

Palaeartic Grasslands

- Journal of the Eurasian Dry Grassland Group -

Author Guidelines for scientific articles

v.06, 10 June 2018, with minor adjustments of 20 February 2019 and updates of 22 February 2020

Scope and outline

Palaeartic Grasslands (formerly published under the title *Bulletin of the Eurasian Dry Grassland Group*) is the electronic journal of the EDGG, published approx. 4–6 times per year. *Palaeartic Grasslands* publishes news and announcements of EDGG, its projects, related organisations and its members as well as scientific articles.

Scientific articles are those contributions that are not official announcements of EDGG, its projects or related organisations (such contributions are published in the announcement sections of the journal) and are longer than 2 pages in print (contributions up to 2 pages are published as Short Contributions). All EDGG members are invited to submit scientific articles dealing with **any aspect of natural and semi-natural grasslands of the Palaeartic realm**, in particular: plants – animals – fungi – microbia – soils – taxonomy – phylogeography – ecophysiology – population biology – species' interactions – vegetation ecology – syntaxonomy – landscape ecology – biodiversity – land use history – agriculture – nature conservation – restoration — environmental policy – environmental legislation – environmental education. Also regional/local and/or descriptive studies based on a limited number of observations are welcome.

Scientific articles in *Palaeartic Grasslands* are subject to **editorial peer review**. This means that after a submission the Chief Editors will appoint one member of the Editorial Board as **Co-ordinating Editor** of this manuscript. This person will combine reviewer and editor functions. He or she will discuss with the authors the necessary steps needed so that the manuscript reaches the formal and qualitative requirements of *Palaeartic Grasslands*. The review process does not aim at selecting the best manuscripts, but at making all submissions good enough for publication if possible. Once the authors have implemented all required improvements, the Co-ordinating Editor will accept the manuscript and forward it to the Chief Editor for production. As a courtesy of *Palaeartic Grasslands*, a Linguistic Editor from the Editorial Board will check and improve the English language of all accepted manuscripts.

Note that the following rules specifically apply to scientific articles in *Palaeartic Grasslands*. Other types of contributions (e.g. Short Contributions) have the same style of references, but otherwise a different format and are not subject to editorial peer review.

Benefits of publishing in *Palaeartic Grasslands*

- Editorial review that aims at improving all submitted manuscripts instead of selecting only the best ones for publication.
- Open access and full colour publication free of charges.
- Complementary linguistic editing of accepted manuscripts.
- Digital object identifier (DOI) provided.
- Wide audience (all > 1200 EDGG members receive the issues automatically; additionally the issue is freely available from the EDGG website).

Types of scientific articles

- **Research Article:** Article that is mainly based on own measurements/ recordings/ observations. Usually should have the main sections Introduction – Study area – Methods – Results – Discussion. Typically 5–15 (–20) printed pages.
- **Review:** Article that is mainly based on the overarching assessment of measurements/ recordings/ observations that have previously been published in different sources. Main sections are flexible. Typically 5–15 (–20) printed pages.

- **Forum Article:** Article that aims at discussing conceptual, methodological or science-policy issues, including responses to previous articles published in *Palaeartic Grasslands*. Main sections are flexible. Typically 3–10 printed pages.
- **Scientific Report:** Article that reports about the start, major advancement or completion of a grassland-related activity or project. May contain some original data, but usually not an in-depth analysis of these. Main sections are flexible. Typically 3–10 printed pages.

Form of submission

Please submit the full manuscript as a single editable text file (MS Word or rtf) to the Chief Editor Anna Kuzemko (anyameadow.ak@gmail.com). Figures and tables should be included together with their captions in the text. Please carefully follow these author guidelines and indicate (on the title page) to which of the four article types your contribution belongs to.

Language

Contributions must be written in British English. Manuscripts need to be prepared carefully, including a full spell check with the word processing program. Manuscripts that do not meet these formal requirements will be returned without review. After acceptance, papers of non-native speakers will be linguistically edited by one of our Linguistic Editors.

