

Satoyama Initiative Thematic Review Vol.9

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. Qualification for authorship

- This publication accepts manuscripts authored or co-authored by members of the International Partnership for the Satoyama Initiative (IPSI). At least one author must belong to an IPSI member organization. It is required that the IPSI member is closely involved in and familiar with the activities described in the manuscript.
- Manuscripts are not currently under consideration, in press, or published elsewhere, and where based on work submitted elsewhere or already published is done so with proper citations. In the latter case, it is the author's responsibility to make sure that the author is authorized to replicate or rewrite the work. Authors will be requested to obtain written permission from the original publisher for any of their previously published work (including figures, photos, and images) using the designated form to be provided and to submit to the editorial team. All authors will be required to complete the "Copyright Assignment Agreement" when they submit their final manuscripts. Please provide the editorial team with information regarding any related publications from which the manuscript has been developed.

3. Priorities in selection of manuscripts

- Manuscripts that conform to the theme of the publication: How businesses are dependent on and impact biodiversity and natural environments in SEPLS and how SEPLS management practices support business activities that rely on natural resources while rendering positive biodiversity outcomes.

- Manuscripts that contain knowledge gained primarily from on-the-ground activities, including through the 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.

4. Submission and revision process

a. Submit the abstract by email

Authors are requested to fill the attached abstract format and submit (**400 words**) to the editorial team by email (sitr@unu.edu) by **20 December 2022**. Submission of a full manuscript should be made before **20 February 2023**, after receiving confirmation from the editorial team to submit a full manuscript.

b. Screening

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 experts at the United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS).

c. Revision of manuscript

Selected authors will be invited to take part in an IPSI Case Study Workshop planned to be held either online or in person depending on the situation in **May or June 2023**. 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 from the editorial team, the review committee (consisting of experts nominated by the editorial team), and participants of the workshop. After necessary editorial processes, papers will be compiled into the publication together with the synthesis paper.

5. 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.
- 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 cover page information, main text, figure(s) and table(s), and back matter as appropriate. Authors are encouraged to use the Template for Manuscripts attached.
- 1) Front page information: Title, Author(s), Affiliations, Abstract, Keywords.
 - Title: Be concise, specific and relevant.
 - Author(s) and Affiliations: Include all authors' full names (spelled out as they would be cited, First name Last name – e.g., John K. Smith) and affiliations. For affiliations, include complete address information (building number, city, zip code, state/province, country), and email address for the corresponding author. After the manuscript is accepted for publication, authors will be requested to submit a list of all authors including their phone numbers and email addresses.
 - Abstract: The abstract should be a summary of the whole body text, including background, objectives, methods, results and conclusion. The length of the summary should be **150-250 words**.
 - Keywords: **Five to ten keywords**
 - 2) Main text: The length of the body text should range from 3,000-4,000 words (not more than 6,000 words). The body text should include the following information, though its organization is up to the author: introduction, description of activities (methods), results, discussion and conclusions. Authors should carefully read the scope of invited papers in the “call for papers”, and make sure to include information indicated there.
 - Introduction: Briefly show context and challenges, and highlight why the case is significant. Please also include a “map of the study site” as a figure and “basic information of the study site” as a table (See Template for manuscripts).
 - Description of activities (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) Headings and heading numbering: Heading levels should be clearly identified and each level should be uniquely and consistently formatted and/or numbered. Never skip a heading level. The only exceptions are run-in headings which can be used at any hierarchical level.
 - 4) Terminology, units and abbreviations: Technical terms and abbreviations should be defined the first time they appear in the text. Always use internationally accepted signs and symbols for

units, so-called SI units. Numerals should follow the British/American method of decimal points to indicate decimals and commas to separate thousands.

