

# Submission Guideline Checklist

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*Please use this checklist as a guide to ensure that files are correctly prepared for submission. Please ensure that you have read the detailed Instructions for Authors before you begin preparation of your manuscript. Submit your manuscript electronically to Global Change Biology through ScholarOne Manuscripts at <http://mc.manuscriptcentral.com/gcb>*

## Submission Information

### Contact information for all authors:

- ☐ First name, middle initial and last name
- ☐ Institution
- ☐ E-mail address

### Contact information for 3-5 suggested reviewers

- ☐ First and last name
- ☐ E-mail address

### 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?
- ☐ How 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, please provide a justification for each
- ☐ If your manuscript does not conform to author or formatting guidelines (e.g. exceeding word limit), please provide a justification

## General Formatting Instructions

- ☐ File format is Microsoft Word, Corel WordPerfect, Rich Text Format or Post Script (NOT a pdf; required for publication only)
- ☐ Pages numbered consecutively
- ☐ Lines double-spaced
- ☐ Lines numbered
- ☐ Page size letter (8.5 x 11 inch) or A4 (210 x 297 mm)
- ☐ Margins at least 2.5cm
- ☐ Font Times New Roman, 12 point
- ☐ Sections are in the order listed below
- ☐ Figures and tables are embedded within the main text (for review purposes)

## Standard Formatting for Review

### 1. Title page

- ☐ Title
- ☐ Running head - 45 characters maximum, including spaces
- ☐ List of authors
- ☐ Institute or laboratory of origin: Where authors have different addresses, use numbered superscripts to refer to each address provided
- ☐ Corresponding author's telephone, and email details
- ☐ Keywords – 6 to 10 words or short phrases
- ☐ Paper type

### 2. Abstract

- ☐ Meets 300 word limit

### 3. Introduction

### 4. Materials and methods

### 5. Results with tables and figures embedded (for review process only)

- ☐ Tables embedded
  - ☐ Tables are numbered
  - ☐ Tables are accompanied by an explanatory caption
  - ☐ Each table is referred to in the text
  - ☐ Meets table limits
- ☐ Figures embedded
  - ☐ Figures are accompanied by an explanatory caption
  - ☐ Key aspects of each figure are in first 100 characters of each caption
  - ☐ See "Figure Formatting at a Glance," on page 6
  - ☐ Meets figure limits

### 6. Discussion

### 7. Conclusions

### 8. Acknowledgements

### 9. References

- ☐ Meets reference limits

### 10. Supporting Information captions

- ☐ Short caption for each supporting information file

### 11. Supporting information

- ☐ Is in the format that you would like it to appear online (will not be typeset)
- ☐ Is referred to in the manuscript with a leading capital "S"
- ☐ Full captions are included within the file

## Paper Types Defined

	Scope	Original Data Included	Format	Handling
<b>Primary Research</b>	present results of completed research project or Meta-analysis	yes	standard	peer-reviewed

<b>Technical Advance</b>	present exciting new research tools, methods, and techniques	if appropriate	standard except results and discussion may be combined	peer-reviewed
<b>Research Review</b>	a specialist subject of topical interest	if appropriate	Up to 10 headings following a logically developed plan, with an Introduction and Conclusion.	peer-reviewed
<b>Opinion</b>	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
<b>Report</b>	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
<b>Editorials</b>	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
<b>Editorial Commentary</b>	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
<b>Letter to the Editor</b>	Short discussion of recently published articles or topical issues or short articles presenting an alternative or well-reasoned challenge to an article of relevance to the journal	if appropriate	no abstract: only contains body, references, tables, figure captions, and figures	not peer-reviewed, Editorial decision
<b>Response to the Editor</b>	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.

## Formatting for Individual Paper Types

	Primary Research	Technical Advance	Research Review	Opinion	Report	Editorials	Editorial Commentaries	Letters to the Editor	Responses to the Editor
Abstract	✓	✓	✓	✓	✓	X	X	X	X
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
Materials & Methods	✓	✓	up to 10 sections	up to 6 sections	up to 20 sections				
Results	✓	may be combined							
Discussion	✓								
Conclusions	X	X	✓	✓	✓				
References	✓	✓	✓	✓	✓	✓ *	✓ *	✓ *	✓ *
Figures and Tables	✓	✓	✓	✓	✓	✓ **	✓ **	✓ **	✓ **
Word limit	8000	4000	8000	5000	20,000	500	1000	800	500

\* Limit of ten references total

\*\* Limit of two Figures and/or Tables total

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

## Figure Formatting at a Glance

### Whole Graph

Ref #	Attribute		Preferred Value
1	file format		pdf, tiff or eps
2	figure width		single (80 mm) or double column width (169 mm)
3	figure quality		at least 300 dpi
4	figure color print options		color online and in print <i>or</i> color online and grayscale in print <i>or</i> grayscale in print online and in print
5	multi-panel figures		lower case bold letters in parentheses
6	graph background		white
7	gridlines		none
8	axis	line color	black
9		line width	0.25 mm, 0.01 in or 0.7 pt
10		border	axis lines enclose graph
11		title units	units in parentheses after the axis title
12		title lettering	only first letter and proper nouns capitalized
13		scale	5-7 ticks/labels per axis
14	scale marks	major	inside axis or none
15		minor	none
16	font	color	black
17		size	8-11 pt or 3-6mm
18		type	Times, Times New Roman, Arial or Helvetica

