

## **Author Guidelines for Special Issue – Proceedings of the 13th NACW.**

### **Publishing and quality**

Rangifer requires the following instructions to be followed to ensure high quality publishing.

### **Language and proofs**

It is the authors' responsibility to submit manuscripts in as complete and perfect condition as possible. Manuscripts must be in English and the use of linguistic consultant(s) is encouraged if English is not your primary language. Authors are fully responsible for checking all material for accuracy. Please prepare the manuscript carefully as no corrections can be made after the final submission. Only mistakes done by the printers are to be corrected at the proof stage.

### **Preparation of Manuscripts**

Different types of manuscripts will be considered including special communications (e.g. presentations made in the plenary sessions and the talking/sharing circles, summary of the concurrent sessions by the lead person if appropriate) and research papers in a format that corresponds to different disciplines (e.g. natural sciences, social sciences, resources management, culture, education).

\* ALL written material must be double-spaced, in 12-point font with 4 cm margins on both left and right sides. Do not hyphenate at the right margin. Number all pages.

#### Title page:

The manuscript shall include title, authors, their addresses and the email address of the corresponding author in the following format.

#### **Title of the Manuscript**

Jane Smith<sup>1</sup>, John D. Doe<sup>2</sup>, & Last Author<sup>3</sup>

1 Affiliation and address (corresponding author: email address)

2 Affiliation and address

3 Affiliation and address

On separate page: state name and complete address, fax number, telephone number and email address of the person who is to receive editorial correspondence.

### **Special Communication**

These manuscripts should be structured as essays. They can question values, priorities, precepts, and philosophical foundations of knowledge, research or management practices. They can also be a response to an issue, policy or program that could impact caribou or its

habitat, and subject area can be broad. The manuscript should be well documented and prepared professionally.

## **Research paper**

### Abstract

Abstract should 200 words or less. The abstract should include the problem studied or hypothesis tested, the methods used to achieve the results, the important results and finally the utility of the results.

### Key words:

Five relevant key words should follow the abstract and be listed in alphabetical order. Some words can be from the title and others that identify common and scientific names of the studied species, the geographic area, the discipline or research area and key methods.

### Manuscript

The sections will depend on the type of manuscript but it usually consists of the following main parts: introduction, material and methods, results, discussion and references. Please follow the instructions below when formatting these sections.

\* References given in the text shall be written: Smith (1994), (Smith, 1994), (Smith & Jones, 1994) or (Smith *et al.*, 1994). Use a semicolon between references: (Smith, 1994; Smith & Jones, 1995; Smith *et al.*, 1996) and put references in chronological order.

\* The reference chapter shall be listed alphabetically according to the author: Holleman, D.F., Luick, J.R., & White, R.G. 1979. Lichen estimates for reindeer and caribou during winter. – *J. Wildl. Manage.* 43 (1): 192-201. (43 volume number, (1) number in volume series (can be omitted) and: 192-201 page numbers). You can also provide full journal names (NB: – dash before the journal name).

\* Use metric units. Follow the accepted nomenclature of the International Symbol of Units. Numbers shall be written as: 739 847.34. Numbers 10 000 or greater shall be typed with spaces to group the digits. Use the CBE Manual for Authors, Editors and Publishers.

\* Italics shall be typed. Taxonomic names in Latin (genus and species; e.g. *Rangifer tarandus tarandus*), book titles and journal names shall be written in italics.

## **Illustrations, graphs and tables**

Number all tables and figures with Arabic numbers (1, 2, 3 etc.) and include a short caption, so they can be understood independently of the article text. Indicate in the manuscript where tables and illustrations will be placed in the text. The illustrations must be ready for printing and each figure must be submitted in a separate file. Save figures as ai-files (Adobe Illustrator), eps-files (Encapsulated PostScript) or pdf (Portable Document Format). Graphs should be made from Adobe Illustrator, Power Point or Excel. Tables should be made from

Excel. Photos/pictures in raster need a minimum width of 1750 pixels to cover two columns and 850 pixels for one column (Rangifer format: 174x244).

### **Referees**

Reviewers and editors will judge each manuscript on data originality, concepts, interpretations, accuracy, conciseness, clarity, appropriate subject matter, and contribution to existing literature. Prior publication or concurrent submission to other refereed journals will not be accepted.

### **Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items.

1. The submission has not been previously published nor is it before another journal for consideration; or an explanation has been provided in Comments to the Editor.
2. All text is in Times New Roman font, 12 point size and double spaced with 4 cm margins on both left and right sides. Do not hyphenate at the right margin. Do not justify the right margin.
3. The text meets this journal's formatting requirements outlined in the Author Guidelines (above).

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