



IWM TEMPLATE 2020 GUIDELINES FOR AUTHORS



Brian Nelson, Áine O Connor & David Tierney



An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreacht
Department of Housing,
Local Government and Heritage

National Parks and Wildlife Service (NPWS) commissions a range of reports from external contractors to provide scientific evidence and advice to assist it in its duties. The Irish Wildlife Manuals series serves as a record of work carried out or commissioned by NPWS, and is one means by which it disseminates scientific information. Others include scientific publications in peer reviewed journals. The views and recommendations presented in this report are not necessarily those of NPWS and should, therefore, not be attributed to NPWS.

Front cover, small photographs from top row:

Limestone pavement, Bricklieve Mountains, Co. Sligo, Andy Bleasdale; **Meadow Saffron** *Colchicum autumnale*, Lorcan Scott; **Garden Tiger** *Arctia caja*, Brian Nelson; **Fulmar** *Fulmarus glacialis*, David Tierney; **Common Newt** *Lissotriton vulgaris*, Brian Nelson; **Scots Pine** *Pinus sylvestris*, Jenni Roche; **Raised bog pool**, Derrinea Bog, Co. Roscommon, Fernando Fernandez Valverde; **Coastal heath**, Howth Head, Co. Dublin, Maurice Eakin; **A deep water fly trap anemone** *Phelliactis* sp., Yvonne Leahy; **Violet Crystalwort** *Riccia huebeneriana*, Robert Thompson

Main photograph:

Dytiscus lapponicus, Co. Wicklow, Brian Nelson



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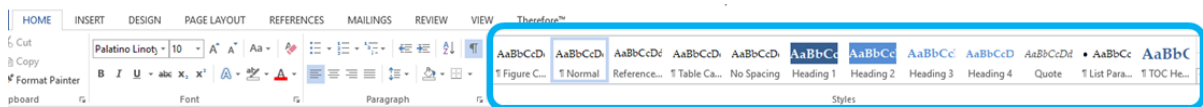
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1 Introduction to the IWM Template 2020

These Guidelines accompany the Irish Wildlife Manuals (IWM) template

IWM Template 2020 DHLGH.dotx

They are a more detailed update to the 2019 guidelines, and also include a small number of changes. The IWM template provides you with inbuilt styles that should be easy to use. These styles appear in the ribbon on the Home tab.



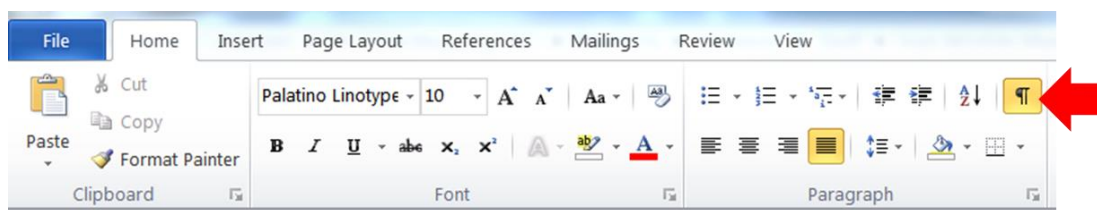
Some key practices to ensure the IWM template works for you

- **Use Show Formatting Marks** (see section 2 below)
- **Clear formatting before pasting any text** (see section 5.1)
- **Do not modify the styles**
- **Do not delete section breaks**
- **Do not use automatic numbering in, or cross-referencing to, Headings and Table/Figure Captions**
- Do not panic! You can always use the Undo button (Ctrl+Z)
- If you are not familiar with the use of MS Word styles, please delegate the work to someone who is
- If you are unsure about specific formatting standards or related issues, please contact the IWM team via your Project Officer before you complete your IWM draft

Some specific instructions and examples are given within the template indicated by “GUIDANCE:” Delete this text before finalising your Irish Wildlife Manuals. Again, please be careful when deleting text that you do not remove section breaks.

2 Using ‘Show Formatting Marks’

It is strongly advised that you turn on Formatting (return symbol on Home screen – see red arrow on image below) when working on your IWM.



This will show you the positions of Page and Section Breaks, Returns/Paragraph Marks, Spaces and Tabs, and, hopefully, prevent their accidental deletion.

3 Starting a new IWM using the Template

Double click on the dotx file (IWM Template 2020 DHLGH.dotx) and a new document should open automatically. It will be called 'Document1' by default. You can work on this file as you would any normal word document, saving it as a .docx file. The new style set is inbuilt and should be used without any modification.

