

## JPE – Instructions for authors

### *Cover letter*

Please provide in this letter the addresses (email) of **three possible reviewers** for your paper. Copy and paste this letter in the "comments to editor" - field during the submission process.

### *Manuscript*

Prepare your manuscript as one file (.doc or .rtf) with tables and figures inserted after “references”. Supplementary files can be submitted in any format under Step 4 during the submission process. Please refer to the [Section Policies](#) for the different types of articles and possible word limitations.

#### **1. Title Page**

The title page should include:

- A concise and informative title
- The name(s) of the author(s)
- The affiliation(s) and address(es) of the author(s)
- The e-mail address of the corresponding author
- The running title

#### **2. Language**

Manuscripts should be written in **British English (BE)**. Linguistic usage should be correct and checked by a native speaker **BEFORE** submission.

#### **3. Abstract**

Please provide an abstract of no more than 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

#### **4. Keywords**

Please provide up to **six** keywords which can be used for indexing purposes.

#### **5. Text Formatting**

Please submit manuscripts in Word (.doc or .rtf), using a normal, double spaced, plain font (e.g., 10-point Times Roman) for text. Use the automatic page numbering function to number the pages. Provide **continuous line numbers** throughout the manuscript. Place figures and tables at the end of the manuscript. File size is limited to 5MB.

#### *Headings*

Please use no more than three levels of displayed headings. **Please do not use italics, capital letters or small caps for any headings.** Stick to the established sequence of Introduction, Material and Methods, Results and Discussion. If desired the Results and Discussion sections may be amalgamated. Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

#### *Abbreviations*

Abbreviations should be defined at first mention and used consistently thereafter.

### *Units*

Leave a **space** between figures and their unit, e.g.

300 m, 50 L, 0.66 mm etc. EXCEPT for temperatures: 20°C and percentages: 80%

Leave a **space** before and after an equality sign or similar, e.g.:

$N = 57$ ,  $P < 0.001$  seed set =  $8.15 \pm 0.51$  (mean  $\pm$  S.E.)

Use **capital, italic letters** for, e.g.:

sample numbers  $N$ , P-values  $P$ , F-values  $F$

Use a comma to separate thousands, millions, etc.:

2,630 m a.s.l. 2,967,300 individuals

## **5.1 References**

An automatic citation style for use with Zotero and other CSL 1.0-compatible clients can be downloaded from the [Zotero Style Repository](#). The style used for JPE is the same as for "Oecologia" except that in-text citations have "&" instead of "and" for two authors and except that JPE uses full journal titles in the reference list.

### **In-text citations**

Cite references in the text by **name and year** in parentheses and order them **chronologically**. Separate two authors with "&". In case of more than two authors cite the first author's name plus et al. (NOT italicised!!). Separate several citations with ";

e.g. (Thompson 1990), (Kearns & Inouye 1993), (Heinrich 1975; Bawa 1995; Proctor et al. 1996).

### **Reference list**

Entries should be alphabetized by the last names of the first author of each work. Use full journal titles.

#### *Journal article*

Kirk WDJ (1984) Ecologically selective coloured traps. *Ecological Entomology* 9:35-41.

Byrne DN, Buchmann SL, Spangler HG (1988) Relationship between wing loading, wingbeat frequency and body mass in homopterous insects. *Journal of Experimental Biology* 135:9-23.

#### *Book*

Moore PD, Webb JA (1978) An illustrated guide to pollen analysis. Hodder and Stoughton, London.

#### *Book chapter*

Kevan PG (1978) Floral coloration, its colorimetric analysis and significance in anthecology. In: Richards AJ (ed) *The pollination of flowers by insects*. Academic Press, London, pp 51-78.

Buchmann SC (1983) Buzz pollination in angiosperms. In: Eugene CE, Little RJ (eds) *Handbook of experimental pollination biology*. Van Nostrand Reinhold Company Inc., New York, pp 73-114.

#### *Online document*

Packer L, Owen R (2001) Population genetic aspects of pollinator decline. *Conservation Ecology* 5(1): 4. [online] URL: <http://www.consecol.org/vol5/iss1/art4/> (accessed June 2011).

## 5.2 Figures and Tables

### Figure legends

Please group figure and table legends on a separate page following the references. Legends should be sufficiently detailed to enable the reader to understand the figure without reference to the text.

Example:

Figure 1. Number of thrips and estimated plant size in (A) 2012 and in (B) 2014.

Table 1. The abundance of thrips in different parts of the season, by species and lifestage.

Refer to figures in the text as “Fig. 1”, “Fig. 3A-C” or “Fig. 4A, D, E” for example. And to tables as “Tab. 1”.

