

Carnivore Damage Prevention News

Instructions for authors

Carnivore Damage Prevention News (CDPNews) is a professional newsletter focused on the complex challenges presented by the coexistence of large carnivores and human activities. It acts as a forum to raise awareness of practical solutions, to facilitate collaboration among researchers, policy makers, agricultural consultants, hunters and farmers and to improve knowledge exchange between countries as well as across the boundaries of traditional disciplines.

From its inception in the year 2000 until 2005, CDPNews was managed by KORA (www.kora.ch), who published nine issues. A further eight issues were published in 2014–2018 in the frame of the LIFE MedWolf project (www.medwolf.eu). During the period 2018–2022, AGRIDEA (www.protectiondestroupeaux.ch/en/international) will coordinate the publication of the next eight issues (two per year) within the LIFE EuroLargeCarnivores project (www.eurolargecarnivores.eu).

This guide is intended to help potential authors prepare their manuscripts. Before sending us an article, please read through the following instructions carefully. Adhering to the guidelines will help keep the processes of editing and publishing smooth and efficient, to the benefit of authors, editors and readers.

The Editors, March 2020

- Contents:
1. Editorial policies and processes
 2. Types of articles
 3. Formatting for all articles
 4. Requirements for scientific articles

1. Editorial policies and processes

1.1. Scope

The target readership of CDPNews includes not only researchers but also non-scientists dealing with wildlife-related conflicts. We therefore embrace an interdisciplinary approach to the challenge of coexistence between large carnivores and human activities. Anyone with experience or expertise in the field may contribute to CDPNews. Articles considered for publication range from personal perspectives of practitioners through reviews of best practice to original research and experimentation. We encourage submissions by young researchers. A summary of a Bachelors or Masters thesis, for example, could be a useful way to make a wider audience aware of your work.

1.2. Submission

Submission to CDPNews is accomplished by email only; we do not require hard copies. Manuscripts should be submitted by email, as attachments. MS Word (.doc or .docx) or an equivalent, compatible format (e.g. .rtf) should be used for the main text, with a variety of graphic software for pictures, figures and other media. Detailed guidelines for formatting a manuscript for submission (e.g. section headings, references and style) are given below. **Please follow these guidelines carefully.** This will not only increase the chance of your article being accepted, but it will also greatly ease the subsequent steps of reviewing and editing.

1.3. Peer review

CDPNews is not a scientific journal. However, in order to maintain high standards of content and reliability, articles are subject to peer review. The Editors make an initial appraisal of each manuscript. If the topic and treatment seem potentially appropriate for CDPNews, the manuscript is assigned to a member of the editorial team who oversees the review process. Once the review process has been completed, the Editors will make a decision to accept, revise or reject your manuscript. A decision on the manuscript generally may be expected within one to two months of submission; delays in obtaining reviews may prolong this process. If revisions are requested, the author should submit a revised manuscript within one month.

1.4. Editing

After your manuscript has been accepted for publication, it will be edited for length, style and content as well as language. The Editors will contact you if questions arise during this process. You will be asked to proof the copy-edited manuscript and approve the final version before publication.

1.5. Publication

CDPNews is published electronically in .pdf format. If sufficient funding is available, a limited number of printed copies may also be produced.

2. Types of articles

Several different types of articles are published in CDPNews. The following list describes those most commonly used but there is leeway for authors to propose other formats which the Editors will consider. With the exception of scientific research papers, there is no fixed structure for organising manuscripts. However, texts should have a logical narrative flow with a clear style of language adhering to the guidelines for formatting articles given below. Word counts do not include references, figures or tables.

2.1. Focus

This type of article is intended to provide practical assistance and 'best practice' in using a particular tool or technique. It could showcase innovative approaches, e.g. a new type of fence or adaptations to livestock husbandry. Technical details as well as appropriate illustrations (diagrams, photographs, etc.) are encouraged. The text should not be longer than 1,500 words.

2.2. Perspective

This format provides an opportunity for authors to present a novel, distinctive or even personal viewpoint on any subject within the newsletter's scope. Arguments should be well grounded in evidence as demonstrated by the inclusion of adequate citations. If a controversial topic is addressed, the editors may invite a competent peer to write a reply to be published in the same issue of CDPNews. The number of words should not exceed 4,000. Photographs or other illustrations are encouraged.