It is also possible to load the template into your templates folder on your C drive (C:\Users\USERNAME\AppData\Roaming\Microsoft\Templates). This means that the template will appear as an option when you open a new document in MS Word.

4 The Early Sections – Front Cover to Acknowledgements

4.1 The Front cover

Authors modify three things on the front cover: the title, the list of authors and the main photograph. It is important you do not change any of the elements of the front page as that can corrupt the appearance.

4.1.1 Title

Please keep your title concise, while accurately reflecting the IWM's content. Avoid abbreviations and jargon.

Please do not paste in the title text. Type your title into the text box provided (Font Georgia, 20 pt). This text box is sized and aligned with the uppermost photograph. If your title extends down the page so as to overlap the second photograph, first attempt to shorten your title, then consider decreasing the font size.

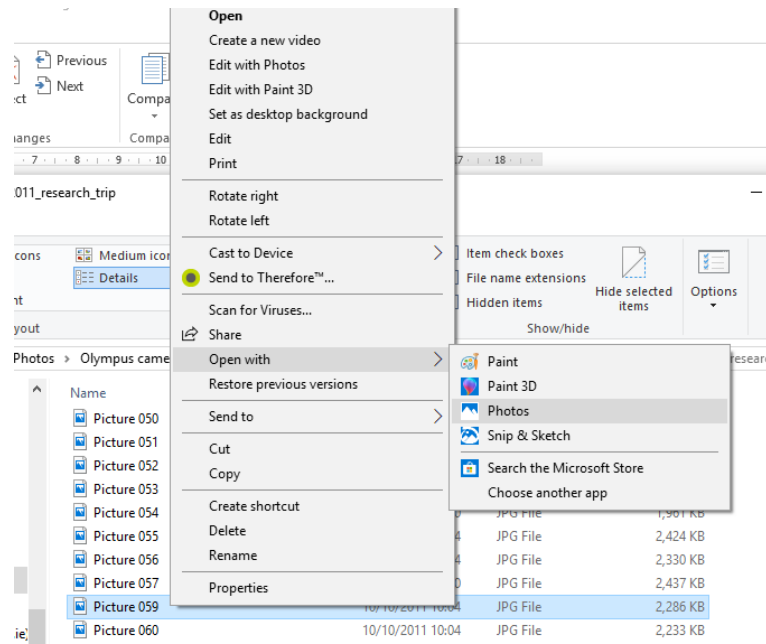
4.1.2 Author list

Use first names in full and any initials, followed by surname. Use '&' and not 'and'.

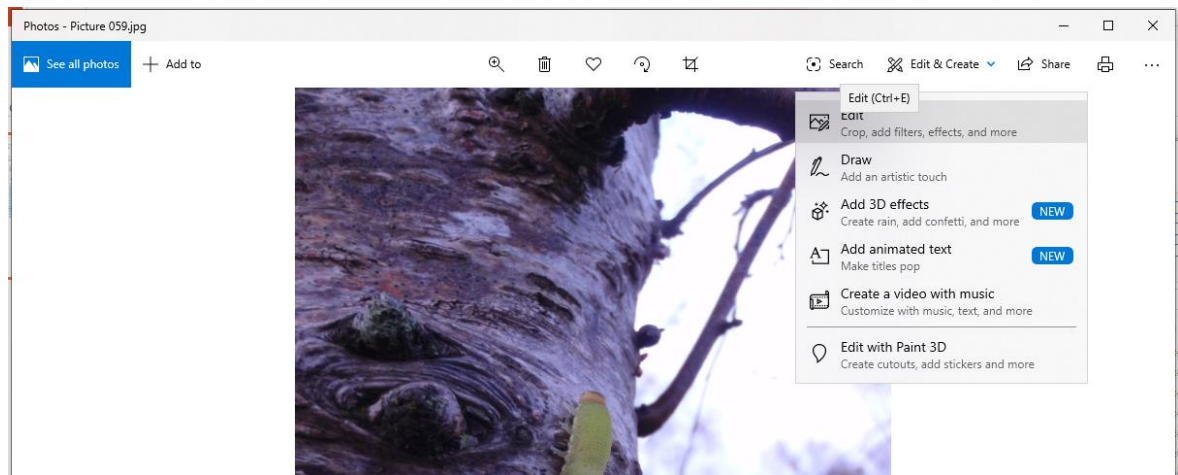
Again, please do not paste in the list of authors, please type it into the text box provided (Font Georgia, 14 pt, small capitals).

