

APN Science Bulletin

Guide for Authors

1. About

The APN Science Bulletin: Global Environmental Change (e-ISSN 2522-7971) is APN's flagship publication that started in 2011 as an annual collection of APN's work. Our results are widely disseminated to the science, policy and practitioner communities, featuring peer-reviewed articles from projects funded by APN. The Science Bulletin is published electronically as an open access peer-reviewed journal. The publication is indexed in Elsevier's [Scopus](#) abstract and citation database and the Directory of Open Access Journals ([DOAJ](#)), and available full-text at www.apn-gcr.org/bulletin.

1.1 Editorial Board

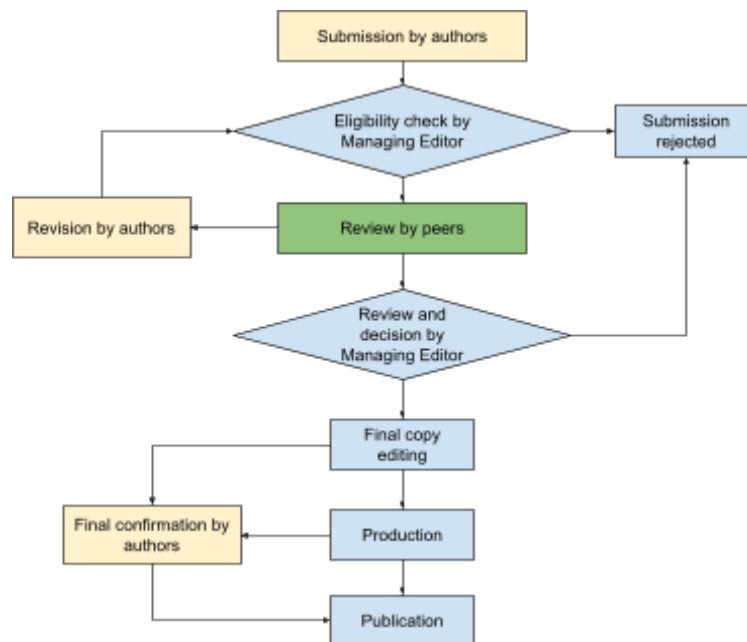
Managing Editor

Dr Linda Anne Stevenson, Acting Director, APN Secretariat.

Editorial Advisory Committee

The list of members of the Editorial Advisory Committee is available at <https://www.apn-gcr.org/bulletin/about-2/>.

1.2 Publication process



2. Preparing your article

Keep in mind that your article should be a scientific journal paper in nature. It should be based on your project outcomes and not be just a summary of how your project was implemented. In addition, it should not duplicate any content that has been published elsewhere. It is recommended that articles from the Collaborative Regional Research Programme (CRRP), or other research-based articles, be submitted as an original article. Articles from the Capacity Development Programme (CAPaBLE) can be submitted under any article type, as appropriate. Refer to Section 2.1 below for a full list of article types accepted by the Science Bulletin.

Use the template provided and keep custom layout and formatting to a minimum. All manuscripts must contain the essential elements needed to convey your manuscript, for example abstract, keywords, introduction, methods, results, conclusions, as well as artwork and tables with captions. See the “Article structure” section below for details.

2.1 Types of article

The APN Science Bulletin accepts submissions under any of the following article types.

Editorial

Editorials are short opinion pieces or commentaries written by editors or invited guest writers that discuss an issue of priority to the research and policy community.

Original article

Original articles report original research using primary sources and feature new findings, data or theories that have not been previously published.

Case study

Case studies provide in-depth empirical investigations of a single subject of analysis, such as a place, event, or phenomenon generating key themes and contexts, and offer solutions addressing a current problem.

Technical report

Technical reports showcase process, progress, or results of research or capacity building activities and present key messages, challenges and lessons learned, and recommendations with local, national or regional relevance.

Review

Reviews summarise the current state of understanding on an issue or topic and provide an integrated overview and synthesised analysis for future directions.

2.2 Language and word limit

Prepare your text in British English (Oxford spelling) and try to limit the length of your article to between 3000 and 5000 words (including references).

2.3 Article structure

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

For original research articles and case studies, it is recommended to structure your main content in “IMRAD” format (Introduction, Methods, Results, and Discussion).

Title

Provide a concise and informative title that will be used in the APN Publications Library. Abbreviations or formulae in titles are not accepted.

