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Guidelines for Authors

Cat News, the IUCN SSC Cat Specialist Group's triannual journal, publishes short articles relevant to cat conservation and research contributing to the understanding and conservation of all members of the family of the Felidae. It covers Original Contributions, Short Communications and news related to the Red List and Green Status Assessments, Working Groups, and Ex Situ conservation activities (see Table 1 and the Cat SG website). In addition to the three regular spring, summer and winter issues, Cat News Special Issues cover specific species or themes relevant to cat conservation or research, and are typically developed with partner institutions. Manuscripts submitted to Cat News must be formatted according to the following guidelines. Special Issues follow the same policy and rules, but may deviate from these guidelines depending on the theme.

Types of articles

1. Original Contributions

Original Contributions present new findings, approaches, or concepts relevant to cat conservation. This is the most data-oriented section of Cat News, typically presenting original information, analysis or discussions that will be subject to peer review. Short review papers on a specific topic are welcome. Original contributions should not be longer than 4 printed pages in Cat News including references and figures. Depending on illustrations, the length of a manuscript is 2,500–3,000 words (20,000 characters including spaces depending on illustrations). Original contributions need to consist of an abstract (max. 250 words), and subheadings. These articles are peer-reviewed. Original articles are exemplified by colour photos, diagrams, and/or maps. After publication, Original Contributions are integrated into the Digital Cat Library as Portable Document Format file (PDF/Adobe Acrobat).

2. Short Communications

Short Communications report mainly new discoveries regarding distribution, behaviour, or ecology of cats. Length is 1, exceptionally 2 printed pages (5,000-10,000 characters including spaces depending on illustrations). Short Communications are illustrated by at least one colour photo, possibly diagrams and/or maps. They also need an abstract (max. 250 words). New discoveries or interesting confirmations of presence of cats in a specific place are described with longitude, latitude and altitude (in degrees, minutes and seconds, e.g. 15°11'12'' N / 12°12'13'' E; or in decimal degrees with 6 digits after the decimal point, e.g. 15.186667 / 12.203611), and must provide evidence for the presence of the cats (photo, genetic analysis or any other robust proof). Short Communications are editor reviewed, exceptionally peer reviewed. After publication, Short Communications are integrated into the Digital Cat Library as Portable Document Format file (PDF/Adobe Acrobat).

45 *3. News from the Red List and Green Status Assessment*

46 RLA or GSS news segments are 1-page articles (i.e. 5,000 characters including spaces
47 depending on illustrations) covering recently published Red List or Green Status Assessments
48 and report on any possible changes in status between assessments. These articles are
49 formatted as news articles and are signed by the authors. There is no abstract in this type of
50 article. One of the figures is a map of the current distribution of the species and there is a
51 box with information to be filled in including: picture of the species, year of RLA/GSS,
52 category and criteria assessed for RLA or Category and Species Recovery Score for GSS,
53 status change, global population trend, global population size and range. There is no
54 reference list in this type of article except for a reference to the most recent Red List,
55 respectively Green Status Assessment of the taxon. These articles are editor reviewed or
56 exceptionally peer-reviewed.

57

58 *4. News from the Working Groups*

59 Working Group news segments are 1-page articles (i.e. 5,000 characters including spaces
60 depending on illustrations) covering recent activities of working groups that are affiliated
61 with the Cat Specialist Group. These articles are formatted as news articles and are signed by
62 the authors. There is no abstract in this type of article. Please note that the News from the
63 Working Groups articles also should include a box including the following information: logo,
64 name of the Working Group, year of establishment, number of members, and mission
65 statement of WG. These articles are editor reviewed or exceptionally peer-reviewed.

66

67 *5. Ex situ news*

68 Ex situ news articles cover ex situ topics and should be about 2 printed pages, which is
69 10,000 characters including spaces depending on illustrations. These articles are formatted
70 as news articles and are signed by the authors. There is no abstract in this type of article.
71 There should be a total of one of these ex situ news segments per regular issue. Please note
72 that the Ex Situ News articles should include a box including the following information: logo,
73 picture of the species, ex situ population size, number of institutions involved in the
74 breeding programme and year of last published studbook. These articles are editor reviewed
75 or exceptionally peer-reviewed.