4.1.3 Photograph

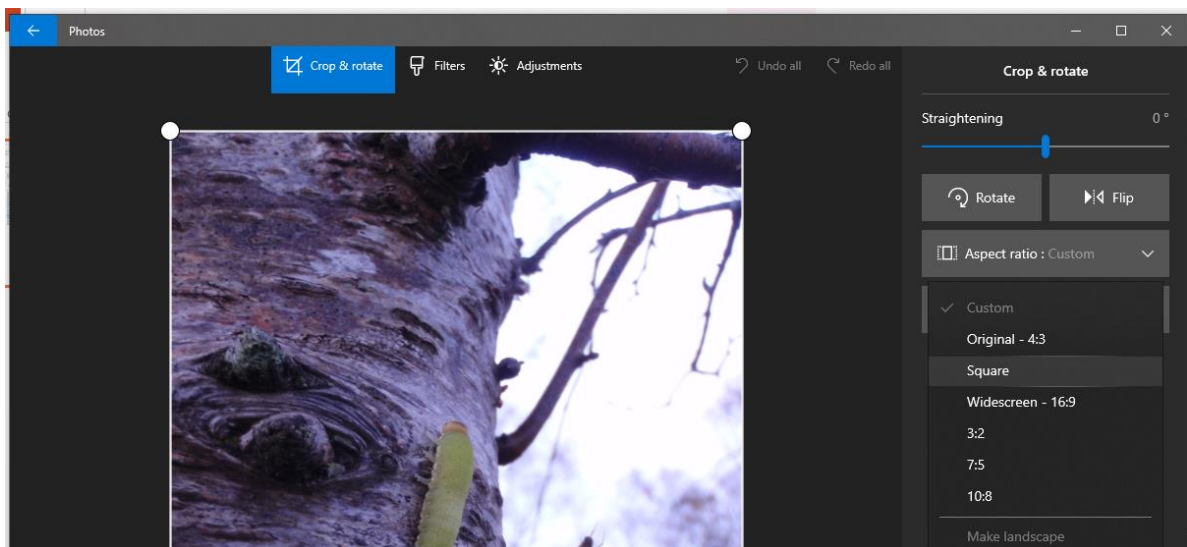
As a general guide, the main photograph should have a resolution of 300 dpi. Before inserting your photograph, crop it to a square format in photo editing software. This is quick and easy to do in MS Photos. Right click your selected photo and choose 'Open with' | 'Photos' (see overleaf).



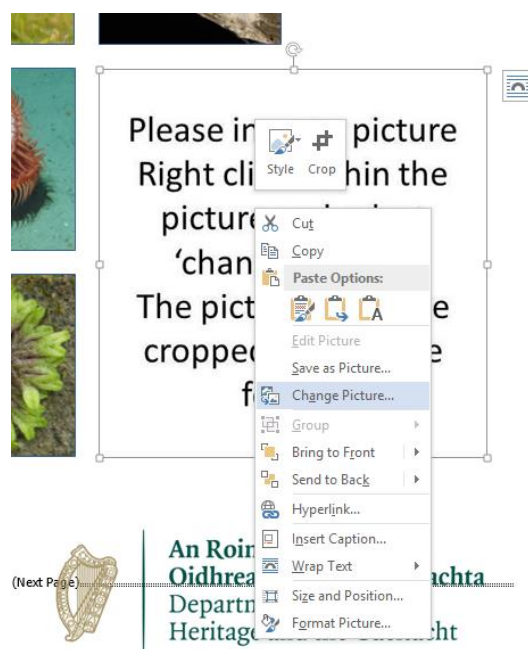
When the picture is open choose edit from the 'Edit & Create' drop down menu



Next click the Aspect Ratio tab and select 'Square'.



Save the cropped image under a different file name. Insert the photo into your IWM by right-clicking on the existing image in MS Word and choosing 'Change Picture'



4.2 The Inside Cover

Please re-type the title (Palatino Linotype, Size 12, Bold) and list of authors (Palatino Linotype, Size 12). The author list follows the format on the front cover.

4.2.1 Authors' Affiliations

Give the authors' affiliation and short address. Where there are multiple affiliations, use superscript numbering, as per the example in the template.

DO NOT include logos or other images.

