Antarctic Environments Portal

Guidelines for Authors including Submission Checklist

Antarctic Environments Portal

The Antarctic Environments Portal (www.environments.aq) provides ready access to high-level summary information on Antarctic issues, based on the best available scientific knowledge.

'Information Summaries' published in the Portal are primarily aimed at a range of Antarctic stakeholders with policy and management interests in the region, in particular the Committee for Environmental Protection (CEP).

The Portal Editor manages the process of developing Information Summaries, working with an invited lead author to more fully scope and draft the article. All Information Summaries are reviewed by selected external peer reviewers as well as by an editorial Board.

The Portal Editor – Keith Reid – is available to assist and advise with the scoping and preparation of articles editor@environments.aq

Topics to be submitted

Information Summaries serve a number of purposes. Some are intended solely to provide scientific background information. Others summarise the current state of knowledge on a topic that is of direct policy or management interest.

Information Summaries are prepared and published under the following very broad topics.

- The Antarctic Terrestrial Environment
- The Southern Ocean Environment
- Inland Aquatic Environments
- The Antarctic Atmosphere Environment
- The Antarctic Cryosphere Environment
- Human Activities and the Management of Antarctica

Information Summaries are presented in a format suitable for a policy audience with an emphasis on simple and clear language. The text should provide a summary of the latest 'state of knowledge' with expert interpretation and give an indication of information gaps and uncertainties. Information summaries do not include raw data, make recommendations or duplicate existing information.

Authorship

Information Summaries will either be commissioned by the Editor from recognised experts in the field or will be submitted independently by any member of the science community. All articles will be formally authored on the site and can therefore be cited. It is expected that all articles will normally have several authors to ensure international coverage of the subject area.

Organisation of material

The level of narrative text should be at the 'informed layman' level with as few technical terms and acronyms as possible. Avoid references to specific Parties or stations wherever possible to ensure the contribution is generalised. Please read existing material on the site before beginning to write.

There is some flexibility in the amount of content although the overall format is to a fixed style. Contributions will be structured as set out below. A template is provided at Annex 1 if required.

Brief overview: A very high level and short summary of the key points. It is possible that this may be the only part of the Information Summary that some decision-makers read and so it needs to capture the current state of knowledge and entice the reader to scroll down to the main part of the Information summary. There is flexibility in how this is presented. It can be drafted in the format of an abstract (with a maximum limit of 150 words), or it could be bullet points, or it could be a one or two simple statements.

Detailed overview: The main part of the Information Summary. Ideally this part should be around 1000 words, but there is flexibility. Consider breaking the overview down into a series of sub-headings to help make the topic accessible for the reader. The intent is to provide a factual summary of the current state of knowledge on the topic, based on the peer-reviewed literature. The Information Summary could also address what might be the future state, e.g. based on modelling studies or understandings from records of past behaviour of the system. Where management actions or policy responses have been taken, these can also be summarised, although Information Summaries do not make recommendations for future management actions.

Authors are asked to use plain language and clear statements. Acronyms are to be avoided wherever possible, but if they are used they need to be defined on first use.

Place names should follow the Antarctic place-names Gazetter.

Key statements in the text will be linked to the numbered reference list. The references will be numbered in order of their use in the text and listed by number at the end (see below).

Author(s) are asked to provide illustrative figures, images or videos (see below).

Challenges: This section should summarise the challenges or uncertainties related to the issue. This might be, for example: limitations in the current research and monitoring effort; significant gaps in knowledge and future research needs; technology limitations; seasonal restrictions on data and information collection etc. This too might have some sub-sections if needed, but overall should be around 500 words.

Conclusion: This section provides a short conclusion for the Information Summary. Around 200 words should be the aim. This too might be a key section that readers focus on and so it needs to capture the key points from the previous sections. Here also, this can be presented as text, bullet points or statements, but should not simply repeat the 'Brief Overview'.

References: The reference list should aim for 20 peer reviewed papers, but here too there is some flexibility if more are needed to reinforce the points made in the detailed overview.

The emphasis should be on peer reviewed papers in the major international scientific journals although it is recognised that for some topics peer reviewed book chapters or workshop reports may provide the best or even the only underpinning for the text.

Citation style for references is to be by number in brackets within the text. The reference listing is by number (not alphabetical) and requires up to four authors to be listed by name (more than this and *et al* can be used), the journal title or book title to be in italics and given in full, the doi provided where available and a web link to the article abstract or the full text report provided. Examples are:

Journal article

> J.E. Lee, S.L. Chown, Quantifying the propagule load associated with the construction of an Antarctic research station. *Antarctic Science* **21**, 471-475 (2009) doi: 10.1017/S0954102009990162.

