



Author Guidelines for *Rangifer* Special Issue – Proceedings of the 13th Arctic Ungulate Conference

Thank you for submitting an abstract for the 2011 Arctic Ungulate Conference. Your participation is critical to the success of the conference. As part of the conference, Proceedings will be published in *Rangifer* Special Issue. As you had indicated during your abstract submission you are interested in contributing either a full manuscript or extended abstract to be published in the Proceedings. All submissions will be peer-reviewed and acceptance of a presentation (oral or poster) at the conference will not automatically lead to acceptance of a submission in the Proceedings.

Full manuscripts are expected to follow the standard format of articles published in *Rangifer* (i.e., Introduction, Methods, Results, Discussion). Extended abstracts are intended to provide a venue for communication of results in a more detailed format than a short abstract, but less detailed than a full manuscript. Extended abstracts are not intended to follow the same format as a full article (i.e., not divided into sections). However, if necessary, references should be also provided for extended abstracts. We expect extended abstracts to be generally 2-4 published pages in length. Extended abstract submissions leading to published articles greater than 4 pages may be requested to be shortened or converted to full manuscripts. Extended abstract submissions deemed by editors and/or reviewers to be too short may be returned to the author in order to revise and provide more detail.

Manuscripts should be submitted prior to 30 September 2011.

Online publishing and quality

From Vol. 28 (2008), *Rangifer* will primarily be an online journal (ISSN: 1890-6729). This change does not alter the journal's demand for high quality publishing.

Rangifer publishes original and unpublished papers, review articles and brief communications in all themes and fields related to the animal reindeer and reindeer husbandry as culture and industry, including papers on other northern ungulates. *Rangifer* is the world's only scientific journal dealing exclusively with husbandry, management, biology of arctic and northern ungulates and publishes reviewed papers on basic and applied research from all sorts of sciences in themes and subjects relating to arctic and northern ungulates. The journal has a main scope on domesticated and wild reindeer, and reindeer husbandry.

Submissions

* Submit the manuscript as an email attachment preferably as one pdf file. For the initial manuscript submission please include all tables/figures in one file. For the final submission of accepted manuscripts, figures must be submitted as separate files (see below).

* Manuscripts not adhering to the guidelines described below may be returned to the author.

Language and proofs

Manuscripts should be submitted in English. It is the authors' responsibility to submit manuscripts in as complete a condition as possible. Use linguistic consultant(s) if necessary. Authors are fully responsible for checking all material for accuracy. Authors must be careful in preparing manuscripts, there should be **no** corrections after the manuscripts have been accepted. Only mistakes made by the printers may be corrected in the proof reading.

Preparation of Manuscripts

* The manuscript shall include title, authors, their affiliation and mailing addresses and the email address of the corresponding author.

* On a separate sheet, state the name and complete address, fax number, telephone number and email address of the person who is to receive editorial correspondence.

* The structure of a manuscript will depend on the field and subject and not all contributions will follow the usual manuscript format consisting of the following main sections: introduction, material and

methods, results, discussion, references, tables, figure captions, and figures.

* Abstract and relevant key words are placed before the main sections. Key words in alphabetical order will include words that occur in the title of the paper. Nordic authors should also prepare an abstract and title in their own language.

* References given in the text shall be written: Smith (1994), (Smith, 1994), (Smith & Jones, 1994) or (Smith *et al.*, 1994). Use a semicolon between references: (Smith, 1994; Smith & Jones, 1995; Smith *et al.*, 1996) and put references in chronological order.

* The reference chapter shall be listed alphabetically according to the author: Holleman, D. F., Luick, J. R. & White, R. G. 1979. Lichen estimates for reindeer and caribou during winter. – *J. Wildl. Manage.* 43 (1): 192-201. (43 volume number, (1) number in volume series (can be omitted) and: 192-201 page numbers). You can also provide full journal names (NB: – dash before the journal name).

* Consult a recent issue of *Rangifer* for any clarification regarding reference formatting (www.ub.uit.no/baser/septentrio/index.php/rangifer/index).

* Use metric units. Follow the accepted nomenclature of the International Symbol of Units. Numbers shall be written as: 739 847.34. Numbers 10 000 or greater shall be typed with spaces to group the digits. Use the CBE Manual for Authors, Editors and Publishers.

* Italics shall be typed. Taxonomic names in Latin (genus and species; e.g. *Rangifer tarandus tarandus*), book titles and journal names shall be written in italics.

* Include a comma after e.g., and i.e.,

Typing

* Use 12 point size in body text and double spacing with 4 cm margins on both left and right sides. Do not hyphenate at the right margin.

* Number **all** pages of the submitted manuscript.

* Use line numbering through the entire manuscript.

Illustrations, graphs and tables

These shall be numbered with Arabic numbers (1, 2, 3 etc.) and accompanied by a short text, so they can be understood independent of the article text. Indicate within the manuscript where tables and illustrations will be placed in the text. The illustrations must be ready for printing and each figure must be submitted in a separate file once the manuscript has been accepted. Save figures as ai-files (Adobe Illustrator), eps-files (Encapsulated PostScript) or pdf-files (Portable Document Format). Photos/pictures in raster need a minimum width of 1750 pixels to cover two columns and 850 pixels for one column. (Photos/pictures should be made with 300 dpi resolution). (*Rangifer* format: 174x244).

Referees

The conference organizing committee will arrange independent reviews of submitted manuscripts. Each submitted manuscript will be reviewed by at least two reviewers.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published nor is it before another journal for consideration; or an explanation has been provided in Comments to the Editor.
2. Use body text in 12 point size and double spacing with 4 cm margins on both left and right sides. Do not hyphenate at the right margin.
3. The text meets this journal's formatting requirements outlined in the Author Guidelines (above).

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