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## 5 **Guidelines for Authors**

6 Cat News, the IUCN SSC Cat Specialist Group's triannual journal, publishes short articles  
7 relevant to cat conservation and research contributing to the understanding and  
8 conservation of all members of the family of the Felidae. It covers Original Contributions,  
9 Short Communications and News related to the Red List and Green Status Assessments,  
10 Working Groups, and Ex Situ conservation activities (see Table 1 and the Cat SG website). In  
11 addition to the three regular spring and summer and winter issues, the series Cat News  
12 Special Issue, typically developed together with partner institutions, covers specific themes  
13 relevant to cat conservation or research. Manuscripts submitted to Cat News must be  
14 formatted according to these Guidelines. Special Issues follow the same policy and rules, but  
15 may deviate from these Guidelines depending on the theme.

16

## 17 **Types of articles**

### 18 *1. Original Contributions*

19 Original Contributions present new findings, approaches, or concepts relevant to cat  
20 conservation. This is the most data-oriented section of Cat News, typically presenting  
21 original information, analysis or discussions that will be subject to peer review. Short review  
22 papers on a specific topic are welcome. Original contributions should not be longer than 4  
23 printed pages in Cat News including references and figures. Depending on illustrations, the  
24 length of a manuscript is 2,500–3,000 words (20,000 characters including spaces depending  
25 on illustrations). Original contributions need to consist of an abstract (max. 250 words), and  
26 subheadings. These articles are peer-reviewed. Original articles are exemplified by colour  
27 photos, diagrams, and/or maps. After publication, Original Contributions are integrated into  
28 the Digital Cat Library as Portable Document Format file (PDF/Adobe Acrobat). See examples  
29 of original contribution articles in [CN79](#).

30

### 31 *2. Short Communications*

32 Short Communications report mainly new discoveries regarding distribution, behaviour, or  
33 ecology of cats. Length is 1, exceptionally 2 printed pages (5,000-10,000 characters including  
34 spaces depending on illustrations). Short Communications are illustrated by at least one  
35 colour photo, possibly diagrams and/or maps. They also need an abstract (max. 250 words).  
36 New discoveries or interesting confirmations of presence of cats in a specific place are  
37 described with longitude, latitude and altitude (in degrees, minutes and seconds, e.g.  
38 15°11'12" N / 12°12'13" E; or in decimal degrees with 6 digits after the decimal point, e.g.  
39 15.186667 / 12.203611), and must provide evidence for the presence of the cats (photo,  
40 genetic analysis or any other robust proof). Short Communications are editor reviewed,  
41 exceptionally peer reviewed. After publication, Short Communications are integrated into

42 the Digital Cat Library as Portable Document Format file (PDF/Adobe Acrobat). See examples  
43 of short communication articles in [CN79](#).

44

### 45 *3. News from the Red List and Green Status Assessment*

46 RLA or GSS news segments are 1-page articles (i.e. 5,000 characters including spaces  
47 depending on illustrations) covering recently published Red List or Green Status Assessments  
48 and report on any possible changes in status between assessments. These articles are  
49 formatted as news articles and are signed by the authors. There is no abstract in this type of  
50 article. One of the figures is a map of the current distribution of the species and there is a  
51 box with information to be filled in including: picture of the species, year of RLA/GSS,  
52 category and criteria assessed for RLA or Category and Species Recovery Score for GSS,  
53 status change, global population trend, global population size and range. There is no  
54 reference list in this type of article except for a reference to the most recent Red List,  
55 respectively Green Status Assessment of the taxon. These articles are editor reviewed or  
56 exceptionally peer-reviewed. See examples of RLA news articles in [CN79](#).

57

### 58 *4. News from the Working Groups*

59 Working Group news segments are 1-page articles (i.e. 5,000 characters including spaces  
60 depending on illustrations) covering recent activities of working groups that are affiliated  
61 with the Cat Specialist Group. These articles are formatted as news articles and are signed by  
62 the authors. There is no abstract in this type of article. Please note that the News from the  
63 Working Groups articles also should include a box including the following information: logo,  
64 name of the Working Group, year of establishment, number of members, and mission  
65 statement of WG. These articles are editor reviewed or exceptionally peer-reviewed. See  
66 example of a Working Group news article in [CN79](#).

67

### 68 *5. Ex situ news*

69 Ex situ news articles cover ex situ topics and should be about 2 printed pages, which is  
70 10,000 characters including spaces depending on illustrations. These articles are formatted  
71 as news articles and are signed by the authors. There is no abstract in this type of article.  
72 There should be a total of one of these ex situ news segments per regular issue. Please note  
73 that the Ex Situ News articles should include a box including the following information: logo,  
74 picture of the species, ex situ population size, number of institutions involved in the  
75 breeding programme and year of last published studbook. These articles are editor reviewed  
76 or exceptionally peer-reviewed. See example of an ex situ news article in [CN79](#).