4.2.2 Keywords

Please think carefully about these, as they are used by indexers and search-engines to find relevant publications. Keywords should be accurate and specific. Many scientific journals recommend word groupings/clusters, e.g. 'turlough water beetles'. List up to 10 keywords. These should include the geographical extent, e.g. Ireland, Atlantic; broad habitats, e.g. marine, freshwater, woodland, grassland; and taxonomic groups, e.g. bryophytes, birds, molluscs, covered by the IWM.

4.2.3 Citation

An example is provided. The citation uses initials. Again, use '&' and not 'and'.

The IWM Volume number will be assigned by the IWM team – use '*Irish Wildlife Manuals*, No. 1XX.'

4.3 Contents

Do not update the table of contents. This will be done by the IWM team following final formatting and pagination. Tables of Figures and Tables of Tables are **not** used.

4.4 Executive Summary

The Executive Summary should be fully understandable to a multi-aged, non-technical audience. It must be a standalone, comprehensive summary of the IWM. It should use plain English and avoid jargon. It will form the basis of any briefing note or press release. It cannot, therefore, include citations. The executive summary should not exceed one A4 page.

4.5 Acknowledgements

This section is discretionary. Authors should not be included in acknowledgements. Neither should editors be thanked for editing, but can be acknowledged for other assistance. Please try to include land owners, NPWS staff, taxonomic specialists/referees or any other individuals who assisted in the work.

5 The Main Text

5.1 IWM Styles

The IWM Template 2020 DHLGH.dotx includes Styles for

1. Normal text
2. Heading 1
3. Heading 2
4. Heading 3
5. Heading 4
6. Table Captions
7. Figure Captions
8. References

Each Style specifies Font type, size and colour, paragraph alignment, indentation and spacing. Standard margins, headers and footers are also inbuilt in the template. Please do not modify the Style settings in any way as that will cause difficulty in keeping a consistent layout. Some guidance on the Styles is also provided within the IWM Template 2020 DHLGH.dotx.

Normal text is Font type Palatino Linotype, Size 10, single line spacing, 9 pt before.

You should type your text directly into the IWM template. If you need to paste text from another document, you are advised to remove all formatting before copying and pasting, as text from another MS Word document can retain Style features, particularly line spacing.

The Heading Styles and Table and Figure Captions **do not** use automatic numbering. Numbers must be typed and followed by a Tab. **Do not** insert automatic numbering or cross-referencing to Figure/Table Captions or Sections in normal text. Automatic numbering and cross-referencing create significant difficulties for final formatting. Final formatting, such as re-ordering sections, changing heading levels and, splitting, merging or deleting tables or figures, is routinely done by the IWM team. Any IWM submitted with automatic numbering or cross-referencing will be returned to the author.

A Heading 4 style has been created for IWM Template 2020 DHLGH.dotx, however authors are requested to limit their IWMs to Headings 1 to 3, where possible.

5.1.1 Figures

Any images, *e.g.* maps, photographs, illustrations, diagrams and graphs can be used in a figure. Guidance and examples are provided in the IWM Template 2020 DHLGH.dotx. Figures must not be inserted before they are referenced in the text. Figures are numbered sequentially from 1 to # (whole integers), *i.e.* they are **not** be numbered by section.

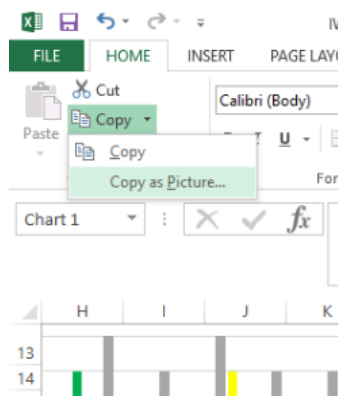
Images must be relevant to the text and assist the reader in understanding essential content and findings. Figures should be used in preference to long or complex text or tables. It must be remembered, however, that figures can rapidly increase file size and Irish Wildlife Manuals aim to minimise their carbon footprint through minimising file size and reducing the reproduction of **electronic**- and hard-copies.

As a general guide, images for importing should be saved as jpeg or tif files, and sized to *c.* 300 dpi. Also, most Figures should comprise a single image.

