

# GUIDELINES FOR CONTRIBUTORS

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## Aim and scope

*Pachyderm* publishes papers and notes concerning all aspects of African elephants, African and Asian rhinos, with a focus on the conservation and management of these species in the wild. At the same time, the journal is a platform for disseminating information concerning the activities of the African Elephant, the African Rhino, and the Asian Rhino Specialist Groups of the IUCN Species Survival Commission. Currently, *Pachyderm* is published online annually and is 'Platinum Open access' (offering all readers free access to published scientific works; with no publication fees for authors to publish). All research, management, and history papers are peer-reviewed.

## Submission of manuscripts

All manuscripts should be submitted online at: <http://Pachydermjournal.org> & <https://pachydermjournal.org/index.php/pachyderm/about/submissions>

If there are any questions or concerns regarding the submission process, kindly send an email to: [afesg@iucn.org](mailto:afesg@iucn.org) and/or [pachydermeditor@gmail.com](mailto:pachydermeditor@gmail.com). We are also contactable by post:

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## Terms and conditions

Submitting your manuscript to *Pachyderm* means that you (the author(s)) agree to our terms and conditions. Submissions may be returned to authors who do not adhere to the following guidelines.

Kindly note that upon submission of your manuscript, our terms are strictly that the author(s) agree(s) not to publish the same paper elsewhere until a decision has been taken by the managing editor and/or section editors, either in hard copy or digital format.

## Artificial Intelligence tools (AI)

The Editorial Board of *Pachyderm* advocates for research integrity and strives to ensure the credibility and trustworthiness of the scientific findings and data we publish through careful editorial checks, peer review, and thorough copyediting of each manuscript. *Pachyderm* advocates research that is credible, accessible, linked and searchable in perpetuity. We do not permit AI-generated work, however, we do accept the use of AI tools such as ChatGPT to enhance your grammar and sentence clarity. In case of clarification, contact the editor.

## Types of submissions

Manuscripts are accepted in both English and French. The abstract should be provided in both languages, whether submitted in English or French.

*Pachyderm*'s Editorial Board categorizes material received into the following sections:

### *Research and management papers*

Papers may be reports of original biological research, or focus on the socio-economic aspects of conservation, including market surveys. Each Research and Management paper is subject to peer review; the reviewers who are assigned have expertise in the specialist subject/s related to your paper. This process is "blind" with both author(s) and reviewer(s) anonymous to each other unless otherwise agreed.

Papers should not exceed 6,000 words (the word count is inclusive of all parts of the manuscript, including the title page, abstract, references, tables and figure legends). Papers should be structured as follows: 1a) Title, 1b) Names, addresses and emails of authors; 2) The Abstract must not exceed 250 words (informative type, outlining information from the Introduction, Materials and methods/Methodology, Results, Discussion, but not detailed results); 3) additional key words (if any); not appearing in the title, maximum six; 4) Introduction; 5) Materials and methods; 6) Results; 7) Discussion; 8) Conclusions; if appropriate; 9) Acknowledgements (optional, brief); 10) References should be included

only when essential and quoted in the text (maximum of 25); 11) Tables; 12) Figure and photo captions; 13) Figures and photos. (Tables, figures and images should be inserted in the text in the relevant section.)

\*Should your paper exceed 7,000 words, an article processing contribution (APC) fee may be requested by the Editorial Board.

### *Field notes*

The journal welcomes Field notes. They may contain figures and tables but should be no more than 3,000 words, including references.

### *Review papers*

Review papers, defined as an impartial and comprehensive synthesis of all existing knowledge that presents a balanced perspective on a specific topic, are welcomed for consideration. The maximum permitted length is 5,000 words, inclusive of references.

### *Book reviews*

*Pachyderm* invites reviews of newly published books, which can be up to 1,000 words. Kindly liaise with the editor prior to submission.

### *Letters to the editor*

Letters should be addressed to the relevant Specialist Group Chair/ or Editor and should be a maximum of 2,500 words. Letters are welcome that comment on articles published in *Pachyderm* or on any other issue relating to elephant and rhino conservation in the wild.

## **Preparation of manuscripts, stylistic and bibliographic requirements**

Submissions may be prepared using any word processing software, but must be submitted in .doc or .docx format. Submissions should be set in 12pt Times New Roman font, left-aligned, and with 1.5 line spacing. Submissions in PDF format are not acceptable.

