

## VERTEBRATE ANIMAL SPECIES

### GUIDELINES FOR CONTRIBUTORS TO THE *HANDBOOK OF TEXAS ONLINE*

The following guidelines are intended for contributors writing entries on vertebrate animal species. Not all suggestions stated below are universally applicable. The writer should concentrate on those suggestions which pertain to the species in question, while describing atypical features of the individual subject. If there are aspects of species not covered here, the writer is encouraged to add them. Please place special emphasis upon the role of the species in the development of Texas or its special relationship to the state.

The *Handbook* is meant to serve as the principal reference work for all significant aspects of Texas studies and is encyclopedic in scope. All entries should be concise, factual, informative, authoritative, and fully documented.

1. Classification and nomenclature. Binomial, trinomial, and common names should follow the references given below.

A. Fishes—*A List of the Common and Scientific Names of Fishes from the United States and Canada* (4th ed.), Amer. Fisheries Society, Spec. Publ. No. 12, 1980.

B. Reptiles and amphibians—*A Field Guide to Reptiles and Amphibians of Eastern and Central North America*, 1975, by Roger Conant.

C. Birds—*Check-list of North American Birds* (6th ed.), American Ornithologists' Union, 1983. For subspecies names, *Check-list of the Birds of Texas*, Texas Ornithological Society, 1974.

D. Mammals—*The Mammals of North America*, Vol. I & II, 1981, by E. R. Hall.—*Revised Checklist of North American Mammals North of Mexico*, 1982, by J. Knox Jones, et al.

2. Field marks or identifying characteristics
3. Paleontological record in Texas
4. Evolutionary relationships to similar Texas species
5. Historical and present distribution
6. Habitat or ecological area occupied
7. Food and feeding behavior
8. Courtship, mating, reproduction, and parental care of young
9. Growth and development of young
10. Plumages, pelages, and molts
11. Vocalizations or other means of communication
12. Migration or other movements
13. Major predators
14. Parasites and diseases
15. Territory or home range
16. Unusual aspects of anatomy, physiology, or behavior
17. Historical and present economic significance
18. Medical significance
19. Legal status, i.e., protected or unprotected
20. Mention or use in folklore, folk medicine, art, or aboriginal religion
21. Efforts at propagation, stocking, or management
22. Forendangered or extinct species: conditions endangering the species; efforts toward conservation; time and cause of extinction

Each entry in the *Handbook* appears over the author's name. We believe that every article will be considered a standard source of information for decades. Because we know that our contributors share our desire to adhere to the most rigorous scholarly standards, we have adopted the policy of checking all factual

material to be printed in the new edition. This means that we need specific footnotes, with complete publication information, for all of the facts in an article. We regret the inconvenience which this causes, but only by this double check can we be assured that each entry will be the credit to its author that we wish it to be. Furthermore, the extra effort will ultimately save our small staff hundreds of hours and will earn the heartfelt gratitude of our research assistants.

A brief bibliography should be included with each article. We encourage contributors to list primary as well as secondary sources. The list of works should be highly selective; if possible, it should include recent works of fundamental importance which can lead a reader to further publications, as well as the location of major archival collections.

Please send 2 DOUBLE-SPACED copies of each manuscript. We would prefer to have the entries submitted by email to [brett.derbes@tshaonline.org](mailto:brett.derbes@tshaonline.org) or by mail to the address below on a CD or flash drive in one of the following formats: Word 97 or later (.doc) or for MAC users, Rich Text Format (.rtf).

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