2.3. Project

This type of article can be used to describe an initiative or project which is planned, underway or already completed. It could involve conflict mitigation, communication, coordination, marketing, tourism, research, etc. It should be presented in a simple and clear way, focusing on the context, goals, actions to be developed and results expected or achieved. The text should have a total of between 500 and 2,500 words. Use the following structure as a guide:

- Describe the main objective(s) of the project, partners, region, etc.
- Explain how the project will be or was implemented, mentioning any difficulties expected/encountered and measures to deal with them.
- Summarize the most important results and their significance.
- Add 2–3 photographs, a map of the project area and tables or figures as appropriate.

2.4. Research paper

CDPNews publishes articles presenting new results, summaries of studies published elsewhere or comparisons of several studies (meta-analysis). Research articles are subject to peer-review and should be organised using the standard structure for scientific papers (introduction, methods, results, discussion), although it is not mandatory to use these terms as section headings. In most cases research papers should have between 2,500 and 5,000 words.

2.5. Short communication

This is meant to highlight important research that is novel or represents significant preliminary findings. It should have less than 2,500 words. Maps and photographs should be included where appropriate.

2.6. Review

A literature review should address a topic or issue of current interest. You should explain how sources were selected. The article should have between 2,000 and 3,000 words. Include some pictures or tables to make the article more appealing to readers.

2.7. Photographs and illustrations

Striking original photographs (whole or half page) may be submitted with a brief description of what they represent (50 to 100 words). Such stand-alone photographs may focus illustrate a tool or mechanism, a project, the results obtained, a particular problem encountered or solution proposed, or even a particular story or personality.

Cartoons, comics, or other illustrations are welcome to replenish the different styles of articles and information with humour or artistic vibes.

2.8. Other

CDPNews also includes details of upcoming events, book reviews, abstracts of recent scientific articles, special features and links to websites pertinent to the thematical focus on large carnivores and their management. Other possible types of articles could be interviews, short stories, summaries of talks or presentations at meetings.

3. Formatting for all articles

3.1. File types

Text files may be submitted in MS Word (.doc or .docx) or an equivalent, compatible format (e.g. .rtf). We accept graphics in the following formats: BMP, GIF, JPEG, TIFF.

3.2. Language

Articles must be in English. Use British (UK) English spellings (e.g. behaviour *not* behavior). Although in some cases it may be possible to accept submissions in other languages, this must be agreed in advance with the Editors. Please write with precision, clarity and brevity. Use the active voice and first person whenever appropriate. The style of writing should be accessible and understandable for a wide audience including those without a specialised technical background.

3.3. Style

Spacing, fonts and page numbering

Double-space and justify text without word division (hyphenation). Use 12-point Times New Roman font. There should be single (not double) spaces between words. Leave a single blank line between paragraphs. Do not indent paragraphs. Section headings should be left justified, bold and placed on their own line. Include page numbers.

Species names

Include scientific names for all wildlife species when first mentioned. They should be italicized and given in parentheses after the common name, e.g. brown bear (*Ursus arctos*). Common names should be lower case unless they are proper names (e.g. Ethiopian wolf *but* grey wolf).

Units, numbers

Use the International System of Units (SI) for measurements.

Numbers between zero and ten should be written out in word form. Other numbers should be written as digits (11, 12, etc.). Any number, and its units, which begins a sentence should be written out, e.g. "Five hundred hectares...". When referring to a decade in numerals, no apostrophe is needed, e.g. "In the 1980s...".

Use a comma (,) to separate thousands, e.g. 1,000 (one thousand), 2,000,000 (two million). Do not use a full-stop (.) in a number except as a decimal point, e.g. 1,200.3 (one thousand two hundred point three). Fractions should be converted to decimals or percentages.

Write ordinal numbers as text (e.g. first, second, third).

Abbreviations

Use abbreviations sparingly and define them when first used in the text, e.g. livestock guarding dog (LGD). Non-standard abbreviations should be avoided unless they appear at least three times in the text.

3.4. Structure and section headings

All submissions to CDPNews should include the following sections, separated from each other by a single blank line:

Type of article: select from the list given above;

Title: should be informative but also concise (up to 12 words);

Authors: full name and affiliation of all co-authors plus an email address for the corresponding author (indicated *);

Article: With the exception of scientific research papers, there are no explicit requirements for organising manuscripts; articles may be organized according to the authors' preference, in different ways and with different section titles as appropriate;

Acknowledgements: include funding sources if necessary;

References: see below.

3.5. References

Citations should be made in the text either directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically. Format citations as follows:

1. *Single author:* the author's name (without initials, unless there is ambiguity) and the year of publication (Mech, 1970);
2. *Two authors:* both authors' names and the year of publication (Fritts and Mech, 1982);
3. *Three or more authors:* first author's name followed by 'et al.' and the year of publication (Fritts et al., 1982).

