

# Author's Guide

## 1. Aim

The aim of this publication is to collect and systematize knowledge on socio-ecological production landscapes and seascapes (SEPLS) gathered directly by practitioners, researchers and others working on-the-ground, and to offer it to members of the broader public who are interested in practices and policies for SEPLS. It is intended that this publication will contribute to policy and academic discussions as well as feed lessons learned back into practices in the field.

Unique features of this publication are:

- It offers chances for academic and non-academic practitioners to contribute to knowledge-building in an accessible way
- It provides quality-assured papers written in accessible language for broader audiences.

## 2. Priorities in selection of manuscripts

- Manuscripts that conform to the theme of the publication (see attached).
- Manuscripts that contain knowledge gained primarily from on-the-ground activities including through engagement of local communities are preferred over theoretical perspectives or reviews of existing papers.
- Manuscripts that include innovative approaches, findings and lessons that are useful for replication and/or can be developed for policy-relevant recommendations.
- Note: manuscripts can be developed based on the author's previous work submitted elsewhere as long as the manuscript conforms to this guide. In such cases, it is the author's responsibility to make sure that the author is authorized to copy and replicate or rewrite the manuscript. Please provide the Secretariat with information regarding any related publications from which the manuscript has been developed. For example, a case study that had been submitted to the IPSI Secretariat and posted on its website can be submitted after necessary editing in accordance with this guide with notification to the Secretariat.

## 3. Qualification for authorship

This publication accepts manuscripts authored or co-authored by IPSI members. It is required that the IPSI member is involved in and familiar with the activities described.

## 4. Manuscript preparation

### a. General guidelines

- The manuscript must be written in English. It is preferable that authors whose first language is not English have their manuscript read by a person who is a native English speaker or who has sufficient skill in writing as necessary.

- Write in a reader-friendly style. Avoid using long and complex sentences or academic and scientific jargon.
- Explain the background and challenges faced and address actions taken, then identify and discuss lessons learned.
- The manuscript needs to be detailed enough to show logical connections between actions taken and results through information and evidence that supports the discussion and conclusions reached.

#### **b. Manuscript structure and components**

- The manuscript should consist of a cover page, main text, figure(s) and table(s), and back matter as appropriate. The length of the main text should range from 3,000-4,000 words.
  - 1) Front page: Title, Author(s), Affiliations, Abstract, Keywords (see attached).
    - Title: Be concise, specific and relevant.
    - Author(s) and Affiliations: Include all authors' full names and affiliations. For affiliations, include complete address information (city, zip code, state/province, country) and an email address for the corresponding author.
    - Abstract: The abstract should be a summary of the whole body text, including background, methods, results and conclusion. The length of the summary should be maximum 200 words.
    - Keywords: Three to six keywords
  - 2) Main text: The body text should include the following information, though its organization is up to the author: Introduction, Methods, Results, Discussion and Conclusions. The length of the body text should range from 3,000-4,000 words.
    - Introduction: Briefly show context and challenges, and highlight why the case is significant. Mention the main aims of the work.
    - Methods: Describe in sufficient detail how actions have been taken, so that others can replicate and build on the results.
    - Results: Provide a concise explanation of the results of the actions and their interpretation.
    - Discussion: Discuss the results of the actions taken and derive lessons learned from the results. It is encouraged to suggest how lessons can be applied in broader contexts. Future challenges may also be highlighted.
    - Conclusion: Briefly summarize the main findings and lessons learned.
  - 3) Figures and tables: All the tables and figures should be inserted into the main text and numbered according to their order of appearance (Figure 1, Figure 2, Table 1, etc.). Include short captions for all tables and figures. Indicate original source and credit information at the end of the caption. Place captions above tables, and below figures. Try to keep the size of the whole document within 10MB for the first submission by

lowering the resolution of figures if necessary. Higher resolution figures may be requested after the first review.

- 4) Back matter: Acknowledgements (if any) and References.
  - Acknowledgements: All sources of funding of the study should be disclosed including the Satoyama Development Mechanism (SDM) as appropriate. Also, please indicate if the case study is related to IPSI Collaborative Activities or has been submitted to the IPSI Secretariat as a case study.
  - References: References must be put in the text (including tables and legends) and listed individually at the end of the manuscript. See attached reference guide (Harvard Style) for detailed information..

**c. Formatting the manuscript**

- File Format: MS Word document only
- Text formatting: Use 11pt Times New Roman font (or equivalent) for the main text, with double spacing. Add line numbers and page numbers. (see here for more information on how to add line numbers <https://support.office.com/en-us/article/Add-or-remove-line-numbers-b67cd35e-422c-42eb-adc9-256ca9802e22?ui=en-US&rs=en-US&ad=US>)

**5. Manuscript submission and review process**

**a. Submit by email**

Send the manuscript to [isi@unu.edu](mailto:isi@unu.edu) by 10 March 2015.

**b. Initial review**

All manuscripts will be reviewed by the editorial team to determine whether the manuscript fits within the scope of this publication and meets the criteria/requirements described in these guidelines. The editorial team will be composed mainly of IPSI Secretariat staff.

**c. Peer review**

Selected authors will be invited to take part in a Case Study Workshop planned to be held in Japan in late May 2015. This Case Study Workshop will offer an opportunity for peer review, and will serve as a place for discussion by the authors to develop a synthesis paper.

In order to be accepted for the publication, authors are required to revise and develop their manuscripts to reflect feedback they receive during the workshop.

After necessary editorial processes, papers will be compiled into the publication together with the synthesis paper and will be published by UNU-IAS.

**6. Author's responsibility**

Authors are responsible for legal undertakings regarding their manuscript. By submitting a manuscript according to these guidelines, authors ensure and warrant that:

- The manuscript is the author's original work, and does not contain any material that is plagiarized, libelous, obscene, abusive, defamatory, fraudulent and/or illegal.
- Authors are responsible for obtaining permission to use any work that is protected by copyright in their manuscript; and for including a copyright statement.

#### **7. Use of the manuscript by the IPSI Secretariat**

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