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NATIONAL BIOLOGICAL SERVICE *INFORMATION BULLETINS*

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- The title is in the active voice and in sentence form and contains 10 or fewer words.
- Subheadings are used and are active and informative; for example, "Mortality exceeded 10%," not "Results."
- *Information Bulletins* begin with a sentence about the most important results, then state the problem, the details of the procedure

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- The genus and species are given at first use.
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Submit a computer disk (any size; WordPerfect text file, double-spaced) of the manuscript and a hard copy including table headings, figure captions, and address. Manuscripts may be submitted by cc:MAIL if followed by hard copy with the center director's signed statement.

Include a statement signed by the center director: "The proposed *Information Bulletin* is timely and contains unpublished information that is of immediate value and application to National Biological Service personnel. The writing style clearly conveys the information and its application." The signed statement is required for manuscripts submitted by cc:MAIL (fax with signature is acceptable).

Send all materials to the attention of the *Information Bulletin* Project Manager: Information Transfer Center, 1201 Oak Ridge Drive, Suite 200, Fort Collins, Colorado 80525.

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The accompanying *Information Bulletin* is timely and contains unpublished information that is of immediate value and application to National Biological Service personnel. The writing style clearly conveys the information and its application.

(Center Director signature)

Date
