

## **MANUSCRIPT SUBMISSION GUIDELINES**

All manuscripts are subject to an initial evaluation by the Editor-in-Chief and the relevant Section Editor. Manuscripts that meet the journal's thematic and academic criteria will be forwarded for further review.

Submitted articles must not have been previously published or be under consideration for publication elsewhere. A key requirement is the manuscript's compliance with high academic standards, including relevance, scientific originality, and contribution to the field. Authors are encouraged to prioritize references from the last 10 years.

Manuscripts should range between 4,000 and 15,000 words, including the abstract, keywords, tables, figures, and references.

Articles are accepted only in English.

### **Manuscript Preparation:**

The manuscript must be prepared in Microsoft Word format on A4-sized paper.

### **General Technical Requirements**

- Font: Times New Roman
- Font size: Main text – 11 pt; abstract and tables – 10 pt; text within tables/figures – 8 pt
- Line spacing: 1.25
- Paragraphs: First paragraph after each heading should not be indented; subsequent

paragraphs should begin with a 1.25 cm indent

- Page margins: Top – 2.5 cm, Bottom – 2.5 cm, Left - 3 cm, and Right – 2 cm

2. Title, Author(s), and Metadata

- Title: 12 pt, ALL CAPS, bold, centered, using “Heading 1” style
- Author name: Right-aligned, 11 pt, bold, only the first letters of the name and surname capitalized
- Header: Left side – Author’s surname and initial; Right side – Journal of Forest and Ecosystem Sciences (2025)
- Author footnote: 10 pt, justified, academic title – affiliated institution – email – ORCID-DOI

For multiple authors:

- Names should be written with only the first letters capitalized, separated by commas, with “and” before the last name.
- Right-aligned, 11 pt, bold.

Example: Sirac Ahamdov, Nigar Mammadova and Elchin Abbasov

- Each author's footnote must be provided separately as follows:

\* Dr., Western Caspian University, sirac.ahmadov@wcu.edu.az, ORCID: 0000-0000-0000- 0000

<sup>1</sup> Dr., Baku State University, nigar.mammadova@bdu.edu.az, ORCID: 0000-0002-2222- 3333

<sup>2</sup> M.A., Azerbaijan State Pedagogical University, elchin.abbasov@adpu.edu.az, ORCID: 0000-0003-4444-5555

- The abstract section must follow the footnotes immediately without any spacing.

### **3. Abstract and Keywords**

- Abstract heading: EN – ABSTRACT; 10 pt, ALL CAPS, bold
- Abstract content: Maximum 200-300 words; should include topic, objective, method, and

results; 10 pt, justified, with 6 nk spacing

- Keywords: should appear in bold font, followed by a colon. The actual keywords must be

written in regular (non-bold) font and separated by commas.

### **4. Article Structure**

- INTRODUCTION: 11 pt, left-aligned, ALL CAPS, bold
- Main Sections: Must be numbered (1., 1.1., 1.2., etc.), 11 pt, bold, title case
- CONCLUSION: 11 pt, left-aligned, ALL CAPS, bold
- REFERENCES: 11 pt, left-aligned, bold
- APPENDIX: If applicable, should be placed at the end of the manuscript
- All headings must be numbered; a 6 nk space should follow each major section
- Length Requirement for Research Articles: Between 4,000 and 15,000 words, including

footnotes and bibliography

### **5. Citation and Referencing Style**

- APA 7th edition referencing system must be used

Direct Quotations:

- Under 40 words: Included in the paragraph, enclosed in double quotation marks
- 40 words or more: Presented as a block quotation in a separate paragraph, indented 1.25

cm from the left margin, 11 pt

Multiple Author Citations (APA 7 Rules):

- Two authors: (Ismayilov & Mammadov, 2020)
- Three or more authors: (Aliyev et al., 2019)

In the Reference List:

- Two authors: Mammadov, R., & Qasimov, A. (2021). The Origins of Market Systems in the Caucasus: Historical Insights.
- Three to seven authors: Aliyev, T., Guliyev, N., Hasanov, M., & Karimova, S. (2022).

- Eight or more authors: List the first six authors, followed by an ellipsis (...) and the final author's name.

Example: Aliyev, T., Guliyev, N., Hasanov, M., Karimova, S., Alizade, A., Nabiiev, R., ... Mammadli, F. (2020).

