Written Submission Style Guide
The International Journal of UNESCO Biosphere Reserves

1. Overall Manuscript Preparation
    a. Specify if your submission is a journal paper, research note, or case study.
    b. <u>Two copies</u> MS Word only (.doc or .docx)
        a. One that follows the <u>template provided</u> including text, graphics, pictures, and tables.
        b. One excluding images with the graphics, pictures, and tables as separate .jpeg files that follows the instructions below.
    c. Canadian/British English (set as default in MS Word)
    d. Double space
    e. Times New Roman 12 point font
    f. Left justify text
    g. Leave only one space between sentences
    h. Do not indent paragraphs
    i. Leave a space between paragraphs
    j. Refer to text as "this article" instead of "this paper" or other term
    k. Number pages

2. Title
Limit of 70 characters, printed in bold

3. Author(s)
1st line for each author – Name (First Name, Second Name or Initial, Last Name) followed by credentials (for example, PhD)
2nd line – Affiliation (university or agency)
Do this for each author.
List **one** address/email for correspondence (name, full address including postal code, email that is normally monitored by the individual identified)

4. Abstract and Key Words
Abstract is a maximum of 250 words, summarizing the key points of the article, methods, and findings.
Immediately following the abstract leave one line blank, then add a line with keywords.

Keywords: a maximum of seven keywords may be provided.

5. Acknowledgements
Include only if relevant and important to the readers. These are not personal acknowledgements but are intended to recognize individuals or organizations that were critically important to the research question, methods, or findings.

6. Tables, Maps, and Diagrams
Submit only if relevant to your article.

Provide each table, map, or diagram as a separate JPEG file in the same submission as your article, each one appropriately labeled.

All graphics files must have a resolution of 300 dpi or higher for clear reproduction. The graphic must be legible without the use of colour. The graphic must be readable/interpretable at the scale of this journal.

Label each map or diagram with an appropriate identifier using ____ No. 1 (Table 1, Map 1, Figure 1).

Tables are labeled at the top of the table; maps and figures are labeled at the bottom of the map or figure. The label is in sentence style, ended by a period.

If the table, map, or diagram is from another source other than directly created by the author(s), identify the source after the caption. Include the full citation in the References. Obtain written permission if it is from a published source and include this letter of permission in your submission.

7. Headings
Use up to three levels of headings:

Main section headings are bolded in sentence case
Leave two lines before and one line after this heading.

Subheadings are in regular text
Leave two lines before this heading. Start the text on the next line.

Sub-subheadings are italicized and end with a period. Text then runs after the sub-subheading.

Do not number headings, subheadings, or sub-subheadings.

8. Punctuation, Words, and Numbers
Leave one space after all punctuation. For example, leave one space after a period at the end of a sentence.

Use commas after all items in a list: Lion, zebra, tiger, and giraffe.

Italicize book, journal, newspaper, and magazine titles. For example, *Western*

Geography.

Italicize words that do not appear in the Canadian Oxford Dictionary or are in a language other than English.

Italicize the Latin names for species, for example, *Bison bison*.

All place names are in English.

Spell out whole numbers from one to ten.

Use word "percent" instead of % in the text.

For decimal places, use a zero before the decimal place in text and tables, for example, 0.125.

Use a space, not a comma, in numbers with five or more digits, for example, 45 000. For numbers with four digits, do not leave a space, for example, 1000.

Use standard abbreviations for units of measurement. For example, ha for hectare, ft for feet, lb for pounds.

9. Quotations
Use " " for quotations and ' ' for a quote within a quote.

Keep periods and commas at the end of a quote within the quotation marks.

For quotes of 40 words or more: do block quotes separated by one blank line from the rest of the text and indented by 5 spaces.

For quotes of less than 40 words, integrate into the text.

Use " " if necessary to denote emphasis of a specific word or phrase the first time it is used in the text, then use the word without quotes after that.

10. Acronyms
Spell out acronyms the first time they are used: "The Mount Arrowsmith Biosphere Region (MABR) is located on Vancouver Island." Use the acronym after the first occurrence.

11. Dates
Present dates as month/day/year. For example, November 15, 2016.

12. Endnotes
The use of footnotes is not permitted.

Endnotes are permitted (using Arabic numerals in superscript) only when this additional information is pertinent to the text but cannot be included for whatever reason. Endnotes must be grouped after the References.

13. Citations

Ensure that all sources noted in your text are included as References. Do not include additional references that are not cited in your text.

Use "et al" for more than two authors when citing in the text, but include all the authors in the Reference.

Refer to the *Publication Manual of the American Psychological Association, Sixth Edition* for all other issues relating to citations.

14. References

Initials should be used instead of an author's first and second names. Insert a space between the first and second initials and use periods after the initials, for example, Shore, M. J.

Invert the first author's name in a multi-authored work, and then follow with non-inverted author's names.

Personal communications including interviews, meetings, focus groups, emails, or other forms of correspondence, if referred to in the text, must be cited in the References. Written permission is required if quoting from personal communications: this must be included with your submission.

Online sources are referenced the same as any text source. Give the date of access only if relevant. If the link is broken since the information was accessed, include the date of access and then state "link not available" at the end of the reference.

Refer to the *Publication Manual of the American Psychological Association, Sixth Edition* for all other issues relating to references.

When referencing geospatial data or maps that are a product of either Geographic Information Systems or Remote Sensing please include them in an independent reference list. Refer to the Association of Canadian Map Libraries and Archives *Best Practices in Citation of Cartographic Materials.*

15. Research Notes

Research Notes are a means of noting ongoing research or a specific project that either is not suitable for a full article or is ongoing and worthy of mention to the journal's audience. Research Notes must either be relevant to the article or to biosphere reserves.

A Research Note contains the same title, author, abstract, and keyword standards as a full article. All other formatting guidelines previously noted are also applicable to Research Notes.

A Research Note is generally a maximum of 1000 words.

16. Disclaimer

If the article should require any disclaimers to be included in the published article they should be clearly indicated in the manuscript.

17. Corrections

In the event an article requires corrections please contact the editorial board through the journal website with a submission of the necessary corrections.

18. Funding

If you are required or inclined to acknowledge the funding of your work please include this information in the acknowledgements (see section **5. Acknowledgments**).

19. Plagiarism

There is a zero tolerance policy towards plagiarism.