

# Information Pack

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A journal of

**Kathmandu**  
Institute of Applied Sciences

**Conservation  
Science**

An international journal

Open Access

MULTIDISCIPLINARY APPROACH TO SOLVE CONSERVATION PROBLEM



- Open-access
- Rapid publication time
- Peer review by experts
- International scope

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**TRANSLATING KNOWLEDGE INTO ACTION**

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## About Journal

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### Aims and Scope of Journal

#### **Motto: Translating Knowledge into Actions**

[Conservation Science](#) publishes high quality research papers that provide novel solutions to the conservation problems. Although the journal subject focus is rather broad, the journal prioritizes contribution that discusses conservation problem at ecosystem level and uses multidisciplinary approach. Papers on specific taxa of plants and animals will be considered provided that they address critical conservation questions. Unlike other conservation related academic outlets, the journal emphasizes multidisciplinary perspectives in solving conservation problem of ecological nature.

The journal welcomes following papers: original article, short communication, reviews, perspective, essay and conservation note. Conservation Science is intended for a wide range of international readership, including both academicians and practitioners in the conservation.

#### **Why Conservation Science?**

Our 2013 editorial “[The new journal for conservationists worldwide](#)”, Paudel et al. provide outline of journal of benefits of choosing conservation science as an outlet of publication. Some of them:

1. Open access: No subscription is required to read and download the papers.
2. No publication subscription: Author(s) do (es) not have to pay article processing charge.
3. Rapid publication: Fast peer review and accepted articles are published immediately
4. Online: Article submission, peer review and publication through online [journal manuscript central](#).
5. Research works are valued: Editors will encourage author(s) to revise manuscript rather than rejection provided that paper (i) follows [publication ethics](#), (ii) falls within the [Aims and Scope of the journal](#), (iii) uses a clear and scientifically justified data collection and analysis strategy.

## Section Policies

### Original Articles

**Original articles** should be based on the original work reporting interdisciplinary investigation of conservation problem. It should not be more than 8000 words. The word count includes all parts of paper except figures and tables. The manuscript should be organized as Summary, Introduction, Materials and Methods, Results, Discussion, Conclusion and Conservation Implications, References, Biography. Section should be numbered. Summary of the manuscript should be no more than 300 words and organized in the following subheadings: Aim, Location, Materials and Methods, Key findings, Conservation Implications, and ending with a list of 4-8 keywords arranged in the alphabetical order.

Open Submissions     Indexed     Peer Reviewed

### Short Communication

**Short communication** provides a short but insightful research report on the conservation issues within 3500 words limit. It should be organized as Summary, Introduction, Materials and Methods, Results, Discussion, Conclusion and Conservation Implications, References and Biography.

Open Submissions     Indexed     Peer Reviewed

### Reviews

**Reviews** provide a detailed account of up-to-date syntheses of topical issues. They often describe previous works and offer new insights to guide future research works. There is no a specific format for review articles but sections should be broken up “reader friendly” sub-heading at author’s discretion. Reviews should not exceed 12000 words (excluding figures and tables). A list of 4-6 keywords, excluding words used in the title, arranged in an alphabetical order and separated by semicolon, should be provided beneath the abstract.

The journal welcomes review articles on topical themes of conservation and/or status of nature conservation (e.g. state of environment) in the particular regions/countries.

Open Submissions     Indexed     Peer Reviewed

## Essay

**Essay** is an opinion article, based on evidence based valid arguments, on a topic of broad interest to the conservation community. It should not be more than 2500 words. The abstract of the essay article should not exceed 250 words. There is no specific format of section in the essay article. Authors are advised to present sections at their own discretion.

