

LIVING WORLD

Journal of the
TRINIDAD AND TOBAGO
FIELD NATURALISTS' CLUB

AUTHOR GUIDELINES

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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.

HOW DO I SUBMIT MY MANUSCRIPT?

Submissions should be emailed to: LivingWorldTT@gmail.com as a Word document, accompanied by a short cover note (which can be in the body of the email itself). 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. If you do not receive acknowledgement of receipt within 1 week, please send us another email to confirm.

Reviewed manuscripts are accepted on the condition that they are submitted only to Living World.

Coauthors

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.

Figures

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

WHAT HAPPENS AFTER A MANUSCRIPT IS SUBMITTED?

First, submissions are screened for general suitability for the journal and readiness for submission. If deemed within the scope of the journal, the manuscript will be assigned to a Handling Editor and sent for peer-review. 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 operate on a ‘single blind’ peer-review system, whereby reviewers are aware of author identities, but reviewer identities are withheld from authors unless reviewers explicitly request to waive anonymity.

Reviewer feedback helps the Editors make a decision on the manuscript – reject, accept with revisions, or accept in current form. In the most common scenario of ‘accept with revisions’ authors are given the opportunity to improve their submission prior to publication based on the comments of the reviewers and Editor.

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.

DATA AVAILABILITY

Once your manuscript is accepted for publication, we strongly encourage authors to upload any raw data associated with their manuscript to an online repository so that it is available to readers and researchers for follow up work. An example of a free open access repository is [Figshare](#) which allocates your data a unique “DOI” that can then be linked to your manuscript. If you need guidance with making your data available, our editorial team will be happy to assist you.

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

We ask that you use the following guidelines when preparing your manuscript to make the process as smooth as possible.

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)

5. Websites:

iNaturalist. 2024. Available at www.inaturalist.org (Accessed 24 March 2024).

DOIs

We also now ask that you include the DOI for peer-reviewed articles wherever it is available, and these will become hyperlinks in the online journal on publication **e.g.**

Hosein, A., Narang, D.S., Rostant, L. and Hailey, A. 2017. The abundance of Red-bellied Macaws (*Orthopsittaca manilata*) and Orange-winged Parrots (*Amazona amazonica*) in relation to fruiting Moriche Palms (*Mauritia flexuosa*) at the Aripo Savannas, Trinidad. *Revista Brasileira Ornitologia*. 25, 40–46. <https://doi.org/10.1007/BF03544375>

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
- Our preference is that coordinates be provided in the Universal Transverse Mercator (UTM) projection with the WGS84 datum. If another datum is used this should be explicitly stated. Please quote coordinates in metres rather than degrees, at this is more intuitive. If you need guidance on how to quote coordinates in the correct format, we can provide this.

CAN I INCLUDE CITIZEN SCIENCE OBSERVATIONS IN MY MANUSCRIPT?

Absolutely! We have published numerous articles based around or citing iNaturalist observations and encourage their inclusion where appropriate. Please follow the guidelines below if your submission includes any observations from iNaturalist. If you are using data from other citizen science apps or online databases, please send us an email to discuss the best way to cite/credit these.

How to incorporate iNaturalist observations:

Firstly, it is courteous to approach observers (via email or iNaturalist messages) to let them know that you wish/intend to include their observation in your manuscript. In cases where an iNaturalist observation is a central contribution to the theme of the manuscript, it would be expected that you would invite the observer to co-author the manuscript.

Citing iNaturalist Observations

If just a few observations are being included in the manuscript (i.e. <10), these should be cited individually using the observer's name and the year the observation was uploaded to iNaturalist– i.e.

In the text:

“This species was previously observed on the island in 2012 (**Rutherford, 2018**)”

In the reference list:

Rutherford, M.G. 2018a. iNaturalist observation. Available at <https://www.inaturalist.org/observations/10333423> (Accessed 21 March 2024)

If many observations are being included (i.e. >10), they do not all need to be included in the reference list individually, but the names and observation numbers should be included in the text as seen in the example below.

“Fig. 58. *Meganola pernitens*, Inniss Field, at light, 21.v.2022, R. Deo [iNaturalist 177106656]; ©, with permission.”

If the use of multiple iNaturalist images/observations is central to your manuscript, it would, in addition, make sense to cite iNaturalist itself somewhere i.e. in the text: (**iNaturalist, 2024**) and in the references: **iNaturalist. Available from <https://www.inaturalist.org>. (Accessed 21 March 2024)**

If you have any queries at all while preparing your manuscript, don't hesitate to contact livingworldtt@gmail.com