General DOs and DON'Ts for Figures are provided below

DO

- i. Size each image so that it is clear, both on-screen and in printed versions
- ii. Use trial and error, including creating pdf versions of the IWM page with the figure and checking on-screen and print versions
- iii. Where possible, import images using the Insert Pictures option on the Insert Ribbon
- iv. If pasting an image from another application, use Paste Picture option, however note that this can lead to loss of image quality – see i. and ii. above.
- v. Position the image in line with text
- vi. Centre the image on the page
- vii. Use the Format Picture Ribbon to resize, ensuring the aspect ratio is locked
- viii. Import complete, final images
- ix. Use captions to explain content where possible, rather than Drawing Tools to add labels or arrows
- x. Edit your image in imaging software before importation, including any unavoidable additions of text, arrows or other drawing objects. If imaging software is not available to you, you can use MS PowerPoint which allows grouping of images, drawing objects and text
- xi. Send an example of any complex figure with multiple elements to IWM team for approval before you complete your draft
- xii. For MS Excel Graphs, the best option is probably to copy as picture (click on the graph in MS Excel, choose 'Copy as Picture' on Home Ribbon and paste directly into MS Word



- xiii. scale GIS projects appropriately and export maps at A4, A5 or other appropriate small size
- xiv. Do follow standard rules of mapping, including having a north arrow, scale bar and, where necessary, a legend. The map title will be given in the Figure Caption, as well as a description of map content
- xv. Base maps should only be used where appropriate to the scale at which they will be reproduced in the IWM. Alternatively vectors (*e.g.* a county boundary or coastline) may provide better geographic context for the target scale of the map. A portrait IWM page is 16 cm wide, so can show 8 km from a Discovery Series 1:50,000 map at intended scale, or one mile from a six-inch map.
- xvi. Acknowledge the OSi, where OSi products are used, or other sources, as relevant (see below)

DON'T

- i. Overlay the image on the text
- ii. Use any form of text wrapping
- iii. Lock the position of the image to the text in anyway, *i.e.* don't use 'move with text' options
- iv. Insert drawing objects or text boxes on the image in MS Word
- v. Embed the MS Excel workbook when pasting charts from MS Excel. You can check this by right-clicking on the graph in MS Word. If the option of 'Edit Data' / 'Edit Data in Excel' appears, the raw data are embedded
- vi. Include base maps or aerial imagery unless essential to your map, as these can greatly increase the size of the image
- vii. Import maps that are created at A3 or larger sizes, as text will not be legible when reduced

If maps using Ordnance Survey Ireland (OSi) data are included, an acknowledgement in the following form must appear in reasonable prominence on the face of all reproductions:

Ordnance Survey Ireland Licence No OSI-NMA-014

© Ordnance Survey Ireland Government of Ireland

Please remember that not all maps or imagery are OSi products. It is the author's responsibility to ensure (s)he has proper permissions or licences.

5.1.2 Tables

Guidance and examples of Tables are provided in the IWM Template 2020 DHLGH.dotx. Tables must not be inserted before they are referenced in the text. Tables are numbered sequentially from 1 to # (whole integers), *i.e.* they must not be numbered by section.

Tables must be relevant to the text and assist the reader in understanding essential content and findings. Tables should comprise summary data or other results of analyses. Raw data tables must not be included. Tables should not exceed one A4 page in size. Raw data or longer tables can be included in appendices, where essential to the IWM content. As a rule of thumb, authors should aim to have fewer than ten tables in the main IWM text. Table formatting is, perhaps, the most time-consuming aspect of IWM production, so it is in your interest to keep the number of tables small!

Authors should carefully consider the need for each table. Alternatives to tables include summary statements in text, graphs or other figures. It must be remembered that tables can greatly increase the

page numbers and *Irish Wildlife Manuals* aim to minimise their carbon footprint through minimising page numbers, file size and reducing the reproduction of electronic- and hard-copies.

Some general guidelines on table formatting

- Please pay particular attention to the guidance within IWM Template 2020 DHLGH.dotx on line spacing and cell alignment in tables
- Please do not include table footnotes. It should be possible to include all explanatory text in the table caption
- Where possible, base your table on the sample tables provided in the IWM Template 2020 DHLGH.dotx, or a correctly formatted, published IWM. Be particularly careful if pasting in data from another MS Word document or MS Excel

Numerical values in tables

- Decimal places – be consistent in the number of decimal places reported, *i.e.* where all measurements were to that level of accuracy. However, do not report false accuracy
- If you can be consistent in the number of decimal places, right align numerical values
- If you cannot be consistent in the number of decimal places, learn how to use a decimal tab

