Global Change Biology Initial Submission Checklist

These guidelines will assist you as you prepare your manuscript for review. There is no charge for submission.

The following information is required during the submission process:

- Contact information for all authors:
  - First name, middle initial and last name
  - Institution
  - E-mail address
- The submitting author (only) must provide an ORCID iD when submitting a manuscript. This takes around 2 minutes to complete. Find more information here.
- Contact information for at least 5 suggested reviewers (selection is at the Editor's discretion)
  - First and last name
  - Institution
  - E-mail address
  - These must have no conflict of interest with the authors including former or current coauthors (within the past 4 years), students, mentors and members of the same academic institution
- Running head - 45 characters maximum, including spaces
- Keywords - 6 to 10 words or short phrases

Answers to the following questions (max 50 words per answer)

- What is the scientific question you are addressing?
- What is/are the key finding(s) that answers this question?
- Why is this work important and timely?
- Does your paper fall within the scope of GCB; what biological AND global change aspects does it address?
- What are the three most recently published papers that are relevant to this question? This information will assist the Editors in selecting reviewers.
- If you listed non-preferred reviewers, provide a justification for each
- Justification if your manuscript does not conform to author or formatting guidelines (e.g. exceeding word limit)

The following elements are not required but assist in the review process.

- Lines double-spaced
- Lines numbered
- Supplemental materials supplied as separate files

GCB no longer has strict formatting requirements for initial submissions, but all manuscripts must contain the essential elements needed to evaluate a manuscript:

- Abstract - 300 word limit
- Keywords - 6-10 words or phrases
- Introduction
- Methods
- Results
- Discussion
- References - any style or format, as long as the style is consistent

Paper Types Defined

	Scope	Original Data Included	Format	Handling
Primary Research	present results of completed research project or meta-analysis	yes	standard	peer-reviewed
Technical Advance	present exciting new research tools, methods, and techniques	if appropriate	standard except results and discussion may be combined	peer-reviewed
Research Review	a specialist subject of topical interest	if appropriate	up to 10 headings following a logically developed plan, with an introduction and conclusion.	peer-reviewed
Opinion	usually a review or re-analysis that challenges prevailing views on a topical issue	if appropriate	up to 6 sections including an introduction and conclusion	peer-reviewed
Report	expert scientific reports which outline the direction of a relevant research area, integrated experimental network, etc.	no	abstract, introduction, up to 20 sections, followed by a conclusion/ recommendations	peer-reviewed at Editor's discretion
Editorial	editor commentary on an important development in the journal or background to a SI or VSI	no	no abstract: only contains body, references, tables, figure captions, and figures	not peer-reviewed, Editorial decision
Commentary	invited discussions highlighting the novelty of a recently published article	no	no abstract: only contains body, references, tables, figure captions, and figures	not peer-reviewed, Editorial decision
Letter to the Editor	a well-reasoned challenge to a recently published article of relevance to the journal	if appropriate	no abstract: only contains body, references, tables, figure captions, and figures	not peer-reviewed, Editorial decision
Response to the Editor	response to a letter	if appropriate	no abstract: only contains body, references, tables, figure captions, and figures	not peer-reviewed, Editorial decision. Published online only.

Last updated Sept. 30, 2019

Formatting for Individual Paper Types

	Primary Research	Technical Advance	Research Review	Opinion	Report	Editorial	Commentary	Letter to the Editor	Response to Letter to the Editor
Abstract	✓	✓	✓	✓	✓	✓	✓	✓	✓
Introduction	✓	✓	✓	✓	✓	combine into "main body" of text **	combine into "main body" of text **	combine into "main body" of text **	combine into "main body" of text **
Methods	✓	✓	up to 10 sections	up to 6 sections *	up to 20 sections				
Results (including Figures and Tables)	✓	may be combined							
Discussion	✓								
References	✓	✓	✓	✓	✓	✓ ***	✓ ***	✓ ***	✓ ***
Word limit	8,000	4,000	8,000	5,000	20,000	500	1,500	800	500

* Limit of eight Figures and/or Tables total
** Limit of one Figure or Table total
*** Limit of ten references total

Word limits apply to the main body of the text (Introduction, Materials and Methods, Results, Discussion, and Acknowledgements).

Last updated Sept. 30, 2019