Please use this template to prepare your description of best practices to improve the planning, design, construction, operation or evaluation of a transport and ecology project. Best practice notes are succinct and up-to-date instructions on worlds-best practice. See attached instructions for more detailed information.

Replace the *blue italicised text below* with your information.

**Title (succinct and compelling)**

*Start typing here*

**Promotional photo**

*Insert a low-res version of the promotional photo here, and attach a high-res photo to the submission*

**Two-sentence summary (this is to get the reader’s attention and encourage to keep reading your case study)**

*Start typing here*

**Description of Best Practice**

* Length is variable depending on the complexity of your best practice, but ideally approximately 1000 to 1,500 words
* Main text follows the structure of headlines. Follow the structure as indicated below and in the instructions.
* Include other descriptive sub-headings where relevant
* Insert low-res versions of your graphics where you want them to appear in your case study, and attach high res versions as separate files to your submission

Problem What is the problem? Why do we need a best practice note on this particular topic?

*Start typing here*

Objective of the practice (e.g. to identify roadkill hotspots, optimal study design to evaluate effectiveness, where to locate wildlife crossing structures etc)

*Start typing here*

Description of the practice (this should be in enough detail for a practitioner to be able to perform best practice after reading your note

*Start typing here*

Lessons learnt (What did you learn – positive or negative? If you were to do the project again, what would you do the same and what would you do differently?)

*Start typing here*

Key things to do or not to do

*Start typing here*

References cited (keep to <10 if possible, Biological Conservation style)

*Start typing here*

Further readings (include up to five extra references, with a 1-sentence description of what they are about, to give readers more supporting information or instruction to the topic of the best-practice note).

*Start typing here*

**Author(s) information (to be published online)**

*The name and contact details of the authors of the best practice note, as you want it to appear online*

**If your best practice note has been published elsewhere, or is largely based on a peer-reviewed journal article, please include the following information and attach the original peer-reviewed article with your submission**

*Author, date. Title. Report/Journal name in full, issue, pages. DOI:*

*Hyperlink to webpage where report/journal article has been published and can be downloaded*

**Graphics, including photos, maps, graphs, videos**

* Include as attachments to your submission ~2 to 3 high-resolution graphics to illustrate and support your best practice submission.
* If your files are large, please share via a file-sharing service, such as dropbox, onedrive, Google drive etc.

***Editor (office use only)***

*Enter editor’s name*

**INSTRUCTIONS TO AUTHORS**

**BEST PRACTICE NOTES are an evidence-based description intended to instruct and inform practitioners on how to undertake or complete a task using best practice procedures or to a world’s best standard. Best practice notes should include a synthesis of multiple sources of data or evidence to demonstrate why it is best practice. Best practice notes can give step by step instructions for an entire project from beginning to end, or they can describe a specific part of a project. In most situations, best practice notes will describe a discrete and specific aspect of a project, such as planning, designing, constructing, operating, maintaining, evaluating, funding, approving, etc.**

**Best practice notes must:**

1. **Describe a best practice that is related to transport and ecology and relevant to a region or globally**
2. **Explain the benefits of doing best practice compared to current practice**
3. **Provide the justification that demonstrates why this is considered best practice**
4. **Give enough detail for a practitioner to complete best practice on their project**
5. **Provide links to more detailed instructions if the note is not able to provide sufficient detail**

**Audience:** The audience for the best practice notes is broad and includes engineers, planners, designers, regulators, funders, construction personnel, ecologists and biologists. Your best practice note should be written so it can be understood by all readers.

**Title:** A succinct and compelling title that summarises the topic of the best practice AND draws in the reader.  Along with the promotional photo and 2-sentence summary, the title will be the first thing the reader sees both on website and on digests that subscribers to the website will receive.

**Promotional photo:** Include a high-res photo (that is either yours or you have permission to use) that will be the first graphic that readers will see. Other photos can be included within the article. We recommend all photos to be at least 1500 x 1000, 300dpi.

