

# Guide for authors

**GAIA** ECOLOGICAL PERSPECTIVES FOR SCIENCE AND SOCIETY  
ÖKOLOGISCHE PERSPEKTIVEN FÜR WISSENSCHAFT UND GESELLSCHAFT

*is a peer-reviewed inter- and transdisciplinary journal for scientists and other interested parties concerned with the causes and analyses of environmental and sustainability problems and their solutions.*

In detail, GAIA's transdisciplinary focus implies that:

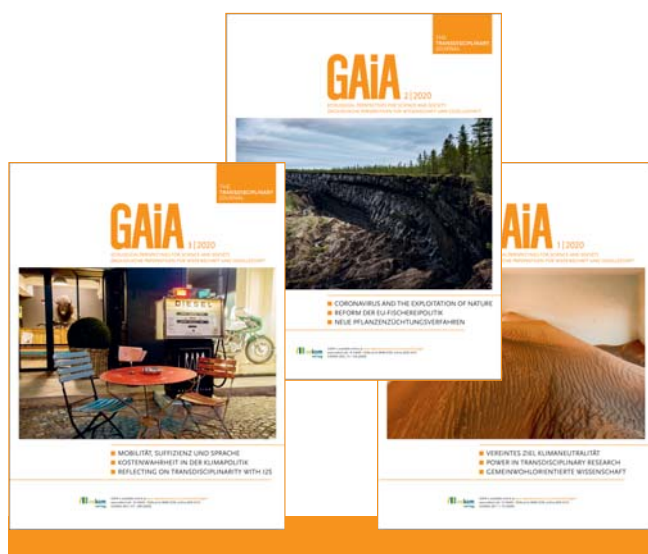
- Original papers begin with an introduction suitable for non-specialists.
- The significance of the topic in the environmental context is emphasised.
- The style is discursive, short and precise.
- Papers end with practical conclusions.

GAIA appeals to a heterogeneous and critical audience. Articles published in GAIA are chosen for their scientific content as well as their ease of comprehension and significance to readers of various scientific disciplines. Accepted papers are edited in agreement with the authors.

Papers submitted to GAIA are peer-reviewed. Details of the reviewing process are outlined in the sections that follow. Invited papers are subjected to the same reviewing process and an invitation is no guarantee of publication. Currently, the rejection rate is more than 50 percent.

GAIA is comprised of three primary sections. The authors should identify to which section they plan to submit their paper and read the appropriate guidelines for submission below.

GAIA is indexed in the *Science Citation Index Expanded (SCI)* and the *Social Science Citation Index (SSCI)*.



## Submission of papers to the following sections

### Forum

In the *Forum* section, original papers are published including essays, pointed expressions of opinion and reactions to articles that have appeared in recent GAIA issues.

As such, the *Forum* aims to challenge current understandings by providing a “forum” to articulate substantiated opinions and controversial issues, to identify new problems, and to establish actual contexts. Generally, articles undergo a double-blind peer review. Exceptions are reactions to previously published articles, which are reviewed by at least one member of the editorial board (Editorial board peer review).

Articles – including references – should not exceed the length of **24,000 characters** (including spaces).

### Research

Original scientific articles of environmental and sustainability research are published in the *Research* section. Additionally, *Research* contains review articles that place environmental problems and development in a broader context.

Articles are subjected to a double-blind peer review and cross-read by at least one person foreign to the subject. Expert opinions are based on the article's scientific quality (e. g., theory, methods, literature relevant to the subject), on the quality of presentation (e. g., length, conciseness, style), on the novelty of empirical data, methods, theoretical analyses, interpretation and approaches to problem-solving besides the article's relevance for environmental sciences. The non-expert reviewer will determine the transdisciplinarity of the synthesis, relevance in terms of action and comprehensibility of the manuscript. *General review papers* are usually written upon invitation and in agreement with the editorial office. Authors who wish to submit review papers on their own initiative are advised to contact the editorial office in advance.

Research papers should not – including references – exceed the length of **32,000 characters** (including spaces).

Supplemental material can be made accessible via the GAIA website. For more information, please contact our editorial office.