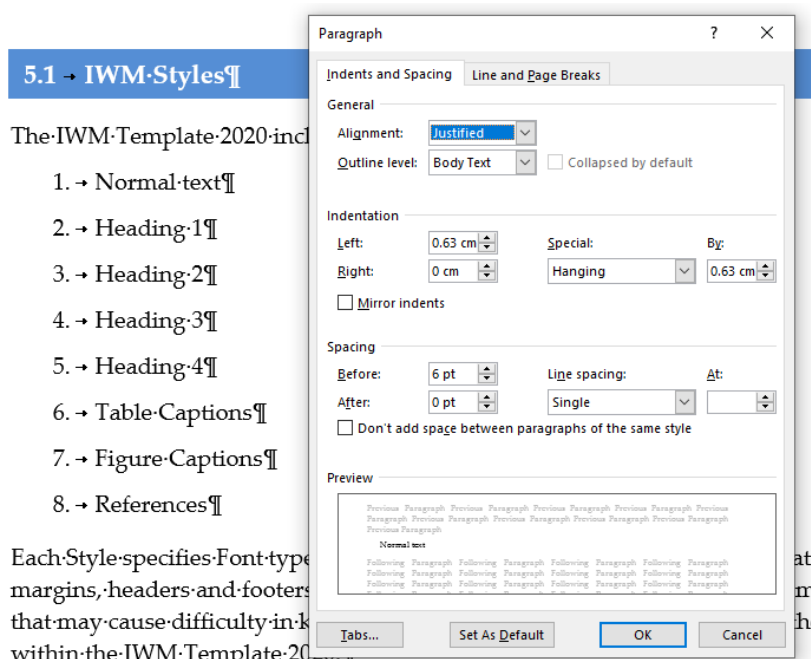
5.1.3 Other guidelines on formatting

Please use page breaks for page formatting (vertical layout). Do not use returns.

Similarly, use tabs or indentation (see Paragraph tab on Home page) for horizontal layout. Do not use multiple spaces.

Footnotes¹

Numbered and bulleted lists – Please see examples within these guidelines. Do not use colons or semi-colons. Reduce the paragraph spacing to 6 pt before -



¹ Try to avoid using footnotes, but if you must, reduce font size to 9 and paragraph spacing to 6 pt

5.2 Writing style

5.2.1 Language

While Irish Wildlife Manuals are scientific reports, authors should make every effort to use clear and concise language throughout. Short sentences are preferable. A paragraph requires more than one sentence. Jargon should be avoided. Provide a definition for scientific terms at first usage, or choose non-technical alternatives where available. The aim is that the content of your IWM can be understood by as wide an audience as possible.

English (Ireland) is selected as the default language in the template. Please do not change this setting. **DO NOT** use English (United States).

Please carefully proof-read your text for unintended criticisms of other studies. Remember subtleties of tone are missing in the written word. Take particular care with the use of words such as 'only' and 'just'.

5.2.2 Abbreviations

Aim to use only widely understood and commonly used abbreviations. Repetition of phrases of up to five or even six words does not greatly increase the text length and makes meaning clearer, *e.g.* Birds and Habitats Directive, rather than BHD. Alternating phrases, *e.g.* 'Birds and Habitats Directive' and 'the directives', can make your text more readable. If you must define an abbreviation for a frequently used phrase, use the phrase/name in full on first mention with abbreviation in brackets, and abbreviation only thereafter.

Do not use a full stop after Dr, Mr, Mrs, Ms, *i.e.* where the abbreviation uses the first and last letter, no full stop is needed. Full stops are generally needed if the abbreviation does not include the last letter, *e.g.* Co. Either PhD or Ph.D. is acceptable, although the latter is more used in North America.

5.2.3 Adjectives

If including more than one adjective to describe a noun, please carefully consider their order. As for many things, if you read it aloud and it sounds wrong, it probably is wrong! Adjectives that describe opinions or attitudes (*e.g.* amazing, favourite) usually come before neutral, factual adjectives (*e.g.* large, red), but as scientists usually concentrate on the latter (neutral, factual), here's a guide

- SIZE, physical quality (*e.g.* narrow, rough), shape, age, colour, origin, material, type, purpose.

