g. Winter for Spring), which translates roughly to February, May, August and November.

#### INITIAL EDIT

You'll submit your text as a Word document. We'll edit as needed for content, tone and length and send the edited version back to you with "Track Changes" enabled so you can easily see what has been changed. We may also include comments or questions in this version. We'll email back and forth a bit until we are all happy and then move forward using this edited version.

#### LAYOUT AND PHOTOS

Next we'll begin laying out the article. We'll ask for a few words about each photo you submit, which we'll work into captions. We'll also need the photo credits if we don't already have those.

#### ADDITIONAL EDITS

Sometimes during review, layout and design we need to make additional edits to fit the space or otherwise enhance each article. We also send the entire issue around to our staff for comment at this stage. We'll be sure to communicate any major changes with you prior to publishing.

#### PDF FOR REVIEW

Once we're done with the layout of all the main articles we'll send you a PDF of your portion for review. This is your chance to see the article very much as it will appear in print. At this stage you can review the entire article with photos and captions and make any last minute changes if necessary. We'll ask you to review this version and return comments within about 1 week.

#### IN RARE CASES...

Once in awhile at this stage we may find that we have to hold an article for a later issue. Rest assured we'll let you know right away if this happens and make alternative plans.

#### ALL DONE!

Any final changes are made and the whole issue is sent out for translation and to print. We'll send you a final PDF for your records and can mail you a printed copy if desired, with our thanks.

Best wishes and thanks for your submission!

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