Open Submissions     Indexed     Peer Reviewed

## Conservation Note

**Conservation note** is a unique article that brings components of popular article (e.g., magazine) and research article. The main aim of conservation note is to bridge gap in communication among researchers, policy makers and conservation practitioners. This is achieved by providing easily accessible and browse-through content on specific conservation issue while maintaining scientific rigor. The note extensively uses infographic design to make layout appealing. Prospective authors are advised to make a pre-submission enquiry with one page proposal at [info@conservscience.org](mailto:info@conservscience.org). Please include following information in the proposal: title, main conservation issues, key message, significance of message, and scientific relevance. Executive editor makes decision in consultation with editorial board. The accepted proposal will go through several rounds of revisions before publication.

Open Submissions     Indexed  Peer Reviewed

## Perspectives

Perspective article provides a forum for authors to discuss on topical issues of high interest to a wide audience. Such articles may be opinionated but should provide a balanced point of view. There is no a specific format for perspective article but sections should be broken up “reader friendly” sub-heading at author’s discretion. Perspectives are usually between 2000 and 4000 words including abstract, main text and references. The abstract of the manuscript should not exceed 300 words.

Open Submissions     Indexed     Peer Reviewed

## Letter to Editor

**Letters to the editor** are written to draw attention of scientific community about conservation issues. Letters should be less than 1000 words.

Open Submissions     Indexed     Peer Reviewed

## Book Review

**Book reviews** should be of relevant titles of conservation science. Authors are strongly advised to make enquiry with executive editor ([info@conservscience.org](mailto:info@conservscience.org)) about the submission of book review article. Book reviews should be less than 1500 words.

Open Submissions     Indexed     Peer Reviewed

## Peer Review Process

Conservation Science adopts a single blind peer review protocol. Peer review process includes:

1. The corresponding author submits the paper to the journal via an online submission system.
2. The journal editorial staff carefully reviews the compliance of the journal's Author Guidelines. Please note that quality of manuscript is not evaluated at this stage.
3. The journal editorial staff may communicate with author for any clarification. The article is forwarded to Executive Editor (Editor-in-Chief).
4. Executive Editor screens manuscript for quality and if deemed appropriate the article is assigned to the subject editor as a handling editor.
5. The handling editor sends invitations to individuals he or she believes would be appropriate reviewers. Handling editor attempts to secure at least two review reports.
6. The handling editor considers review reports before making an overall decision. If the reviews differ widely, the editor may invite the third reviewer so as to get an extra opinion before making a decision.
7. The editor makes a decision and communicates with author via journal manuscript central with detail of comments.
8. If the article is sent back for a major revision, the handling editor provides constructive comments. The once revision is received, the handling editor evaluates revision and sent

again for second round of review. If the minor revision is required, handling editor may make a final decision.

9. Handling editor sends his/her comments along with reviewer reports to the executive editor. Executive editor reviews compliance of peer review guideline, and make a final decision.

## Publication Frequency

Accepted manuscripts will be published immediately online.

## Open Access Policy

This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

## Publication Ethics

Conservation Science (Conserv Sci) gives the top most priority to the publication ethics in scholarly research and publication. Authors, editors and reviewers are strongly encouraged to review our policy on “Publication Ethics and Malpractice” to ensure that they follow it during article publication cycle. Failing to maintain best practice guidelines may result in article retractions with an official notification to concerned authorities (e.g., donor agencies, home institution of editors, authors and reviewers). We are also prepared to publish clarifications, corrections and rebuttal statements, if any.

Editors at Conservation Science are committed to maintain a [fair peer review process](#), which include, among others, maintaining anonymity and privacy of reviewers, preserving privacy of personal data of authors and reviewers and any unpublished information. Editors work closely with authors and reviewers to keep a high standard of articles in the journal. Editorial board (editor(s) and/or executive editor) reserve a full authority to reject/accept an article submitted to the journal. Any conflict of interest should be disclosed and be notified to executive editor.

Our reviewers are required to treat content of the paper confidentiality and provide an objective evaluation on scientific merit of the submitted manuscripts. Reviewers should review whether they are conversant with subject matter, and examine any conflict of interest in respect with research and the funding agencies.



