Manuscript Preparation Guidelines

Citizen Science: Theory And Practice

Thank you for your contribution to *Citizen Science: Theory and Practice*. We welcome your work in this growing field, and we recognize the rigor and effort required to produce quality scholarship. In the interest of supporting your endeavors, we provide the following instructions for manuscript preparation. Failure to adhere to the required elements may delay the processing and therefore the publication of your article. All submissions should be made electronically through the journal website. Our online journal management system will allow you to track your submission and will enable efficient communication with the editors. In the meantime, if you have further questions, please contact the Managing Editor at journal@citizenscience.org.

Version last updated on 14 October 2026. ***Please make sure you are using the latest version of our Author Guidelines, available for download from the Journal Submission Guidelines page.***

Types of Articles We Publish	4
Research Articles	4
Synthesis Articles	5
Case Studies: Application and Integration	5
Essay Articles	6
Editorial	6
Invited Articles	6
Communicating Through the Ubiquity Journal Management System	7
Format	7
Length	8
Style	8
Structure	8
Title Page	8
Abstract	8
Keywords	8
Main Text	9
Conclusions (mandatory for most types of papers)	9
Supplemental Materials (optional)	9
Data Availability (if applicable)	9
Ethics and Consent (if applicable)	9
Acknowledgments (optional)	10
Funding Information (if applicable)	10
Competing Interests (mandatory)	10
Authors' Contributions Statement (if applicable)	10

Notes 10
References 10
Citations and References 11
In-text citations 11
Reference list 12
Reference formatting 13
Legal Citations 17
Graphic Components 17
Figures 17
Tables 20
Author Writing and Proofreading Guide 21
Acronyms and abbreviations 22
Apostrophes 23
Capitalization 23
Commas 24
Currencies 24
Dashes 25
Endnotes and footnotes 25
Formulae 26
Fractions 26
Grammar 26
Hyphens 27
Italics 28
Lists 28
Numbers 28
Quotations 30
Spacing 31
Spelling 32

Trade names 32

Underlining 32

Units of measurement 32

Submitting Your Manuscript 33

Entering Metadata at Time of Submission 33

Artificial Intelligence 33

Use of Non-English Text 34

Full Article Translations 34

Special Collections 35

Submission Checklists 36

Required elements 36

Types of Articles We Publish

All articles submitted to *CSTP* must do the following:

- Describe how the article advances theory and/or practice of citizen science. Descriptive articles will not be accepted (e.g., meeting reports, evaluation reports, and project descriptions). Likewise, articles focused solely or primarily on outcomes unrelated to theory and practice (e.g., scientific findings or scientific method development) will not be accepted. We recommend that such articles be submitted to disciplinary journals. However, *CSTP* articles can include scientific findings, scientific methods, or elements from meetings, project implementation, or evaluation if they are integral to conclusions that advance the theory and practice of citizen science.
- Justify how what is presented is citizen science. *CSTP* does not define citizen science but encourages authors to align their justification with peer-reviewed definitions (here are some definitions of citizen science).
- Describe how the work in the article builds on existing knowledge (including but not limited to articles published in *CSTP*).

Unless otherwise noted, all submitted articles are assessed by the *CSTP* EiC, a *CSTP* editor, and at least two external reviewers.

Research Articles

Research articles are scholarly studies about the theory and/or practice of citizen science. This can include research associated with new or revised methods (e.g., validity and reliability of a new data collection instrument).

Research articles can use various methods, and can build on quantitative, qualitative data, comparative case studies, etc. However, presented methods and data must be robust and well described. Additionally, presented findings must be directly aligned with presented data, as well as link back to existing knowledge.

Research articles are organized into an introduction, literature review or appropriate background, methods, results, and discussion (or similar) sections. Articles drawing from established theoretical perspectives are strongly encouraged.

Submitted research articles must be no more than 7,750 words, which includes ALL text, (narrative, tables, references and figure captions) but excluding figures and supplementary materials.

Synthesis Articles

Synthesis articles are meta-overviews of topics important to the theory and/or practice of citizen science. In addition to syntheses, this article type can include conceptual or theoretical reviews. Articles based on established methods (such as PRISMA) are encouraged.

Submitted articles of synthesis articles must be no more than 7,750 words, which includes ALL text (narrative, tables, references and figure captions) but excluding figures and supplementary materials.

Case Studies: Application and Integration

Case Studies: Application and Integration articles should focus on one or more efforts relevant to citizen science. Similar to all *CSTP* articles, Case Studies must use descriptions of the specific effort(s) to inform theory and/or practice of citizen science, and they must clearly articulate why this work is significant to the field. These articles should frame the effort(s) in the context of one or more issues, innovations, or other challenges/opportunities that are important to citizen science. They should describe only those elements of the effort(s) that are directly relevant to these challenges/opportunities. They must connect to existing literature throughout the manuscript including the setup of these challenges/opportunities and the synthesis of insights drawn from the effort(s). This literature must include, but is not limited to, articles about citizen science and related fields (including those in the *CSTP* journal if appropriate).

Authors are encouraged to divide manuscripts of this type into sections and use appropriate section headings. Data are not required, but if provided, they should be rigorous, and the collection methods should be thoroughly described. Note that evaluation reports or similar accounts that simply document, promote, or summarize an effort are not sufficient. Likewise, articles that only briefly mention links to the field of citizen science are not sufficient.

Articles that use case studies as a research method should be submitted as Research articles.

Case Studies must be no more than 7,750 words, which includes ALL text (narrative, tables, references and figure captions) but excluding figures and supplementary materials.

Essays

Essays offer perspectives on an issue relevant to the theory and/or practice of citizen science. This can include new ideas, approaches, tools, or controversial positions. All essays should build on and present a theoretical framing.

The perspective offered must be informed in some way. For example, this could come from participation in a recent conference, project implementation, evaluation efforts, or existing literature in citizen science or other relevant fields.

Submitted essays must be between 3,000 and 6,000 words, which includes ALL text (narrative, tables, references and figure captions) but excluding figures and supplementary materials.

Editorial

Editorials are typically associated with special collections. They should include a brief introduction and concise comment on the relevance and content of each included paper. Additionally, an editorial may be written by the *CSTP* EiC. Note that Editorials will be reviewed internally by the EiC and/or Associate Editors-in-Chief (EiC), and possibly members of the *CSTP* Editorial Board.

Submitted editorials vary in length depending on the collection size but are typically shorter than other article types. The word limit will be negotiated with the EiC. Please scroll down for information on submitting a proposal for a *CSTP* special collection.

Invited Articles

Invited articles are written by individuals who bring a valuable or unique perspective or contribution to the theory and practice of citizen science. They are invited by the EiC who welcomes suggestions from the citizen science community. Note that Invited Articles will be reviewed internally by the EiC and/or Associate EiC, and possibly members of the *CSTP* Editorial Board.

The word limit will be negotiated with the EiC. More information is provided with the invitation.