Manuscript structure

The manuscript should be organised in a single continuous document, with a title page, followed by the body of text and the figures and tables directly in the text. Always consult a recent issue of *Palaeartic Grasslands* for details on format, sequence of headings, citation style and arrangement of the manuscript (<http://www.edgg.org/publications.htm>).

Title page

Type: Indicate to which section and type of article (Research Article, Review, Forum Article, Scientific Report) your manuscript should be assigned.

Title: This should be strongly directed towards attracting the interest of potential readers. The shorter a title, the more citations an article usually attracts.

Author names: In the current format of the journal. Please spell first names out.

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ORCIDs for all the authors. Please provide them in brackets after the name of each author

Author addresses: Affiliations, full addresses and e-mails for all authors, e.g.:

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*) Corresponding author

Abstract: Up to 250 words, less for shorter articles; no references.

Keywords: There should be 6–12 singular keywords, including the most important title words, in alphabetical order and separated by semicolons, e.g.:

Agrostis; biodiversity; conservation; gradient analysis; grassland; transect.

Nomenclature: Refer to one (or few) source(s) for unified nomenclature of plant species or vegetation units, unless there are few names and their authors are given in the text, e.g.:

Miller (2001) for vascular plants, except Myers et al. (2003) for *Asteraceae*.

Abbreviations: List and explain any abbreviations that are frequently used in the text, e.g.:

DCA = Detrended Correspondence Analysis; ICPN = International Code of Phytosociological Nomenclature (Weber et al. 2000).

Main text: Up to three levels of unnumbered section headings are possible. Standard sequence of main sections in *Palaeartic Grasslands* is Introduction – Study area – Methods – Results – Discussion, but variation of this structure is acceptable when appropriate.

Author contributions: Required for any paper with more than one author, e.g.:

A.B. planned the research, C.T.F. and Z.K. conducted the field sampling, B.C. performed the statistical analyses and led the writing, while all authors critically revised the manuscript.

Acknowledgements: Keep them brief. References to research projects/funds and institutional publication numbers can go here as well as mentioning of individuals who helped but did not make a significant scientific contribution that would warrant authorship.

References: For details, see below.

Text

Headings, subheadings, and exceptionally third-level headings should be written in regular font (not in capital letters), and their hierarchy must be clearly indicated. Avoid footnotes.

Units of measurement must follow the International System of Units (SI), e.g. $\text{mg m}^{-2} \text{yr}^{-1}$. Use words rather than symbols where possible, especially in the title, abstract and keywords, e.g. 'beta' rather than ' β '. One-letter mathematical symbols (p , R^2 , z) are given in italics as are any non-English expressions in the English text (*ad hoc*, *a posteriori*).

Scientific names of taxa of any rank are to be given in italics (*Carex curvula* subsp. *curvula*, *Asteraceae*) and without authorities (the nomenclatural reference(s) should be indicated in the section "Nomenclature" below the Abstract). Formal syntaxon names of the Braun-Blanquet approach are also to be given in italics (*Caricetum curvulae*, *Quercus-Fagetum*). Here the authorities and the year of publication should be presented at first mentioning (but not in the title or headings) or in a syntaxonomic overview unless one nomenclatural reference is used and followed throughout the manuscript.

Data, numbers and statistics

Underlying raw data should as far as possible be made available publically. For example, the plot data of vegetation studies should preferentially be stored in a vegetation-plot database that is registered in the Global Index of Vegetation-Plot Databases (GIVD). If plot and other raw data are in such public or semi-public repositories, this should be mentioned in the Methods section.

Numbers with units of measurement must be in digits, e.g. 3.5 g. Numbers in the text of up to ten items (i.e. integers) should be in words, e.g. "ten quadrats", "five sampling times"; above ten in digits, e.g. "11 sampling times". Use '.' (dot) for a decimal separator. Large numbers ($\geq 1,000$) should be structured with commas into groups of three digits, e.g. 1,500 or 1,000,000, except for years AD.

Values of the same variable (e.g. in a table) should always be given with the same precision (number of decimal places). Numbers should be given with reasonable precision, e.g. p -values always with three decimal places, phi-values $\times 100$ always without decimal place, coordinates in WGS-84 decimal degree system with five decimal places (corresponding to 1 m precision).