### Design reports

*Design Reports* focus on a challenge unique to inter- and transdisciplinary research projects: They deal with the configuration of a project in terms of its research and communication design. >

They are not merely reprints of the proposal or epistemological treatises but rather discuss the underlying reasoning for the project design and critically present the design principles.

*Design Reports* can include photographs, charts, tables, and other visual material. They should not exceed **25,000 characters** (including spaces and references). For detailed information please refer to the guide for *Design Reports*: [www.oekom.de/gaia](http://www.oekom.de/gaia) → **Submission**.

### Books

The *Books* section is dedicated to the presentation, discussion and review of new publications relevant to GAIA's subject matter. Contributions to the *Books* section are usually written upon invitation and in agreement with the editorial office. Authors intending to write a book review on their own initiative are advised to contact the editorial office in advance.

Articles are reviewed by at least one member of the editorial board (Editorial board peer review).

Articles should not exceed the length of **3,800 characters** (including spaces).

### Communications

Scientific institutions associated to GAIA use the *Communications* section to present their research as well as to link their activities to other institutions. Articles are generally written upon invitation and are reviewed by the editorial office.

## Manuscript preparation

Upon submission of an article to GAIA you enter into the following arrangements and you warrant on behalf of yourself and your co-authors:

- The article is *original*, has not been published in any other peer-reviewed journal, is not under consideration for publication by any other journal and does not infringe any existing copyright or any other third party rights.
- *Authorship credit reflects the individual's contribution to the study*. An author is considered anyone involved with initial research design, data collection and analysis, manuscript drafting, and final approval. The following do not necessarily qualify for authorship: providing funding or resources, mentorship, or contributing research but not helping with the publication itself. The *primary author* assumes responsibility for the publication, making sure that the data are accurate, that all deserving authors have been credited, that all authors have given their approval to the final draft; and handles responses to inquiries after the manuscript is published.

If you consider submitting an article to GAIA, please proceed to our journal management system <https://ojs.oekom.de> (mailing addresses of the editorial offices can be found at the bottom of this document).

### Technical details

- GAIA is published in *colour print* and provides an exceptional opportunity to illustrate scientific work in the form of *pictures, charts, or maps*.
- *Figures and tables* must be numbered and should provide a short *explanatory caption*, which can be understood independent of the text. Figures and tables must be *integrated into the text document*. Additionally, all figures and tables should be submitted in *separate files*. Diagrams, graphics and tables of the particular format must be saved in a graphic format (possible file extensions are *.ai, .eps, .wmf* or *.cdr*), or should be sent as original data (e.g., Microsoft *Excel*). Possible formats for photographs are a) *glossy prints* and b) files in TIFF or JPEG format (i.e., *.tif* or *.jpg*). All figures must have *at least 300 dpi* at desired size. Line drawings such as logos or graphs must have *at least 900 dpi* at the desired size.
- Be aware that all photos and figures are published under the terms of the *Creative Commons Attribution license CC BY 4.0*: <https://creativecommons.org/licenses/by/4.0>. Please make sure that copyright holders agree with this license.
- Papers for the *Research* and *Forum* sections should enclose a list of *keywords*; research papers additionally require an *abstract* (*max. 1,100 characters* including spaces). All articles should include a short *lead text* (research papers *250 characters* including spaces, articles for *Forum* *600 characters* including spaces and articles for *Books* *460 characters* including spaces). Additionally, please include a selection of *suitable pictures/illustrations*, a *short CV for each of the authors* (i.e., first name, surname, university education, professional career, main field(s) of interest), and a *photograph* for each author (glossy prints or as file in TIFF or JPEG format with a resolution of at least 300 dpi at a size of 2 x 2.5 cm).
- The number of *references* should not exceed **40** (**80** for review papers), the number of *footnotes* should not exceed **ten**. Quotations follow the *Author-Date System of the Chicago Manual of Style* ([www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)). Within the text, references appear in *brackets including name and date*. In case of *more than two authors* only the first author is indicated, followed by the addition "et al.". The *complete list of references* appears at the end of the text. Please avoid the use of abbreviations of periodicals in the list of references. English titles of periodicals or books are written in small letters. In case of more than six authors only the first author is indicated followed by the addition "et al.". Further additions are translated according to the article's language (e.g., "Edited by" or "Herausgegeben von"; "accessed" or "abgerufen"). Please prepare your list of relevant references particularly with regard to *current, international* and *peer-reviewed literature*, where appropriate. We recommend the citation of *primary literature* in favor of reviews in order to give credit to the group(s) who first reported a finding. Please indicate the DOI of a reference if provided.