Communicating Through the Ubiquity Journal Management System

You will likely work with several Editors (the Editor-in-Chief, a Section Editor, and the Managing Editor) in addition to our compositor (typesetter) to bring your work to publication. The Section Editor has relevant expertise in your field, will see your paper through review, and will author a decision letter. Once your paper is accepted, the

Managing Editor will usher your paper through copyediting. Please also reach out to the Managing Editor for technical questions regarding the JMS. The compositor does not have access to the JMS but will communicate with you using the email you provide in the metadata. To maintain a shared record and to ensure continuity throughout the process, please use the JMS for all correspondence with Editors. To send an emailed message, simply log into the system, select the relevant paper, and click Add discussion in the Review Discussions section. Address your content/review/extension questions to the Section Editor but also click to add the Managing Editor, Sayzie Koldys, to the thread. If you have any questions about how to use the journal management system, address your query directly to the Managing Editor. Note that although you can read Discussion messages in your email, to respond to them, log into the JMS and respond within the system so that all relevant parties are copied and there is record of the transaction within the system.

Format

- Manuscript: Microsoft Word (preferred) or OpenOffice file format, double spaced in 12-point Arial, Helvetica, or Verdana font. Do not use smaller fonts or spacing.
- Do not use the footnote or endnote functions because these can interfere with copy editing and typesetting. Place any notes in a Notes section just above the References.
- Please ensure that the References section is clean and without any residual coding in the background.
- Headings: Use up to three levels, not including the paper title, which must be simple and clearly identifiable. **A First-Level Heading Should Be Title Capped and Bold, Per This Example**. ***A second-level heading should be sentence capped, italicized, and bold, per this example.*** *A third-level heading should appear sentence capped and italicized, per this example.* Please include at least two sentences of text beneath a first-level heading to set up the sections that follow.
- **Do not use section numbers.**

The article elements (some of which are optional, as indicated in the detailed section on structure) should appear in order:

- title
- abstract
- keywords
- main text (with tables included after the paragraph containing the first in-text callout of each table)
- supplemental files list
- statements (described elsewhere)
- references
- list of figure captions.

All figures should be submitted as individual figure files without their captions. Title them as they are called out in the text (e.g., Figure 1, Figure 2, etc.).

Length

Word limits shown above include the Abstract, the References section, tables, author statements, and figure captions (i.e., anything that will be typeset, or anything other than Figures and Supplementary Files). Further, the combined tables and figures should not total significantly more than three pages when typeset. Supplementary Files do not count toward the word count and may include additional supporting figures, tables, text, and appendices.

Style

The primary style manual in use at *Citizen Science: Theory and Practice* are *Webster's Dictionary* and *The Chicago Manual of Style* for submissions in American English, although we welcome and publish submissions in British English. (See the sections "Grammar," "Use of Non-English Text," and "Full Article Translations" in this document for additional language information.)

Structure

Title

Abstract

All articles except meeting reports must be prefaced by an abstract of no more than 250 words that summarizes the main arguments and conclusions of the article. Please briefly state why the work is important/new, the methods used, and the key findings. It is the journal's view that abstracts provide an opportunity for clear cross-disciplinary communication. This section must have the heading "Abstract" and be easily identified from the start of the main text.

Keywords

A list of up to ten keywords may be placed below the abstract (optional), under the heading "Keywords." Keywords should be lowercase unless they are proper nouns, and they should be separated by commas.
The Keywords should also be added to the metadata when making the initial online submission.

Main Text

The body of the submission should be structured in a logical and easy-to-follow manner. A clear introduction section should be given that allows non-specialists in the subject an understanding of the publication and a background of the issue(s) involved. Methods, results, discussion and conclusion sections may then follow to clearly detail the information and research being presented.

Conclusions (mandatory for most types of papers)

Please include a short summary of the key points of your paper. Mention of any applicable future directions is encouraged, particularly for research, review, and methods papers, as well as case studies.

Supplemental Materials (optional)

Supplemental figures, tables, data sets, or other files that will link to the main publication should be listed after the Conclusions section with a corresponding number, title, and short description, e.g., Supplemental file 1: Appendix. Scientific data related to the experiments.

Any supplemental materials should be cited/called out in the main text using the supplemental file number and title. For example, use (Supplemental file 1: Appendix A).

Supplemental files will not be typeset or copyedited so they must be provided in their final form. They will be assigned a DOI and linked to from the publication. Please upload any supplemental files as "individual supplemental files for review" to the JMS during the submission process, and see page 16 of this document for further instructions.

Statements:

Data Availability (if applicable)

If data used in the research project has been made available, a statement should be added to direct the reader to the files or to give guidance regarding access.
If data used in the research project has not been made available, a statement confirming this should be added, along with the reasoning for the decision.

Ethics and Consent (if applicable)

CSTP is a peer-reviewed journal that publishes research that advances theory and practice in the field of citizen science, thereby producing generalizable knowledge. The *CSTP* editorial team seeks to ensure ethical involvement of human participants in all of its publications. As such, editors review all submissions for data or potentially personally identifiable information about human participants. The identity of the research subject should be anonymized wherever possible. If a submission contains data or potentially

personally identifiable information about human participants, authors are responsible for acquiring, following, and ensuring all ethical and informed consent requirements are met and stated in a *CSTP* article. In the case of child participants, consent must be obtained from a legal guardian. The exact details of consent, including age, should comply with those of the country in which the research is conducted. Additional specific requirements are outlined in the checklist below.

Note that any human subject research published in *CSTP* must be conducted according to the Declaration of Helsinki (outside the US) and ethics requirements where the research was conducted. In the US, human subject research must meet the following requirements: 45 CFR 46 (the "Common Rule") and 21 CFR 50 for FDA-regulated research (inside the US). The *CSTP* EiC retains the right and responsibility to decline any submission at any time if they feel there might be ethical issues involving humans. Experiments using animals must follow national standards of care. For further information, see http://bit.ly/1rBoe0S.

Author Checklist: What to include in your CSTP submission that contains data or potentially personally identifiable information about human participants.

Identify the scenario below that applies to your research and provide the required evidence.

My situation is…	I must provide in the Ethics/Consent Statement
Data are from an existing publicly-available database	• State that all data are drawn from an existing publicly-available database. Note an existing database cannot be created as part of the current submission's study
New data and an independent ethics committee approved the research	• Provide name of the independent ethics committee* • Provide reference number of the approval • State how informed consent was obtained
New data and an independent ethics committee determined that oversight is not required or possible	• Provide name of the independent ethics committee* • Provide reference number confirming no oversight is required or, if unavailable, a quoted and dated written statement from the committee • State that the committee was informed the data are being submitted to a peer-reviewed journal that produces generalizable knowledge • Describe how informed consent was obtained

New data and it is not possible to acquire determination of oversight from an independent ethics committee	• State it was not possible to acquire determination of the need for oversight from an independent ethics committee and why • State the Declaration of Helsinki was followed • Describe how the Declaration of Helsinki was followed

Failure to correctly detail approval for human subject research when you submit will result in delayed review.

