



AUTHOR'S STYLE GUIDE

The publication editors and staff of the Scientific Exploration Society reserve the right to revise and update this style guide.

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1. Scientific Exploration Society

Scientific Exploration Society (SES) is a UK-based charity (No 267410) that was founded in 1969 by Colonel John Blashford-Snell and colleagues. It is the longest-running scientific exploration organisation in the world. Each year through its Explorer Awards programme, SES provides grants to individuals leading scientific expeditions that focus on discovery, research, and conservation in remote parts of the world offering knowledge, education, and community aid. Post-expedition reports are produced, detailing the scientific research undertaken, and are disseminated to relevant organisations and via SES channels, helping to raise awareness of the issues. Members and friends enjoy charity events and regular Explorer Talks and are also given opportunities to go on exciting scientific expeditions.

SES has an excellent Honorary Advisory Board consisting of famous explorers and naturalists including Sir Ranulph Fiennes, Dr Jane Goodall, Rosie Stancer, Pen Hadow, Bear Grylls, Mark Beaumont, Tim Peake, Steve Backshall, Vanessa O'Brien, and Levison Wood. Without its support, and that of its generous benefactors, members, trustees, volunteers, and part-time staff, SES would not achieve all that it does.

The mission of the Society is to continue to nurture and grow our community of explorers, ensuring that this community reflects and fully represents diversity, culture and differing perspectives found around the world.



2. Remit of *Exploration Revealed*

The Society's magazine, *Exploration Revealed*, aims to be an experimental, digital, initially bi-annually but aiming in time for quarterly periodical online (with option to print) to advance knowledge about expeditioning and provide peer-to-peer support for scientific and adventure-led knowledge advancement expeditions.

Scientific Exploration Society welcomes article submissions from around the globe and is committed to equal opportunities for all, ensuring that no one is denied opportunities or discriminated against through prejudice or exclusion on the basis of race, colour or nationality, sex, gender reassignment, sexual orientation, marital or civil partner status pregnancy and maternity, disability, religion or belief, age or any other ground on which it becomes unlawful to discriminate under the laws of England and Wales (referred to as Protected Characteristics).

Exploration Revealed invites articles that will be original and accessible to the widest possible audience. Articles from all nationalities are welcomed however, articles must be submitted in English and digital media submissions must be in clearly spoken English.

Discretion exists to give priority to SES Award winners, Honorary Advisory Board and members. Please note all articles must be submitted via our online for at <https://form.jotform.com/202075804027347>

We do not read unsolicited email submissions, nor do we respond to such submissions by email. The Editorial team's decisions are binding, confidential and final and SES will not enter into correspondence concerning the decision of its Editorial team.

3. Article Types

There are two fundamental article types: Standard magazine articles and peer-reviewed articles for academic purposes. The author picks the article type that they intend to write. Articles submitted must be in British English, using the Oxford English Dictionary (<https://www.oed.com/>).

- Article length for non-peer-reviewed articles ranges between 300, 500 and 800 words. Please stick to the word limit and note that we reserve the right to edit (you will be sent final copy before publication).
- The topics remain the same for academic articles, but the word length is longer, up to a maximum of 1500 words.

Exploration Revealed seeks to include imagery and voices which are diverse and inclusive. We therefore ask that you are mindful of this in your choice of narrative, images, and videos which you submit.

On submission you will need to confirm that it complies with the *Exploration Revealed* Author's Style Guide.

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Hon President: Col John Blashford-Snell OBE, DSc(hon), D Eng (hc), FRSGS

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Submission Requirements:

- ✓ Title: 5 words maximum
- ✓ Promotional Sentence: This should be 30 words maximum. This sentence is designed to entice readers to read your article.
- ✓ Please insert the total word count of the article text in **BOLD** underneath your promotional sentence before the main body.
- ✓ Where possible content should be gender neutral, in plain English and avoid jargon and acronyms where possible (always write out all acronyms in full in the first instance). Remember that not all readers will have English as a first or second language. Clarity and simplicity are preferred.

4. Article Screening and Peer Review Information for Academics

Exploration Revealed uses double-blind peer review, which means the identities of authors and reviewers are not known to each other. To help facilitate this, the main body of the submitted paper should not include any identifying information, such as the authors' names, affiliations, or acknowledgements. A separate title page should be uploaded, which includes the authors' details (see further below).

Please note that papers may be desk-rejected, before peer-review, if they do not meet the criteria for publication in *Exploration Revealed*. Once an academic article has been submitted, an academic member of the editorial team will screen the article and decide whether or not to send it for full peer review. They will consider the following:

1. Does the article conform to the scope of *Exploration Revealed* and has it followed the style guidelines and instructions for authors, including the maximum word count?
2. Is the article of good enough quality to be sent for peer review?
3. Will the readers of *Exploration Revealed* find this article informative and interesting?