Authors must declare that the manuscript as submitted has not been published or accepted for publication, nor is being considered for publication elsewhere, either in whole or substantial part. The work should conform to the legal requirements of the country where the work is carried out (e.g., national research guidelines, research permission etc). Authors should acknowledge all sources, avoid any form of plagiarism, and disclose any potential [conflict of interest](#). The corresponding author is responsible for timely communication with all authors during whole period of article publication cycle. We strongly discourage 'honorary authorship'. Detailed criteria to qualify an individual as an author are available by [the International Committee of Medical Journal Editors](#) (ICMJE).

Authors are suggested to review following documents:

1. Guidelines for [resolving authorship disputes](#);
2. [Code of Conduct and Best Practice Guidelines for Journal Editors and Code of Conduct for Journal Publishers](#);
3. [Guidelines for the medical research and publication ethics](#);
4. [Guidelines for the treatment of animals in behavioral research and teaching](#);
5. [Coauthors gone bad; how to avoid publishing conflict and a proposed agreement for co-author teams](#).

## Author Guidelines

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Submission of paper to Conservation Science should be through journal [online manuscript central](#). Authors can submit their well-prepared manuscripts with different technical and formatting requirements of Conservation Science in the “Your Paper in Your Way” (YPYW). This allows authors a rapid submission of the paper. The journal, however, prefers manuscript in the Conservation Science format. Manuscript submitted in YPYW is checked for clarity and scientific suitability and sent to reviewers for review. If revision is requested, author must submit a fully formatted manuscript. The detail instruction of online submission of manuscript is available [here](#). If problem occurred in the online submission, please write email at [info@conservscience.org](mailto:info@conservscience.org), [conserve.sci@gmail.com](mailto:conserve.sci@gmail.com).

**Table: Summary of article requirement**

Article Type	Title	Abstract	Figures & tables	Manuscript length	peer review	Open to Submission
Original article	25	300	6+6	8000	Yes	Yes
Short communication	20	250	3+3	3500	Yes	Yes
Review	25	300	6+6	12000	Yes	Yes
Essay	20	250	3+3	2500	Yes	Yes *
Conservation Note	30	250	unlimited	10000	No	Yes *
Perspective	25	300	3+3	4000	Yes	Yes *
Letter to editor	20	NA	2+2	1000	No	Yes *
Book Review	15	NA	NA	1000	No	No

*\*Make a pre-submission enquiry*

### Registration with Conservation Science

To submit a paper in Conservation Science, corresponding author— author responsible to editorial correspondences— should [register](#) with Conservation Science as an **author**. Once you logged in to your user home page, you will be guided a step by step to submit your paper.

By submitting manuscript, author(s) confirm(s) that the work have not been published anywhere, and is not under consideration for publication anywhere. Please carefully [review publication ethics](#) before submitting manuscript.

The journal publishes three types of articles plus book review, letter to editor, conservation note and essay. Please carefully develop your manuscript in accordance with your [article type](#).

## Language Style

Both American and British English are accepted but not of combination of these. Authors for whom English is a second language should therefore have their manuscript be corrected by a native English speaker prior to submission. Conservation Science does not provide English editing service.

## Manuscript Preparation

Manuscripts should be meticulously prepared, and submitted in the final form. The manuscript should be prepared in word processing format such as MS word or other compatible formats (not in \*.pdf). A single file (in .doc format) of manuscript is preferable to the multiple files. Pages and lines must be numbered continuously throughout the manuscript including those containing references, tables and figures. The title page should include with following information:

Title page:

1. Title of paper
2. Author(s) name
3. Author(s) affiliation
4. Corresponding author (email address, phone number)
5. Total word counts
6. Number of tables
7. Number of figures
8. [Competing interest](#)
9. [Author contribution](#)
10. [Funding](#)
11. [Acknowledgments](#)