### *Tables, figures, images and maps*

Preferably provide figures and maps in their original form, and data in Table format; (Excel

files are not accepted), maps as EPS and images should be submitted in the highest quality possible, such as TIF (minimum 300 dpi), or JPEG (minimum 300 dpi). Indicate clearly the author or source of figures, maps and photographs. Colour is acceptable. We shorten figure to 'fig. x' within the text, and 'Figure x.' in full in the caption.

### *Title and authors*

The title should contain as many of the key words as possible, but should not be more than 25 words long. Follow with the name(s) of the author(s) with institutional affiliation, postal and email address of the corresponding author, to whom proofs and editorial comments will be sent.

## **Journal conventions**

### *Nomenclature*

Use common names of animals and plants, giving scientific names in italics on first mention. Generally, refer to animals in the plural form (i.e. rhinos, elephants). We do not capitalize elephant, black rhino, white rhino and greater one-horned rhino, however we capitalize Javan and Sumatran rhino.

### *Spelling*

Use British spelling, following the latest edition of the Oxford Advanced Learners Dictionary using 'z' instead of 's' in words like 'recognize', 'organization', 'immobilized'; but 'analyse', 'paralyse', a full list can be obtained from the Managing Editor, or by referring to: <https://elt.oup.com/catalogue/items/global/dictionaries/oxford-advanced-learners-dictionary/?cc=global&sellLanguage=en>

### *Numbers*

Use the International System of Units for measurement (m, km, kg, ha, h) with a space between the numeral and the unit of measurement. Give measurements in figures, for example 12 mm, 1 km, 3 ha, except at the beginning of a sentence; in which case write out the full number, e.g. Forty-two black rhinos were born in 2023.

Spell out numbers under 10 if not a unit of measurement, unless the number is part of a series containing numbers 10 or over, for example: 14 adult males, 23 adult females and 3 juveniles, there were nine people watching the group of 65 elephants.

In the text, use a comma as the separator for figures

four digits or more: 1,750 and 11,750. The separator will be a full stop in French papers.

### *Hyphen, en dash and em dash*

#### **Hyphens (narrow):**

Used to separate compound words, such as long-term; seventy-two.

#### **The en dash (wider) expresses a period of time:**

The ‘en’ dash, so called because it is the width of a printed ‘N’ character, is longer than a hyphen but shorter than an ‘em’ dash. It should be used without spaces on either side, e.g.

A rhino census was carried out in four rhino-bearing areas during March–April, 2022.

(NB: Rhinos occurred in the area from at least 1898 until 1979;

Our field staff counted elephants born between 2009 and 2019).

#### **The en dash is used to indicate a range of numbers, examples:**

South Africa’s Kruger National Park is home to 7,000–8,300 rhino as of 2016.

Overall, all of the elephants had smaller annual home ranges (~450–1,750 km<sup>2</sup>).

#### **The en dash is used to indicate distance, for example:**

The headwaters of the Chobe River–Victoria Falls are a distance of 136.3 km.

#### **The em dash (even wider) is used for emphasis in place of a colon, for example:**

The ‘em’ dash, so called because it is the width of a printed ‘m’ character, and is used to enclose a sentence or phrase within a sentence, and it provides greater emphasis than parentheses, e.g.

Our core values—integrity, collaboration, adaptability, sound decision-making and commitment—are at the heart of everything we do.

The presence of the new species—which scientists suspected existed—was confirmed last week.

#### **DOI**

A DOI should be provided where available, especially for digital sources, in the format “doi:prefix/suffix” and hyperlinked to “<https://doi.org/prefix/suffix>”. Whenever both a URL and a DOI are available for a source, the DOI is preferred, and the URL may be omitted. The preferred format is: doi:10.1000/182

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#### **OrcID iD**

Authors are encouraged, though not required, to include their OrcID IDs at the time of submission. OrcID is an independent non-profit organization that provides a persistent identifier distinguishing you from other researchers and linking your research outputs and activities to your ID. OrcID is integrated into many systems used by publishers, funders, institutions, and other research-related services. *Pachyderm* subscribes to OrcID.

#### **References**

We use the name-year method of citing and listing references. The punctuation and typographic style are as follows:

In the text, cite a single author: ‘(X 2005)’ or ‘X (2005)’; cite two authors: ‘(X and Y 2005)’ or ‘X and Y (2005)’; cite more than two authors ‘(X et al. 2007)’ or ‘X et al. (2007)’. Note that there is no comma between the author(s) and the year. If multiple works are cited, separate them with a semicolon, and list them in chronological order: (X et al. 1998; B 2002; Z 2010). Multiple works by the same author(s) published in the same year are denoted by suffix -a or -b.

