1

# OXFORD RESEARCH ENCYCLOPEDIA OF ENVIRONMENTAL SCIENCE

# **AUTHOR GUIDELINES**

#### YOUR CONTRACT

Please make sure that you have signed and returned your digital contract. Please contact your OUP development editor with any questions.

## WRITING YOUR ARTICLE

Your article will present rich perspective on the subject for high level readers who will peruse deeper research on their own. The article should track the origin and development of the topic and our understanding of it to current status. This includes key discoveries, fair coverage of contrasting views and debates, significant developments over time, and the questions that currently animate the field. Note that the research encyclopedia is not a journal, and articles are not intended to be research-driven reviews.

- Global perspective. Your article should reflect international scholarship whenever possible.
- **New content only.** Oxford Research Encyclopedia publishes new, original content only. Do not reproduce text or commentary that has been published elsewhere, even if it is your own work.
- Avoid time specific language. Focus on those controversies and issues within the discipline that
  will sustain over time. Use specific dates when referring to recent events. Do not use "now" or
  "today" to indicate context but, instead, use time frames like "the post-Holocene epoch" or "the
  early 21st century."
- Avoid directional language. Because the ORE is an online reference, you may link directly to
  other sections in the text. Do not refer to passages as "above" or "below." When referring to a
  subsection, include the specific title of that section. Hyperlinks will be added in the production
  stage.

#### **Audience**

ORE readers are specialists and non-specialists with some understanding of a topical area, including: professionals and researchers in a range of sub-fields, graduate and advanced undergraduate scholars, educators, and others seeking rich perspective on the subject. Readers will have a high level of scientific literacy both within and outside of your field.

#### Title

The title of your article has a significant impact on its discoverability. Your inviting editor has chosen a title that clearly defines the scope of the article in relation to others in the encyclopedia. If you would like to change the title, please consult with your editors and follow these guidelines:

- Start with the most important key words. The title should include the key terms a reader will use in search queries. Google weighs the first words in a title more heavily than those words that follow.
- **Do not use punctuation.** Avoid hypothetical and rhetorical questions and do not use subtitles.

# **Summary (250 - 500 words)**

Prepare a brief article summary and submit it to your development editor before you begin work on the full article. The article summary should stand on its own and attract readers. Avoid phrases such as "In this article..." The summary is not a traditional abstract, and it should not outline the organization of your article.

We will publish your summary online in advance of the full article as a preview, and it will remain publicly available to all readers in perpetuity. You may submit a revised or rewritten version with the full article.

Please keep in mind that the first few lines of the summary may be used as snippets in Google search results and should therefore introduce the topic clearly and concisely.

## **Keywords (5-10 words)**

Provide 5-10 keywords that describe the contents of the article. Keywords are equivalent to terms in an index in a printed work.

#### **Article Structure**

Your article should be approximately 7,000 – 10,000 words, not including references, unless your inviting editor has instructed otherwise. Please include subsections as necessary to facilitate comprehension, and use no more than three levels. **Level One** headings are in bold. **Level Two** headings are in bold italics. **Level Three** headings are in italics.

# Introductory Paragraphs (400 – 500 words)

- Define the topic you will cover and why.
- Outline the areas of science that inform your work. Note how this work fits in the larger context of environmental science.

# Part One (2500 – 3500 words)

- Chart our understanding of the topic as it has developed over time: consider when and how the topic appeared and then took on its current form.
- Provide balanced coverage of the context, the controversies, and the debates that have informed and helped to form the topic, and that animate it now.
- Discuss foundational and notable discoveries or advances and those who made them within their context and current perspectives; include biographical details as needed.

#### Part Two (3500 – 4500 words)

- Present the current state of the science, discipline or areas of study that your article focuses on, including strengths and weaknesses. Include subsections as necessary.
- Refer to work in as many other countries as is sensible.
- You may add material from your own research in moderation.

#### Conclusion (400 – 500 words)

- Draw together significant conclusions that assess the field, including strengths and weaknesses.
- Conclude with your judgment on what significant questions remain, are being pursued, or should be pursued.

# Citations, References, and Suggested Readings

Cite as necessary using APA (American Psychological Association, 6<sup>th</sup> edition) style. Citations should be indicated in the text with the author last name and year inside parentheses. Each work cited in the article must correspond with an item in the list of references. During copyediting, your references will not be fact-checked, so please pay special attention to their accuracy. Ensure that all references are full, complete, and consistently formatted.

