**Journal of Applied Ecology Author guidelines (http://www.journalofappliedecology.org/view/0/authorGuideline.html#manuscriptstructure)**

**Manuscript Structure**

**STANDARD PAPERS**. Original articles should not exceed 7000 words inclusive of all parts of the paper apart from online Supporting Information. Typescripts should be arranged as follows, with each section starting on a separate page.

***Title page*. This should contain:**

* A concise and informative title.
* A list of author names, affiliation(s), and e-mail addresses.
* The name, complete mailing address (including e-mail address, telephone and fax numbers) of the corresponding author.
* A running title not exceeding 45 characters.
* A word count of the entire paper broken down into summary, main text, acknowledgements, references, tables and figure legends.
* The number of tables and figures.
* The number of references.

*Summary*. This is called the Abstract on the web submission site. The Summary should outline the purpose of the paper and the main results, conclusions and recommendations, using clear, factual, numbered statements. Authors should follow a formula in which point 1 sets the context and need for the work; point 2 indicates the approach and methods used; the next 2-3 points outline the main results; and the last point identifies the wider implications and relevance to management or policy. The final summary point must carry the subheading '***Synthesis and applications***' and is the most important of all in maximising the impact of the paper. It should synthesise the paper's key messages and should be generic, seminal and accessible to non-specialists. The whole Summary should be readily understandable to all the Journal's readers and must not exceed 350 words.

*Keywords*. A list in alphabetical order not exceeding ten words or short phrases, excluding words used in the title and chosen carefully to reflect the precise content of the paper.

*Introduction*. State the reason for the work, the context, background, aims and the hypotheses being tested. End the Introduction with a brief statement of what has been achieved.

*Materials and methods*. Include sufficient details for the work to be repeated. Where specific equipment and materials are named, the manufacturer’s details (name, city and country) should be given so that readers can trace specifications by contacting the manufacturer. Where commercially available software has been used, details of the supplier should be given in brackets or the reference given in full in the reference list.

*Results*. State the results of experimental or modelling work, drawing attention to important details in tables and figures. The Results section should conform to the highest standards of rigour.

*Discussion*. Point out the importance of the results and place them in the context of previous studies and in relation to the application of the work (expanding on the Synthesis and applications section of the Summary). Include clear recommendations for management or policy.

*Acknowledgements*. Be brief. If authors refer to themselves as recipients of assistance or funding, they should do so by their initials separated by points (e.g. J.B.T.). Do not acknowledge Editors by name.

*Data Accessibility.* To enable readers to locate archived data from papers, we require that authors list the database and the respective accession numbers or DOIs for all data from the manuscript that has been made publicly available. An example of what this section should look like can be found in the [Data Archiving Q&A](http://mc.manuscriptcentral.com/societyimages/jappl-besjournals/Data_Archiving_QA_2013.pdf).

*References* (see Manuscript Specifications below).

*Tables* (see Specifications). Each table should be on a separate page, numbered and accompanied by a legend at the top. These should be referred to in the text as Table 1, etc. Avoid duplication between figures and tables.

*Figures* (see Specifications). Figures and their legends should be grouped together at the end of the paper before Supporting Information (if present). If figures have been supplied as a list at the end of the text file (as recommended), they should appear above their respective legend. Figures should be referred to in the text as Fig. 1, Figs 1 & 2, etc. Photographic material should also be referred to as Figures. Do not include high-resolution versions of figures at submission; reduce the size and resolution of graphics to a file size of less than 1 MB. If a manuscript is accepted, higher quality versions of figures can be submitted at a later stage.

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In order to promote the advancement of science through the process of documenting and making available the research information and supporting data behind published studies, the editors of this journal strongly encourage authors to make arrangements for archiving their underlying data.

**REVIEWS**. Reviews should not exceed 8000 words inclusive of all parts of the paper. The layout should follow the same format and specifications as for Standard Papers except that the organisation of the main text need not follow the division into Introduction, Materials and methods, Results and Discussion.

**FORUM ARTICLES**. Forum articles should be short contributions up to 4000 words inclusive of all parts of the paper. Format and specifications are as for Standard Papers except that any Summary section should be short (no more than 150 words) and the layout of the main text can be flexible.

**PRACTITIONER'S PERSPECTIVES**. There is no prescribed structure to [Practitioner's Perspectives](http://www.journalofappliedecology.org/view/0/PractitionersPerspective.html#ppguidelines) but the prose style should be light and the article should be written with the minimum of technical language and jargon, so as to be understandable to a general audience. Manuscripts should be presented in the following order: the first line should state ‘Article type: Practitioner’s Perspective’, followed on a new line by an article title of maximum 10 words, author names and addresses, including an e-mail address for the corresponding author, the body of the text (if headers are used within the text, keep them to a minimum), and the references (maximum 20), using the standard referencing system of the Journal, and finally a short biosketch (30-100 words for one author/150 words for the first three authors, respectively) describing the research interests of the author(s). The overall word count, inclusive of all of the above (i.e. text, title line, author details, references, biosketch), should not exceed 4000 words. Should you wish to include a small figure or other illustration, this can be accommodated by a reduction in the number of words on a pro rata basis.