Acknowledgments (optional)

Contributors who do not meet qualifications for authorship may be acknowledged here. See the Authorship Guidelines for more information.

Funding Information (if applicable)

If the research has received a funding grant, then the grant provider and grant number should be detailed. If your funding agency uses a set format for this information, please be sure to use it.

Competing Interests (mandatory)

If any of the authors have any competing interests, these must be declared. A short paragraph should be placed before the references. Guidelines for competing interests can be found here. If there are no competing interests to declare, then the following statement should be present: The author(s) has/have no competing interests to declare. If any of the authors are currently editors for *CSTP*, this must be declared.

Authors' Contributions Statement (mandatory if more than one author)

Please include a short paragraph specifying the contribution of each author in narrative form. It may include attribution for conception, design, data collection or contribution, analysis, writing, or other such contributions. For equal author contribution, please declare that all authors contributed equally to all aspects of the manuscript. Individuals listed must fit within the definition of an author, as per our authorship guidelines.

Notes

Notes (sometimes referred to as endnotes) will appear directly above the References. Notes should be used only where crucial clarifying information needs to be conveyed. Please place in-text note numbers in superscript immediately following the end punctuation of a sentence. *CSTP* does not use footnotes.

References
All references cited within the submission must be listed at the end of the main text file in a separate section entitled "References." *Citizen Science: Theory and Practice* uses unnumbered, name and year (Harvard) references. For further assistance, please see the section Citations and References. Note that Harvard style can take multiple forms; if using a citation generator, do not rely on it to automatically align with *CSTP*'s Harvard style.

Citations and References

In-text citations

- Any time information from other sources is used, it must be cited in the text so it is clear that external material has been used. If the author is mentioned by name in the text, the year (in parentheses) should follow the name. If the author is not mentioned in the text, the surname(s) and year should be inserted (in parentheses) after the relevant text. **Multiple citations should be separated by a semi-colon and should be listed in order of publication date, earliest to most recent.**

  Both Brown (2010) and Jones (2013) showed that…

  The statistics clearly show that this is untrue (Brown 2010; Jones 2013).

- The in-text citation should immediately follow the surname. If a later citation is unavoidable, the name will need to be repeated; however, this often reads awkwardly (see last example).

  Dorman (2017) offers various examples of "the distance between" (p. 45).

  Dorman (2017, p. 45) offers various examples of "the distance between."

  Dorman offers various examples of "the distance between" (Dorman 2017, p. 45).

- If a citation has three or fewer authors, all should be listed. Note the use of the serial comma.

  Reed, Davis, and Turk (2012) found that the majority…

- In cases of four or more authors, list, either directly or indirectly, only the first author's surname, appended by et al.

  Green et al. (1995) found that the majority…

  Recent research (Green et al. 1995) found that the majority…

- If there are two or more citations from the same author in the same year, then they should be delineated using lowercase letters following the year. (In the reference list, these should be alphabetized by author names. If all authors are identical, they should be alphabetized by title.)

  (Jones 2013a,b)

- Use an author's initials in a citation to distinguish different authors with the same surname and publication date.

  e.g., (S.J. Jones 2018) to indicate

  Jones S.J. 2018. Quantifying outreach efforts in Saxon, South Dakota. *Rural Realities.* 9(4), pp. 33–122. DOI: https:// . . .

  rather than

  Jones T. 2018. *Rural Realities in the 21st Century: Community, Outreach, and Results*. Baltimore, MD: Johns Hopkins University Press.

- If citing two separate works in two separate years by the same author, do not repeat the author name in the callout.

  (Jones 2015, 2016)

- If specific pages are being cited, a comma should follow the year, followed by p. and the page number.

  (Brown 2004, p. 65; Jones 2013, pp. 143–145)

- For publications authored and published by organizations or groups, use the short form of the organization's name or its acronym for in-text citations in lieu of the full name.

  (ICRC 2000) not (International Committee of Red Cross and Red Crescent Societies 2000)

- Do not include URLs in parenthetical citations. Instead, cite the author or page title in the text, and include all the details, including the URL, in the reference list.

- Unpublished information should be cited in the text in parentheses as personal communication, as submitted to a particular journal or as unpublished data, listing all authors. Do not include unpublished information in the References section.

  (J. Lawrence, T. Harding, A. Einstein, and W.J. Bryan, unpublished data).

- Treat author's names in sentence format as authors rather than as a text, unless formulating the sentence in such a manner would be awkward.

Reference list

- Place full citations in a reference list at the end of the text file.

- This journal uses a Harvard style system of references, in alphabetical order of author surnames. **Please see the following section on formatting for further details as Harvard style has multiple iterations depending on the publication/reference manager.**

- List all authors on any given publication in the References list, up to a maximum of seven names. If there are more than seven authors, then add "et al." after the seventh name.

- **Spell out the full names of all journals listed in the References section. Do not use abbreviations.**

- All works within the reference list should be called out within the text. Works that have not been cited in the main text, but which the author wishes to share with the reader, must be listed as additional information in endnotes explaining the relevance of the work.

- If multiple works by the same author are being listed, re-type the author's name for each entry rather than using a long dash.

- For compound author names, alphabetize by first word and alphabetize further word by word.

  de Vos, R Delano,
  A

  Please note that Dutch particles such as *van* and *ter* are usually lowercase when part of full name but may be capitalized when only the last name is referenced.

- Always use a period after Jr., and use no further punctuation with II or III.

  Connors Jr., AF
  Connors III, AF

- DOIs should be included for all reference entries whenever possible.

Reference formatting

- **Abstract:**

  Author, A.A. (Year) Title *Journal Name*, Volume(Issue), page number (Type) DOI:

  Lewis, C.S., Pullman, P and L'engle, M. (1979) At the confluence of politics and religion. *Journal of Children's Literature*, 279(4), p. 100 (Abstr.) https://doi.org/…

- **Books:**

  Author, A.A. (Year) *Title with Title-Style Capitalization*. Place of publication: Publisher.

  Adam, D.J. (1984) *Stakeholder Analysis*. 2nd ed. Oxford, UK: Oxford University Press.

  Silverman, D.F. and Propp, K.K. (eds.) (1990) *The Active Interview*. Beverly Hills, CA: Sage.

- **Bulletin:**

  Author, A.A., Author, B.B., and Author C.C. (Year) *Title*. Title and Number of Bulletin, Sponsoring Body, Location.

  Jones, A., Crane, B., and Harrington, S. (2003) *Distribution of benefits*. Technical Bulletin 445, Organization for Fair Labor Practices, Washington, DC.

- **Chapter within books:**

  Author, A. (Year) Title chapter. In: Editor, E. and Editor, F. (eds.) *Book Title*. Place of publication: Publisher. Page span.

  Achebe, C. (1995) Colonialist criticism. In: Ashcroft, B. (ed.) *The Post Colonial Studies Reader*. London: Routledge. pp. 57–61.