The title is written in title case, centered, and in 14 point **bold Times New Roman** font at the top of page. Name of all authors (unabbreviated) should be provided. Affiliation should be provided beneath author name with superscript numbers and be listed as follows: Institute, Department, Organization, City and Country (example: FirstName MiddleName FamilyName, Centre for Conservation Biology, Kathmandu Institute of Applied Science, and Kathmandu, Nepal). The Corresponding Author(s) should be marked with an asterisk (\*). Provide the email address and phone number of the corresponding author in a separate section. The length of title should be in accordance with your article type ([see Table](#)). Capitalize first letter of heading and subheading. Use only heading up to 4 levels (eg., 3, 3.5, 3.6.5, 6.3.6.2).

Abstract should be simple and describe outline of works clearly. No reference citation is allowed in the abstract and minimum use of abbreviation is recommended. Abstract for original article, short communication should be broken down into following sections: Aim, Location, Materials and Methods, Key Findings and Conservation Implication. For other article types, abstract section is not required. Provide 4-8 keywords in the alphabetical order. Text of manuscript should be prepared in Times New Roman font (12-point). Abbreviations should be defined at first mention and used consistently thereafter.

## Competing Interest

Conservation Science follows ethic statement, which requires disclosing any conflict of interest. It requires disclose of all relationships (financial, commercial or other) that might involve any type interests.

## Author Contribution

Authors should check [criteria for determining authorship](#). Contributors who do not meet criteria should be acknowledged in the acknowledgments section.

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

- |  |
|--|
| <ul style="list-style-type: none"><li>○ <i>Conception or design of the work</i></li><li>○ <i>Data acquisition</i></li><li>○ <i>Data analysis</i></li><li>○ <i>Data interpretation</i></li><li>○ <i>Writing draft</i></li><li>○ <i>Revising and editing draft</i></li></ul> |
|--|

Conservation Sciences requires a mandatory author contribution section for all articles even if articles by sole author. Author's contribution to each of these areas should be mentioned. Please use first initial of author name without period. The tentative example is given below:

Template for writing authorship statement: Conception or design of the work : ABC; Data acquisition, ABC, DEF; Data analysis: ABC; Data interpretation: ABC, DEF; Writing draft: PKP; Revising and editing draft: XYZ

## Funding

Authors are required to provide funding information including grant numbers if applicable. Funding information should be short (maximum 85 characters with space). However, a detailed information can be provided in the acknowledgments section. The template for writing funding: “Name of Institution”, “Grand No-XYX”. If multiple funding sources are involved, following template should be used: ABC: Name of Institution”, “Grand No-XYX”; CDE: Name of Institution 1”, “Grand No-XYX1”.

## Acknowledgments

This is a brief description of type of support you received from institutions, colleagues and experts.

## Ethic Statement

Authors are required to review [ethical statement](#) section of this journal and provide an explicit statement should research work involved in human participation, handling animal and clinical trial etc. in the Materials and Methods section.

The template of statement: This study was *carried out in accordance with the recommendations of 'name of guidelines, name of committee' with written informed consent from all subjects.*

## Figure and Table

Maps, drawing and artworks should be named as Figure 1, Figure 2 etc. Authors should check maximum number of figures and tables allowed for different types of articles ([see Summary](#)). Figure should be embedded in the relevant section of text. Figures should be sufficiently high quality for peer review. Multiple parts of figures should be numbered by lowercase letter (e.g., Figure 1a, b etc). Figure caption should be in bold type (e.g., **Figure 1:** Comparisons of key habitat properties and descriptors of megafauna assemblages).

After acceptance of the article, authors should submit figures with following requirements:

- ✓ Size: Less than 8 inch X 10 inch
- ✓ Format: TIFF (save using LZW compression), JPEG, EPS
- ✓ Color: RGB
- ✓ Resolution: 300 dbi

Table should be named as Table 1, Table 2 etc whereas appropriate. Each table should have a plain format (without any effects and vertical lines) and a brief title above the table in bold type (e.g. **Table 1:** Comparisons of key habitat properties and descriptors of megafauna assemblages). Table footnotes should be below the table by superscript upper-case letters and provided beneath the table body.