References should be listed at the end of the manuscript and arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). If an institution is cited as an author, how it is written in the reference list must match how it is cited in the text.

Submitted, published or accepted manuscripts may be included in the reference list. Limited citation of unpublished work and personal communications may be included in the body of the text (but NOT in the reference list) as follows: Peter Martens (unpubl. data) *or* (Peter Martens, pers. comm.).

References should be formatted as follows:

Published papers. Hou WR, Hou YL, Wu GF, Song Y, Su XL, et al. (2011) cDNA, genomic sequence cloning and overexpression of ribosomal protein gene L9 (rpL9) of the giant panda (*Ailuropoda melanoleuca*). Genet Mol. Res. 10, 1576-1588.

Note: Use of a DOI number for the full-text article is acceptable as an alternative to or in addition to traditional volume and page numbers.

Accepted, unpublished papers. Same as above, but 'In press' appears instead of the page numbers.

Electronic journal articles. Huynen MMTE, Martens P, Hilderink HBM (2005) The health impacts of globalisation: a conceptual framework. *Global Health* 1, 14. Available: <http://www.globalizationandhealth.com/content/1/1/14>. Accessed 25 January 2012.

Books. Bates B (1992) *Bargaining for life: A social history of tuberculosis*. University of Pennsylvania Press, Philadelphia, 435 p.

Book chapters. Hansen B (1991) New York City epidemics and history for the public. In: Harden VA, Risse GB, editors. *AIDS and the historian*. National Institutes of Health, Bethesda, pp. 21-28.

Reports. Barnes J, Craig S (2003) Conservation status of riparian areas in southeastern Oregon. General technical report N-24. U.S. Fish and Wildlife Service, Portland, Oregon, 100 p.

Theses. Wells A (1999) Exploring the development of the independent, electronic, scholarly journal. MSc thesis, University of Sheffield, UK, 350 p.

Internet sources other than journals. Carne A (2003) Ranges of endangered Colombian birds. BirdLife International, Cambridge, United Kingdom. Available: <http://www.BLI.org/pub2/birdranges>. Accessed 14 March 2014.

Films. McDonald S (2015) (director) *Oddball* [Film]. Roadshow Films, Prahran, Australia.

3.6. Tables

Tables should be included in their proper location in the manuscript. Number tables consecutively in accordance with their appearance in the text. If tables are sent separately, the files should include the exact legend and table number as mentioned in the text.

Title and Footnotes

Each table needs a concise title of no more than one sentence, placed above the table with the table number (e.g. Table 1). The legend and footnotes should be placed below the table. Footnotes can be used to explain abbreviations. Citations should be indicated using the same style as outlined above. Avoid tables that occupy more than one printed page.

Specifications

Tables that do not conform to the following requirements may give unintended results when published. Problems may include the movement of data (rows or columns), loss of spacing or disorganization of headings.

Note: Multi-part tables with varying numbers of columns or multiple footnote sections should be divided and renumbered as separate tables.

Tables must:

Be cell-based, e.g. created in MS Word or equivalent with the Tables tool (preferred) or in MS Excel.

Be editable (i.e. not a graphic object).

Have heading/subheading levels in separate columns.

Be no larger than one printed page (18 x 24cm).

Note: some wide tables may be printed sideways.

Tables must not:

Use returns or tabs within a cell.

Have colour or shading.

Use lines, rules or borders.

Contain spaces within cells to align text.

Have vertically merged cells (horizontally merged cells are fine).

Have inserted text boxes or pictures.

Have tables within tables.

Include empty columns, rows or cells to create spacing.

Include hyperlinked text.

3.7. Figures

Do not repeat the same information/data in figures and tables; when either is equally clear, a figure is preferable. Figures should be referenced in the text as e.g. Fig. 1. They should be included in the proper location in the manuscript. If figures are sent separately, the files should have the exact legend and figure number as mentioned in the text. Figures must be supplied as graphic files in one of the following formats: GIF, JPG, BMP, or TIFF.

Legends and Footnotes

Figure legends should describe the key messages of a figure. They should have a description of the figure and allow readers to understand it without referring to the main text. The legend should be succinct, of no more than one sentence, avoid lengthy descriptions of methods and define all non-standard symbols and abbreviations. It should be placed below the figure with the figure number (e.g. Fig. 1).

