

# LIVING WORLD

*Journal of the*  
TRINIDAD AND TOBAGO  
**FIELD NATURALISTS' CLUB**

## AUTHOR GUIDELINES

### WHAT IS THE SCOPE OF THE JOURNAL?

Established in 1892, *Living World, Journal of The Trinidad and Tobago Field Naturalists' Club*, publishes peer-reviewed studies and peer-reviewed observations of natural history carried out in Trinidad & Tobago and the wider Eastern Caribbean region. Contributors to *Living World* are not limited to members of the Club.

**There is no charge to publish in the journal, and our content is fully open access and indexed on google scholar.**

### WHAT TYPES OF ARTICLES DO YOU PUBLISH?

The two main types of manuscript published are **Research Articles** and **Nature Notes**. We will also consider literature reviews, book reviews and other formats on a case by case basis via enquiries to the editor. We encourage submissions from amateur naturalists and students as well as from professional scientists.

**Our friendly team of editors are available to offer guidance through the publication process as needed, especially for those with limited experience in publishing their research.**

#### *Research Articles*

These report the findings of planned studies and should be structured under standard the headings “Abstract, Introduction, Methods, Results, Discussion”. They should also be accompanied by a list of 4-8 key words. There is no page limit as such, but for very long articles the editors may recommend that some information is included as an online only supplementary file.

#### *Nature Notes*

The Nature Notes section provides an opportunity to formally record novel observations related to natural history. These tend to be fortuitous rather than the result of a planned study. For a Nature Note we expect a detailed description of the observation alongside a justification for why it is novel/significant. Only a few key references should be included. The title of each Nature Note should include key words and the note should not exceed three journal pages in length, including tables and photographs. It would be considered unusual for a Nature Note to have more than 3 authors; in such cases justification should be provided.

### HOW DO I SUBMIT MY MANUSCRIPT?

Submissions should be emailed to: [LivingWorldTT@gmail.com](mailto:LivingWorldTT@gmail.com) as a Word document, accompanied by a short cover note. The cover note should indicate whether the manuscript is being submitted as a

Research Article or Nature Note (see above) and detail any other relevant information you would like the editors to know. We will acknowledge safe receipt of your submission within a few days.

Reviewed manuscripts are accepted on the condition that they are submitted only to Living World. Regarding a co-authored manuscript, the corresponding author must affirm that all authors have been offered an opportunity to peruse the submitted version and have approved of its content. One way to do this is to copy all co-authors into the submission email. All authors are expected to have made a substantial contribution to one or more aspects of the study and this can be outlined in the cover note.

Photos and figures can be embedded in the Word document for initial submission, but you will be required to provide original high-resolution versions if the manuscript is accepted for publication.

## **WHAT HAPPENS AFTER A MANUSCRIPT IS SUBMITTED?**

**All manuscripts submitted for publication are peer-reviewed.** Research Articles are sent to a minimum of 2 referees, while Nature Notes are sent to a minimum of 1 referee. Our referees are sourced locally, regionally and internationally and are carefully selected for their specific, relevant expertise.

We work on a continuous publication model, which means that articles may be submitted at any time and will be published online shortly after they are accepted for publication. A complete issue is compiled at the end of each year.

## **IS THERE ANYTHING I SHOULD KEEP IN MIND WHILE PREPARING MY MANUSCRIPT?**

In general, we follow the Council of Science Editors Style Manual (<https://writing.wisc.edu/Handbook/DocCSE.html>).

References should follow the Name and Year system. Some examples:

### **1. Journals:**

The full title of a journal should be given.

**Larsen, N.J. and Levesque, A.** 2008. Range expansion of White-winged Dove (*Zenaida asiatica*) in the Lesser Antilles. *Journal of Caribbean Ornithology*, 21: 61-65.

**Quesnel, V., Farrel, T. F., Hilton, A., Hilton, J. and Zuniaga, L.** 1996. The revegetation of the McClean Monument. *Living World, Journal of The Trinidad and Tobago Field Naturalists' Club*, 1995-1996: 9-12.

### **2. Books and Monographs:**

**Kenny, J.** 2008. The Biological Diversity of Trinidad and Tobago. Maraval, Trinidad and Tobago: Prospect Press. 265 p.

### **3. Citation from Books and Monographs with Editors:**

**Collins, C.T.** 2002. Notes on the biology of the Band-rumped Swift in Trinidad. p. 138-143. In **F.E. Hayes and S.A. Temple**, eds. Studies in Trinidad and Tobago's Ornithology Honouring Richard French. St. Augustine, Trinidad and Tobago: Department of Life sciences, University of the West Indies, Occasional Paper No. 11.

### **4. Online References:**

**Rutherford, M.G.** 2012. Tucker Valley Bioblitz 2012 Summary. *Field Naturalist* 2012(4), p. 6-17 [Online]. Available at <http://ttfnc.org/photojournals/2012-4.pdf> (Accessed 02 February 2013)

**Figures:**

Any figures will appear at either 90mm or 190mm width, therefore figures (images and text) must appear at high quality and with readable text at these sizes. Most common electronic image file formats are acceptable, and we ask that you supply the highest resolution versions available.

It is acceptable to embed the image files in a Word document. However, we ask that you additionally submit the images as separate, high-resolution, files.

Line-art illustrations should have a minimum resolution of 300 pixels/inch, and photographs should have a minimum resolution of 300 pixels/inch.

**Points of Style:**

- At first mention, a scientific name should be given in full. After that, the genus can be abbreviated to an initial
- Please use the 24 hour clock when reporting times, e.g. 1400h
- Please use the following format when reporting dates: 26 December 2020

**If you have any queries while preparing your manuscript, don't hesitate to contact [livingworldtt@gmail.com](mailto:livingworldtt@gmail.com)**