### Literature citation

A separate “Reference” section should be provided in the alphabetical order with journal name unabbreviated at end of the manuscript. Citations to work by three or more authors should be abbreviated with et al. (e.g. Grau et al. 2007). Citations should be listed in the chronological order in the text and be separated by a comma (e.g., Paudel 2012, Grau et al. 2007, Pillay et al. 2011). Unpublished data, manuscripts, or personal communications should be cited within the text only.

The format for papers, theses, entire books and chapters in books is as follows:

#### *Research paper*

Grau O, Grytnes JA, Birks HJB (2007) A comparison of altitudinal species richness patterns of bryophytes with other plant groups in Nepal, Central Himalaya. *Journal of Biogeography*, 34, 1907–1915

#### *Online only articles with doi*

Pillay R, Johnsingh AJT, Raghunath R, Madhusudan MD (2011) Patterns of spatiotemporal change in large mammal distribution and abundance in the southern Western Ghats, India. *Biological Conservation*, doi:10.1016/j.biocon.2011.01.026

#### *Book*

Begon M, Harper JL, Townsend CR (1996) *Ecology: Individuals, Populations and Communities*. Blackwell Science, Oxford

#### *Theses and dissertations*

Shrestha MK (2004) Relative ungulate abundance in fragmented landscape: Implications for tiger conservation. PhD dissertation, University of Minnesota

#### *Book Chapter*

Williams BH (2006) Red panda in Eastern Nepal: how do they fit into ecoregional conservation of the eastern Himalaya?, pp. 236—251. In: McNeely JA, McCarthy TM, Smith A, Olsvig-Whittaker L, Sheikh KM, Smith AT (eds), Conservation Biology in Asia. Society for Conservation Biology Asia Section and Resources Himalaya, Kathmandu

#### *Report*

IPCC (Intergovernmental Panel on Climate Change) (1996) Second assessment report of the Intergovernmental Panel on Climate Change. Cambridge University Press, Cambridge

#### *Citations from the World Wide Web*

IUCN (2010) IUCN Red List of Threatened Species. Version 2010.4. [www.iucnredlist.org](http://www.iucnredlist.org). (Accessed 10 March 2011)

## **Cover Photo**

Authors are encouraged to submit a cover photo after article acceptance. Initially, photos can be sent to the Editorial Office ([info@conservsci.org](mailto:info@conservsci.org)) as low to medium resolution JPG files, but if selected a high resolution file (300 dpi at reproduction size) is required for printing.

## **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.

- The submission has not been previously published, nor is it before another journal for consideration (in Comments to the Editor).
- For authors for whom English is a second language: manuscript is corrected preferably by a native English speaker.
- Submission will include the names and emails of 3-5 potential referees working outside their home institution(s). (In message to Editor)
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in [About](#) the Journal.

- If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

## Copyright Notice

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<http://creativecommons.org/licenses/by/4.0>

## Supplementary Material

Authors are strongly encouraged to submit materials that support article, which are not of primary importance to main manuscript as a “Supplementary Material”. The supplementary materials include Data Sheet (word, excel, csv, cdx, fasta, pdf or zip files), Audio (mp3, wav or wma) or Video (avi, divx, flv, mov, mp4, mpeg, mpg or wmv), Maps (shp, klm), Movie (raw), Photos (cdx, eps, jpeg, pdf, png or tif), Presentation (power point, pdf or zip files), Supplementary Image (cdx, eps, jpeg, pdf, png or tif), Supplementary Table (word, excel, csv or pdf).

## Submission of Manuscript

Authors are required to prepare manuscript carefully. Please check submission checklist below. While submitting your manuscript, you *must* provide a cover letter to the Editor. Please indicate details of your article (title, type). You also need to mention that your manuscript has not been published elsewhere or submitted for publication elsewhere. You also required to provide specific objectives and significance of your results in term of [aim and scope](#) of conservation science.