Specifications

Ensure that all labels and text in figures are legible. They should be no smaller than a typical 10-point font. Solid black bars in bar graphs tend to overwhelm other parts of the graph; use coloured, shaded, or hatched bars in preference to black ones. Colour figures will be accepted, but we cannot ensure that all readers (including the reviewers) will have access to the software and hardware required to view your figures in colour. It is the author's responsibility to ensure that colour figures are also legible when viewed in black and white.

3.8. Images

Authors are encouraged to include images that represent their article. Well-chosen photographs add interest and clarity. However, graphics can substantially increase download times for editors, reviewers and readers so avoid including too many photographs. To ensure they are reproduced in sufficient quality, please respect the following guidelines:

- Send all photographs as individual files in a size of at least 15 x 10 cm and a resolution of 300 dpi (1772 x 1350 pixel).
- For graphics on a PC, go to the home tab in MS Excel and click on the drop-down arrow next to 'Copy'; click on 'Copy as Picture' and select 'As shown on screen' and 'picture'. This copies a high-resolution EMF to the clipboard. Open MS Word (NOT Publisher) and paste it into a document. Then right click the image and select 'Save as Picture' in the format you prefer.
- On a Mac, simply select the 'Save as Picture' option that appears when you right click on the graphic.

Keep in mind that Creative Commons Attribution License applies to these images. Do not submit any figures or photographs that have been previously copyrighted unless you have express written permission from the copyright holder to publish under the CCAL license. Note that published materials are freely available online, and any third party is permitted to read, download, copy, distribute, and use these materials in any way, even commercially, with proper attribution. Care should be taken with the following image types in particular:

- Maps and satellite images, which are usually copyrighted;
- Photographs;
- Commercial or government images, slogans or logos;
- Images on social media.

3.9. Summary

CDPNews is published in English as a widespread international language. However, to increase its reach and impact, we ask authors to include a short summary of their article for translation into different languages. This should:

- Describe the main objective(s) of the work or issue addressed and why it is important;
- Explain the approach without methodological detail;
- Summarize the most important findings and conclusions and their significance;
- Have a maximum of 300 words.

It should not include:

- Abbreviations, if possible;
- Citations.

4. Requirements for scientific articles

Title

This should indicate the topic of the article and be informative but short (up to 12 words).

Summary

A short summary of the article for translation into different languages should be added as described above in 3.9.

Author information

To qualify for authorship, a researcher should contribute to **all** of the following:

- Conception and design of the work, acquisition of data, or analysis and interpretation of data;
- Drafting the article or revising it critically for important intellectual content;
- Final approval of the version to be published.

All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author must have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Those who contributed to the work but do not qualify for authorship should be listed in the acknowledgments.

For each author, please provide their full name, institution or organizational affiliation and its location, including city, state/province (if applicable), and country. Authors may also mention the website address of the project they are working on and/or of the entity they are affiliated to. Additionally, one author should be designated as the corresponding author and his or her email address or other contact information should be included. **Please ensure contact details are correct** as this information will be published with the article.

Introduction

Describe the background to put the manuscript into context and allow readers outside the field to understand the purpose, significance and scope of the study. If relevant, include a brief review of key literature. State the questions you sought to answer and provide some of the historical basis for those questions.

Materials and methods

This section should provide enough detail to allow suitably skilled investigators to fully replicate your study. Specific information and/or protocols for new methods should be included in detail. If materials, methods and protocols are well established, authors may cite articles where those protocols are described in detail, but the submission should include sufficient information to be understood independent of such references. A clear description of your experimental design, sampling procedures and statistical analyses is especially important in articles describing field studies, simulations or experiments. If you list a product (e.g. remote camera), supply the name and location of the manufacturer and the model name and number. Supply the title, version number, publisher, city and country for computer software mentioned in your article.

Results

Results should be stated concisely and without interpretation. They may be further divided into subsections, each with a concise subheading, as appropriate.

Discussion

Explain how your results relate to the original goals, interpret your findings and provide a succinct explanation of their implications, particularly in relation to previous related studies and potential future directions for research. This section may be combined with the previous one to create a mixed Results and Discussion section.

Conclusions, Implications, Recommendations (optional)

One or more of these sections may be included if appropriate.

Acknowledgements

People who contributed to the work but do not fit the authorship criteria should be listed in the acknowledgments, along with their contributions. You must ensure that anyone named in the acknowledgments agrees to being so named. If necessary, funding sources can also be included.

References

Format citations and references as described above.

The Editorial Team of CDPNews

02.03.2020