

How to submit a paper to Lutra

Introduction

Here we describe how we would like authors to prepare their paper for Lutra. Following these guidelines will greatly increase the chance a paper will be accepted for review and publication. Complying with the style and format also reduces the time required for editing and speeds up the publication process. Please use a recent issue of Lutra, vol. 54 (1) or later, for additional information on style and format.

General information

Lutra is a scientific journal published by the Dutch Mammal Society (Zoogdiervereniging). The society is dedicated to the study and protection of native mammals in the Benelux region. Lutra publishes peer reviewed scientific papers on mammals across all disciplines, but tends to focus on ecology, biogeography, behaviour and morphology. Although exceptions are made in some cases, Lutra generally publishes articles on mammal species native to Europe, including marine mammals. Lutra publishes full articles as well as short notes which may include novel research methods or remarkable observations of mammals. In addition we publish book reviews. Lutra publishes two issues per year and these are sent to subscribers in Europe, North America and Asia. The abstracts are included in the indexes "Biological Abstracts", "Zoological Record" and "Artik". Lutra is also available from the Zoogdiervereniging internet site: <http://www.zoogdierwinkel.nl/lutra>.

Language

Lutra publishes in British English only. Manuscripts are accompanied by a Dutch summary at the end. Should you be unable to provide a summary in Dutch, the editorial board will write it for you.

Title, authors, abstract and key words

The title of the manuscript should describe the subject of the research. It should be informative, not exceed 15 words, and subtitles should be avoided.

A number in superscript is used to link the name of an author to the address that appears directly below. Provide the first names, surnames and full postal addresses of all the authors and state both the address where an author was employed during the study and the present address if they differ. An e-mail address is only required for the first author.

A reader should be able to understand the contents of the article from just reading the abstract. The abstract should include a description of the problem or the hypothesis, the general approach of the study, its main results, and the most important conclusions. For full articles use 200-250 words. For short notes an abstract is not required, but if desired it should be 100-150 words. The Dutch summary has a maximum of 400 words for full articles and 250 for short notes. The abstract is generally written in the past tense. You can use numbers in the abstract, especially to specify the results. In general you should not use *P*-values or other statistical expressions in the abstract. The same accounts for citing references.

You may use up to ten different key words or short phrases that best identify the manuscript. Overlap with the title or abstract is allowed. Keywords may be based on the main subject or species, the study area, materials or methods and variables measured.

Body of the manuscript

The body of a manuscript should generally follow the standard scientific format: introduction, materials and methods, results, discussion, conclusion. When appropriate you may subdivide the text with second or even third level headings.

The introduction should clearly state what was investigated and why it was investigated. It should generally include relevant references to other scientific literature that provide a background for the study. The introduction should lead the reader to the objective and the approach of the study.

The materials and methods section should include study area(s), dates or duration of the study, sampling schemes or experimental design, and a section on statistical analyses.

Well-known or previously published procedures should only be mentioned briefly with a reference to the original publication or other relevant literature. Please state if laws or regulations on animal welfare applied and how these were met.

The results should only contain the actual results of the study. Do not interpret the results in this section. The results are generally written around figures and tables and are presented in the past tense. Avoid repetition but integrate the most important or interesting results in the text.

The discussion generalises the results and discusses them in relation to the objectives or hypotheses stated in the introduction. Do not repeat the results, only comment on the most important aspects. It is not necessary to discuss every aspect of the manuscript, but do indicate the limitations of your study. Cite literature that confirms or contradicts the results and explain possible contradictions. Always be clear whether you discuss the results of the present study or those of others. In general, the discussion should not have any tables or figures, nor a specific reference to a table or figure already presented in the results section.

The conclusion should summarise the main results and describe what they mean to science or what their management implications are.

Tables and figures

Do not use more tables and figures than necessary. The tables, figures and text should not overlap. In general you should refer to tables and figures at the end of a sentence between brackets: (table 1) or (figure 1). Photos are referred to as figures. Tables and figures and their accompanying text should be self-explanatory, i.e. the reader should be able to understand them without having to read the main text. You may use footnotes with both figures and tables. Use tables if you need to show precise numbers and use figures if you want to illustrate a general relationship between variables. Figures can also show a map of the study area, the experimental design or other illustrations that are useful additions to the text. Use a scale bar to depict the units of measurement or distance.