- 5) Footnotes: Always use footnotes instead of endnotes and never use footnotes instead of a reference list. Footnotes should not consist of a reference citation. Footnotes should not contain figures, tables and/or the bibliographic details of a reference.
- 6) 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.). All of them should also be cited in the text in sequential order. Figures can include photos, drawings, diagrams, maps, 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. If the information has not been published before and was made by the author, indicate, for example, as Table X. XXXXXXXXXXXXX (Source: prepared by author(s)). Please submit the original file you used to create tables (e.g., Excel file) or figures (e.g., PPT file, Adobe Illustrator file) when submitting the final manuscript. Try to keep the size of the whole document within **9MB** for the first submission by lowering the resolution of figures if necessary. However, please note that higher resolution figures will be requested after the first review.
- 7) Figure and illustration files: A figure is an object that is drawn or photographed. Graphics and diagrams should be saved as EPS files with the fonts embedded. Microsoft Office file (Excel or PowerPoint) or Adobe Illustrator file can be submitted in the original format (xls, xlsx, ppt, pptx, ai). Scanned graphics in TIFF format should have a minimum resolution of 1200 dpi. Photos or drawings with fine shading should be saved as TIFF, png, or jpg, with a minimum resolution of 300 dpi. A combination of halftone and line art (e.g., photos containing line drawings or extensive lettering, color diagrams, etc.) should be saved as TIFF with a minimum resolution of 600 dpi.
- 8) Third party materials: Please familiarize yourself with the [Springer Nature Guide to Copyright and Permissions](#), which contains advice on including third-party content in your manuscript. Third-party content is defined as any material within the manuscript that is not your original work. Third party content may consist of text passages, figures, photos, poems, song lyrics, screenshots, etc. and be found in many places such as, but not limited to, the Internet, print and online books and articles, theses, annual reports, conference material, photocopies, course packages, and translations. In particular, you should pay close attention to sensitive images containing identifiable persons, logos, brands/trademarks, images from agencies, or from the Internet as well as text content such as song lyrics, poems, interviews, social media content and references to commercial entities.

9) Publication requirements for figures, images/photos and tables: To meet the publication requirements, authors are requested to attend to the following notes:

- i. Figures previously published: If authors use images/photos that have been already published elsewhere, please include the original source (Source: Author name(s), Year of publication), and add the original publication to the references list. Once the manuscript is accepted, authors will be requested to obtain permission from the copyright holder and/or the original publisher in writing to reuse/republish images and photos, and submit written forms of permission (“permission request form”) when submitting the final manuscript for publication.
- ii. Figures created by a third party: If the figures or images are created by a third party (i.e., any work that authors have not created themselves and which they have reproduced or adapted), authors will be asked to submit a “permission request form” with the signature obtained from the third party which created the work or holds the copyright of the work when submitting the final manuscript. Any use of logos will also require written permission.
- iii. Photos: Please indicate the photo credit for all photos including those taken by the authors -- e.g., (Photo Credit: name of the copyright holder). If authors use a photo or an image created by someone other than the authors, please obtain permission to use it in this publication, indicate (Photo Courtesy: name of the copyright holder) in the caption, and submit the permission request form when they submit their final manuscript.
- iv. Release request: Authors should use “release request forms” to obtain permission from interviewees or other identifiable individuals or the owners of identifiable property in source material such as transcripts, photographs, videos or other recordings to be used in connection with the publication of the author(s) work by Springer Nature. For example, if a photo contains identifiable people, authors will be requested to submit “release request form(s)” with written permissions and signatures obtained from all identifiable people when submitting the final manuscript for publication. Please pay close attention to the instructions available here: <https://www.springernature.com/gp/policies/editorial-policies/third-party-permissions><https://www.springernature.com/gp/policies/editorial-policies/third-party-permissions>
- v. Maps: If you are using a base map developed by a third party, including Google, please make sure to indicate the source -- e.g., (Source: Map data©Google 2021).

10) Back matter: Acknowledgements (if any) and References.

- Acknowledgements: All sources of funding for 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. Follow the style in the attached reference

guide. If a cited source has more than six authors, please list the first five authors. For any online sources, please include the access date.

11) Biographies: Each author will be requested to submit a short biography of maximum 40 words.

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 single spacing and 6pt for paragraph spacing. Please follow the British English style. 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>)

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.

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