77

## 78 **Preparation of Manuscripts**

79 Manuscripts submitted to Cat News must follow these Guidelines. To have an example  
80 document, these guidelines themselves have been organised in the format of manuscripts to  
81 be submitted, including the way in which the reference list has been formatted. All articles  
82 must be submitted as a MS Word file or a compatible text file format (\*.doc, \*.docx, \*.rtf).  
83 Typeface and size is Calibri 12 pt, left aligned without word division (hyphenation),  
84 paragraphs separated by an empty line throughout the manuscript. Pages and lines must be  
85 numbered. Title and chapter headings are formatted **boldface**, subchapter titles *italic*.  
86 Scientific names of all species are added after the vernacular name only when mentioned for  
87 the first time, without brackets, author and year – for instance Eurasian lynx *Lynx lynx* – but  
88 are not given in the title of the article.

89 Original Contributions and Short Communications in Cat News should be organised like any  
90 other scientific paper – abstract, introduction, methods, results, discussion – but it is not  
91 mandatory to use these terms as chapter headings. Articles in Cat News are written in British  
92 English. Times are indicated with the 24 h system, not with AM and PM. Abbreviations  
93 should not be in parentheses and use km<sup>2</sup> and not ha. Specific places are described with  
94 longitude, latitude and altitude (in degrees, minutes and seconds, e.g. 15°11'12" N /  
95 12°12'13" E; or decimal degrees with 6 digits after the decimal point, e.g. 15.186667 /  
96 12.203611). Dates are written in the following form: day month year, so for example 23 April  
97 2024.

98

### 99 *Tables and illustrations*

100 Tables are organised and formatted as presented in Table 1 (please note: that it should not  
101 be formatted as the checklist presented in Table 2). The width of a table should not exceed  
102 the page width of Cat News. Tables have a heading and are consecutively numbered. Do not  
103 integrate tables and figures in the text in a submitted manuscript, but insert tables after the  
104 text and before the illustrations with their captions.

105 Illustrations are line drawings, diagrams, maps or photographs, referred to in the text as Fig.  
106 1, Fig. 2, etc. Captions are mandatory for all illustrations. Illustrations with their captions  
107 must be added in chronological order at the end of the manuscript. Photo credits are  
108 mentioned in the caption, but not integrated into the picture. All photos and colour figures  
109 have to be submitted, each separately, as Joint Photographic Experts Group (\*.jpg) files, size  
110 15 x ~10 cm and a resolution of 300 dpi (1772 x 1350 pixel). For MS Excel figures, the original  
111 files (\*.xls or \*.xlsx) must be submitted. Filenames must indicate the number of the  
112 illustration as used in the manuscript.

113 All tables and figures must be referred to in the text and must be referred in consecutive  
114 order, e.g. Fig. 2 cannot be mentioned before Fig. 1.

115

### 116 *Citations of references*

117 Cat News articles are fully referenced. References can be journal articles of one, two or  
118 several authors cited in the text as follows: Karanth (2003), Wegge & Stooras (2009), Marker  
119 et al. (2008). The full reference is given in the reference list in alphabetic order at the end of  
120 the text. For the correct citations of books or book chapters (Malbrant & Maclatchy 1949,  
121 Payán et al. 2013) see the reference list at the end of these guidelines. If there are multiple  
122 references inserted in one location, these are first ordered chronologically and then  
123 alphabetically. Authors are requested to prepare the reference list very carefully and to refer  
124 to these Guidelines or any recent issue of Cat News for citations and preparation of the  
125 reference list. For articles with more than 10 authors, please write out the first six names  
126 followed by "..., &" and then the name of the last author (see Kitchener et al. 2017 citation in  
127 the reference list of this manuscript).

128

### 129 *Taxonomy*

130 In Cat News, the taxonomy of [Kitchener et al. \(2017\)](#) is used.

131 *Supporting Online Material*

132 Extended tables, appendices, additional graphs and photographs can be submitted as  
133 Supporting Online Material, which is available in the Cat News section of the Cat SG website.  
134 It should be referred to as such in the text. E.g., the first time as Supporting Online Material  
135 Table T1 or Supporting Online Material Fig. F1 and then consecutively as SOM Table T1 or  
136 SOM Fig. F1.