### Data

Ref #	Attribute		Preferred Value
18	symbol	type	open and closed circles, squares, triangles
19		size	3 mm, 0.12 in, or 8.5 pt
20	data line thickness		0.5 mm, 0.02 in, 1.5 pt
21	legend	location	overlay if possible
22		background	white
23		outline	none

## Detailed Figure Formatting Information

### File Format

Articles that are accepted for publication should provide figures as separate files in tiff, eps or pdf format, with the figure number incorporated in the file name. Individual high resolution figures are not required for the review process.

Excel: Once you have your graph formatted, select it and print it to “Adobe PDF”. This will save it as a high resolution pdf file.

Sigmaplot: Once you have your graph formatted, produce the selected file. Make sure that you select the figure (click it) before choosing export-this will automatically crop your figure for you.

### Figure Width

Figures should be cropped or scaled to the size intended for publication. Most figures must fit within a single (80 mm) or double column width (169 mm).

Excel: Select the graph and look at the size under Chart Tools, Format. To alter the size of the graph you must move it to a sheet as an object. The size represents the entire graph including labels.

SigmaPlot: Select the graph and right-click. Choose Object Properties, Size and Position. You can then view or alter the height and width of your graph. The size represents the plot (i.e. not including labels). You must therefore account for ~0.5 in of axis title and labels on either size.

### Scaling

If you do not resize your graph, it will need to be scaled to ensure that the contents are legible. Using the size of your current figure, determine how much the figure is going to be scaled. For example, if your graph is 338 mm wide, but the figures will be printed at 169 mm wide, then your graph will be scaled by a factor of  $338/169$ , or 0.5.

Increase text labels and line widths accordingly on your graph. For example, font must be 8 pt so if your graph is being reduced to 0.5 the original size, and, you will need to increase your font to at least 16 pt ( $8 \times 0.5$ ). If line thicknesses must be 0.5 mm, you will need to increase lines to 1 mm.

### Figure Quality

All figures must be supplied as at least 300 dpi. DPI determines how many pixels are used to create a figure. If you are producing an EPS file, you don't need to pay attention to dpi.

### Figure Color Print Options

Figures can be published (1) in color both in the online journal and in the printed journal, (2) in color online and grayscale in print, or (3) grayscale both in the online journal and in the printed journal. Online color is free; authors will be charged for color in print (currently £150 for the first figure, £50 thereafter).

The Color Work Agreement Form should be completed in all instances where authors require color, whether in print or online. Only the first page should be scanned and returned to the Editorial Office. If payment is required, both pages should be mailed to the address provided on the second page of the color work form. The form is not required for color figures that are part of online Supporting Information.

If you wish to publish figures in color online and grayscale in print, you are responsible for ensuring that color figures are understandable when converted to grayscale and that text

references and captions and figure legends are appropriate for both online and print versions. The same symbol and color should be used for the same entity in different figures.

## Multi-Panel Figures

Figures should not contain more than one panel unless the parts are logically connected. Each panel of a multipart figure should be sized so that the whole figure can be reduced by the same amount when scaled to print size (see “scaling,” above).

Figure panels should be labeled with lower case, bold letters in parentheses (e.g. (a), (b)) and referred to in the text in the form Fig. 1a, Fig. 1a,b.

## Axes

Diagrams and graphs should appear on a white background, with black axis lines enclosing the graph. Axis lines should be 0.25 mm thick when scaled to print size (see “scaling,” above).

Axes should be clearly marked with units in parentheses after the axis title. Titles and labels should be in lower-case type, with only the first letter and proper nouns capitalized

## Scale/Tick Marks

Scale/tick marks on graphs should be inside the axes. Axes should be simplified; in most cases only 5-7 ticks and labels per axis are necessary. Do not include minor ticks.

## Font

Words should be set in a clear, readable typeface, such as Times, Times New Roman, Arial or Helvetica. The type size should be between 8 and 11 pt when scaled to print size (see “scaling,” above).

Excel: To alter the font type, under Page Layout, change Font Theme to Office Classic.

To alter the font size, select the entire graph and change the font size using the drop-down menu.

SigmaPlot: Select the entire graph and change the font type and size using the drop-down menu

For more information on Preparing Your Graphs for Journal or Web Publication using SigmaPlot, go to <http://www.sigmaplot.com/products/sigmaplot/productuses/prod-uses25.php>

Please consult Wiley-Blackwell's Illustration Guidelines for more information.

<http://authorservices.wiley.com/bauthor/illustration.asp>

## Detailed Figure Formatting Information