5.2.4 Capital (higher-case) letters

Use higher case letters at the beginning of sentences and for proper nouns. Some words and phrases frequently used in IWMs

- Names of government bodies – Department of Housing, Local Government and Heritage; Minister for Housing, Local Government and Heritage; National Parks and Wildlife Service (NPWS)
- Compass points - do not use capitals for - north, south, east, west, north-east, south-west
- Common names of species are proper nouns, See nomenclature standards below

5.2.5 Date and time

Dates follow these standards: 9 January 2018; 1980s; 20th century. Time should be in 24 hour clock, with a full stop, not a colon, *e.g.* 16.15.

5.2.6 Nomenclature standards

Specify the nomenclatural standard used in your IWM, e.g. ‘Scientific names follow Stace (2019).’ Please use the latest reliable source. Species names can be referred to by an accepted common name but the scientific name must be cross-referenced at least once in the publication - on first appearance in the text or in an appendix. Whichever naming system you use at the start, it should be maintained throughout. Common names should be capitalised where they apply to a specific species. Hopefully these contrived sentences should give the correct use -

The most common blue butterfly you will see in Dublin parks is the Holly Blue *Celastrina argiolus* and not the Common Blue *Polyommatus icarus*.

East coast estuaries provide important feeding areas for wintering waders, including both godwit species and Curlew *Numenius arquatus*, and many hold internationally significant numbers of the pale-bellied race of Brent Goose *Branta bernicla hrota*.

Remember a species is a singular entity so “*Margaritifera margaritifera* is declining in Ireland” and not “are declining in Ireland”. When using a common name for a species, think of it as replacing the scientific name so most times it can be used without the definite article ‘the’.

5.2.7 Non-English Phrases

Commonly used Latin, French and other, abbreviations, words or phrases should be italicised. Examples include *e.g.*, *et al.*, *etc.*, *i.e.*

Please use ‘*c.*’, as the abbreviation for *circa*. The word ‘approximately’ (in full) is an acceptable alternative.

5.2.8 Numbers

One to nine in script except where abbreviated units are used, e.g. nine apples; nine kilometres, 9 km; 10+ in Arabic numerals, e.g. 11 apples. If beginning a sentence with a number, write it in full, regardless of size. Use comma separators in numbers of greater than 999, e.g. 1,035, 3,098, 110.

5.2.9 Place names

The name of a locality should be followed by county at least once in the text. Do not use the administrative counties, e.g. Fingal, unless for clarity. When referring to a biological vice-county, its number should be given at first mention. Always precede the county with abbreviation Co. to avoid confusion with town/cities.

5.2.10 Punctuation marks

Please try to avoid using colons ‘:’ and semicolons ‘;’. Parentheses should not be used to mark sub-clauses (as in this rather poor example). Keeping sentences short will assist with these issues. Only use quotation marks for direct quotations, e.g. NPWS (2019) said “that most Irish habitats listed on the Habitats Directive are in Unfavourable status”. For longer quotes, consider using italicised and indented text, but do not use quotation marks and italics together, e.g.

NPWS (2019) said

that most Irish habitats listed on the Habitats Directive are in Unfavourable status and almost half are demonstrating ongoing declines

Apostrophes can be used to denote that a word or phrase has a given or defined meaning, e.g. ‘Favourable Conservation Status’. If a word or phrase with a defined meaning is frequently used

throughout the text, please italicise at each use, *e.g.* the defined parameters used in reporting on the conservation status under Article 17 of the Habitats Directive are written as *Range, Area, Population Structure and functions, Future prospects*.

5.2.11 SI units

Leave a **non-breaking space** between the number and the units of measurement, *e.g.* 123 mm; 6 km; 44 g. This is found in insert symbols, special characters; the keyboard shortcut is Ctrl+Shift+Space. For temperature and angles, please use the correct Degree Sign °, which can be found in Symbols. Male ♂ and female ♀ symbols are found in Arial Unicode MS Miscellaneous Symbols.

5.2.12 Websites

Hyperlinks should be removed and website addresses must be normal text, *i.e.* it should not be underlined or blue in colour. Use the **no-width optional break** with website addresses to control line breaks as in the example below (this is found on insert symbols, special characters). Changing this

The conservation project is described on the website
http://www.speciesconservationproject/methodology/2018_2020/trends

To this

The conservation project is described on the website http://www.speciesconservationproject/methodology/2018_2020/trends

5.2.13 Commonly encountered issues

Commonly encountered mistakes include

- Omission of the tab after number in headings and captions
- Omission of the comma after *et al.* in citations
- More than one space at the end of a sentence
- Data treated as a singular noun (single datum, plural data)
- Overly long sentences
- Too few commas
- Too many parentheses
- Numbers 0-9, inclusive, as digits in text
- Omission of non-breaking space between number and unit
- (Far) too many tables
- Incorrect line spacing in tables
- Justified alignment in tables
- Incorrect formatting of references

Many IWMs are submitted as a contractual deliverable to NPWS. Such contracts normally have a range of other data deliverables. These should not be listed or cited in the IWM text, unless they form part of the IWM.