If you conduct *statistical tests*, please ensure that you always report the following four pieces of relevant information: (i) applied test; (ii) p -value (not only the significance level) or equivalent in the information theoretician approach; (iii) direction and size of the effect (e.g. parameter estimates of a regression) and (iv) explained variance of the model (R^2 or equivalent measure).

Citations in the text

Use forms such as: Smith & Jones (2005) or (Smith & Jones 2005); for more than two authors: White et al. (2005); for combinations: (Smith et al. 2005a, 2005b; Jones 2006, 2010). Citations must be chronological by year, except where there is a list of years for the same author(s), e.g. (Zebedee 1950, 1970; Abraham 1960; Smith et al. 1965, 1974; Zebedee et al. 1969). Reference to articles and books should be limited to published work or work in press. Indicate all other material as "unpubl." or "pers. comm." (the latter with date and description of the type of knowledge, e.g. "local farmer"), or web-address (e.g. http://www.greenworld.info/global_redlist; accessed 20 November 2013).

References to computer programs: Computer programs used should be mentioned in the Methods section, e.g. "performed by DoStats (version 6.2, StatProgs Inc., Springfield, NY, US)" or "performed by Partition (version 3.0, www.users.muohio.edu/cristto/partition.htm)".

References section

The References section can contain only material that is published (including “early online”/“PrePub” publications with a DOI) or is a thesis. For books that have been published as numbered volumes within a series, this fact can be indicated in square brackets after the book title (but without series editors); for technical reports issued by institutions, this fact can be indicated in square brackets after the publishing institution. For details, see examples below.

The list is ordered alphabetically, with several works by the same author(s) (including all works of “Author et al.”, irrespective whether the co-authors are the same) being arranged in chronological order. For references with up to eleven authors, all authors are listed. If there are twelve or more authors, only the first nine and the last one are listed, while the others are replaced by “(...) &”. Use the formats given below for the different reference types:

Weber, H.E., Moravec, J. & Theurillat, J.-P. 2000. International Code of Phytosociological Nomenclature. 3rd edition. *Journal of Vegetation Science* 11: 739–768.

López-Sáez, J.A., Alba-Sánchez, F., Sánchez-Mata, D., Abel-Schaad, D., Gavilán, R.G. & Pérez-Díaz, S. in press. A palynological approach to the study of *Quercus pyrenaica* forest communities in the Spanish Central System. *Phytocoenologia*. DOI: 10.1127/0340-269X/2014/0044-0572.

Blackburn, T.M., Essl, F., Evans, T., Hulme, P.E., Jeschke, J.M., Kühn, I., Kumschick, S., Marková, Z., Mrugała, A., (...) & Bacher, S. 2014. A unified classification of alien species based on the magnitude of their environmental impacts. *PLoS Biology* 12: e1001850.

Ellenberg, H. & Leuschner, C. 2010. *Vegetation Mitteleuropas mit den Alpen in ökologischer, dynamischer und historischer Sicht*. 6th ed. Ulmer, Stuttgart, DE.

Whittaker, R.H. 1969. Evolution of diversity in plant communities. In: Woodwell, G.M. & Smith, H.N. (eds.) *Stability and diversity in ecological systems*, pp. 178–196. Brookhaven National Laboratory, Brookhaven, NY, US.

Whittaker, R.H. 1973. Approaches to classifying vegetation. In: Whittaker, R.H. (ed.) *Ordination and classification of communities* [Handbook of vegetation science 5], pp. 323–354. Junk, The Hague, NL.

Rodwell, J.S., Schaminée, J.H.J., Mucina, L., Pignatti, S., Dring, J. & Moss, D. 2002. *The diversity of European vegetation – An overview of phytosociological alliances and their relationships to EUNIS habitats*. National Reference Centre for Agriculture, Nature and Fisheries [Report no. EC-LNV 2002(054)], Wageningen, NL.

Wallin, G. 1973. *Lövskogsvegetation i Sjuhäradsbygden* [Deciduous woodlands in Sjuhäradsbygden]. Ph.D. thesis, Uppsala University, Uppsala, SE.