If the article is rejected, at the editor's discretion, a rejection notification will be sent to you, so that you can submit your article to another journal.

Most academic articles that make it through the screening will be checked for plagiarism and then sent to at least two reviewers, who will be asked to evaluate the extent to which papers make a contribution to advancing to advance knowledge about expeditioning and provide peer-to-peer support for scientific and adventure-led knowledge advancement expeditions.

Exploration Revealed has a peer review panel for academic authors to:

- Assure the SES board the academic content is robust
- Assure the people who are writing the content that it is of appropriate calibre
- Give authors steer on how to retain academic integrity whilst writing in a clear style to also communicate to the SES membership and the public.

Peer review articles are, on average, currently taking approximately 3-4 months from submission to first decision.

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5. Submission Guidance

Please read the following guidelines carefully prior to submission.

- ✓ Please submit article text in a word document -if submitting images please include caption text and relate caption text to image name.
- ✓ Please submit print quality version of images in a zipped folder if more than one. Please remember to upload caption text in the word document with your article text.
- ✓ You can upload the following formats:
pdf, doc, docx, xls, csv, txt, rtf, html, zip, mp3, wma, mpg, flv, avi, jpg, jpeg, png, gif
- ✓ Please only submit images/video content for which you have copyright for/or have written permission for publication by SES in *Exploration Revealed*. The submission process requires you to confirm that you have obtained permission to use images/video required. In exceptional circumstances, where the image/video is important to the article, please provide what details you can and the relevant editor will investigate further.
- ✓ The text is Rockwell font, single-spaced; uses a 11-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end. It is justified.
- ✓ The text must adhere to the stylistic and referencing requirements.

Research and publication ethics

Exploration Revealed expects all submitting authors to ensure that the highest ethical standards in the conduct of research are upheld. Authors should make sure that their research complies with ethical guidance issued by their institution, or funder, as well as best practice guidelines appropriate to their sub-discipline. Authors are also responsible at the end of the article to provide any appropriate acknowledgements of funding.

For academic articles, academic authors are:

- ✓ expected to ensure that their submitted article is original, fully attributed, and does not contain material that is untrue, inaccurate or plagiarised.
- ✓ responsible for ensuring that all appropriate permissions and approvals for copyrighted material have been obtained. *Exploration Revealed* uses iThenticate to support the identification of plagiarism and self-plagiarism. This is funded by the Society. If you have funding for publication and your article is selected by us, we ask that you consider covering the costs of this process which will allow us to run other peer reviews and enable more academic articles to be published in *Exploration Revealed*.

On acceptance, the academic author identified as the formal corresponding author for the article will be obliged to sign, on behalf of all listed authors of the article, a legally binding form confirming that the above standards have been met, which will make them personally liable for any breaches for which civil or criminal charges can be brought. Neither the Publisher, the Scientific Exploration Society, nor the Editors, can be held responsible for errors or any consequences arising from the use of information contained within papers published by *Exploration Revealed*.

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6. Production

Please confirm you own or have consent for reproduction of the images you've uploaded in *Exploration Revealed* or, if not, have provided relevant information for the Editor(s).

How to submit

Papers should be submitted online as a Word or RTF document using the submission form:

<https://form.jotform.com/202075804027347>

Submissions should be anonymised for peer review and be set out in conformity with the information outlined below.

Title page

The review process is double blind and papers are submitted anonymously to reviewers. To facilitate this, please upload a separate title page in Word or RTF. This should include:

- ✓ the title of the paper;
- ✓ the authors' name(s);
- ✓ main professional/academic affiliation(s);
- ✓ full postal and email address(es); data accessibility statements (if applicable), and;
- ✓ any other identifying information such as acknowledgements.
- ✓ Please denote the corresponding author.

Main document

Manuscripts should normally be 1.5 spacing, use 11 point fonts, a single column of text, and wide margins.

Headings

A maximum of two levels of headings may be used:

1 THIS IS A FIRST LEVEL HEADING

First-level headings are flush left on a separate line.

The first text line following is flush left.

1.1 This is a second level heading

Second-level headings are flush left on a separate line.

Preparation of Figures

Figures should be uploaded as separate files via the Submission Page. Line art and images should be supplied at 600 dpi and 300 dpi respectively.

All scale lines should be labelled in km, and all maps should feature a North arrow. We encourage careful consideration of colour, particularly for readers with colour vision deficiency. Please note, where possible, for line figures (e.g. graphs and charts), we encourage these to be supplied in black and white so that they are legible if printed.