### Submission Checklist

- Cover letter,
- Word processing format (e.g., MS word)
- Single file (First page: Title page)



- ☑ Title page should include following information
  - Title of manuscript,
  - Author name,
  - Affiliations,
  - Corresponding author,
  - Number of words,
  - Number of tables,
  - Number of figures,
  - acknowledgements
  - Competing statement
  - Author contribution
  - Funding
  - Acknowledgments
- ☑ Page number and Line number (continuously throughout manuscript)
- ☑ Section of the manuscript should be numbered and should usually have following sections: 1. Introduction, 2. Materials and Methods, (3) Results, (4) Discussion, (5) Conclusion and Implication for Conservation
- ☑ Abstract (see [Table](#) for length). Break down abstract into Aim, Location, Materials and Methods, Key Findings and Conservation Implication
- ☑ Text of manuscript: Times New Roman font (12-point).
- ☑ Table (plain format without any effects and vertical lines).
- ☑ Figure (format: JPEG, EPS, TIFF, color: RBG, resolution: 300dpi)

## Corrections

Corrections to the accepted paper after proof correction stage are not possible. If authors note a serious error in scientific content of the paper (e.g., wrong figure etc.), they are required to communicate with editor with details of corrections (e.g., why corrections are required?, where corrections are necessary?). The corrections will be published after careful review of circumstances as Corrigendum: Title of original article”.

## How to do?

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### How to submit articles to Conservation Science?

To submit articles to the Conservation Science, Corresponding Author (author who serves as the single contact for manuscript submission, revision, publication, and related correspondence) should have registered as an author for Conservation Science. If you have never registered as an author for Conservation Science, please do so prior to submitting a manuscript (click [here](#)). The submission instruction is available [online](#).

Registration can be done to our Manuscript Central [here](#). If you have previously registered, do not re-register. If in doubt, attempt to log-in and provide your email address to retrieve your password. Please note that emails from manuscript central (journal office) may get filtered into your spam folder. Please check your spam folder and mark it 'not spam'. Once have user name and password, and successfully logged in manuscript central, the Corresponding Author can begin the submission process through the “[**New Submission**]” link on his or her User Page. From here, the author will be guided a step-by-step through the creation and uploading of the various files.

#### General steps:

1. Select the appropriate section for the submission (type of articles) from dropdown menu.
2. Read carefully "submission checklist". Conservation Science [abides by its Code of Conduct](#) . The journal aims to follow to Best Practice Guidelines. Authors should comply with best practices in [publication ethics](#), specifically regarding plagiarism, manipulation, and competing interests.
3. Read carefully "copyright notice"
4. In the "Comments for the Editor", author(s) should provide a short cover letter that clearly summarize why paper is a valuable contribution to the science and conservation managers. Please provide at least 3-5 recommended or opposed reviewers. Recommended reviewers should not be working in authors' home institution. Click on "Save and Continue".
5. In the step 2, browse submission file and click on upload. It may take few minutes (depending size of file) to upload file. Click "Save and Continue". Please do not upload file size larger than 25 MB.
6. Corresponding author will be asked to enter the names, email addresses, and institutional affiliations of coauthor(s). If submitting on behalf of other author, please select appropriate author who will be corresponding author (click on “Principle contact

for editorial correspondence”). Note that editorial correspondence will be directed to the new corresponding author). Submitting author (or corresponding author) can change order of author by clicking on arrow (↑↓) icon.

7. Click "Save and Continue"
8. Upload supplementary files, if any. Click on "Save and Continue"
9. Press "Finish submission"

## How to submit a revised article?

Once decision is made on your paper, you will be communicated by editor or editorial staff. If revision is required, please carefully review comments by editor and reviewers provided in email (attachments or inserted below message). Authors are strongly encouraged to visit user home page for details of comments and any other documents. To do it, please log in [journal home page](#) and click on item under author section. This will lead you new page containing lists of papers you submitted as author. Click on title of paper and go to “Review” pane of the page to get information.