Workshop report

> M. De Poorter, N. Gilbert, B. Storey, M. Rogan-Finnemore, "Final Report of the Workshop on 'Non-native Species in the Antarctic'" (Christchurch, New Zealand, Online: https://www.canterbury.ac.nz/science/schools-and-departments/antarctica/resources/).

Book

> B.C. Parker, *Conservation problems in Antarctica*. (Allen Press Inc., Lawrence, Kansas, 1972).

Book chapter

> K.A. Hughes, S. Ott, M. Bolter, P. Convey, Colonisation processes. In: D.M. Bergstrom, P. Convey, A.H.L. Huiskes (eds) *Trends in Antarctic terrestrial and limnetic systems.* (Springer, Dordrecht, 2006), pp.35-54.

Resources: The author(s) can suggest any internal or external links that might be helpful to the reader to be considered by the Editor. These could be weblinks, or workshop reports for example, but they must be reliable and trustworthy sources. The Editor will work with the author to identify any relevant policy or management decisions that have been taken at key meetings (e.g. meetings of Commission for the Conservation of Antarctic Marine Living Resources or the Antarctic Treaty Consultative Meeting). These can also be hyperlinked. A useful additional resource is any previously published 'summaries for policy-makers'.

Keywords: Please suggest up to 5 keywords. These are used to help with searching for the article and linking related articles on the Portal website.

Graphics and videos

Illustrations of high quality should be submitted electronically as separate files. Lettering should be scaled so that it will be legible if the illustration is reduced in size to fit the page. Figure captions should be listed together on a separate page in the text file and the origin of all figures needs to be stated.

Graphs and charts should have clearly labelled axes that include the calibration. Symbols and abbreviations should be explained in the caption.

Graphic files should preferably be submitted in .jpg, .png and .gif formats. A minimum resolution of 300 dpi is required. If no other option is available image files submitted in .tiff or .eps format using one of the following applications is possible: Adobe Photoshop, Illustrator, Macromedia Freehand, Corel Draw, Canvas, Powerpoint, Word, InDesign, Pagemaker or Quark.

Short (up to 5 minute) videos are also an option, although the preferred way to do this is to use a shared link from either a YouTube or Vimeo video.

Anyone submitting content to the Portal has to clear any copyright issues themselves. By uploading, users will take all responsibility for this and agree to provide the contribution under a creative commons licence.

Style and Format

The detailed style manual for the site will ensure conformity across all articles and is provided to authors. Of specific importance is the need to use only accepted place names (as listed in the SCAR Gazeteer), submission in English with British, rather than American, spelling and all measurements to be in SI units.

Editorial Process

To ensure the quality of all material published all contributions will be reviewed by at least two reviewers who will be asked to judge the article for completeness, conciseness, clarity and appropriateness given the scope originally provided.

The text will be reviewed by the Editor and at a final stage by the international Editorial Group which may result in two rounds of editing.

The Portal wishes to ensure that the information posted is as reliable and unbiased as possible. It is therefore incumbent upon all authors to ensure that any possible conflicts of interest that may arise are made clear to the Editor.

Checklist prior to submission

Before submitting draft texts to the Editor authors should check the following:

Brief overview
Detailed overview
Challenges
Conclusion
Format in accordance with guidelines and style guide
All doi hyperlinks are working
All abbreviations defined
Figures and illustrations sized and formatted correctly
Copyrights for figures and images cleared if necessary
Video links working
Around 20 references provided and formatted to style guide
Additional resources suggested and provided where possible
Up to 5 key words provided
All authors have agreed final text

Annex 1. Information Summary Template

Title

Authors

Names and affiliations only needed

Brief Overview

Short and engaging. Outlines the key points of the Information Summary to entice the reader. Present as an abstract, bullet points, short statements or even questions. Aim for 150 words.

Detailed Overview

Main part of the Information Summary providing a factual 'state of knowledge' on the issue. Break down into sub-headings to assist the reader. Write for an informed layman. Add images, graphs or videos to aid understanding. Avoid jargon and acronyms. Aim for 1000 words.

Challenges

Outline the key challenges on this issue, including research gaps, future research needs or technology limitations etc. Additional images or graphs could be used here if needed. Aim for 500 words.

Conclusions

Engaging summary of the issue. Slightly more expansive than the Brief Overview to capture the essence of the Information Summary. Present as text, bullet points or statements, but do not repeat the Brief Overview. Aim for 200 words.

References

Key statements in the Information Summary must be referenced. Aim for 20, but there is flexibility.

Resources

Provide any additional relevant weblinks, reports or policy summaries. Make sure they are reliable.

Key words

Provide up to five keywords.