

GUIDELINES FOR CONTRIBUTORS

Editor's note

During *Pachyderm's* October 2010 Editorial Board Meeting, the Board made a number of changes to the 'Guidelines for contributors'. The 'Aim and scope' and 'Submission of manuscripts'—as outlined below—remain unchanged. However, the Editorial Board reviewed the editorial policies and standards for 'Preparation of manuscripts'. In particular, *Pachyderm's* sections were refined and approved, as follows:

Research and Management Papers

This is the bulk of the material submitted to *Pachyderm* and should remain unchanged.

Field Notes

There was little change recommended to this section, except to specify the word limit (<2,500 words).

Review Papers

Review papers, which are unbiased reviews of all the existing knowledge on a specific topic, are welcomed. Length should be <6,000 words.

Letters to the Chair

This was considered to be a place in which opinions could be expressed in *Pachyderm*. They would be letters to the relevant Specialist Group Chair, and would be limited to 1,000 words. The relevant Chair would be responsible for deciding whether to accept a letter, whether to ask for any factual edits, and whether to solicit a contrasting opinion.

Changes to the 'Journal conventions' were also approved. The Board unanimously recommended that *Pachyderm* follow the *IUCN Style Manual* because the periodical is published under the auspices of IUCN. The guide is available online at http://cmsdata.iucn.org/downloads/iucn_style_manual1209.pdf. Authors should, in keeping with IUCN publication standards, use the Harvard system of referencing. Because this is the most common academic referencing system, it will facilitate authors who use digital bibliographic programmes as well maintain consistency with other IUCN publications. The *IUCN Style Manual* describes these guidelines in detail on pages 39–47.

These Guidelines for contributors, amended below, will take effect as of issue number 49. If you have any queries about these policies, please write to us at afesg@iucn.org.

Aim and scope

Pachyderm publishes papers and notes concerning all aspects of the African elephant, the African rhino and the Asian rhino 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.

Submission of manuscripts

All manuscripts should be submitted online at <http://pachydermjournal.org>.

If there are any questions or concerns regarding the submission process, please send an email to: afesg@iucn.org or otherwise contact by post/telephone:

The Editor, *Pachyderm*

IUCN/SSC AfESG

PO Box 68200–00200

Nairobi, Kenya

telephone: +254 20 249 3561/65

fax: +254 20 2493570

Preparation of manuscripts

Manuscripts are accepted in both English and French languages. Where possible, the abstract should be provided in both languages.

Images, figures and maps

Preferably provide figures and maps in their original form, for example, charts and data in Excel files, maps as EPS and images in the highest quality possible, such as TIF (600 dpi). Indicate clearly the author or source of figures, maps and photographs.

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 and full postal and email address of the corresponding author, to whom proofs and editorial comments will be sent.

Research and management papers

These should be not more than 5,000 words and be structured as follows: 1) Title 2) Abstract of not more than 250 words (informative type, outlining information from the Introduction, Materials and methods, Results, Discussion, but not detailed results) 3) additional key words (if any), not appearing in the title 4) Introduction 5) Materials and methods 6) Results 7) Discussion 8) Conclusions, if appropriate 9) Acknowledgements (optional, brief) 10) References (no more than 25) 11) Tables 12) Figure and photo captions 13) Figures and photos.

Papers may be reports of original biology research or they may focus more on the socio-economic aspects of conservation, including market surveys.

Field notes

The journal welcomes notes from the field. They may contain figures and tables but should <2,500 words.

Review papers

Review papers, which are unbiased reviews of all the existing knowledge on a specific topic, are welcomed. Length should be <6,000 words.

Book reviews

Pachyderm invites reviews of newly published books, which should be <1,500 words.

Letters to the Chair

Letters should be addressed to the relevant Specialist Group Chair, and should be <1000 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.

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).

Spelling

Use British spelling, following the latest edition of the *Concise Oxford Dictionary* or the *Oxford English Dictionary*, using 'z' instead of 's' in words like 'recognize', 'organization', 'immobilized'; but 'analyse', 'paralyse'. The dictionary is available online at <http://oed.com>.

Numbers

Use International System of Units for measurement (m, km, g, 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.

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.

In the text, write four-digit numbers without a comma; 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.

References

Use the Harvard method of citing and listing references.

In the text, cite two authors: '(X & Y, 1999)' or 'X and Y (1999)'; cite more than two authors '(X et al., 1996)' or 'X et al. (1996)'. Note that there is a comma between the author(s) and the year.

If multiple works are being cited, separate them by a semi-colon: (X, et al., 2002; Y, 2002; Z, 2002).

Please see the *IUCN Style Manual*, for a detailed description and examples of reference citation. The manual is available to download at http://cmsdata.iucn.org/downloads/iucn_style_manual1209.pdf.