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77 **Preparation of Manuscripts**

78 Manuscripts submitted to Cat News must follow these Guidelines. To have an example
79 document, these guidelines themselves have been organised in the format of manuscripts to
80 be submitted, including the way in which the reference list has been formatted. All articles
81 must be submitted as a MS Word file or a compatible text file format (*.doc, *.docx, *.rtf).
82 Typeface and size is Calibri 12 pt, left aligned without word division (hyphenation),
83 paragraphs separated by an empty line throughout the manuscript. Pages and lines must be
84 numbered. Title and chapter headings are formatted **boldface**, subchapter titles *italic*.
85 Scientific names of all species are added after the vernacular name only when mentioned for
86 the first time (usually in the abstract), without brackets, author and year – for instance
87 Eurasian lynx *Lynx lynx* – but are not given in the title of the article.
88 Original Contributions and Short Communications in Cat News should be organised like any
89 other scientific paper – abstract, introduction, methods, results, discussion – but it is not
90 mandatory to use these chapter headings. Articles in Cat News are written in British English.
91 Times are indicated with the 24 h system, not with AM and PM. Abbreviations should not be
92 in parentheses and use km² and not ha. Specific places are described with longitude, latitude

93 and altitude (in degrees, minutes and seconds, e.g. 15°11'12" N / 12°12'13" E; or decimal
94 degrees with 6 digits after the decimal point, e.g. 15.186667 / 12.203611). Dates are written
95 in the following form: day month year, so for example 23 April 2024.

96

97 *Tables and illustrations*

98 Tables are organised and formatted as presented in Table 1 (please note: that it should not
99 be formatted as the checklist presented in Table 2). The width of a table should not exceed
100 the page width of Cat News. Tables have a heading and are consecutively numbered. Do not
101 integrate tables and figures in the text in a submitted manuscript, but insert tables after the
102 text and before the illustrations with their captions.

103 Illustrations are line drawings, diagrams, maps or photographs, referred to in the text as Fig.
104 1, Fig. 2, etc. Captions are mandatory for all illustrations. Illustrations with their captions
105 must be added in chronological order at the end of the manuscript. Photo credits are
106 mentioned in the caption, but not integrated into the picture. All photos and colour figures
107 have to be submitted, each separately, as Joint Photographic Experts Group (*.jpg) files, size
108 15 x ~10 cm and a resolution of 300 dpi (1772 x 1350 pixel). For MS Excel figures, the original
109 files (*.xls or *.xlsx) must be submitted. Filenames must indicate the number of the
110 illustration as used in the manuscript.

111 All tables and figures must be referred to in the text and must be referred in consecutive
112 order, e.g. Fig. 2 cannot be mentioned before Fig. 1.

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114 *Citations of references*

115 Cat News articles are fully referenced. References can be journal articles of one, two or
116 several authors cited in the text as follows: Karanth (2003), Wegge & Stooras (2009), Marker
117 et al. (2008). The full reference is given in the reference list in alphabetic order at the end of
118 the text. For the correct citations of books or book chapters (Malbrant & Maclatchy 1949,
119 Payán et al. 2013) see the reference list at the end of these guidelines. If there are multiple
120 references inserted in one location, these are first ordered chronologically and then
121 alphabetically. Authors are requested to prepare the reference list very carefully and to refer
122 to these Guidelines or any recent issue of Cat News for citations and preparation of the
123 reference list. For articles with more than 10 authors, please write out the first six names
124 followed by "..., &" and then the name of the last author (see Kitchener et al. 2017 citation in
125 the reference list of this manuscript). Journal names are abbreviated.

126

127 *Taxonomy*

128 In Cat News, the taxonomy of [Kitchener et al. \(2017\)](#) is used.

129 *Supporting Online Material*

130 Extended tables, appendices, additional graphs and photographs can be submitted as
131 Supporting Online Material, which is available in the Cat News section of the Cat SG website.
132 It should be referred to as such in the text. E.g., the first time as Supporting Online Material
133 Table T1 or Supporting Online Material Fig. F1 and then consecutively as SOM Table T1 or
134 SOM Fig. F1.

