

# Guide to Authors

## Wildlife Damage Management Technical Series

Last Updated: March 9, 2017

### Overview

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#### Introduction

The USDA-APHIS Wildlife Services' *Wildlife Damage Management Technical Series* includes publications highlighting wildlife species or groups of wildlife species that cause damage to agriculture, property and natural resources, and/or impact human health and safety. The series also includes select topics, such as bird dispersal techniques, wildlife hazards at airports, and pesticide registration. Publications discuss the basic biology and ecology of the species, specific damage issues and conflicts, and current damage management tools and techniques to prevent and resolve conflicts.

The publications are written by Wildlife Services (WS) experts and university, Federal, state, non-governmental, and industry partners, and are free to the public for download from the WS website. The primary audience for the series includes state and federal wildlife biologists and managers; extension specialists; wildlife and pest control officers; wildlife students; municipal officials; and others involved in wildlife damage management.

This document provides answers to frequently asked questions about writing and submitting manuscripts for inclusion in the *Wildlife Damage Management Technical Series* (WDMTS).



#### In this document

This document includes answers to the following questions:

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## Frequently Asked Questions

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### Who can submit?

Manuscripts included in the WDMTS are by invitation only. WS employees, as well as university, government, non-profit, industry, or other partners may be asked to prepare and submit a manuscript by the WDMTS Coordinating Committee. The Committee may also consider manuscripts or manuscript topics proposed by WS employees and others.

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### What topics are accepted?

The purpose of the WDMTS is to highlight wildlife species or groups of wildlife species that cause damage to agriculture, property, natural resources, and human health and safety. The series also includes select topics, such as bird dispersal techniques, wildlife hazards at airports, and pesticide registration, which provide valuable information for use in wildlife damage management. As such, accepted topics include wildlife species and issues related to human-wildlife conflicts and wildlife damage management.

The WDMTS Coordinating Committee is open to topic suggestions.

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### Who reviews and edits?

Draft manuscripts are reviewed, edited and formatted by the WDMTS editor located at the WS National Wildlife Research Center in Fort Collins, Colorado. The manuscripts are also be peer-edited by selected reviewers. The process of peer editing, while not as rigorous as peer review typically practiced by scientific journals, permits more rapid review and publication of the manuscripts. Editorial liberties will be taken in those instances where improved clarity or modifications in style are needed. Authors may be contacted during the editing process and will have an opportunity to review the final draft of the manuscript before it is posted online.

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### How long does it take?

Manuscripts are reviewed and edited on a first come-first served basis. Authors will be provided an estimated publication date when the manuscript is first submitted to the WDMTS. Once a manuscript begins the editing/review process, it typically takes about 30-60 days to complete.

The following includes a list of tasks associated with the publication process.

| Tasks  |
|--|
| 1. Author submits draft manuscript to WDMTS editor. Publication is added to queue (priority is given to the order received). |
| 2. Editor and subject matter experts review draft. May require discussion with author(s).                                    |
| 3. Editor places text and photos into series' template.  |
| 4. A review/clearance form and PDF proof are sent to the lead author for review and signature.                               |
| 5. Any changes/concerns are addressed by the WDMTS editor and lead author.   |
| 6. Once all changes are made and the review/clearance form is signed, the publication is posted online.                      |

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## Frequently Asked Questions, continued

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**Is there a template?**

A template is available to help guide authors in the development of their manuscripts (see Appendix). Each species manuscript should include the following sections. Section headings may vary for manuscripts highlighting general topics, such as bird dispersal techniques or wildlife at airports.

- i. Human-Wildlife Conflicts (subsections may include Landscapes, Livestock, Fisheries, Human Health and Safety, Nuisance Problems, Natural Resources, Structures, etc.)
  - ii. Damage Identification
  - iii. Management Methods (subsections may include Habitat Modification, Exclusion, Frightening Devices, Repellents, Fertility Control, Toxicants, Trapping, Shooting, etc.)
  - iv. Economics
  - v. Species Overview (subsections include Identification, Physical Description, Range, Tracks and Signs, Voice and Sounds, Reproduction/Nesting, Mortality, Population Status, Habitat, Behavior, and Food Habits)
  - vi. Legal Status
  - vii. Acknowledgements/Photo Credits
  - viii. Glossary (maximum of 8)
  - ix. Key Words (maximum of 15)
  - x. Resources
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**What is the “Review and Clearance Checklist”?**

The “Review and Clearance Checklist” must be completed and signed by the lead author before the manuscript is posted online. The checklist ensures the final draft has been reviewed and approved by all co-authors.