## **Main Body**

The main body of the scientific article should include the following sections: Introduction, Research Objectives and Tasks, Materials and Methods, Results, Discussion, Conclusion, Author Contributions, Funding, Supplementary Information, and References.

Italics and bold text may be used for emphasis; however, underlining of letters, words, or sentences is not allowed.

### Figures and Tables

Figures should be numbered consecutively. The figure caption must not exceed 12 words. Acceptable image formats are PNG and JPEG. All figures should be embedded within the text at appropriate locations, not at the end of the manuscript.

Tables should also be numbered consecutively (using Arabic numerals). The table title should be placed above the table, and the source (if applicable) should appear below the table in font size 9. Table contents should be presented in font size 8. References to tables in the main text must follow a sequential numbering system (e.g., Table 1, Table 2, etc.).

### **Tables, Figures, and Graphs**

- Must be centered on the page
- Captions: 10 pt, bold; should be inserted using the “Insert Caption” function in Microsoft Word
- Text within tables/graphs: 8 pt, regular font

### **Table 1. Title of the Table**

**Heading 1** **Heading 2** **Heading 3** **Heading 4**

Text	Text	Text	Text
Text	Text	Text	Text
Text	Text	Text	Text

**Source:** Compiled by the author based on ? (year).

**Table 2. Title of the Table**

**Heading 1 Heading 2 Heading 3 Heading 4**

Text	22.0	1.6	6.3
Text	7.6	2.6	24.9
Text	10.1	10.3	112.2

**Source:** Compiled by the author based on ? (year).

### **Submission Requirements**

- File format: .doc or .docx
- File name format: lastname\_year.docx
- Submission email:**forestjournal@wcu.edu.az**

### **RULES FOR COMPILING THE REFERENCES SECTION (APA 7)**

The reference list must be included as a separate section at the end of the article under the heading 'REFERENCES' and must comply with the following rules:

- Entries must be ordered alphabetically by the authors' surnames.
- References should be justified and written without paragraph indentation.
- If the same author has multiple works, they should be listed in chronological order.
- Entries must be formatted according to APA 7 guidelines

### **Examples:**

#### **• Books and Monographs**

##### **Format:**

Author(s). (Year). *Title of the book* (Edition, if not first). Publisher.

##### **Example:**

Price, M. F., & Byers, A. C. (2000). Forest geography: *Physical and human dimensions*. University of California Press.

#### **• Chapter in Edited Books**

**Format:**

Author(s). (Year). Title of chapter. In Editor(s) (Eds.), *Title of the book* (pp. xx–xx). Publisher.

**Example:**

Körner, C. (2004). Forest biodiversity, its causes and function. In M. F. Price (Ed.), *Forest geography: A review of key issues* (pp. 17–34). UNESCO Publishing.

**• Journal Articles****Format:**

Author(s). (Year). Title of the article. *Title of the Journal*, Volume(Issue), page range.  
<https://doi.org/xxx>

**Example:**

Grabbherr, G., Gottfried, M., & Pauli, H. (2010). Climate change impacts in alpine environments. *Geology Today*, 26(6), 280–285. <https://doi.org/10.1111/j.1365-2451.2010.00782.x>

**• Conference Proceedings****Format:**

Author(s). (Year). Title of the paper. In Title of the proceedings (pp. xx–xx). Publisher/Organization.

**Example:**

Kassymov, T., & Alimov, R. (2022). Traditional knowledge in forest communities of Central Asia. In *Proceedings of the International Conference on Forest Landscapes and Cultural Heritage* (pp. 54–67). Al-Farabi Kazakh National University.

**• Working Papers / Reports****Format:**

Author(s). (Year). Title of the report (Report No. if available). Institution. URL

**Example:**

UNEP. (2023). Forests and Climate Change: Global Vulnerabilities and Solutions. <https://www.unep.org/resources/report/forests-climate-change>

**• Online Sources and Webpages****Format:**

Author(s). (Year, Month Day). Title of the webpage or article. Website name. URL

**Example:**

UNESCO. (2023, June 18). Biodiversity in forest ecosystems. UNESCO. <https://www.unesco.org/forest-biodiversity>

(Last accessed: January 12, 2024)

- **Newspaper Articles**

Format:

Author(s). (Year, Month Day). Title of the article. Newspaper Title, page (if applicable). URL

Example:

Foster, S. (2023, August 10). Protecting rare herbs in the Himalayas. The Guardian. <https://www.theguardian.com/environment/himalayan-biodiversity>

- **Non-Latin Script Sources**

Format:

Author(s). (Year). [Translated title in English]. Transliterated Publisher.