Authors

Please clearly indicate the given name(s) and surname(s) of each author and check that all names are accurately spelt. Present the authors' affiliation addresses below the names.

Indicate all affiliations with a lowercase superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

Corresponding author

Clearly indicate who will handle correspondence at all stages of refereeing and publication, including post-publication. Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.

Highlights

Highlights are mandatory and will be used in the article as well as in the APN Publications Library for indexing. They consist of a short collection of bullet points that convey the core findings of the article and should be included in your manuscript. Please avoid reproducing text from the abstract, but rather, include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

Abstract

A concise and factual abstract that states briefly the purpose of the activity, the main results and conclusions. The abstract must not exceed 300 words.

Keywords

Provide a maximum of 6 keywords. Be sparing with abbreviations in keywords unless they are firmly established in your field of study.

Main body

The following structure is recommended for original research articles and case studies.

1. **Introduction:** State the objectives of the work and provide an adequate background. Avoid repeating the abstract or providing a detailed literature review or a summary of the results.
2. **Methodology:** Provide sufficient detail to allow the work, whether research- or capacity-based, to be reproduced (methods already published should be referenced; only relevant modifications should be described).
3. **Results and discussion:** Results should be clear and concise. Discussion should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.
4. **Conclusion:** The main conclusions, including outputs of the work should be presented in this section.
5. **Acknowledgements:** Collate acknowledgements at the end of the article before the references and do not include them in any other section of the manuscript

For other publication types, it is important to ensure an appropriate review of literature or supporting background, a clear explanation of methods, and include discussion and conclusion that properly respond to the stated problem or objectives of the article.

2.4 References

We recommend using a reference management tool such as Mendeley to manage your citations.

2.4.1 Reference style

APA 7th Edition format is required for references and in-text citations (refer to [APA format and style guide](#) on Purdue Online Writing Lab).

2.4.2 In-text citation

Ensure that every reference cited in the text is also present in the reference list and vice versa. Any references cited in the abstract must be given in full.

2.5 Language

Please prepare your text in British English (Oxford spelling).

2.5.1 Editing

All manuscripts must be edited by a professional English language editing service or a native English speaker familiar with your field of study before they are submitted to APN.

2.6 Other formatting requirements

2.6.1 Illustrations

All illustrations created in MS Office applications should be submitted in their original formats (DOCX, XLSX or PPTX). Other acceptable formats include AI, EPS, JPEG, PSD, TIFF, etc. For optimal press quality, ensure all illustrations are large enough to accommodate printing at 300 dpi (dots per inch) resolution and apply 12pt font if the text is utilised. Avoid supplying graphic files in GIF, BMP, PICT, PNG or WPG formats.

The authors are responsible for securing permission to use copyrighted figures or images, including those published elsewhere and photographs taken by others.

2.6.2 Abbreviations

Abbreviations must be defined at their first mention. Ensure consistency of abbreviations throughout the article.

2.6.3 Nomenclature and units

Follow internationally accepted rules and conventions: use the international system of units (SI).

2.6.4 Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article, using Arabic numbers in superscript. Do not include footnotes in the Reference list.

2.6.5 Figure and tables

Figures and tables must be numbered and captioned, with the use of 12pt font size text if applicable. When using tables, ensure that the data presented in them do not duplicate results described elsewhere in the article. Tables must be submitted in editable format (.docx or .xlsx) and not as images. Figures must be submitted in high resolution with readable text.

For figures divided into parts, indicate a label for each part using letters *a*, *b*, *c*, and so on, following the Figure number. For example, Figure 1a., Figure 1b., and so on.

2.7 Copyright

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3. Submission checklist

The following list will be useful during the final checking of an article before sending it to APN for review. Please ensure that the following items are present before submitting your manuscript.

	The manuscript has been edited by a professional English language editing service or a native English speaker familiar with your field of study.
	The list of authors is complete, with given name(s) and surname (s) clearly indicated.
	The affiliation and postal addresses of all authors are provided.
	The corresponding author is clearly indicated and their email address is provided.
	All illustrations and tables are numbered and captioned, and attached as separate files.
	All in-text citations are listed in the References section and vice versa.

	All references and in-text citations are prepared in APA 6th Edition style.
	Permissions for using any material (copyrighted or otherwise) from other sources have been granted.

4. Submission of revised articles during the review stage

Authors must submit the revised manuscript with tracked changes and a clean version, along with the Response to the Reviewer form filled out with the reviewer's specific comments and the corresponding author's responses or actions.