Euro+Med 2015. *The Euro+Med PlantBase - the information resource for Euro-Mediterranean plant diversity*. URL: <http://ww2.bgbm.org/EuroPlusMed/> [accessed 7 December 2015].

Oksanen, J., Blanchet, F.G., Kindt, R., Legendre, P., Minchin, P.R., O’Hara, R.B., Simpson, G.L., Solymos, P., Stevens, M.H.H. & Wagner, H. 2015. *vegan: Community Ecology Package*. R package version 2.3-2. URL: <http://cran.r-project.org/package=vegan> [accessed 7 December 2015].

References in other languages than English

1. References in languages that use the Latin alphabet are cited in the original language. For languages other than French, German or Spanish, titles of papers, book chapters or books should be followed by an English translation in square brackets. Titles of the journals or books in the citations of book chapters are not translated. Example:

Mucina, L. 1985. Používat’ či nepoužívat’ Ellenbergove indikačné hodnoty? [To use or not to use Ellenberg’s indicator values?]. *Biológia* 40: 511–516.

2. References in Cyrillic and Greek alphabets are cited in the original language but transliterated to Latin alphabet (see principles of transliteration from the various languages using Cyrillic letters). Titles of papers, book chapters or books should be followed by an English translation in square brackets. Titles of the journals or books in the citations of book chapters are not translated. At the end of the citation, the original language is indicated in square brackets. Example:

Kholod, S.S. 2007. Klassifikatsiya rastitel’nosti ostrova Vrangelya [Classification of Wrangel Island vegetation]. *Rastitel’nost’ Rossii* 11: 3–15. [In Russian]

3. References in languages that use other alphabets than Latin, Cyrillic and Greek: Titles of papers/chapters/books including book titles in the citations of chapters and also the titles of the journals are translated to English. At the end of the citation, the original language is indicated in square brackets. Example:

Chiu, C.-A., Lin, H.-C., Liao, M.-C., Tseng, Y.-H., Ou, C.-H., Lu, K.-C. & Tzeng, H.-Y. 2008. A physiognomic classification scheme of potential vegetation of Taiwan. *Quarterly Journal of Forest Research* 30: 89–112. [In Chinese]

Tables

Numerical results should be presented as either tables or figures, but not both. Table legends should be on the same page as the table to which they refer. The legend should contain sufficient information for the table to be understood without reference to the text of the paper. The first sentence of the legend should comprise a short title for the table. Units should appear in parentheses in the column headings, not in the body of the table. Vertical lines should be avoided. If some part of the table needs to be highlighted (e.g. groups of important species), use background shading (not framing or boldface).

All cells with numeric values must be aligned at the decimal separator. For large tables with many empty cells, fill the empty cells with dots to facilitate reading. Tables should be planned in a way that they fit onto the size of the journal pages in readable size.

Synoptic vegetation tables need to contain as primary information percentage constancy. Constancy classes (I, II,...) are not admissible. Phi-values ($\times 100$, without decimal place) can be provided as secondary information.

Figures

Figures in the submitted manuscript should be supplied at the size at which they are intended to be printed: either one-column or full-page width. Figure legends should be included within the manuscript text file on the same page as the figure to which they refer. The legend should contain sufficient information for the figure to be understood without reference to the text of the paper. The first sentence of the legend should comprise a short title for the figure. The definitions of symbols and lines should be given as a visual key on the figure itself, not as a word key (e.g. 'solid bars', 'open circle', 'dashed line') in the legend. Sub-graphs within one figure should be headed with a lowercase letter and a brief heading. Wherever space allows, full labels instead of abbreviations should be used in the figures. Scale bars should be given on microphotographs and maps. Use a sans-serif font for figure labels, such as Arial or Helvetica. If possible, make use of the colour option of *Palaeartic Grasslands*. Colour photographs illustrating the study objects are particularly encouraged and can be arranged in full-page plates (please discuss options with the Chief Editor, if you are planning this).

After acceptance, all photos and other figures need to be provided as separate graphic files to the Chief Editor as figures that are embedded in the text file are useful for the review process but cannot be used for typesetting.