### Figures

Photographic figures should be saved in tiff format at 300 d.p.i.

Line figures should be saved as vector graphics (i.e. composed of lines, curves, points and fonts; not pixels) in pdf, eps, ai or wmf format, and embedded as such in Word, as this enhances their display when published online. If line figures cannot be saved in vector graphics format, they should be saved in tif format at high resolution (i.e. 600 d.p.i.) and uploaded as supplementary files if necessary.

Figure parts should be denoted by uppercase letters in plain font (A, B, C, etc.). Figures should be designed to fit one-column size (8.0 cm) in width. When necessary, also two-thirds (12 cm) or two-column size (16 cm) is possible. Increase the font size of all labels and symbols so that they are clearly readable at these sizes. Do NOT use bold letters. Use a font sans-serif like e.g. Arial.

See example figure below.

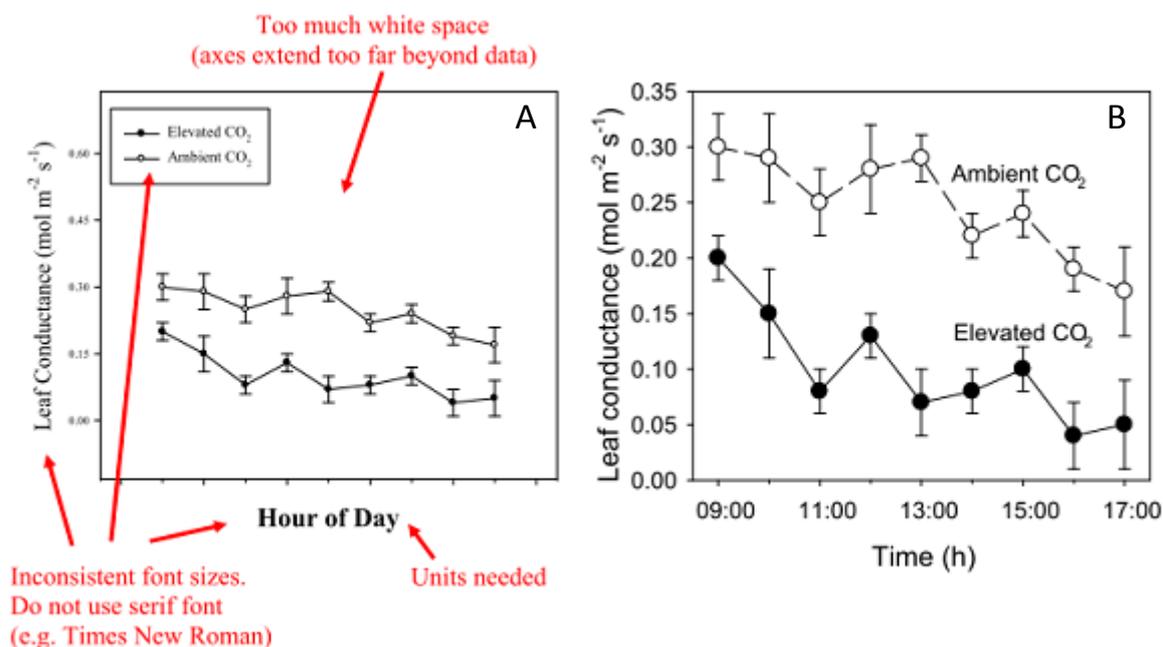


Figure 1. This is an example figure taken from the “Instructions for authors” of *Oecologia* showing (A) a poorly formatted figure and (B) a well formatted figure.

### Tables

All tables are to be numbered using Arabic numerals and placed on a separate page. **Don’t use tab stops or blanks to separate columns!!!** Avoid combining cells, this makes formatting very difficult.

For each table, please supply a table heading. Tables should always be cited in text in consecutive numerical order.

*Cover image*

It would be nice to prepare a small cover image or photograph for your article which will be displayed in the table of contents.

***Supplementary files - Appendices***

For additional tables and figures, please provide one word (.doc or .rtf) or pdf-file with all appendices and their captions; please make sure that everything is correct since responsibility lies with the authors. This file will be put online WITHOUT any editing by JPE. Video material can also be provided (preferably as .mp4, .mpeg or .wmv files taking less space). File size is limited to 8MB.

In the manuscript, add the following before “Acknowledgements”:

Appendices

Additional supporting information may be found in the online version of this article:

Appendix I. provide a short caption (not the whole caption as stated in the appendix)

Appendix II. provide a short caption

Etc.

**Manuscripts that do not correspond to these instructions can be returned without review.**