

# *Urban Naturalist*

## **Submission and Publication Considerations**

**Publishing format.** The *Urban Naturalist* (ISSN# 2328-8965) follows an article-by-article publishing model, so that each article will be published promptly online upon completion, with its own cover featuring a color photograph relating to the article.

**Language considerations.** The publication language of the journal is English.

**Author considerations.** Manuscripts may be submitted by anyone knowledgeable about urban natural history. Authors are encouraged to get outside review of their manuscript before submitting it to the journal. Manuscripts derived from dissertations and theses are welcome, especially when seasoned perspective is added through co-authorship by faculty members.

**Submission of manuscripts.** We strongly encourage electronic submissions of manuscripts. A Microsoft Word file, as well as a pdf file of the complete manuscript including all tables, figures, and captions, should be attached to an email to the Editor-in-Chief, Keith Goldfarb (keith.urna@eaglehill.us). The email message should have “URNA Submission” at the beginning of the subject line, and should include a statement that the manuscript has not been published or submitted for publication elsewhere, either in whole or in part. The e-mail should also include a statement that the authors are able to commit institutional funds and/or personal funds to cover the page charges for articles (see section below on page charges for details and exceptions). Authors are encouraged to suggest the name, qualifications, and e-mail contact information of potential guest editors (subject matter experts who oversee the review process for particular manuscripts) and/or reviewers. Please let us know if any aspects of your manuscript could be considered potentially controversial in some way. This information helps the journal to better understand such manuscripts and to consider options for an impartial and balanced peer review process.

If submission of files as attachments to a cover email is precluded due to the overly large size of the files, please send the files separately using internet file transfer site such as hightail.com, wetransfer.com, or dropbox.com (all of which are available at no cost).

We will acknowledge the receipt of all submissions, so if you do not hear from us within a week of your submission, please contact us.

**Review of manuscripts.** All manuscripts will be peer-reviewed by a manuscript or guest editor in collaboration with two reviewers, all subject matter experts, each of whom will make editorial recommendations. Manuscripts will be edited in collaboration with the author(s) for readability, clarity, accuracy, and brevity. Editors generally follow conventions of the CSE Style Manual (Council of Science Editors).

**Revisions, acceptance, and galley.** Revisions of manuscripts should be completed promptly, generally within no more than 4 weeks time. Once a manuscript has been revised and accepted for publication, the author will be asked to provide 1) an electronic copy of the manuscript text including any tables appendices, and figure captions (in Microsoft Word), 2) a pdf file of the final version of the complete manuscript including any figures, and 3) separate high quality (generally 600-dpi resolution) files (jpg, tif, or pdf) for each of the figures sized as they are to appear in the journal, as well as for proposed cover image figure(s). A galley version of each article will be sent to the author and guest editor, each of whom will review the galley for any necessary changes. If substantive changes are necessary, the author will be notified.

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