137

138 **Submission, review and revision process**

139 Authors are invited to submit articles for any of the five categories to Cat News. Manuscripts  
140 including tables and captions to figures should be submitted in electronic form to the Editor  
141 in Chief ([ch.breitenmoser@kora.ch](mailto:ch.breitenmoser@kora.ch)). The editors decide whether an article is suited for  
142 publication in Cat News. Manuscripts of Original Contributions and, exceptionally, Short  
143 Communications prepared according to these Guidelines will then be submitted to a peer  
144 review process. Considering the judgement of the reviewers, the editors then decide  
145 whether a paper is refused or accepted with or without revision. The lead authors will then  
146 be informed of this decision. Once a paper is accepted for publication, the editors will inform  
147 the lead author in which issue the article will be published.

148

149 **Layout and publishing process**

150 Once a paper is accepted for publication, it will be put in the Cat News layout by the  
151 Technical Editor. Throughout this process, the Technical Editor may or may not reach out to  
152 the lead author to ask for additional information wherever necessary. Once all the articles  
153 for a specific issue have been put into the layout, all lead authors will receive a galley proof  
154 of their article for approval. When receiving this proof, it is very important that all authors  
155 take a careful look at the article to check for any possible (hyphenation) errors or typos and  
156 inform the technical editor if there are any issues to be corrected. It is not possible to change  
157 the content of the article in the galley proof, but is about ensuring that the submitted article  
158 is put into the layout correctly and all errors are discovered and corrected. At this stage, the  
159 authors will also be asked to confirm in writing that they and all co-authors agree to this  
160 latest version of the galley proof – including the spelling of their names and their affiliations  
161 –, and have permission to use all of the illustrations and data that are incorporated in the  
162 article. This is done by filling in the authorisation form that is sent along with the galley proof  
163 by the Technical Editor.

164 Once all proofs of the papers have been approved by the authors, Cat News is being sent off  
165 for printing. When the Cat Specialist Group has received the printed copies of the journal,  
166 they are being sent to the lead authors of the article, members, and friends of the Cat  
167 Specialist Group. Once this is done, the abstracts of the regular issues will be published on  
168 our website (and the full articles in our online digital cat library). For Special Issues, the full  
169 chapters are both published on our website and in the digital cat library. The Technical  
170 Editor will send all of the lead authors the final pdf of their respective article to share with  
171 their co-authors.

172 **References**

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- 190

191 **Tables and Captions to figures**

192 **Table 1.** Types and length of articles submitted for publication of Cat News.

Type of article	Maximum length			Review process
	Printed pages	No. of Words	Characters with spaces	
Original contribution	4	3,000	20,000	Peer reviewed
Short communication	1	750	5,000	Editor or peer reviewed
News from RLA or GSS	1	750	5,000	Editor or peer reviewed
News from Working Groups	1	750	5,000	Editor or peer reviewed
Ex situ news	1-2	750–1,500	5,000–10,000	Editor or peer reviewed

193

194 **Table 2.** Checklist for the submission of your final article to Cat News.

Checklist	✓
The figures and photos are all sent as <u>separate</u> jpg files of high quality	
The editable excel files are submitted <u>separately</u> for graphs	
Title and chapter headings are formatted <b>boldface</b> , subchapter titles <i>italic</i> .	
The article is written in British English	
The figures all have copyright information in their caption	
The figures and tables are all referred to in text in consecutive order (e.g. Fig. 1 is referred to before Fig. 2)	
Scientific names of all species are added after the vernacular name only when mentioned for the first time, without brackets, author and year	
Dates are written out as day month year, e.g. 10 July 2024	
Times are indicated with the 24 h system, not with AM and PM, e.g. 20:15 h and not 8:15 PM	
Abbreviations are not in parentheses	
Make use of km <sup>2</sup> and not hectares for larger areas	
Geographical coordinates are listed as longitude and latitude with degrees minutes and seconds, e.g. 15°11'12" N / 12°12'13" E <u>or</u> decimal degrees with 6 digits after decimal point, e.g. 15.186667 / 12.203611	
All references from the text are incorporated into the reference list and vice versa	
The references are complete and formatted according to Cat News format	
If you made use of a reference software, you have uncoupled your references from this	
Additional material that will be presented as Supporting Online Material is referred to as such in the text	
All the authors' names and affiliations are spelled correctly	
When you have received the final galley proof, you have checked everything including typos, errors, hyphenation, etc.	
Authorization form for us to publish your work confirming you have the right to use the data and figures used in your article is completed and submitted.	
You have provided the Technical Editor with the postal address of the lead author for the physical print to be shipped to	

195

196 **Illustrations and their captions**

197 (Add here captions to illustrations (photos, diagrams or maps) in chronological order  
198 including copyright information). Please see [CN79](#) for examples of figures and their captions.

199

200 **Fig 1.** Description of the figure (Copyright information).