

## How to submit a minor revision

### General points

- There is *no guarantee of acceptance*, and the manuscript will be returned for further revision or rejected if the Editors feel that conditions and comments have not been addressed.
- It is important to note that your revised manuscript must be submitted within 4 weeks of receiving the decision letter. If you foresee any problems with meeting this deadline, please contact the editorial office on: [admin@journalofanimalecology.org](mailto:admin@journalofanimalecology.org)
- To revise your manuscript and to view the reviewers' comments, go to your Author Centre, then Manuscripts with Decisions where you can click on the View Decision Letter button to access the editor's and reviewers' comments.
- It is important to respond to each comment and suggestion made in the decision letter, even if you do not agree with it. If this is the case, you should justify your reasoning as to why you have not amended your paper or how you have tried to adapt the comments to your manuscript.
- You must detail how you have amended your manuscript point by point. Please ensure that you complete this thoroughly so that it is clear to the editors and reviewers how you have improved your manuscript. Please insert your point by point response in the correct section of the submission process in the Authors Response to Comments text box - **do not upload a separate file**. Please bear in mind that in the Author Response to Comments text box has limited formatting (no italics/ bold), so please distinguish your answers clearly.

e.g.           Reviewer comments:

\*Our response:

- Remember too, if there are no reviewer comments in your decision email then scroll to the bottom of the email in your Author Centre and see if there is a separate file that has been uploaded. You will need to click on that file link to access it.
- You will NOT be able to make your revisions directly onto the version of your manuscript, which has already been submitted. Instead, you should revise your own original manuscript file and then upload the revised version.

- The system will have automatically created a copy of your original files to help speed up the submission process.
- You must go through the 7 submission steps as before, amending any relevant details (e.g. title, abstract, cover letter, etc.)
- Your manuscript is a *revision*, so please do NOT answer 'Yes' to the question asking if it is a resubmission.
- When you get to Step 6 of the Upload menu, ***please remember*** to delete the copy of the original document(s) that the site automatically creates in this section. You must delete this before uploading your revised version.
- Please ensure that you upload a Word document for use by our Publisher. PDF files are not acceptable.

### Data archiving

You are reminded that *Journal of Animal Ecology* mandates the archiving of data associated with papers published in the journal. If you are archiving data, please do so now and remember to include a 'Data Accessibility' statement in your revised paper with details of where you have deposited the data and include the DOI for the data in the reference list. For more information, see here: <http://www.britishecologicalsociety.org/publications/journal-policies/#data>

### Colour Artwork Form and Graphical Abstract

- If your paper contains colour figures or images you will need to submit the Colour Artwork Agreement Form to the Publisher. A copy is attached to this decision letter and is also available in the 'instructions and forms' on the ScholarOne Manuscripts site, or on the Wiley-Blackwell site. For colour images appearing in the printed version, a hard copy of the form must be sent to: Customer Services (OPI), John Wiley & Sons Ltd, European Distribution Centre, New Era Estate, Oldlands Way, Bognor Regis, West Sussex, PO22 9NQ. For figures appearing in colour in the online version only, this form may be emailed to the editorial office [admin@journalofanimalecology.org](mailto:admin@journalofanimalecology.org).
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## Charles Elton Young Investigator's Prize

- Each year, The British Ecological Society awards a prize named in honour of Charles Elton to the Author of the best paper by a young investigator in any subject area published in the *Journal of Animal Ecology*. Authors wishing to be considered for the prize should be at the start of their career (usually under 30 years old) as independent researchers and should be first-named or sole author of the paper being considered for the prize. Eligible investigators are invited to mention that they would like to be considered for the prize when submitting a revised manuscript. The winner of the prize will be announced at the British Ecological Society AGM, the BES Bulletin and in the Journal, in the year following the article's publication.

\*Please indicate your interest by checking the box during the submission process.

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- Please do send us in any pictures that you may have to accompany your manuscript. Our Editors can then consider it and we will contact you if your photograph is chosen. We will then require a written permission to use and a caption to accompany your accepted picture. The publisher requires a minimum resolution of 300 dpi.

## Press release

- If you or your Institution intends to publicise your article, please be aware that the British Ecological Society press officer can offer assistance. Please contact: [beckyallen@ntlworld.com](mailto:beckyallen@ntlworld.com) please also inform the editorial office if you intend issue a press release ([admin@journalofanimalecology.org](mailto:admin@journalofanimalecology.org)).

It is helpful to prepare a lay summary of approximately 250 words explaining why your paper is of scientific or general importance. It should be written in a style that will be readily understood by readers who may not be trained scientists but who have interests in ecological or environmental issues. Please e-mail your lay summary to the editorial office so that the journal can promote your paper on its website, Facebook, Twitter, Google+ etc.