### Examples for quotation form in the list of references and (in the text)

If you are using the reference management software *EndNote*, you may use the *GAIA EndNote Style* for formatting your references (see [www.oekom.de/gaia](http://www.oekom.de/gaia) → *Submission*).

#### Monographs

Pütz, M. 2005. *Regional Governance: Theoretisch-konzeptionelle Grundlagen und eine Analyse nachhaltiger Siedlungsentwicklung in der Metropolregion München*. München: oekom.

(Pütz 2005)

#### Articles in journals

Eppink, F. V., A. Werntze, S. Mäs, A. Popp, R. Seppelt. 2012. Land management and ecosystem services. How collaborative research programmes can support better policies. *GAIA* 21/1: 55–63.

(Eppink et al. 2012, p. 56)

#### Edited volumes

##### In German articles:

Remmert, H. (Hrsg.). 1991. *The mosaic-cycle concept of ecosystems*. Berlin: Springer.

##### In English articles:

Remmert, H. (Ed.). 1991. *The mosaic-cycle concept of ecosystems*. Berlin: Springer.

(Remmert 1991)

#### Articles in edited volumes

##### In German articles:

Stoll-Kleemann, S. 2005. Perspektiven sozial-ökologischer Forschung: Evaluation, Interdisziplinarität und Möglichkeiten inhaltlicher Weiterentwicklung. In: *Fachübergreifende Nachhaltigkeitsforschung: Stand und Visionen am Beispiel nationaler und internationaler Forscherverbände*. Herausgegeben von B. Glaeser. München: oekom. 67–99.

##### In English articles:

Stoll-Kleemann, S. 2005. Perspektiven sozial-ökologischer Forschung: Evaluation, Interdisziplinarität und Möglichkeiten inhaltlicher Weiterentwicklung. In: *Fachübergreifende Nachhaltigkeitsforschung: Stand und Visionen am Beispiel nationaler und internationaler Forscherverbände*. Edited by B. Glaeser. Munich: oekom. 67–99.

(Stoll-Kleemann 2005)

#### Internet references

##### In German articles:

BGE (Bundesgerichtsscheid). 2001. 1A.173/2000. [www.bger.ch/index/jurisdiction/jurisdiction-recht-urteile2000.htm](http://www.bger.ch/index/jurisdiction/jurisdiction-recht-urteile2000.htm) (abgerufen 02.11.2004).

##### In English articles:

BGE (Bundesgerichtsscheid). 2001. 1A.173/2000. [www.bger.ch/index/jurisdiction/jurisdiction-recht-urteile2000.htm](http://www.bger.ch/index/jurisdiction/jurisdiction-recht-urteile2000.htm) (accessed January 7, 2005).

(BGE 2001)

#### Conference papers

##### In German articles:

Gupta, J. 2004. Capacity building and sustainability knowledge in the climate change regime. In: *Proceedings of the 2002 Berlin Conference on the Human Dimensions of Global Environmental Change "Knowledge for the sustainability transition. The challenge for social science"*. Herausgegeben von F. Biermann, S. Campe, K. Jacob. Amsterdam: Global Governance Project. 154–164.

##### In English articles:

Gupta, J. 2004. Capacity building and sustainability knowledge in the climate change regime. In: *Proceedings of the 2002 Berlin Conference on the Human Dimensions of Global Environmental Change "Knowledge for the sustainability transition. The challenge for social science"*. Edited by F. Biermann, S. Campe, K. Jacob. Amsterdam: Global Governance Project. 154–164.

(Gupta 2004)

#### Gray literature

##### In German articles:

Schadt, S. 2002. *Scenarios assessing the viability of a lynx population in Germany – Szenarien für eine lebensfähige Luchspopulation in Deutschland*. Dissertation, Technische Universität München.