Please prepare following two files (1. Author\_Response\_To\_Reviewers, 2.Revised\_manuscript):

**Response to reviewers:** Carefully read comments by editor and reviewers. Prepare a file named “Author\_Response\_To\_Reviewers and provide your response on reviews’ comment one by one. You are advised to break down comments into several questions, and answer each of them with reference to the line and page number of the manuscript.

For example:

Reviewer 1

Comment 1.1 Write reviewer’s comment here

Response 1.2 Provide your answer here (give page and line number)

Revised\_manuscript: Prepare a final copy of your manuscript that address concerns of reviewers and editor.

To submit revision, please go journal home page (log in with your user name and password) and click on the title of paper. This will lead you to a new page. In the Review page, scroll bottom of page and upload revision file (note: don’t make file name long, which may be denied to upload). Once you upload revision, editor will be notified automatically.

## How to review articles?

Once an editor of journal invites you to review a paper, you will receive an email invitation, which contains a special URL that takes invited reviewers directly to the Review page for the submission. But reviewer requires to log in to access any other pages. Once you click URL, you will see a summary of the submission details. Next, you will see the review schedule, and the associated deadline. Next, the Review process is divided into seven steps:

1. First, you have to indicate to the Editor whether you will undertake the review. The decision should be made after reviewing the submission's Abstract. In this stage, you are not allowed to download and view submission. If you are unable to do the review, click on **Unable to do the review** which leads to a standard email to the Editor. If you are able to do the review, click on **Will do the review**, which leads to a standard email to the Editor, and which will indicate to Editor that the review is underway.
2. Consult the Reviewer Guidelines, found at the bottom of the Review page.
3. The Author has uploaded the submission as a file, which you can download from the journal's web site to your computer by clicking on the file name. The Supplementary Files that author may have uploaded are also available to download.
4. You are required to declare whether or not you have competing interests with the article being reviewed.
5. Click on the Review icon and is presented with two Review text-boxes where the Review can be either entered by hand or pasted: one for the Editor and Author, and one visible to the Editor only. The Reviewer may enter or paste partial reviews into these boxes and click the Save button at the bottom of the form to return and make changes later. The Reviewer may return to make such changes until a recommendation on the main Review pages is chosen, at which time the Review process is complete.
6. Click on icon to fill the review form. Once you make appropriate recommendation, click on OK.
7. You also have the option, in addition to entering a review, of uploading files for the Editor and/or the Author to see. These files may be an annotated version of the submission or some relevant data or other materials that will assist Editor and/or Author. It will be at the Editor's discretion whether these files are shown to the Author, but you can certainly comment on this in the Review.
8. You must select a Recommendation for the submission from among the following options: Accept, Revisions Required, Resubmit for Review, Resubmit Elsewhere, Decline

Submission. When you click Submit Review to the Editor, it leads to a prepared email to the Section Editor, and makes your recommendation, saved Review (which is now locked) and any uploaded files available to the Editor.

## **Becoming a reviewer and an editor**

Conservation Science needs dedicated support of reviewers and editors to achieve its goal. Please review journal's [editorial policies](#), [ethical statements](#), [peer review process](#) and [blog](#). If you want to be a reviewer or an editor, please email us at [info@conservscience.org](mailto:info@conservscience.org) with a CV and a cover letter.

## Journal Blog

Conservation science maintains blog at <http://www.conservscience.org/blog/>. The blog provides a common forum for authors and editors to discuss articles published in the journals their significance.

## Editorial Board

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### Executive Editor

Dr. Prakash Kumar Paudel, Center for Conservation Biology, Nepal

### Editors

1. Dr. Uttam Babu Shrestha, Institute for the Agricultural and the Environment  
University of Southern Queensland, Australia
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Portugal
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