**Two-sentence summary:** Provide a 2-sentence summary, that along with the title and promotional photo, will be what first engages the reader and makes them want to read the rest of your article.  Some hints: Do not repeat what the title says – they will be read together and they should complement each other.  Consider phrasing the 2-sentence summary as a pitch or hook that highlights the significance of your best practice note to get your reader’s interest. The 2-sentence summary is like an elevator pitch - you are in a lift with someone and you have the equivalent of 2-sentences to explain your story to them.

**Article length:** Shorter is better – aim for 1000 – 1,500 words (excluding the two-sentence summary, extra readings, your contact information). Please contact the editors for guidance if your best-practice note is more than 1,500 words.

**Abstract:** because the best practice note is succinct, with specific headings to direct the reader, there is no abstract or extended summary.

**Structure and content:** The main aim of the best practice notes is to instruct a practitioner on how to undertake a particular task using world’s best practice. The best practice notes can cover any aspect from planning and investigations through to design, construction, operation, maintenance and evaluation.

If possible, co-author your best practice note with someone from a different discipline with whom you worked on the project to provide different perspectives (e.g. an engineer and an ecologist, a planner and a construction person, a regulator and a funder, etc). This will ensure that the best practice note describes different perspectives of the ‘same story’, thus providing richer and more nuanced lessons for the reader.

Remember that you don’t need to describe an entire task (e.g. how to plan a new transport project) and you can focus on specific aspects. Similarly, you don’t need to describe each step in detail if there is a detailed method published elsewhere that you can refer to. Pick the interesting, pertinent and relevant aspects and describe that in detail. Consider writing two or three best practice notes if you have two or three interesting aspects that are quite detailed and complicated.

As a guide, keep sentences uncomplicated, paragraphs short, use bullet points and headings and sub-headings to organise your ‘story’ and focus on describing your case study in a jargon-free and interesting way.

**Headings and sub-headings:** Use headings to shape your case study and that describe the content, rather than the section. For example – rather than using “Introduction” or “Results” as headings, use a phrase that describes the content, such as “Investigating causes of wildlife-vehicle collisions” or “Larger-sized animals need bigger underpasses”.

**Language:** All articles are published in English, and we encourage authors to provide a version translated into another language(s) that is relevant to the region where the work was undertaken. Do not provide this translated version when you submit your article, but rather provide the translated version when your article has been reviewed and accepted.

**Scientific names or common names:** Always use common names and include the scientific name at first mention only. Avoid lots of scientific names in your case study because many of your readers will not have any biological training.

**Graphics, including photos, maps, videos and other media:** Blogs allow a multi-media experience, and you should include a diversity of media in your story. If pictures tell a thousand words, then videos are even better.

**Source:** If your case study has been published in a peer-reviewed journal article, include the full details of that publication at the end of the case study, as well as provide a hyperlink to it if it is open-access or available somewhere.  Ensure you are not violating any copyright laws.  If the blog has been published elsewhere and re-posted on TransportEcology.info, ensure you also provide a hyperlink to the original source.

**Reference formatting:** All references should be in [Biological Conservation style.](https://paperpile.com/s/biological-conservation-citation-style/) Example for in-text citation: ...as demonstrated (Allan, 2000; Allan and Jones, 1999) or Kramer et al. (2010) have recently shown. Example in a reference list for a journal article:

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2010. The art of writing a scientific article. J. Sci. Commun. 163, 51–59.<https://doi.org/10.1016/j.Sc.2010.00372>.

**Review process:** TransportEcology.Info will do the following:

1) Confirm all links provided, including links to source material, are accurate and work at the time of publication.

2) If your best practice note is based on information you have published in a peer-reviewed scientific journal, we will check that the information in the best practice note and the article are consistent. If it is a new best practice note, we will send out your note to other experts for review.

3) Provide minor editorial support to improve the clarity, structure or style of the case study. However, you are the author of your case study and ultimately responsible for its content.

4) Review the blog to ensure there is no offensive or defamatory content.

5) TransportEcology.Info will not review any translated versions of accepted articles – this is the responsibility of the authors.

**Submission:** Email your article and any graphics and other supporting material to info@transportecology.info.  Please mark the subject as ‘SUBMISSION – BEST practice‘. Include a copy of the original peer-reviewed article so it can be compared.  By submitting your article, you agree with our Privacy Policy and Terms & Conditions.