In tables, put the treatments that you want to compare in rows. In general, variables should be in columns. Do not use the space bar or tabs to create the columns but use the MS Word table function. Keep figures as simple as possible and avoid large areas with white space. Use simple symbols or patterns, all in black and white. Make a test photo copy of the figures to make sure the quality does not degrade. Contact the editorial board if you need to

have a figure printed in colour (see 'Submitting a paper'). You may include relevant photos or slides that are of high quality. Photos should be at least 1600 pixels wide (horizontally). Photos should be accompanied by the name of the photographer. Make sure you obtain permission from the copyright holder.

Tables and figures are either one or two columns wide. Please prepare your tables and figures in such a way that the axis titles remain readable. Use the "Times New Roman" font for the axis titles, legend and possible footnote. Axis titles start with a capital letter and have no point at the end. If possible, please use Microsoft Excel for the graphs, so we can thicken fonts etc.

You may also submit photos for the cover of a *Lutra* issue.

Acknowledgements and references

Briefly state who contributed to the work and how. You may acknowledge the help of people as well as the support of organisations. In addition you may name the individuals that reviewed your manuscript, or thank anonymous reviewers.

All literature cited in the paper should be listed in the references and the reference list should not include literature not cited in the text. List the references in alphabetical order by author's surnames and then order them by year of publication. Do not use tabs in the lay-out of the reference text. Do not use abbreviations for journal names and do not give page numbers for books. Use "thesis" when you refer to a MSc, BSc or PhD publication. If you list a publication published in a language with a different character set such as Russian or Chinese, please give an English translation, and state the original language between brackets. Only name the first location if a publisher has offices in more than one city. Use the full name of the country, but abbreviate United Kingdom and United States of America: UK and USA. Only refer to a site on the internet if you are reasonably sure the site concerned has a relatively long life span. Please review the following examples.

Journals

Barandun, J. 1991. Amphibienschutz an Bahnlinien. *Natur und Landschaft* 66: 305.

Clarke, G.P., P.C.L. White & S. Harris 1998. Effects of roads on badger *Meles meles* populations in south-west England. *Biological Conservation* 86: 117-124.

Erhart, F.C. & G. Kurstjens 2000. Aantalsontwikkeling van de kwak *Nycticorax nycticorax*

als broedvogel in Nederland in de twintigste eeuw. *Limosa* 73: 41-52.

Grift, E.A. van der 1999. Mammals and railroads: impacts and management implications.

Lutra 42: 77-98.

Haye, M. la, P. Bergers & W. Nieuwenhuizen 2001. Beschermingsplan noordse woelmuis:

maatwerk vereist! *Zoogdier* 12 (1): 3-8.

Vries, J.G. de 1999. Hedgehogs on the road: from research to practice. *Lutra* 42: 99-110.

Books

Barrett, G.W. & J.D. Peles (eds.) 1999. Landscape ecology of small mammals. Springer, New York, USA.

Kam, J. van de, B. Ens, T. Piersma & L. Zwarts 1999. Ecologische atlas van de Nederlandse wadvogels. Schuyt & Co, Haarlem, The Netherlands.

Reeve, N. 1994. Hedgehogs. T & A D Poyser Ltd, London, UK.

Proceedings

Bertwistle, J. 1997. Performance evaluation of mitigation measures in Jasper National Park, Alberta. In: A.P. Clevenger & K. Wells (eds.). Proceedings of the second roads, rails and the environment workshop: 67-73. Parks Canada, Banff National Park, Alberta & Columbia Mountains Institute of Applied Ecology, Revelstoke, Canada.

Clevenger, A.P. 1998. Permeability of the Trans-Canada Highway to wildlife in Banff National Park: importance of crossing structures and factors influencing their effectiveness. In: G.L. Evink, P. Garrett, D. Zeigler & J. Berry (eds.). Proceedings of the international conference on wildlife ecology and transportation: 109-119. FL-ER-69-98. Florida Department of Transportation, Tallahassee, USA.

Reports

Bergers, P.J.M. 1997. Versnippering door railinfrastructuur. Een verkennende studie. Report 262. Instituut voor Bos- en Natuuronderzoek, Wageningen, The Netherlands.