6 References

Authors should support their work by citing relevant scientific texts, particularly peer reviewed publications. As well as giving credit and avoiding plagiarism, citations display the depth of research conducted by authors and direct the reader to other material on the subject. Citing relevant studies outside of Ireland is particularly to be encouraged, as is citation of studies by other academic, commercial or voluntary groups within Ireland.

A References Style and examples are provided in the IWM Template 2020 DHLGH.dotx. These are formatted into two columns and particular care is needed to avoid accidental deletion of the associated Section Breaks. When creating your reference list, it is best to type or paste directly into the examples provided. Where pasting, use Paste as 'Keep Text Only (T)' or 'Merge Formatting (M)'. Key guidelines for references are

- References are listed alphabetically, by surname of first author, then chronologically within author/author-group
- Each reference must contain sufficient information to allow the reader to source the original material
- URLs to webpages can be included, however hyperlinks should be removed
- Where referencing a website, give the date it was accessed, *e.g.* 'Accessed January 2020'
- An ampersand (&) should be used, *e.g.* 'Campbell, C. & Lockhart, N. (2017)'
- Do not include spaces between initials

Generally, only references cited in the text should be included. If you wish to include a longer list of relevant sources, entitle the chapter "References and Bibliography"

Citations within the text should

- Use a comma to separate authors and year, *e.g.* (Campbell & Lockhart, 2017), Campbell & Lockhart (2017)
- Use *et al.* where more than two authors, *e.g.* (Else *et al.*, 2016), Else *et al.* (2016)
- Where two or more references are cited at the same point in the text, separate them with semi-colons, and order them alphabetically, then chronologically, as in the References *e.g.* (Campbell & Lockhart, 2017; Else *et al.*, 2016; McGreal, 2011, 2013)
- Where an author has more than one publication in a year, use lower case letters to identify the references, assigning 'a' to the reference first cited in the text, *e.g.* (Campbell *et al.*, 2019a, b). For abbreviated citations, a, b *etc.* should be used regardless of whether the full lists of authors are identical.

7 Appendices

Appendices must be submitted in MS Word. They should, where possible, follow the IWM style. There is, however, greater flexibility in the layout of tables, figures and text in appendices. The following is recommended

- Appendices should only include information essential to the IWM content, *e.g.* site reports, methodologies, examples of field survey forms, longer tables of summary data
- Appendices should generally be restrained in size – aim to have fewer pages of appendices than in the main text

- Where appendices are large, either in number of pages or file size (MB), consider saving the appendices as a separate file
- Remember images, particularly GIS maps, can greatly increase file size (MB)
- Consider your audience and its needs – which element of the product will be of highest value and most likely to be printed, *e.g.*
 - if it will be most often used as a methods manual, the user will not require multiple site reports
 - site reports - will they be most useful and accessible individually or packaged together by Natura 2000 site (SAC/SPA)?

8 Submission to the IWM team

Authors submit their draft IWM to the NPWS Project Officer for scientific editing. Following the necessary reviews and revisions, the NPWS Project Officer will submit a final draft to the IWM team. The final draft IWM must be complete and saved as a docx file. This MS Word file should be accompanied by a tif or jpeg file of the cropped square-format front cover image. The IWM team will check formatting, language, consistency and clarity, and will correct any minor issues encountered. Where significant formatting errors are found, or issues such as lack of clarity of meaning, the IWM team will return the draft to the NPWS Project Officer for further revision by the Project Officer and/or authors.

From January 2020, the IWM team no longer accepts appendices in pdf format. All content, including appendices MUST be provided in MS Word.

Authors under contract to NPWS should note that, in line with NPWS Project Delivery Guidelines, they are required to submit to the NPWS Project Officer any raw data, in native or agreed formats, data analyses and original material, *e.g.* maps, graphs, schematics, photographs *etc.*, used in the IWM, or otherwise gathered under contract to NPWS.