- **Conference papers and proceedings:**

  Author, A. (Year) Title of chapter. In: *Title of Conference Proceedings*, Location on Date, pp. page span.

Lynch, M. (2003) Dialogue in an age of terror. In: *The Annual Meeting of the American Political Science Association*, Philadelphia, PA on 18 August 2003, pp. 4–7.

- **Database:**

Host Organization. (Year) *Title*. Database Name, Location, last update. URL

National Institute for Citizen Science Initiatives. (2019) *Citizen science participation across Mississippi from 2000 to 2015*. National Institute for Citizen Science Database, New York, NY, updated December 5, 2019. http://citizenscience.gov/participation/

- **Edited texts**

Lock, S. (2001) Research Misconduct 1974–1990: A Partial History. In: Lock, S., Wells, F. and Farthing, M. (eds.), *Fraud and Misconduct in Biomedical Research*, 3rd ed., pp. 51–63. London: BMJ Books.

- **Journal articles:**

Author, A. (Year) Title in sentence-style capitalization. *Journal Name*, Volume(Issue), page span. DOI: http://dx.doi.org/…

Martin, L. (2010) Bombs, bodies and biopolitics: Securitizing the subject at airport security. *Social and Cultural Geography*, 11(1), pp. 17–34. DOI: http://dx.doi.org/10.1080/14649360903414585

- **Journal articles in press:**

Author, A. (Year) Title. *Journal Name*, In press. DOI:

Field, S. (2020) Theoretical models for development. *The Journal*, In press. DOI: https://dx.doi.org/. . .

- **Journal articles with an erratum:**

Author, A. (Year) Title of article. *Journal Name*, Volume(Issue), page span. Erratum. Date of erratum. *Journal in Which Erratum Appears*, Volume, Page.

Harding, W. (2012) Why I never make mistakes. *Journal of Science*, 220(5), pp. 114–115. Erratum. 2012. *Journal of Science*, 40, p. 239.

- **Newspaper/Magazine articles (print):**

  Author, A. (Year) Title. *Newspaper*, Date of publication, Page.

  Tate, P. (2007) Illicit organ trade increasing. *Jordan Times*, 6 June, p. 3.

- **Newspaper articles (online):**

  Author, A. (Year) Title. *Newspaper*, Date of publication, [URL and last accessed date].

  Patel, S.S. (2005) Climate; in a marsh, sifting the past and seeing the future. *New York Times*, 6 November [online access at http://query.nytimes.com/gst/fullpage.html?res=9800EEDF173EF935A35752C1A9639C8B63 last accessed 28 April 2014].

  (Please note the omission of the definite article from the titles of newspapers in the References section.)

- **Organizational publications/Grey literature:**

  Author group. (Year) *Title*. Place of publication: Publisher

  World Health Organization (WHO). (2010) *The world health report – Health systems financing: the path to universal coverage*. Geneva, Switzerland: WHO.

  If an organization is best known by its acronym, and that acronym is used commonly throughout the text, you may want to list the acronym first followed by the spelled-out version in parentheses.

- **Pamphlets**

  Pamphlets should be treated as books, to whatever degree possible, as they are stand-alone publications.

- **Reports:**

  Author, A.A. (Year) *Title*. Name and Number of Report, Place.

  Younger, I.M. and Burns, N.R. (2007) *Stapler functionality in elementary school classrooms*. US Department of Education Technical Report 22-7-455-49334759748, Office of Basic Education, Baltimore, MD.

- **Theses and dissertations:**

  Author, A. (Year) *Title*. Unpublished thesis (PhD), Institution.

  Yudis, A. (2004) *Failed responsibility of the media in the war on Iraq*. Unpublished thesis (PhD), University of Manchester.

  Note: Add DOI or link when available.

- **Webpages / PDFs:**

  Author, A. (Year) Title, Date of publication. Available at URL [Last accessed date month year].

  Pascual, Amb. C. (2005) Stabilization and reconstruction: building peace in a hostile environment. Prepared statement to Senate Committee on Foreign Relations, 16 June 2005. Available at http://2001-2009.state.gov/s/crs/rls/rm/48644.htm (Last accessed 14 August 2012).

  (Please note that this example also contains an example of how to treat an author's title such as Ambassador.)

Legal Citations

Citizen Science: Theory and Practice is not a legal publication and therefore follows *CMoS* recommendations for generalist publications when citing and referencing court decisions and other such legal documents that do not fall under the categories listed above.

- **Notes** are used for documentation of legal works. The Notes section should appear directly above the References section, which should contain all other documentation as described above.
- **House style** requires that you do not use *id.* or *ibid*, ampersands, or small caps; however, legal style overrides this Guide on versus/*v.* when writing out cases/court decisions, and United States should be abbreviated as U.S., using full stops to reflect the text of the decisions.
- **In-text citations** of cases/decisions should be written out on first mention. For example,
  AT&T Corp. v. Iowa Utils. Bd., 525 U.S. 366 (1999). It is acceptable on first mention to include the entirety of this reference at the sentence level (with the case italicized and the date in parentheses, followed by a superscripted Note number, e.g.,

  As in *AT&T Corp. v. Iowa Utils. Bd*., 525 U.S. 366 (1999), the court held that the FCC lacked jurisdiction.[1]

- **Subsequent citations** are shortened. For example, the above would then appear as *AT&T*, 525 U.S. 366.
- **Notes** of explanation are also acceptable and may be dispersed within the list of legal citations in the Notes section.
- **Readership** dictates that you consider deferring to generalized language whenever possible. For example, rather than *Amend. XIV*, please refer to it as the *Fourteenth Amendment*.
- **For further detailed examples,** including citation of Canadian Parliamentary law and of the documents of international bodies, you may see Chapter 17 of the *Chicago Manual of Style*.

Graphic Components

Figures

Figures can be an engaging way to capture and convey a tremendous amount of complex and important information. But if your figure is not laid out artfully and logically, its contents may be lost on the reader. Please ensure that the figures submitted to *Citizen Science: Theory and Practice* reflect the quality of your scholarship. Please note that an editor may ask you to re-render any figures that do not meet our publication standards.

All figures should be uploaded to the JMS with clear and descriptively titled individual figure files (e.g., Figure 1 or Figure 2_Revised in copyediting). **Figure panels should be submitted as part of the same figure file.** Figures should have a resolution of at least **300dpi**, and each file should not be more than 20MB. Standard formats accepted are: JPG, TIFF, and PNG.

***CSTP* also requires a Figure File for Review for reviewer/editor ease of reference.** Please provide, *in addition to* the individual figure files in the JMS and your list of figure captions within the manuscript, a single file that contains all figures with their corresponding captions (e.g., Figure 1; the caption for Figure 1; Figure 2; the caption for Figure 2, etc.). Upload this to the JMS Supplemental Files as you would any figure. Title this "Figure File for Review."

- Figures should be clearly labeled, and a key provided when necessary.
- **Please limit figures and tables to not significantly more than three pages in total when typeset. Additional figures can be submitted as supplemental material.**
- Figures must be called out within the main text, in consecutive order, using Arabic numerals. Spell out the word “figure.”