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**How will I know it’s published online?**

Authors will be notified via email when the final manuscript is posted online.

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**Who do I contact?**

For more information, please contact the WDMTS editor Ms. Gail Keirn at [gail.m.keirn@aphis.usda.gov](mailto:gail.m.keirn@aphis.usda.gov) or (970) 266-6007.

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## Appendix: Template for WDMTS Manuscripts

Please submit the following information using Microsoft Word, Times New Roman 12-point font. A separate file (or files) should be created for photos and captions. Photos should be sent as JPG, GIF, TIF or ESP files. For examples of published manuscripts, please visit the [WDMTS webpage](#).

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### Title

*(1<sup>st</sup> Author)* **First Name, Last Name**

**Title**

**Affiliation**

**City, State**

*(Subsequent Author(s))* **First Name, Last Name**

**Title**

**Affiliation**

**City, State**

### Human-Wildlife Conflicts

*This section highlights conflicts associated with the species of interest. Subsections can include (but are not limited to) topics such as damage/conflicts to Natural Resources, Agriculture, Human Health and Safety, Structures, Nuisance Problems, etc.)*

### Damage Identification

*This section describes how to identify damage caused by the species of interest. Does the species leave behind visible signs? How do you distinguish this damage from damage that may be caused by other species?*

### Management Methods

*This section highlights the importance of an integrated damage management approach. Please include subsections on the most practical and applicable methods available for the species of interest such as: Exclusion, Fertility Control, Frightening Devices, Habitat Modification, Nest Removal or Treatment, Repellents, Shooting, Toxicants, Trapping, Handling. If some methods, such as repellents, fertility control or toxicants are not applicable, please note that by stating “None are registered” or “None are available”.*

### Economics

*This section highlights the economic impacts of the damage caused by the species of interest.*

### Species Overview

*This section includes numerous subsections that highlight the biology, behavior and ecology of the species of interest. Subsections include (but are not limited to) the following: Identification, Physical Description, Range (including map), Tracks and Sign,*

*Voice and Sounds, Reproduction, Mortality, Population Status, Habitat, Behavior, and Food Habits.*

### **Legal Status**

*This section highlights state and/or federal laws regarding the legal status of the species of interest or its management.*

### **Acknowledgements**

*List each photo/image included in the manuscript and its associated credit line. You may also include a brief statement thanking reviewers or others who assisted with the manuscript.*

### **Glossary**

*This section includes a maximum of 8 words and their associated definitions.*

### **Key Words**

*This section includes a maximum of 15 key words that reflect the general content of the manuscript, including common and Latin names of the species of interest. List the key words in alphabetical order.*

### **Resources**

*This section includes an alphabetical list of citations or resources that were used to prepare the manuscript.*

### **Appendix**

*The Appendix includes a summary table of the damage management methods for the species of interest. See example below.*

| <b>Type of Control</b>           | <b>Available Management Options</b>   |
|----------------------------------|---|
| <i>Exclusion</i>                 | <ul style="list-style-type: none"><li>• <i>Netting</i></li><li>• <i>Wire lines</i></li></ul>  |
| <i>Fertility Control</i>         | <i>None available</i>   |
| <i>Frightening Devices</i>       | <ul style="list-style-type: none"><li>• <i>Propane cannons</i></li><li>• <i>Pyrotechnics</i></li><li>• <i>Lasers</i></li><li>• <i>Boats</i></li></ul>       |
| <i>Habitat Modification</i>      | <ul style="list-style-type: none"><li>• <i>Remove nest trees</i></li><li>• <i>Spilt-pond aquaculture systems</i></li></ul>                                  |
| <i>Nest Removal or Treatment</i> | <ul style="list-style-type: none"><li>• <i>Nest destruction</i></li><li>• <i>Egg oiling</i></li></ul>   |
| <i>Repellents</i>                | <i>None registered</i>  |
| <i>Shooting</i>                  | <i>Qualified agency personnel may use .22- or .177-caliber rifles on nesting colonies</i>   |
| <i>Toxicants</i>                 | <i>None registered</i>  |
| <i>Trapping</i>                  | <ul style="list-style-type: none"><li>• <i>Modified No. 3, padded-jaw foothold trap</i></li><li>• <i>New traps</i></li><li>• <i>Swim-in traps</i></li></ul> |