

BREEDING BIRD ATLAS MEETING AUGUST 26, 1994

COMPLETION SCHEDULE

I. REVISED TEXT TO EDITOR

(Note Lisa Hemesath will now be the point person getting text to the editor, and collecting everything prior to layout)

Jim	Done--slight change to follow template
Lisa	Done
Carol	Done--cept house sparrow
Bob	2 weeks
John	2 weeks
Bruce	2 weeks
Pat	4 weeks
Laura	6 weeks

Most accounts should be to Jim Sandroock to edit by September 15 with the last by mid-October.

II. TEXT BACK FROM EDITOR

We will ask Jim to give us an estimate once he has started.

III. INTRO CHAPTER--Due November 1

IV. PHOTOGRAPHS

John and Lisa will contact and visit photographers to select slides. Slides will be in hand by November 1. Slides will be compared and the final slides selected for conversion to black & white or two-tone by the first of December. ASAP we need an estimate on how much it will cost to produce the prints necessary for the book. Who will provide landform slides (loess hills, prairie pothole, northeast, drift plain etc.)?

V. SPECIAL MAPS AND DATA

Any corrections in the data should be given to Jim Kienzler **NOW!!** Requests for maps which show waterways, geographical regions or whatever should be given by species to Kevin Kane by October 1. Final maps will not include blocks with no record of that species. This will make the maps less cluttered.

VI. APPENDIX & INDEX

Jim will create a list of species. The index will be a simple reference to the page number of the bird's account rather than include every time the bird is mentioned in the book.

Carol will work with Jim to develop an appendix which includes all of the codes for each species.

Carol will provide the list of everybody who worked on the project for acknowledgments.

Boone folks will beg Sandy to re-type the locations and names of

all the blocks for inclusion in the book.

VII. LAYOUT

Terry Little will contact Bernie to request Pat Lohmann's assistance. **Our goal will be to have materials ready for layout by February 1, 1995.** This is contingent on Jim Sandrock's editing schedule--but we need to set a goal so the DNR can plan a window of time for Pat to work on this project. Laura will proof-read the draft and the galley's.

VIII. PRINTER

We will go with the University of Iowa Press. We will need a cost estimate. Just in case Pat can't do it, we should also have a cost estimate of how much it would be if they had to do the layout. We also need to know how long it might take them so we can plan publicity.

IX. FINANCES

Once we have cost estimates on printing, photo-conversions and whatever else, we will go to the IOU with a request to match the DNR. We also have \$2,000 from the USFWS but we have to give them a draft of the book by Dec. 31, 1995 (We should have a book by then!). If we are coming up short--we can submit a REAP proposal and request funds. We would have to build in a specific education plan which could include donating a copy of the book to all high schools. This is something we may want to think about even without a REAP proposal. Royalties will be rolled back into additional copies of the book if possible.

EDITOR'S AUTHORITY

Jim is requested to do copy-editing. Checking verb tense, gender neutral words and general organization (which should follow the basic format) would also be appreciated. Comments can be penciled in when the editor has an idea for how to improve the text or the author might be asked to re-write a section. If an area appears to have inadequate data--Jim can question it. If no additional data is known by the author, then no changes can be made. We accept that there are differences in the availability of data for different species. We also accept, that while we are trying to all follow the same format, there will be some differences in style. Jim does have the authority to minimize those differences. His comments should be used.

Authors **shall not whine or bother** Jim--we've been doing this for years, let's give Jim a few months of peace. Jim may need to set some deadlines for authors when an account needs work and he wishes to review it again. Please adhere to deadlines.

Authors are responsible for getting the hand written comments and text into computer format. Eventually, everything will probably be in Words.

There will be no footnotes, just references in the standard scientific format that we've been using.

Jim will not be expected to re-read the entire draft of the book before layout or printing. The DNR will handle working with the printers.

If possible--send your total citations with your final drafts to Jim so he can check to make sure you only used what you cited. If this is not possible we can still check this later when we read the entire draft of the book. Once you are totally done with your accounts, compile your references and send it to Jim Dinsmore. He will prepare the final literature cited list for the book.

OUR LAST MEETING BEFORE THE BOOK GOES TO LAYOUT AND LAURA GOES TO OREGON IS DECEMBER 9, AT 10 A.M. PLACE TO BE DETERMINED--MAYBE IOWA CITY OR HALF WAY.

FINAL FORMAT

(Nasty things will happen to those who don't follow this!)

FORMAT

① *Common name* *Sci. name*
Species (***** *)

②

	Priority	Standard
Observed	--	--
Possible	--	--
Probable		
Confirmed		

Avoid fancy type, bold etc to make conversion easier between computers

③ NO SUBTITLE--just start with your intro then flow into national distribution and abundance, historic Iowa d & a, current Iowa d & a.

④ Atlas Data

Yes, that is your first subtitle. Make sure you elaborate here since this is the gist of the book. Discuss confirmation level, most frequently used codes, priority vs standard, percent blocks the species occurred in, patterns in distribution with habitat or landform features, possible biases in the data, most common--least common, whatever is appropriate for your species.

⑤ Life History

Yes, another subtitle. Include topics such as habitat, arrival dates, courtship, nest stuff, clutch size (remember nest card info if sample size is adequate), incubation, fledgling, nest success, natural mortality, and other appropriately interesting things. *food habit*

(6)

Factors Affecting Distribution

This is your last subtitle. This is where habitat (loss or creation), competition, food, chemicals, whatever is discussed as helping spread or limit a species. Topics also include how land uses, fragmentation, farm programs (CRP), national programs (PPJV), urbanization, nest boxes, and so on might be affecting a species. What is the species future in the state? How might it be improved? This can have citations and your best speculation.

This section can be similar for spp. of similar factors. Also for some spp. you might want to elaborate on the impact here.

INTRO CHAPTER

The intro will be a cross between very short (Ohio) and very long (Michigan). Below are topics I know I'll cover--what else might you suggest?

- I. Methods:
 - Sampling design
 - Coverage goals
 - Survey procedures
 - Breeding codes
 - Standard/priority blocks
 - Data collection
 - Other data sources used
 - Editing & verification
- II. BBA highlights (most common, rarest, range specific)
- III. Landforms of Iowa *Carol*
 - Changes in landscape and fauna
 - Habitat types
 - Conservation measures
 - Envirottoxins
- IV. Maps (any more??)
 - Total blocks
 - Standard/Priority
 - Block numbers
 - Number of species found in each block
 - Number of species/county
 - Done/incomplete
 - Landforms
 - Waterways
 - Land cover (forest, urban, agriculture are most definitive, but we could also add wetlands, grasslands etc to see how it looks)
 - For Nongame Records: each county, with land cover in atlas

Final coverage
Participation
Limitations & Biases
Major common references
(Peterson guides etc)

ADDITIONAL EDITORIAL ITEMS

- **United States and state names written out
- **<10 write out, 10+ use numbers
- **Use lower case on code categories...confirmed etc.
- **north-central
- **northeast--the logic of this escapes me, but such is life
- **Midwest or other regional names should be capitalized
- **Use the 1983 AOU checklist or Iowa Birds for bird names
- **American Kestrel--cap's for the formal bird name
- **BBS and BBA are okay
- **Beware of using BBS data if sample size or frequency are inadequate
- **This is distribution data not abundance data so beware of classifying something as rare, common etc. based on atlas data since we never defined abundance categories with this data.

Remember, Jim is editing this book for the good of the book--not his health. Please use his comments so we can produce the best possible book!

THANK YOU EVERYBODY--KEEP AT IT, WE'RE GETTING CLOSE!!