Huijser, M.P., P.J.M. Bergers & C.J.F. ter Braak 1998. Het voorkomen van doodgereden egels in relatie tot de samenstelling van het landschap. Mededeling 42. Vereniging voor Zoogdierkunde en Zoogdierbescherming, Utrecht / Ontsnipperingssreeks deel 37. Rijkswaterstaat Dienst Weg- en Waterbouwkunde, Delft, The Netherlands.

Shkedy, Y. & B. Shalmon 1997. Evaluating open landscapes in the Negev Desert, and the

implications on military activity. Nature Reserves Authority, Jerusalem, Israel. (In Hebrew with English summary).

Theses

- Meerburg, B.G. 2001. The effects of nature-oriented ditch management in farming systems. MSc thesis. Animal Production Systems Group, Department of Animal Sciences, Wageningen University, Wageningen, The Netherlands.
- Verboom, B. 1998. The use of edge habitats by commuting and foraging bats. PhD thesis. Wageningen Agricultural University, Wageningen, The Netherlands.
- Vos, C.C. 1999. A frog's eye view of the landscape. Quantifying connectivity for fragmented amphibian populations. PhD thesis. Wageningen University, Wageningen, The Netherlands.

Internet

- Anonymous 1999. The world fact book. Central Intelligence Agency, Washington DC, USA. URL: <http://cliffie.nosc.ml/~NAWFB/country.html>; viewed 4 June 2009.
- Stride, I. 2009. Dormouse Bridge Design and Use. Unpublished report to the People's Trust for Endangered Species. URL: http://www.ptes.org/files/1262_dormice_bridges_final_report_1.pdf; viewed 25 April 2012.
- Tregenza N. 2011 Cetacean monitoring. URL: <http://www.chelonia.co.uk/index.html>; viewed 25 April 2012.

Style and format

Write as clear, concise and simple as possible and avoid long or complicated sentences. The sections materials and methods, and results are generally written in the past tense. Avoid constructions that use passive verbs. Do not use statements such as "The results are in table 1" but write for example "Males had higher body weight than females (table 1)". For further suggestions you may want to consult other publications on how to write scientific papers.

Reference citations are normally placed at the end of a sentence. If there is only one author, the surname is followed by the year of publication without a comma: (Broekhuizen

2000). For two authors the format is: (Broekhuizen & Müskens 2000) and for three or more authors the format is: (Broekhuizen et al. 2000). A series of reference citations is separated by commas. They are first arranged in chronological order and then put in alphabetical order: (Reeve & Huijser 1999, Broekhuizen et al. 2000, Jansman & Broekhuizen 2000). If the publication is still in print you should write: (van der Grift, in press). If you refer to unpublished data or personal comments ask the person for permission first. Once you have obtained permission cite the person as: (E.S. Bakker, unpublished data) or (C.P. Doncaster, personal communication).

Please use bold or italic font only when appropriate, e.g. in paragraph headings or for scientific names. We prefer scientific names as used by Wilson and Reeder (2005) (= Wilson, D.E. & D.M. Reeder (eds.) 2005. *Mammals species of the world. A taxonomic and geographic reference*. The John Hopkins University Press, Baltimore, USA). When you name a species for the first time in the text you use the English name, followed by the scientific name in brackets and in italics: pine marten (*Martes martes*). We use common names as used by Mitchell-Jones et al. (1999) (= Mitchell-Jones A.J., G. Amori, W. Bogdanowicz, B. Kryštufek, P.J.H. Reijnders, F. Spitzenberger, M. Stubbe, J.B.M. Thissen, V. Vohralík & J. Zima 1999. *Atlas of European Mammals*. The Academic Press, London, UK). The common name of a species is written in small font, unless grammar rules demand otherwise: e.g. when the species' name includes the name of a person or geographic region. Thus it is 'house mouse' instead of 'House Mouse', but 'Pyrenean pine vole', 'Norway rat', 'Asian chipmunk', 'European ground squirrel', 'Bechstein's bat' and 'Nathusius' pipistrelle'.

Do not underline words in the text and avoid footnotes as much as possible.