Notes: 1) that in the reference list, punctuation is minimized, and full stops are removed at the end of online cited references.

2) Journal names in full without leading article. Book titles are italicised. Journal titles are italicised.

3) For long author lists in references, only the first ten names of a citation will be included; therefore, the last two of this reference will be dropped: Talukdar BK, Burgess N:

Havmøller RG, Payne J, Ramono W, Ellis S, Yoganand K, Long B, Dinerstein E, Williams AC, Putra RH, Gawi J. 2015. Will current conservation responses save the critically endangered Sumatran rhinoceros *Dicerorhinus sumatrensis*? *Oryx* 50 (2): 355–359.

#### **Article in a journal or periodical**

Barnes RFW, Barnes KI, Alers MPT, Blom A. 1991. Man determines the distribution of elephants in the rainforests of north-eastern Gabon. *African Journal of Ecology* 29 (1): 54–63.

Foose TJ and Wiese RJ. 2006. Population management of rhinoceros in captivity. *International Zoo Yearbook* 40: 174–196.

Okita-Ouma B, Lala F, Moller R, Koskei M, Kiambi S, Dabellen D, Leadismo C, Mijele D, Poghon J, Wittemyer G. 2016. Preliminary indications of the effect of infrastructure development on ecosystem connectivity in Tsavo National Parks, Kenya. *Pachyderm* 58: 109–111.

### Books

Smithers RHN. 1983. *Mammals of the southern African subregion*. First edition. Pretoria University Press, Pretoria.

Martin EB, Vigne L. 2015. *Hong Kong's ivory: more items for sale than in any other city in the world*. Save the Elephants, London.

Western D. 1997. *In the Dust of Kilimanjaro*. Island Press, Washington DC. 312 pp.

### Book chapters

Dean C, Hinsley A. 2020. Campaigning to bring about change. In: Sutherland WJ. (Ed.). *Conservation research, policy and practice*. Cambridge University Press, London, pp. 277–292.

Lee PC, Lindsay WK, Moss CJ. 2011. Ecological patterns of variability in demographic rates. In: Moss CJ, Croze H, Lee PC. (Eds.). *The Amboseli elephants: a long-term perspective on a long-lived mammal*. University of Chicago Press, Chicago, pp. 74–88.

### Masters /PhD thesis

Douglas-Hamilton I. 1972. *On the ecology and behaviour of the African elephant*. PhD thesis. University of Oxford.

### Reports published online

Rookmaaker LC. 2020. Twenty years of literature on the rhinoceros 2000–2019, extracted from the Rhino Resource Center (RRC)—[www.rhinosourcecenter.com](http://www.rhinosourcecenter.com). Unpublished. Available at: [http://www.rhinosourcecenter.com/pdf\\_files/160/1606763476.pdf](http://www.rhinosourcecenter.com/pdf_files/160/1606763476.pdf) [Accessed 22 September 2021]

IUCN(International Union for the Conservation of Nature). 2009. *World Biodiversity Report 2008*. IUCN, Gland, Switzerland.

King L, Raja N, Kumar M, Heath N. 2023.

Human–elephant coexistence toolbox. Advice, actions and tools to reduce conflict with elephants. A technical manual for trainers and community leaders (2<sup>nd</sup> ed.). Save the Elephants.

### Unpublished reports

Kindly, provide a website, location, or person from whom a report can be accessed when possible:

Kuloba B, Kenana, L, Muteti D, Mwenda E. 2010. Aerial count of large herbivores in Maasai Mara National Reserve and the Surrounding Areas. Unpublished report, Kenya Wildlife Service.

### Web site

Elephants of Cameroon. 2000. Saving Africa's vanishing giants, the elephants of Cameroon <http://www.nczooelectrack.org/project/index.htm>. [Accessed 25 February 2000]

[AfESG] African Elephant Specialist Group. 2000. Fencing and other barriers against problem elephants. AfESG Technical Brief Series. IUCN African Elephant Specialist Group, Human–Elephant Conflict Working Group (author: Richard Hoare). Available at: <http://www.african-elephant.org/hec/pdfs/hecfencen.pdf>. [Accessed 15 July 2019]

Payne J and Ahmed AH. 2012. A comment on 'sex and the single rhinoceros' by Henry Nicholls. <http://www.borneorhinoalliance.org/resources/comment/a-comment-on-sex-and-the-single-rhinoceros-by-henry-nicholls> [Accessed 24 August 2020]

### Films and videos

We have observed that films and videos are being referenced more frequently; however, as they are not peer-reviewed, kindly add them as footnotes, and where possible, provide a link.