  Figure 1, Figure 2, Figure 3, etc.

- Figures should have a descriptive caption, led by the figure number in bold, which will appear beneath the figure. Captions should clearly and concisely summarize the content and/or use of the image.

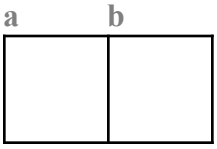
  Figure 1 1685 map of London.

  Figure 1 1685 map of London. Note the addition of St. Paul's Cathedral, absent from earlier maps.

- Abbreviations should be spelled out in the figure captions in the event that the figure may be lifted from the context as part of a talk, etc., and not all viewers will have the benefit of the spelled-out version elsewhere in the text. Place the long form of abbreviations in an alphabetized list at the end of the figure caption, punctuated as follows:

  BRAINS, Biobehavioral Research Awards for Innovative New Scientists; GANDALF, gas and absorption line fitting algorithm; SECSY, spin echo correlated spectroscopy.

- Label any figure panels with lowercase, bold, roman-script letters. Lettered panels should be part of a single figure file and should *not* be uploaded as separate figures.



- Call out specific figure panels in the text using phrasing such as

  Figure 1*a* shows that…

  The results show that those who received training fared better overall (Figure 1*a*).

- In the figure caption, describe each panel, calling out the panel letters in italics.

  Figure 1 (*a*) Water levels 1 week before Hurricane Alan and (*b*) water levels 1 week after Hurricane Alan.

  Figure 1 Panel *a* shows water levels…

- **Terms and phrases within a figure should be presented in sentence-style capitalization**, with the first letter of the first word capitalized and subsequent words lowercase.

  Measurable actions resulting from engagement in citizen science.

- Label axes of graphs clearly, even if what's being shown seems obvious, e.g., months.

- Please ensure that any photos submitted as figures are of high resolution and retain 300 ppi (pixels per inch) at the final desired size. The image should not be blurry or pixelated even when zoomed.

- Do not compress the files before submitting them.

- Save the "art" files separately from the captions (which should be placed after the references section in the Word document). All figures should have a corresponding descriptive caption provided in a list at the bottom of your text document.

- Please secure the proper permissions for any image that you reuse or modify and credit accordingly in the figure caption.

- If using images from an archive, please provide the name of the archive, the collection, and the acquisition number.

  Figure 1 Firemen try to free workers buried under piles of concrete and metal girders. Photo: Claude-Michel Masson, published in Le Figaro (16 January, 1964), p. 18. Reproduced with permission of the photographer.

- If your figure file includes text, if possible, please use Arial, Helvetica, or Verdana font so that it will match the typeset text.

- Please note that figures will be placed in the text after the first figure call-out of that particular figure.

Tables

- **Please limit figures and tables to not significantly more than three pages in total when typeset.**

- Tables should be embedded in the body of the text where you would like them to appear.

- Tables must be created using a word processor's table function rather than in tabbed text.

- All tables must be cited within the main text, and assigned Arabic numerals in consecutive order.

    As shown in Table 1, this was the most effective method.

    All of the data recovered correlates with our hypothesis (Table 1).

- Do not use abbreviations such as "Tab" to call out tables in the text.

- Make sure the table is aligned in such a way that it's easy to read and does not generate confusion.

- Write out repeated entries.

- Text within the table should be sentence capped, e.g., the first word is capitalized and subsequent words are lowercase except if they are proper nouns.

- In columns of numbers, align decimal points.

- The table should have a descriptive title that outlines the contents of the table. Please add a dull stop (.) after the table title. The title should clearly and concisely summarize the content and/or use of the table, and it will appear above the table. A short additional table legend is optional for tables that call for further description, and this will appear beneath the table.

- Please begin any table captions with the word, Note(s).

- Notes, if used, appear at the bottom of the table, beneath the legend. Each table should begin note numbers anew.

- References should appear in the body of the table and not as a note.

- Tables should not include:

    Rotated text

    Color to denote meaning

    Images

    Vertical or diagonal lines

Multiple parts such as Table 1a and Table 1b.

- Please note that if there are more columns than can fit on a single page, the table will be placed horizontally, in landscape format. If it is too large for landscape format, the table will be spread across two pages.

Author Writing and Proofreading Guide

This section is intended to offer optional assistance in preparing your manuscript and does not take the place of our copyediting services, which are applied to all articles accepted for publication. Following these guidelines on submission, however, will help to ensure clarity of your intent during the review process and may facilitate reviews. Do note that the house style, as outlined in part here, overrides any (American or UK) published style guide. Please proofread your manuscript prior to submission, as errors can obfuscate meaning.

Submission instructions begin on page 34.

Acronyms and abbreviations

- Spell out the words that make up acronyms and abbreviations on first use, indicating the acronym or abbreviation in parentheses immediately thereafter. Then use the acronym or abbreviation for all subsequent references. Exceptions include terms such as AIDS, DVD, and TV, which are sufficiently common that they do not require the full text on first use and may be more recognizable to the reader than the spelled-out version. More examples can be found at http://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style/Abbreviations#Miscellanea

  Research completed by the World Health Organization (WHO) shows progress in battling the AIDS pandemic.

- Abbreviations should appear in capital letters without full stops.

  USA, not U.S.A.

- Common abbreviations with Latin origin do not follow this rule; they should be lower case and should include full stops.

  e.g., i.e., etc.

- Avoid abbreviations in titles and headings unless the spelled-out version is extremely long or the abbreviated term is likely more familiar to readers than the long form.

- Do not use abbreviations in text for the words day, month, week, year, hour, minute, second, figure, table, ton, tonne, and versus. If abbreviations regarding time (day, month, week, year, hour, minute, and second) are necessary for the sake of readability in a figure or table, provide a list of abbreviations and spelled-out terms in the captions.

- Names of months must be written in full in the main text. If displayed as part of a table or dataset, an abbreviation is acceptable as long as the meaning is still clear. Months should always begin with a capital letter.

  January → Jan, February → Feb

- Abbreviations of unit measures should be used only when they follow a numeral, and use the same abbreviation for singular and plural.

  1 min, 5 min, 5 minutes, or a few minutes, but never "a few min"

- Spell out genus/species name on first occurrence, but abbreviate the genus name thereafter.

  Piranga olivacea → *P. olivacea*

Apostrophes

Use an apostrophe before the –s in singular nouns and after the –s in plural nouns. Do not use an apostrophe in plurals of numbers or with acronyms, e.g., 1980s.

Capitalization

- In the title of your article, capitalize all nouns, pronouns, adjectives, verbs, adverbs, subordinate conjunctions (e.g., as, because, though), and prepositions of five letters or more. Lowercase articles, prepositions of four letters or fewer, and coordinating conjunctions (e.g., and, or, but), unless they are the first word of the title or immediately follow a colon.