For figures to be published in black and white in print, please avoid reference to colour in the legend, and please ensure that the figure can be easily understood without colour.

Captions should be included in full in the main body of the paper. Figures should be numbered separately using consecutive Arabic numerals (Figure 1, Figure 2 etc.).

Endnotes:

Please use endnotes and not footnotes.

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References

Please ensure that every reference cited in the text is also present in the reference list (and vice versa).

References should be prepared according to the Harvard Citation. Overview of the manual:

<https://citethis.net/Harvard>.

- Endnote users can download the style here (https://endnote.com/style_download/harvard-sample-style-showing-basic-format/).
- Zotero users can download the style here (<https://guides.library.harvard.edu/zotero>)
- Mendeley users can download the style (<https://www.mendeley.com/guides/harvard-citation-guide>)

Data sharing

Exploration Revealed asserts that where appropriate and reasonable, authors who are reporting on original data (including code, models, algorithms, methods, etc.) are expected to archive the data underpinning their paper in a public repository. We understand that it may not be appropriate for all researchers to archive their data in a public repository due to ethical or legal requirements and/or resource implications. Authors are not required to archive or share their data in order to publish with *Exploration Revealed*. The [FAIR principles](#) and the [registry of research data repositories](#) are useful resources.

Data availability statement

Authors reporting original research are required to provide a data availability statement, which describes where, and under what conditions, data underpinning a publication can be accessed. By this the Editors mean the dataset needed to interpret, replicate and/or build on the methods or findings reported in the article. You need to provide an appropriate data availability statement. Data sharing is not required in order to publish with *Exploration Revealed*. Data availability statements should be included within the title page and will be included in the final version of accepted articles. If published, all statements will be placed in the metadata of your manuscript. Please note that data availability statements are required by some funding bodies and institutions.

Data citation

Authors are encouraged to cite underlying or relevant datasets in the manuscript by citing them in-text and in the reference list. Data references should include the following elements: name(s) of data creator; publication year; dataset title; version (where available); data repository/publisher; and global persistent identifier. For example:

Surname, X.Y., Surname, X., Surname, A.B., Surname, C., Surname, D. (2021) Epic dataset title - event details from the VWXYZ database. Centre for Phenomenal Data Analysis
doi:12.3456/ab12cde34fghi56

Best practice guidance about data citation is available via [DataCite](#).

Supporting Information

Sometimes it may be necessary or desirable to include material that cannot be included into the physically published paper, either because the word limit would be exceeded, or because the material is not suitable for such a medium (e.g. data in spreadsheets, additional figures, movie files, audio clips). There may not be space for the full details of the research methods to be included in the physical journal, and although the article text should include an outline of the methods, important additional details can be supplied within Supporting Information. The Supporting Information must be referenced from within the paper, so that readers can easily locate it. The article will be published on the *Exploration Revealed* Research Gate page. It is up to the author to create a corresponding project on

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their own profile and link this to the article on the *Exploration Revealed* Research Gate profile.

Other types of material that cannot readily be included in such a document (spreadsheets, video, audio) can be uploaded separately, but again should be referenced from within the text, and should be given a file-name that indicates that it is Supporting Information, and a title. If you intend to include a large raw media file within your supporting information, you might like to consider uploading the file to a third-party hosting site (e.g. Youtube, Vimeo, or Soundcloud) and embedding a link to the file within a word document. It may be helpful for some textual explanation of the intention behind making this material available, and the use to which the reader might put it, to be written in a short document that can be uploaded either as a separate item of Supporting Information, or within a composite document of SI sections as outlined above.

Production

Please note that it is the author's responsibility to finalise their text prior to acceptance for publication. The ability of authors to alter their text post-acceptance will be very limited and adjustments to style or content which the Editor does not feel are necessary may be refused.

7. Promotion

Article Promotion Support

Exploration Revealed is keen to use its social media channels to promote magazine content. We welcome authors that provide shareable video abstracts, infographics, good visuals from conference posters, lay summaries, and research news stories related to your article – so that we can help your article get the attention it deserves.

8. Author Name Change Policy

In cases where authors wish to change their name following publication, *Exploration Revealed* will update and republish the paper and redeliver the updated metadata to indexing services. Our editorial and production team will use discretion in recognizing that name changes may be of a sensitive and private nature for various reasons including (but not limited to) alignment with gender identity, or as a result of marriage, divorce, or religious conversion. Accordingly, to protect the author's privacy, if there is a name change it is dependent on the author(s) to contact *Exploration Revealed* in order to publish a correction notice to the paper. *Exploration Revealed* will not notify co-authors of the change. Authors should contact the Editor of *Exploration Revealed* with their name change request.

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