##### In English articles:

Schadt, S. 2002. *Scenarios assessing the viability of a lynx population in Germany – Szenarien für eine lebensfähige Luchspopulation in Deutschland*. PhD diss., Technische Universität München.

(Schadt 2002)

#### Forthcoming articles

##### In German articles:

Tillmann, J. Im Erscheinen. Habitat fragmentation and ecological networks in Europe. *GAIA*.

(Tillmann im Erscheinen)

##### In English articles:

Tillmann, J. Forthcoming. Habitat fragmentation and ecological networks in Europe. *GAIA*.

(Tillmann forthcoming)

- The authors are responsible to obtain the necessary rights for quotations, pictures, etc.
- *Charges for the acquisition of pictures* as well as *extraordinary expenditures for picture editing* are borne by the authors.
- *GAIA publication languages* are *English* and *German*; submissions to the *Research* section are preferably in *English*. The authors are responsible for the linguistic quality. They are kindly asked to have their foreign-language articles corrected by a professional editing service. Manuscripts can be rejected due to inadequate linguistic quality.

## What happens when GAIA receives an article

1. The editorial office confirms *receipt* of the manuscript. An editor is assigned to the manuscript. Within one month the authors will receive notification stating whether or not the article will be sent out to peer review.



2. **Peer review:** If the article is considered suitable for GAIA, the editorial office will initiate the double-blind peer review process. Based on the reviews, the responsible GAIA editor will decide on the further process. In any case, whether revision or rejection, the authors will receive the anonymous reviews.
3. **Editorial review and revision:** If the outcome of the peer review is essentially positive, GAIA will invite the authors to revise the article on the basis of the referee reports and additional editorial comments. All authors are asked to indicate modifications within the revised version of the original text. If a recommendation of a reviewer, an editor or the editorial office is not followed, the authors must provide an explanatory statement.
4. **Final revision:** Fine adjustment in language and style as well as the final layout are completed by the editorial office in coordination with the authors. After final revision, the authors receive the galley proof of their paper. In the galley proof, only mistakes and printer's errors will be corrected. Any further changes will be charged to the authors.
5. After publication, the first author will be sent *five copies* of the respective GAIA issue as well as the article in PDF format.

## Open Access policy and copyright

### GAIA follows the *Green Road to Open Access*

- Authors can archive their article for free public use on personal websites and/or in any open access repository immediately after publication.
- No embargo period.
- Authors retain copyright: all articles are published under the terms of the *Creative Commons Attribution license CC BY 4.0*.
- We strongly encourage researchers to deposit their articles in a repository. Information on repositories can be found here: <https://scholarlycommunications.jiscinvolve.org/wp/2016/05/31/whatisarepositoryojs>.
- This policy is fully compliant with *Plan S*.

### GAIA hybrid option

Additionally, we offer *GAIA Hybrid Option*: with this option authors can publish their articles with full open access via our full text content provider *IngentaConnect* against a basic charge. To maintain our high standards of quality while covering our costs we offer *GAIA Hybrid Option* per published article as follows:

- *Forum* section: 400 EUR (VAT not included)
- *Research* section: 850 EUR (VAT not included).

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## Editorial Offices

### Research

**Dr. Almut Jödicke**

ETH Zentrum  
CHN 41  
8092 Zurich  
Switzerland  
Tel.: +41 52 2222805  
E-Mail: redgaia@env.ethz.ch

### Research

**Dr. Martina Blum**

oekom verlag  
Waltherstr. 29  
80337 Munich  
Germany  
Tel.: +49 89 54418435  
E-Mail: blum@oekom.de

### Forum/Books

**Tobias Mickler**

oekom verlag  
Waltherstr. 29  
80337 Munich  
Germany  
Tel.: +49 89 54418445  
E-Mail: mickler@oekom.de

### Forum

**Dr. Ulrike Sehy**

oekom verlag  
Idaplatz 3  
8003 Zurich  
Switzerland  
Tel.: +41 43 3110785  
E-Mail: sehy@oekom.ch

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