  Slip-Sliding on a Yellow Brick Road: Stabilization Efforts in Afghanistan

  Person Recognition Is Easier from Faces than from Voices

  For the Love of Snail Mail: An Epistolary Ode

- First-level headings in the text should use title capitalization and appear in bold. Second-level headings should use sentence capitalization, capitalizing only the first letter and proper nouns, and should appear in bold italics. Third-level

headings should be capitalized in sentence style and italicized. See examples in the section on Format.

- Capitalize proper names, trade names, acronyms, titles, and the first word of each sentence, unless the sentence begins with a term that is intentionally lowercase. Do not capitalize the spelled-out versions of acronyms unless the acronym represents proper names, e.g., World Health Organization (WHO) as opposed to memorandum of understanding (MOU).

- Capitalize the full names of institutions and departments.

  We toured the Department of Sociology at New York University.

- Capitalize the first word of a full sentence following a colon. Do not capitalize lists following a colon unless the list is composed of proper names.

- Capitalize the full words used to describe parts of the article (e.g., Figure 1 or Table 5). When referring to a specific section by name, do not capitalize section (e.g., "In the section Capitalization, authors will find information on styling their headlines.") Do not capitalize words used to describe parts of other texts (e.g., [Tennille and Captain 1975, figure 1]).

- Lowercase general terms, e.g., a figure, this team, a dozen reports.

- Capitalize the first part of a hyphenated term but not the second, unless it is a proper noun. The following sample is from a third-level heading.

  Round-up, Big-Biochar Day

Commas

- To avoid misinterpretation of your intent, please use the Oxford or serial comma to separate all of the elements in a series. If a comma is already found in any of the elements (e.g., phrases), use semicolons to separate all elements in the series.

- Use a comma in numbers of four or more digits except when the number indicates a page or a year.

  1,500 years

  the year 1500

- Use commas to set off nonrestrictive clauses, or clauses that could be omitted without changing the meaning of the main clause. Do not use commas to set off restrictive clauses.

> The holidays, which were stressful, left Adam in a state of complete exhaustion.
>
> The holidays that Adam enjoyed were Christmas and Secretary's Day.

- Do not use a comma within a compound predicate unless its omission might cause a misreading.

> The volunteer in question gathered her data in May of this year and requested that someone else take on the analysis.
>
> The researcher recognized the woman who drove by, and cried out for help.

Currencies

- Use £ for British Pound Sterling and € for Euro

> £50
>
> €100

- Use US$, C$, NZ$, or A$ to distinguish among the different dollar currencies.
- If a currency might be unclear to the reader from the symbol, write it in full on first use and then abbreviate it thereafter.

> 45 Egyptian Pounds (E£ or EGP)

- Do not put a space between the currency symbol and the number.

Dashes

- En dashes can be used to replace "to" when indicating a range and should have no spaces around it. The en dash is also used after or before open compounds when prefixes or modifiers are present.

> 10–25 years
>
> pages 10–65
>
> pre–Civil War
>
> open ocean–studies indicate

- Do not use an en dash when the words “from,” “of,” etc. precede the range. Instead, spell out “to.”

  from 10 to 25 years

- Em dashes denote change of thought or interruption to a main sentence and can replace commas, parentheses, colons, or semicolons. They should be used sparingly.

  The president’s niece—daughter of his younger brother—caused a media scandal when . . .

Endnotes and footnotes

- House style is to use Notes (rather than endnotes or footnotes), which will appear at the end of the main text, just before the References. Place note markers after the end punctuation of a sentence. Notes should be used only where crucial clarifying information needs to be conveyed. Avoid using notes for purposes of referencing.

Formulae

- Editors will not edit formulae, so the author must proof them carefully. If special software has been used to create formulae, they will appear in the publication exactly the way they are presented in the submission.

Fractions

- Fractions must be spelled in non-hyphenated words when presented in the main text. When presented as part of a table or dataset, numerals are acceptable as long as the meaning is still clear.

  Three quarters of the study sample …

Grammar

- All submissions must be in American or UK English. If you are an author for whom English is not your first language, we encourage you to seek the assistance of a native English speaker with strong attention to linguistic detail *prior to submission*, as a lack of clarity may affect the review process as well as our ability to publish your work. However, please keep in mind that structural revisions may still be requested by reviewers. Once your paper is accepted for publication, the final version will be copy edited by our editorial team and will work closely with you to ensure that any changes maintain the integrity and intent of your efforts.

There are many professional services available to non-native English speakers/writers, such as https://www.sfep.org.uk/directory/ for UK English, but neither Ubiquity nor *Citizen Science: Theory and Practice* recommend or are affiliated with any such services. If you require support but are short on funds, AuthorAid (https://www.authoraid.info/en/) offers resources and has partnerships with language editing services. If you are a member of AuthorAid, discounts may be available (https://www.authoraid.info/en/resources/details/750/).

- Authors may adhere to either American or UK rules of grammar as long as the chosen rules are used consistently and match the spelling format (see "Spelling"). However, our house style overrides either. For example, we will always use the Oxford or serial comma. *Citizen Science: Theory and Practice* recommends *The Elements of Style* and *The Chicago Manual of Style* as guides to American English grammar.

- The word "data" is plural and therefore takes a plural verb; therefore, there are either few or many data to support your argument (rather than the oft-used construction "there is little data").

- When using "or" or "nor" to connect a singular and plural, ensure that the verb agrees with the component closest to the verb.

  Neither the cat nor the dogs were in any position to contradict the veterinarian's well-argued position.

  Neither the miners nor the canary was looking forward to returning to the mine.

- Use tense clearly and consistently throughout. In general, present tense is used for generalizations and ongoing conditions, whereas past tense is used, for example, for observations that took place within a study.

- Note the placement of modifiers such as "only," as misplacement can change your intended meaning.

- "That" is a restrictive pronoun. It indicates which of the things in question is meant and is not set off by a comma. "Which" is a nonrestrictive pronoun, set off by a comma, that adds information about the only thing in question. .

  The printer that is on my desk is out of paper.

  The printer, which is on my desk, is out of paper.

Hyphens

- Although the rules of hyphen usage can vary with editorial preference, in general, house style favors the use of closed compounds whenever such is found in Merriam-Webster's Dictionary or the Chicago Manual of Style, or has entered the common lexicon. As such, your usage may be changed during copy editing to standardize per our house style. Please ensure that any such edits do not alter your intent.

  nonviolent, online, socioeconomic, subzero, transatlantic

- Hyphens should be used in cases where their omission may cause confusion or interfere with ease of reading, or to separate double vowels;

  un-ionized, pro-life, anti-intellectual

- with compound adjectives to avoid confusion and to add a prefix to an already-hyphenated term;

  non-drug-related deaths

- in compounds introduced by well, ill, lesser, etc., except when they follow the noun to which they refer;

  the well-read student
  the student was well read

- and when numbers are combined with units of measure (either spelled out or abbreviated) to function as modifiers.

  ten-foot pole
  10-mm needle

- The second part of some hyphenated or closed compounds may be used only once in a series.

  Neither over- nor underfunded programs showed any improvement following . . .