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Manuscripts should be carefully prepared, checked and submitted in final form. They should be typed in double spacing. **Pages and lines must be numbered consecutively** including those containing acknowledgements, references, tables and figures. **Submissions should, ideally, be a single Word file with figures embedded at the end of the text**. This file will be converted to PDF (portable document format) upon upload. Referees will be given access to the PDF version although the Word file will remain accessible to the Editorial Office. **Authors must therefore open PDF files during submission to check that conversion has not introduced any errors.**If you wish to write your paper in LaTex please also upload a PDF version of your paper for reference.

**SCIENTIFIC NAMES**. Give Latin names in full, together with the naming authority, at first mention in the main text. Subsequently, the genus name may be abbreviated, except at the beginning of a sentence. If there are many species, cite a Flora or check-list which may be consulted for authorities instead of listing them, in the text. Do not give authorities for species cited from published references. Give priority to scientific names in the text (with colloquial names in parentheses if desired). Latin names following common names should not be separated by a comma or brackets.

**UNITS, SYMBOLS AND ABBREVIATIONS**. Authors should use the International System of Units (S.I., Systeme International d'Unités; see Quantities, Units and Symbols, 2nd edn (1975) The Royal Society, London). Mathematical expressions should contain symbols not abbreviations. If the paper contains many symbols, they should be defined as early in the text as possible, or within the Materials and methods section. Journal style for time units are: s, min, h, days, weeks, months, years. Use 'L' for litre not 'l' to avoid confusion with 'one'. Use the negative index for units, e.g. number of insects g-1 dry wt (also note there is no period for wt). Probability values should be denoted as P.

**NUMBER CONVENTIONS**. Text: Numbers from one to nine should be spelled out except when used with units, e.g. two eyes but 10 stomata; 5 °C, 3 years and 5 kg. Tables: Do not use excessive numbers of digits when writing a decimal number to represent the mean of a set of measurements. The level of significance implied by numbers based on experimental measurements should reflect, and not exceed, their precision; only rarely can more than 3 figures be justified. Be consistent within tables.

**FIGURES (INCLUDING PHOTOGRAPHS)**. Please follow the instructions on figure format and content carefully to avoid delays in manuscript processing. All illustrations are classified as figures.

Figures should be placed at the end of the document and each must have a legend, presented separately from the figure. The legend should provide enough detail for the figure to be understood without reference to the text. Information (e.g. keys) that appear on the figure itself should not be duplicated in the legend. In the full-text online edition of the Journal, figure legends may be truncated in abbreviated links to the full screen version. Therefore, the first 100 characters of any legend should inform the reader of key aspects of the figure.

Figures should be drawn to publication quality and to fit into a single column width (71 mm) wherever possible. To make best use of space, you may need to rearrange parts of figures. If figures are prepared that will require reduction, please ensure that axes, tick marks, symbols and labels are large enough to allow reduction to a final size of about 8 point, i.e. capital letters will be about 2mm tall. Figures should not be boxed and tick marks should be on the inside of the axes. Lettering should use a sans serif font (e.g. Helvetica, Arial) with capitals used for the initial letter of the first word only. Bold lettering should not be used. Units of axes should appear in parentheses after the axis name. All lettering and symbols must be proportioned, clear and easy to read, i.e. no labels should be too large or too small. Label multi-panel figures (a), (b), (c), etc., preferably in the upper left corner. Use greyscales (e.g. 0, 20, 40, 60, 80, 100%) in preference to pattern fills where possible. If colour figures are submitted for colour online publication only, ensure that after conversion to greyscale they remain entirely intelligible for the black-and-white print publication of your paper. Full instructions on preparing your figures are available [here](http://authorservices.wiley.com/electronicartworkguidelines.pdf).

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**TABLES**. Tables should be constructed using 'Tabs' rather than spaces or software options. Units should appear in parentheses after the column or row title, e.g. Time (days). Each table should be on a separate page, numbered and titled, and included at the end of the paper before the figures. The table caption must appear above the table and must NOT end in a full stop. Table footnotes should be indicated using symbols \*, †, ‡, ¶, § (not superscripted); these should be doubled-up if more than 5 are needed (\*\*, ††, ‡‡, ¶¶, §§), or if more than 10 are needed use superscript letters a, b, c, etc., throughout. References to tables in the text should not be abbreviated, e.g. Table 1.

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Tuyttens, F.A.M. (1999) The consequences of social perturbation caused by badger removal for the control of bovine tuberculosis in cattle: a study of behaviour, population dynamics and epidemiology. PhD thesis, University of Oxford.  
McArthur, W.M. (1993) History of landscape development. Reintegrating Fragmented Landscapes (eds R.J. Hobbs & D.A.Saunders), pp. 10-22. Springer Verlag, Berlin.  
Hill, M.O., Roy, D.B., Mountford, J.O. & Bunce, R.G.H. (2000) Extending Ellenberg's indicator values to a new area: an algorithmic approach. Journal of Applied Ecology, **37**, 3-15.

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