For measurement units use the metric system according to the *Système Internationale d'unités* (SI). For *Lutra* commonly used statistical symbols have the following format: *df* (degrees of freedom), *F* (variance ratio), *n* (sample size), *P* (probability), *r* (coefficient of correlation), *sd* (standard deviation), *se* (standard error), *t* (Student *t*-test statistic), χ^2 (chi-square test statistic).

Use digits for numbers from 13 and up, and use words for numbers up to twelve. If a number is part of a measurement unit use digits: 7 g or 2.5 km. Also use digits in series of numbers: "The number of cubs was 14, 8 and 21 in consecutive years". If a number is the first part of a sentence spell it out: "Fourteen animals lost their radio transmitter during the course of the study". Use digits in dates, except for the month; write this in full. Not "1-7-2012" but "1 July 2012". If desired one may write dates all in digits in tables or figures, but the day should always precede the month.

Avoid abbreviations. Long names of organisations should be written in full the first time, followed by an abbreviation between brackets: Vereniging voor Zoogdierkunde en Zoogdierbescherming (VZZ). Use only the abbreviation after the first reference.

Use the entire width of the page; do not prepare your manuscript in two columns. Do not hyphenate words at the right margin and use only left justified text. The two columns and the hyphens at the end of a line first appear in the proof prints. Prepare your manuscript on A4 sized pages with 2.5 cm margins and a spacing of 1.5 between the lines. The first page should show the title, authors and authors' addresses. The page that follows after that starts with the abstract, immediately followed by the key words and the body of the manuscript.

Tables and accompanying text should be placed at the end of the manuscript. The text accompanying figures follows the tables. The figures should be on separate pages that should also show the figure number and the name of the first author.

Submitting a paper

Prepare a letter to the editorial board. In this letter you should state that you submit the attached manuscript for publication to Lutra and that the manuscript has not been submitted or published elsewhere. Please submit your manuscript by e-mail to: lutra@zoogdierversing.nl. If you prefer to send a cd-rom, please use the following address:

Dutch Mammal Society, Lutra Editorial Board, P.O. Box 6531, NL-6503 GA Nijmegen, the Netherlands.

Prepare your manuscript in 'Word'. Put your tables (in MS Word) and figures (preferably in MS Excel) in separate files.

There are no page charges for Lutra. An exception is made however for colour illustrations. The author is advised to contact the corresponding editor for information concerning colour costs. Then the author should acquire appropriate funding. If the author is unsuccessful, please contact the corresponding editor again.

The procedure for reviewing a paper submitted to Lutra is as follows:

1. You submit your manuscript.

2. You will promptly receive confirmation of the arrival of your manuscript and within two weeks the editorial board will let you know if it will be handed over to two referees for giving a review or not. If not, the reasons for the rejection will be presented and suggestions may be given to change the manuscript and resubmit it. If so, you will also be given the name and e-mail address of the corresponding editor responsible for reviewing and editing your paper.
3. Your paper will be reviewed by two anonymous peers. The corresponding editor bases her/his decision on whether to accept or reject the paper on the reviews of the peers and of the editorial board, i.e. via the corresponding editor. Unless the reviewers wish otherwise they will remain anonymous; the author(s) will be anonymised too. Very few papers are accepted without a request for a minor or major revision. You should generally be informed within two months after submitting your manuscript.
4. You should promptly inform the corresponding editor whether you intend to carry out the minor or major revision of the manuscript within a month.
5. Send the revised manuscript directly to the corresponding editor. If you feel some suggestions were incorrect or undesirable please explain your views in an accompanying letter.
6. The corresponding editor will evaluate the changes in the manuscript based on the original report and your accompanying letter and make her or his final decision.
7. If your manuscript is accepted for publication it will be edited for printing and you will receive a proof print of your manuscript. This may take several months. Please check the proof carefully for typesetting errors or editorial mistakes.
8. When your manuscript is accepted you will receive a form concerning the transfer of copyright to the publisher (the Dutch Mammal Society). Fill this form out and send it back to the managing editor of *Lutra* (the address is mentioned on the form).
9. Close to or shortly after publication you will receive 25 reprints free of charge. Extra reprints can be ordered and cost Euro 1.00 for each reprint.

The editorial board strongly advises you to have your manuscript critically reviewed by colleagues before you submit your manuscript.