- Compounds formed using adverbs ending in -ly are not hyphenated.

  largely irrelevant
  data

Italics

- Italicize the names of books and journals within the text and in the References section.

- Italicize second- and third-level headings.

- Italicize isolated foreign-language words within the text only if they are likely to be unfamiliar to your readers. Terms such as those that follow are not italicized because they are commonly used in English.

  ad infinitum, a priori, avant-garde, et al., etc., faux pas, gestalt, in vitro, per se, post mortem, versus

- Please use italics for emphasis sparingly and only when you believe there is no other way to convey your intent.

Lists

- Use bullet points to denote a list that includes items without hierarchy (order of value). When a list indicates a specific sequence, then its items should be numbered. Lists should be used sparingly to maximize their impact.

Numbers

- Spell out the numbers zero to nine; use numerals for the number 10 or higher.

  This research examined five case studies.
  This research examined 12 case studies.

- If a sentence includes a series of numbers, numerals must be used in each instance, even where numbers are less than ten.

  Artifacts were found at depths of 5, 9, and 29 cm.

- Use either words or numerals for large whole numbers (e.g., one million or 1,000,000) but keep the use consistent throughout the text.

- If a number appears as part of a dataset in conjunction with a symbol or as part of a table, use a numeral. Do not separate the numeral from the symbol with a space. Do, however, put a space between numerals and units of measure.

  5%

  5 km

- If a sentence starts with a number, it must be spelled out. Preferably, rewrite the sentence so that it no longer starts with the number.

  Fifteen examples were found to exist …

  The results showed that 15 examples existed …

- Use the % symbol with a number rather than spelling out the word percent. Use the symbol with both numbers in a range, except in an en-dashed span.

  approximately 10% to 20% of participants, but

  10–20%

- When a number consists of more than three digits, it must be split by a comma after every three digits to the left of the decimal place.

  5,492

  23,654

- Do not use a comma for a decimal place.

  2.43 *NOT* 2,43

- Numbers that are less than zero must have a "0" precede the decimal point.

  0.24 *NOT* .24

- Use numerals for years, decades, and centuries.

  1995
  1980s
  16th century

Quotations

This section outlines how to paraphrase or quote another's work. Additional instructions are provided in the Citations and References section.

- When referring to the findings of others, include an in-text citation immediately following your discussion.

  According to Bird and Wolfe (2016), interspecies relationships are not as fraught as one might imagine.

> It has been shown repeatedly that gray squirrels recover only 26% of the nuts they bury, and this can have a large impact on forest regrowth (Bird and Wolfe 2018; Fox and Hound 2016; Marten and Beetle 2010).

- If you wish to use a sentence or essential phrase from someone else's work, set it off in double quotation marks and cite its source, including the page number from which it was taken, if available. Please keep the number of direct quotations to a minimum.

> It was not without some amount of surprise that we came across the assertion that "hobby horse enthusiasts experienced a 14% drop in cardiovascular events over a five-year period, and dressage participants in particular reported a statistically significant increase in happiness" (Korhonen 2019, 23).
>
> Turner (2015) wrote, "It is not the end."

- Quotations longer than three lines must be indented and set apart from the rest of the text. Quotations of significant length may require that you obtain permission from the author to republish, even when attributed properly. We encourage sparing use of longer quotations.

- If part of the material being quoted is omitted, use ellipses (three spaced dots) to indicate the omission. Ellipses should also have a space on either side, except when they fall at the end of a sentence. If the sentence is deliberately incomplete, as in the second example below, three dots are used. If the ellipses are meant to indicate the end of one sentence followed by a break in quoted material and the beginning of a new sentence, four dots are used. The first is the full stop, which abuts the last word, followed by the three-dot ellipses (as in the third example). Do not use ellipses to indicate an omission at the beginning of a quotation. Do not use square brackets around ellipses.

> "Each sample . . . was processed in identical environments."
>
> Please look at the sentence beginning with, "Happy families are all alike . . ." and tell me who wrote it.
>
> "There was widespread support for culturally appropriate interventions. . . . Ultimately, the village elders voted to allow the research to continue, contingent upon full access to all data collected."
>
> Of course one could argue, "humanity is won by continuing to play in face of certain defeat."

- Periods and commas are always placed inside quotation marks, whereas semicolons, exclamation points, and question marks appear outside quotation marks unless they are part of the quotation.

- Do not use single quotation marks unless you are indicating a quotation within a quotation.

- House style discourages the use of quotation marks (or italics) to introduce a term, to indicate use of a term in a nonstandard way, or to emphasize unless drawing such attention is necessary to avoid misreading.

- If you wish to publish any illustrations, images, or tables from other publications, it is your responsibility to obtain the necessary permissions. If any portion of such has been revised, please indicate this in the caption. Further details and examples can be found in the section Figures and Tables.

- Words added to the text of an original quote to enhance clarity must be placed within square brackets.

> "The country [France] was ranked number one for cuisine."

Spacing

- End-of-sentence punctuation should be followed by only *one* space.

- Insert a space before and after symbols used as verbs, e.g., for equal signs and for greater than and less than (>, <) and plus and minus (+, −), except when plus and minus signs are used as adjectives.

- When plus and minus signs function as adjectives, use a space before but not after.

- Do not use a space between a number and a degree symbol, whether F or C.

> 82°F

- Do not use a space between a number and a percent sign.

> 99%

- Do not use a space before or after symbols used to indicate longitude and latitude.

> 16°18'51.2"S 145°29'54.8"W

Spelling

- Authors are welcome to use American or British spellings as long as the chosen spelling standard is used consistently throughout. For American English, copy editors will refer to Webster's Dictionary. For British English, copy editors will refer to the New Oxford Dictionary.

  Colour (British) vs. Color (US)

  Centre (British) vs. Center (US)

- For proper nouns and institutional titles, the official, original spelling must be used.

  World Health Organization, not World Health Organisation

Trade names

- Unless absolutely necessary, trade names should be avoided in favor of generic names to ensure impartiality. If a trade name is used, its inclusion must be put in context and explained/justified.

Underlining

- Do not underline terms, titles, or headings.

Units of measurement

- Symbols following a number to denote a unit of measurement must be taken from the latest SI brochure (https://www.bipm.org/en/publications/si-brochure/).

Submitting Your Manuscript

Entering Metadata at Time of Submission

The names of all authors, affiliations, contact details, biography, and corresponding author information must be completed online as part of the submission process. Please **enter your names exactly as you would like them to appear in the publication**, as what is found in the metadata at the time of publication will override the way names appear in the copyedited article.

Author names must include a forename and a surname. Forenames cannot be entered as initials.

- J. Bloggs is not preferred.
- Joe Bloggs will enhance the "findability" of your publication.

- Your affiliation should include department, institution, city, and country. Entries for institution and country are mandatory, although if you are not affiliated with an institution, N/A will suffice as an entry. Please list them exactly as you would like them to appear in the publication.