Provide an additional list of major books, articles, and digital resources on the subject as suggested readings. Items in the reference list may be repeated in the suggested readings.

# Figures, Tables, and Multimedia

We encourage you to include relevant visuals and multimedia in your article. We strongly suggest choosing non-copyrighted materials. If you wish to include visual materials that are under copyright, please note that you are responsible for obtaining permissions and paying associated fees. Alternatively, you may include a hyperlink in the text to relevant resources on external websites.

# **Image Requirements**

- Provide a caption and credit line (if necessary) for each figure
- Call out each figure in the text
- Deliver figures as jpeg or tiff files
- All images should have a dpi of at least 300, and should measure at least 1280 pixels on the longest side.
- Images will be displayed online at a size of 2000 pixels on the longest side.

#### **Tables**

- Deliver tables in the Word document, as they should appear in the published article
- Provide a title and source information (if necessary) for each table

## Video

Deliver videos as MP4 files

#### **Requesting Permissions**

When using copyrighted images, video, or text, it is the author's responsibility to:

- Secure nonexclusive worldwide rights to reproduce the material in print and electronic form, in all editions of the work present and future, and in all languages
- Pay any associated permissions fees
- Send confirmation of secured permissions to your OUP editor before submitting the final version of your article.

Most publishers' websites provide details and contact information for requesting permission. A template permission request form is provided at the end of this document.

#### **Format**

Word documents are strongly preferred. If you have prepared your manuscript in LaTeX, you may submit the manuscript as a PDF. However, all final manuscripts will be converted to Word for copyediting.

If you include equations or other format-sensitive elements in your article, please submit your work as a Word document *and* as a PDF.

#### **SUBMITTING YOUR ARTICLE**

You will receive a direct link to submit your article on the ORE ScholarOne website. Please fill out all entry fields in the author submission questionnaire and upload your manuscript with accompanying figure and image files.

#### Peer Review

Your article will be reviewed by a subject expert and by a research encyclopedia editor. The results of the peer review will be returned to you for response. Once the peer review has been satisfactorily addressed, your article will be submitted to the editor in chief for final approval for publication.

# **Copyediting and Coding**

Once the final manuscript has been approved, OUP will send your article to a professional copyeditor. The copyeditor will edit for style, consistency, spelling, punctuation, and grammar, but will not fact check or edit for content. You will be asked to review these edits and respond to any queries.

When you've returned the copyedited file, the manuscript will be coded in XML and published online.

# **English Language Editing**

If English is not your native language and you wish to have your manuscript edited before peer review, please contact your OUP development editor.

#### CITING AND UPDATING YOUR ARTICLE

You can cite your ORE article as below:

Last name, First Initial. (Year of publication). Article title. In *Oxford Research Encyclopedia of Environmental Science*. Oxford University Press. doi: [DOI available online after publication].

You may contact your OUP development editor with updates or corrections any time after your article has published. Substantial updates may warrant editorial or peer review. OUP will also contact you periodically to update your article for currency.

# **EDITORIAL CONTACTS**

For any questions regarding the writing, formatting, or publication of your article, please contact your OUP development editor, Lee Oglesby (<a href="lee.oglesby@oup.com">lee.oglesby@oup.com</a>), or OUP subject editor, Sarah Kain (<a href="sarah.kain@oup.com">sarah.kain@oup.com</a>).

# To Whom It May Concern: I am writing to request nonexclusive world rights to reproduce in my article and in its future editions, in all languages and formats, including electronic, the following material: Author/Artist: \_\_\_\_\_ Title(s) of Work(s): Publication date (if applicable): \_\_\_\_\_ Page/Figure/Table No. (if applicable): \_\_\_\_\_ This material is to appear in the following work which Oxford University Press is currently preparing for publication: Editor: \_\_\_\_\_ Scheduled publication date: \_\_\_\_\_ If applicable, please provide a high-resolution electronic file of the figure(s) for reproduction. Oxford University Press is a not-for-profit university press and so I would be grateful if you would consider granting this use gratis or for a reduced fee. Please indicate agreement by signing and returning this letter. By signing, you warrant that you are the sole owner of the rights granted and that your material does not infringe on the copyright or other rights of anyone. If you do not control these rights, I would be grateful if you let me know to whom I should apply. Thank you for your consideration. Sincerely, (Signature) (Printed name) Permission is granted for the use of the material as stipulated (Signature and Date) (Printed Name) (Credit line of copyright notice to print)

**Permission Request Form**