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136 **Submission, review and revision process**

137 Authors are invited to submit articles for any of the five categories to Cat News. Manuscripts
138 including tables and captions to figures should be submitted in electronic form to the Editor-
139 in-Chief (l.bahaa-el-din@kora.ch). Please also submit the completed Excel checklist found
140 here XXX. The editors decide whether an article is suited for publication in Cat News.
141 Manuscripts of Original Contributions and, occasionally, Short Communications prepared
142 according to these Guidelines will then be submitted to a peer review process. Considering
143 the judgement of the reviewers, the editors then decide whether a paper is refused or
144 accepted with or without revision. The lead authors will then be informed of this decision.
145 Once a paper is accepted for publication, the editors will inform the lead author in which
146 issue the article will be published.

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148 **Layout and publishing process**

149 Once a paper is accepted for publication, it will be put in the Cat News layout. Throughout
150 this process, we may or may not reach out to the lead author to ask for additional
151 information wherever necessary. Once all the articles for a specific issue have been put into
152 the layout, all lead authors will receive a galley proof of their article for approval. When
153 receiving this proof, it is very important that all authors take a careful look at the article to
154 check for any possible (hyphenation) errors or typos and inform the technical editor if there
155 are any issues to be corrected. It is not possible to change the content of the article in the
156 galley proof, but is about ensuring that the submitted article is put into the layout correctly
157 and all errors are discovered and corrected. At this stage, the authors will also be asked to
158 confirm in writing that they and all co-authors agree to this latest version of the galley proof
159 – including the spelling of their names and their affiliations –, and have permission to use all
160 of the illustrations and data that are incorporated in the article. This is done by filling in the
161 authorisation form that is sent along with the galley proof.

162 Once all proofs of the papers have been approved by the authors, Cat News is sent off for
163 printing. When the Cat Specialist Group has received the printed copies of the journal, they
164 are sent to the lead authors of the article, members, and friends of the Cat Specialist Group.
165 Once this is done, the abstracts of the regular issues will be published on our website (and
166 the full articles in our online digital cat library). For Special Issues, the full chapters are
167 published on our website and in the digital cat library. We will send all of the lead authors
168 the final pdf of their respective article to share with their co-authors.

169 **References**

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186 For journal abbreviations see e.g., [Xpert Scientific](#), or the journals' websites.

187 **Tables and Captions to figures**

188 **Table 1.** Types and length of articles submitted for publication of Cat News.

Type of article	Maximum length			Review process
	Printed pages	No. of Words	Characters with spaces	
Original contribution	4	3,000	20,000	Peer reviewed
Short communication	1	750	5,000	Editor or peer reviewed
News from RLA or GSS	1	750	5,000	Editor or peer reviewed
News from Working Groups	1	750	5,000	Editor or peer reviewed
Ex situ news	1-2	750–1,500	5,000–10,000	Editor or peer reviewed

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190 **Table 2.** Checklist for the submission of your final article to Cat News.

Checklist	✓
The figures and photos are all sent as <u>separate</u> jpg files of high quality	
The editable excel files are submitted <u>separately</u> for graphs	
Title and chapter headings are formatted boldface , subchapter titles <i>italic</i> .	
The article is written in British English	
The figures all have copyright information in their caption	
The figures and tables are all referred to in text in consecutive order (e.g. Fig. 1 is referred to before Fig. 2)	
Scientific names of all species are added after the vernacular name only when mentioned for the first time, without brackets, author and year	
Dates are written out as day month year, e.g. 10 July 2024	
Times are indicated with the 24 h system, not with AM and PM, e.g. 20:15 h and not 8:15 PM	
Abbreviations are not in parentheses	
Make use of km ² and not hectares for larger areas	
Geographical coordinates are listed as longitude and latitude with degrees minutes and seconds, e.g. 15°11'12" N / 12°12'13" E <u>or</u> decimal degrees with 6 digits after decimal point, e.g. 15.186667 / 12.203611	
All references from the text are incorporated into the reference list and vice versa	
The references are complete and formatted according to Cat News format	
If you made use of a reference software, you have uncoupled your references from this	
Additional material that will be presented as Supporting Online Material is referred to as such in the text	
All the authors' names and affiliations are spelled correctly	
When you have received the final galley proof, you have checked everything including typos, errors, hyphenation, etc.	
Authorization form for us to publish your work confirming you have the right to use the data and figures used in your article is completed and submitted.	
You have provided the Technical Editor with the postal address of the lead author for the physical print to be shipped to	

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192 **Illustrations and their captions**

193 (Add captions to illustrations (photos, diagrams or maps) in chronological order, including
194 copyright information).

195

196 **Fig. 1.** Description of the figure (Copyright information).