If it becomes necessary to add an author to the submission, or to change the name of an author or the title of the article, click the Publication tab/Contributors and then "Edit" next to the name of the person whose information needs to be changed. Upon publication, the typesetter will pull such information from the metadata directly into the published article, so it's important that you enter it accurately.

Changes to author names and affiliations after publication will require publication of an erratum, the cost of which is the responsibility of the authors.

The Abstract and Keywords are added to the metadata at the time of initial submission.

Only the ORCID number of the submitting author is added to the metadata at the time of initial submission. However, the submitting author must add any ORCIDs for other authors post-submission, by clicking on the publication tab/Contributors. There, click "Edit" next to a name and scroll down to enter an ORCID.

Artificial Intelligence

Authors should refer to *CSTP*'s guidelines on acceptable use of artificial intelligence (AI) tools. All submissions must comply with these guidelines.

Use of Non-English Text

All text within the main body of a manuscript must be in English unless there is a clear reason why it should appear in the original language (e.g., the purpose is to show the layout of items in a questionnaire rather than the content in the items).

Non-English text is allowed in the supplementary materials if readers can fully understand and interpret the manuscript via the main text only (i.e., reading the supplementary materials is not necessary). As such, the journal provides a repository for related study materials in the original language (e.g., research instruments, protocols, consent documents), and all readers have the option of running these materials through an AI system to get a rough translation. However, a brief English description of each supplementary document is required so that the entire *CSTP* readership can gain a general sense of the contents of each document; this should be provided at the start of each supplementary document.

Full Article Translations

As part of our efforts to internationalize citizen science and foster inclusivity across the discipline, *Citizen Science: Theory and Practice* is pleased to now be able to publish your article in your native language, if your native language is not English. It will publish as a supplemental file to the English-language article, with its own DOI. As with all supplemental files, the translation will not be copy edited, and the accuracy of the content/translation rests solely with the author(s). To submit an article in translation, please:

- indicate that you plan to submit a translation as a supplemental file in your submission cover letter,
- include this translation in your Supplemental Files section that immediately follows the English-language text,
- and upload a supplemental file in translation that includes all text and figures. Unlike our requirements for English-language submissions, which need to be in editable formats for review and copy editing, the translation should be submitted as a PDF with tables, figures, and captions embedded as you'd like them to appear. You can expect that your English-language article will go through at least one round of revisions before publication. It is expected that you will upload a revised PDF of the translation as necessary so that one directly reflects the other. This must be uploaded in its final format prior to the typesetting process.

Please be aware that translations cannot be added or updated after publication. There can be no exceptions.

Special Collections

All papers submitted for inclusion in special collections undergo the same peer review process as regular submissions. If you wish to propose a special collection for which you would serve as a Guest Editor, please reference our proposal template and sample, which should be sent to Sayzie Koldys via the journal's contact page. Editors of special collections will be expected to write an editorial to accompany their collection. Please refer to the editorial description for details.

All upcoming special collections will be announced on the AAPS blog (https://www.citizenscience.org/category/csa-blog/), on our *CSTP* website, and elsewhere. Following a call for papers for a special collection, authors can submit abstracts directly to the editorial team using the instructions provided in the call. The authors of accepted abstracts will then be invited to submit a full paper. If you do not anticipate being able to cover the publication fees, you will need to bring this to the attention of the Editors of the collection as soon as your abstract is accepted. They may have funding separate from *CSTP* waivers to cover your fees. If not, please see our waiver policy and let the SC Editors know that you will require a *CSTP* waiver to publish in the collection. Before submitting, please ensure that your paper conforms to the

guidelines we've set forth in this document, then submit your paper and figures to the journal through our journal management system (JMS) to begin the process of peer review.

For your paper to be considered for a special collection, you must indicate the intended collection in the title of your paper upon submission. Your title should read: SC: Abbreviated Title of Special Collection: Your Working Title. For example, SC: Higher Ed: Drivers of Participation in Citizen Science Among Secondary Students Considering Dropout. If your paper is accepted, the title will be edited for publication in the paper and in the article metadata at the copyediting stage. Special collection articles will be published on a rolling basis, but deadlines remain strict because the editors have a timeline for publishing their editorial.

Submission Checklists

As part of the submission process, authors are required to check off their submission's compliance with all of the following items. Submissions that do not adhere to these guidelines may be returned.

Required elements

❏ The submission has not been previously published, nor is it before another journal for consideration. Exceptions are made for preprints and conference proceedings. This must be noted in your cover letter.

❏ The author(s) agree to the payment terms detailed on the journal website, which will be applied if this submission is accepted for publication by the journal.

❏ Any third-party-owned materials have been identified with appropriate credit lines, and permission obtained from the copyright holder for all formats of the journal (e.g., reproduced or adapted figures or tables).

❏ All authors have given permission to be listed on the submitted paper and all authors satisfy the authorship guidelines.

❏ The maximum word count associated with the relevant article type has not been exceeded. The word counts can be found in the Article Types in our Submission Guidelines.

❏ The submission file is in an editable Microsoft Word (preferred) or OpenOffice file format. The text should be 12-point Arial, Helvetica, or similar font (to correspond with our online publication font), double-spaced, with 1” margins.

❏ The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines. If submitting to a peer-reviewed section of the journal, the review process will automatically be single-anonymous, but authors may also opt to make this double-anonymous by indicating this preference in their cover letter and providing all the necessary documents in both a fully anonymised and a de-anonymised formats, clearly labeled in the uploading process (not in the file title) for discernment by the editorial team.

❏ The references have been formatted according to Harvard and House styles, and are provided in plain text or rtf Word format free of residual background formatting from reference generation.

❏ All DOIs for the references have been provided, when available.

❏ Authors agree that (if applicable) the contents of their study meet the journal policy on ethics and consent.

❏ All metadata has been entered correctly and will be updated by the author if any further changes are necessary. It is understood that Ubiquity Press will publish this information exactly as it is entered.

❏ ORCID numbers have been added to the metadata.

❏ Keywords (up to 10) and Abstract (where required, and no more than 250 words) have been uploaded to the metadata.

❏ The manuscript has been proofread, and authors are reasonably certain that it meets the editorial standards set forth in the guidelines provided.

❏ If an abstract has been accepted for publication within a special collection, the title of the full submission must reflect the following convention to ensure that the collection's editorial team has access to it: SC:Collection Title Abbreviation: Paper Title

❏ For articles with figures, authors have submitted the individual figure files without captions and the Figure File for Review (all figures and their captions); and figure captions appear in a list following the references section of the text.

❏ Figures/images have a resolution of at least 300 dpi. Each file is no more than 20MB per file. The files are in one of the following formats: JPG, TIFF, GIF, PNG, EPS. To maximize quality, the original source file is preferred.

❏ All tables and figures are called out in the text. Tables are included within the text document, whilst figures are uploaded as individual figure files.

❏ Supplemental materials have been proofread. I understand that they will be published exactly as they are submitted.

❏ Acknowledgments and ethics statements have been provided, as needed.