



# **Collaboration for Environmental Evidence**

## **Review Protocol Presentation and Formatting Guidelines**

### **MANUSCRIPT STRUCTURE**

When submitting a systematic review protocol to the Collaboration, please use the protocol template available from the website ([www.environmentalevidence.org](http://www.environmentalevidence.org)), which incorporates the standardised formatting requirements. The manuscripts must include correctly formatted and numbered section headings and sub-headings as per the template.

Additional minor sub-headings may be added throughout the protocol at the discretion of the author(s).

The review protocol front page must state the review number and title, followed by the phrase ‘Review Protocol. Author(s) name(s) and contact details must be provided. A citation must be provided in the following format: Author(s) name(s), initial(s). (Year of publication). Title of the systematic review. Systematic Review No. X. Collaboration for Environmental Evidence.

The front page for draft protocols must include the phrase ‘Draft Review Protocol. A ‘draft’ watermark must be added to the background, and the following text added to the footer in red: “This is a draft protocol for consultation. Additional work is in progress. Please do not quote this document or any part therein without prior consent of the authors.”

The review protocol cover sheet must include additional details including the dates of draft and final protocol and review availability, the dates and details of recent changes, sources of support, and conflicts of interest.

### **MANUSCRIPT FORMAT**

Manuscripts must be in single-spaced type, using Times News Roman font within the following margins: bottom and top 2.54 cm, left and right 3.17 cm. Main headings must be in 14 point in size. Sub-headings and main body text should be 12 point in size and justified in alignment. Sub-headings should be aligned to the left margin, not indented. Minor sub-headings should be italicised, and may be indented. Tab stops should be set at 0.63 cm and 1.59 cm. Page numbers must be present on all pages, positioned centrally in the footer (right-aligned for draft documents).

Two paragraph spaces should precede each main heading within the text, but only one paragraph space should precede a sub-heading. For both main headings and sub-headings, one paragraph space should follow before the body text. If minor sub-headings are used, no space should follow before the body text.

All scientific names should be italicised and quoted in preference to common names. Common names should be in lower case unless they are proper nouns, and must be accompanied by the scientific name in parentheses.

All units should be quoted, with a space preceding the respective value. All variables should be in italics (e.g. *p* for significance, *n* for sample size, etc.). The percentage symbol “%” should be used as opposed to writing the word “percent” as text. Throughout the manuscript, including in the references, the word “and” should always be used in preference to the symbol “&”.

### **Tables**

All tables must be numbered, according to their sequence in the text. The table title should be situated above the table in size 11 point type. The size of the font used within the table should be no greater than 11 point, but may be further reduced if necessary. Headings and sub-headings must be in bold. Horizontal lines may be used to structure the table; vertical lines should be avoided where possible.

### **Illustrations**

As with the tables, all figures must be numbered according to their sequence in the text. The figure legend should be situated below the illustration in size 11 point type; it must fully describe and support the information conveyed within the figure. The illustrations should preferably be greyscale. The following fonts may be used within illustrations: Arial, Courier, Helvetica, Times New Roman and Symbol. However, only one font must be used within each figure.

### **References**

References should be quoted according to the Harvard System. Within the text, the author(s) and date should be given in parentheses. Multiple references should be primarily listed in chronological order; where multiple references occur for the same year, they should be cited in alphabetical order according to first author name (e.g. Stewart, 1999; Peterson, 2000; Portugal and Jones, 2000; Pullin et al., 2004).

A complete reference list should be listed in alphabetical order at the end of the manuscript; all references in this list should be indicated at some point in the text and vice versa. Where the same author has written multiple papers, single author references should be stated initially in chronological order, followed by joint authorship papers, and finally multiple author papers. The list should give the name(s) and initial(s) of the author(s), the year of publication, the exact title of the paper followed by the journal title, volume, and initial and final page numbers of the published manuscript. For books and reports, the title of the relevant section/chapter should be given followed by the overall title of the publication, the name(s) of the

editor(s) (if appropriate), the initial and final pages numbers of the relevant section/chapter, and finally the name and the town of the publisher.

Example reference list:

Hanski, I., Gilpin, M., 1991. Metapopulation dynamics: brief history and conceptual domain. *Biological Journal of the Linnean Society* 42, 3-16.

Hanski I.A., Gilpin, M.E., 1997. *Metapopulation Biology: ecology, genetics and evolution*. Academic Press, London.

Hanski, I., Kuussaari, M., Nieminen, M., 1994. Metapopulation structure and migration in the butterfly *Melitaea cinxia*. *Ecology* 75, 747-762.

Wiens, J.A., 1997. Metapopulation dynamics and landscape ecology. In *Metapopulation Biology: ecology, genetics and evolution*, ed. I.A. Hanski, M.E. Gilpin, pp. 43-62. Academic Press, London.

**Please thoroughly check manuscripts for consistency prior to submission. Lead reviewers are requested to visit our website to view the most recent examples of correctly presented systematic review protocols.**