Example:

Bagratyan, A. (2019). Les i obshchestvo: Etnograficheskiy analiz Karabakhskogo regiona [Forests and society: An ethnographic analysis of the Karabakh region]. Moskva: Institut Vostokovedeniya.

- **Citing DOIs and URLs**

Always include DOIs if available (e.g., <https://doi.org/10.xxxx/xxxxxx>).

If no DOI is available, provide a stable URL and include the access date: (Last accessed: Month Day, Year).

### In-text Citation Guidelines (APA 7 Style)

In-text citations must follow the APA 7th Edition style, indicating the author's surname and the year of publication.

If the author(s) are mentioned in the sentence, only the year should appear in parentheses:

Aliyev and Mammadov (2016)

If the author(s) are not mentioned in the sentence, include both the surname(s) and the publication year in parentheses, separated by a comma:

(Aliyev & Mammadov, 2016)

If citing multiple sources, list the authors alphabetically, separating each citation with a semicolon:

(Aliyev, 2021; Aliyev & Mammadov, 2000; Mammadov et al., 2022)

For works with three or more authors, use the first author's surname followed by et al.:

(Mammadov et al., 2022)

Number of Authors	First In-Text Citation
<b>One or two</b>	(Aliyev, 2021) (Aliyev & Mammadov, 2020)
<b>Three or more</b>	(Mammadov et al., 2023)

All sources listed in the References section must be cited within the text.

## Article Types

### 1. Original Research Articles

These are full-length scientific papers presenting novel findings, methodologies, or empirical results. Contributions may span across forest ecology, biodiversity, ecosystem management, climate change, and related environmental sciences.

### 2. Review and Systematic Reviews:

Scholarly articles synthesizing and critically analyzing the existing body of literature in focused domains such as forest biodiversity, landscape change, or highland cultural heritage.

### 3. Short Communications & Technical Notes:

Brief reports conveying preliminary research findings or specialized technical advancements that hold significance for future studies.

### 4. Policy Briefs and Applied Studies

Analysis of forest and ecosystem-related policies, governance frameworks, or applied practices, offering practical strategies and recommendations for sustainable forest management and conservation.

### 5. Photo-Essays & Visual Reports

Visually grounded submissions documenting forest ecosystems, biodiversity, cultural landscapes, or human–nature interactions. These may include scientifically guided photo narratives, ecological monitoring through imagery, or thematic visual documentation of conservation practices.

## **Review Procedure and Evaluation**

All submitted articles are initially reviewed for technical compliance. Submissions that meet the requirements are evaluated through a double-blind peer review process by independent experts. Based on the reviewers' comments, the article may be accepted, revised, or rejected.

## **Plagiarism and Ethical Standards**

All information and opinions presented in the article must belong to the authors and be properly cited. Submitted manuscripts are checked through anti-plagiarism software. Articles with a similarity rate exceeding 15% may be rejected by the editorial board. Authors are responsible for adhering to ethical standards.

## **Submission Calendar and Publication Period**

The journal is published four times a year: January 31, April 30, September 30, and November 15. The manuscript acceptance and technical review process is conducted monthly. Accepted articles are numbered and published in the relevant issue.

## **Graphic and Illustration Requirements**

Graphs, images, and other visuals must be submitted in 300 dpi resolution in JPEG or PNG format. Each visual added to the Word document must include a caption inserted using the 'Insert Caption' function. Figure and table captions should be 10 pt, bold, and centered.

## **Editorial Contact and Response Time**

Authors will receive an initial response within 15 business days after submission. The review process will be completed within 6 weeks. Inquiries can be sent to the editorial board via the official email address: [forestjournal@wcu.edu.az](mailto:forestjournal@wcu.edu.az)

- All issues are archived in PDF format, and integration with LOCKSS / PKP PN is planned for the future.

*“The editorial and formatting guidelines of this journal have been compiled with reference to globally accepted academic standards (e.g., APA 7, COPE) and adapted specifically for the Journal of Forest and Ecosystem Sciences.”*