

HWI Submission Checklist

The following short list of guidelines will streamline the submission and review process for *Human–Wildlife Interactions*. Refer to the complete *Submission guidelines for authors and reviewers of Human–Wildlife Interactions manuscripts* for detailed formatting and style guidelines and example text.

File formatting and uploads

- ☐ **Author information:** When uploading your submission, *HWI* requires you to provide all author names, affiliations, and optional email addresses. This ensures that editors can view author details in the submission data and streamlines the online publication of the article. Your submission will not enter the peer-review stage unless all author information has been entered in the submission form. The editorial office will contact you if any information is missing.
- ☐ **Double-blind review option:** If choosing to submit your manuscript for a double-blind review, omit the author names or other identifying information from the Word document prior to submission. In this case, it is especially critical to accurately include all co-authors in the submission form, as this will be the only location the editors can access the information.
- ☐ **Numbered lines and pages:** Include line numbers and page numbers in your document.
- ☐ **Figure and table placement:** Embed color images and tables into the end of the Word document. Do not place them where they are referenced in the text. Do not upload them as separate supplemental material. Reviewers and editors should have only one submission document to download whenever possible. See *Revision Checklist* for details on figure uploads.
- ☐ **Supplemental file uploads:** Only additional files that are not figures or tables should be uploaded as supplemental documents. These can include similar publications that reviewers and editors need to access upon reviewing your submission. Consider combining your materials into one document for ease of reviewer and editor download of supplemental materials.
- ☐ **Manuscript sections:** Double check that you have included all sections appropriate to your submission category, including an abstract, alphabetized key words, study area, methods, results, discussion, management implications, acknowledgments, literature cited, etc.
- ☐ **Literature cited:** Format your literature cited section according to *HWI* style guidelines. Typical errors include incorrect order of author initials and last name, incorrect alphabetical order, or incomplete information. For webpage references, include the month, date, and year accessed.

Accuracy

- ☐ **Language and grammar:** Proofread your submission as well as your figures/images to catch typographical, grammatical, and informational errors. If necessary, have your work edited to meet Standard English language conventions. Submissions with extensive grammatical errors may be returned to authors for revision before being sent for peer review.

- ☐ ***In-text citations:*** Check that all references in your literature cited are mentioned in the text, and vice versa. This includes ensuring that author names and accent marks are correct and consistent, and that the correct year of publication is used in both the text and literature cited.
- ☐ ***Scientific names:*** The first reference of species in both the abstract and the body of the article should be followed by the scientific name of the species, placed in parentheses. Double check that you have included scientific names upon first reference and that they are correctly spelled.

Important information for authors

- ☐ ***Online, open-access format:*** *Human–Wildlife Interactions* is now a fully online, open-access journal, which includes the capability of publishing color figures and photos.
- ☐ ***Peer-review timeframe:*** The typical timeframe between *HWI* receiving your submission and rendering a decision is about 2.5 to 3 months. This process includes obtaining review comments from 2–3 peer reviewers, an associate editor, and the editor-in-chief. Incomplete submissions may prolong this timeframe.
- ☐ ***Author page charges:*** Current *HWI* page charges still apply for publication of accepted articles at the rate of \$100 per typeset journal page. About 2.5 double-spaced document pages equals a typeset page. Author agreement to pay the page charges upon article publication is included in the Author Submission Agreement completed during online submission of the manuscript.

Revision Checklist

The following guidelines will streamline the revision and acceptance process for *Human–Wildlife Interactions*.

- ☐ ***Revision upload:*** Upload your submission as a revision, not as a new submission.
- ☐ ***Cover letter:*** Your revision upload should include a detailed cover letter that explains the changes made based on feedback from reviewers and editors.
- ☐ ***Track change edits:*** Be sure to address any track change documents from the editors or reviewers that may have been attached to your reviews or decision email. If you submit your own track change revision document as well as a clean copy, combine your cover letter and track change document file. Upload your clean copy as the revision.
- ☐ ***Revision timeframe:*** In most cases, an associate editor will be asked to assess your revision and provide a recommendation to the editor-in-chief. The process may take 4-6 weeks between revision upload and the next decision email.
- ☐ ***Final figure submissions:*** Once your submission is accepted, the managing editor will contact you regarding your finalized figures. Do not upload or email figure files until you receive instructions about any adjustments that may be needed to align with *HWI* style guidelines.