

# GUIDELINES FOR CONTRIBUTORS

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## Aim and scope

*Pachyderm* publishes papers and notes concerning all aspects of African elephants, African rhinos 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 once a year and is 'Platinum Open access' (free access to published scientific works for readers with no publication fees for the 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>. See <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:

The Editor, *Pachyderm*  
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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, either in hard copy or digital format.

## Types of submissions

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

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

### *Research and management papers*

Papers may be reports of original biology research or they may focus more 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 5,000 words (the word count is inclusive of all parts of the manuscript, including the Title page, Abstract, References, Table and Figure legends). Papers should be structured as follows: 1a) Title, 1b) Names, addresses and emails of authors, 2) Abstract must not exceed 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, 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).

### *Field notes*

The journal welcomes notes from the field. They may contain figures and tables but should be a maximum of 2,500 words, including references.

### *Review papers*

Review papers, which are unbiased reviews of all the existing knowledge on a specific topic, are welcomed. Length should be a maximum of 5,000 words, including references.

### *Book reviews*

*Pachyderm* invites reviews of newly published books, which should be up to 1,500 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 1,500 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' if referenced in brackets, but Figure within text, for ease of access.

### *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. We do capitalize Javan and Sumatran rhino.

### *Spelling*

Use British spelling, following the latest edition of the Oxford Advanced Learner's Dictionary or the Oxford English Dictionary, using 'z' instead of 's' in words like 'recognize', 'organization', 'immobilized'; but 'analyse', 'paralyse'.

### *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.

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 or 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.

### *DOI*

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

### *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.

## References

We use the name-year method of citing and listing references. The punctuation and typographic style is 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 being cited, separate them by a semicolon, listing 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.

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

### Article in a journal or periodical

Buyts D. 2000. The status of the southern white rhino (*Ceratotherium simum simum*) on private land in South Africa in 1999. *Pachyderm* 28: 60–64.

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

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.

### Book

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

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

### Book chapters

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

### Masters /PhD thesis

Blake S. 2002. The ecology of forest elephant distribution and its implications for conservation. PhD thesis. University of Edinburgh, Edinburgh, <https://www.savetheelephants.org/wp-content/uploads/2016/11/2002ForestElephantDistribution.pdf>

### Reports

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

Anon. 2021. Kenya white rhino (*Ceratotherium simum*) conservation and management action plan (2021–2025). In Press. Kenya Wildlife Service, Kenya.

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

### Website

Note that in the reference list, punctuation is minimized, remove final full stops at the end of online links.

Elephants of Cameroon. 2000. Saving Africa's vanishing giants, the elephants of Cameroon <http://www.nczooetrack.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, Ahmed AH. 2012. A comment on 'sex and the single rhinoceros' by Henry Nichols. <http://www.borneorhinoalliance.org/resources/comment/a-comment-on-sex-and-the-single-rhinoceros-by-henry-nicholls/> [Accessed 24 August 2020].

Wadley L. 2015. Those marvellous millennia: The Middle Stone Age of southern Africa. *Azania: Archaeological Research in Africa* 50 (2):155–226. <https://doi.org/10.1080/0067270X.2015.1039236>

**Common Acronyms (the following can be abbreviated in your manuscript)**

SSC	Species Survival Commission
AZA	Association of Zoos and Aquariums
AfESG	African Elephant Specialist Group
AfRSG	African Rhino Specialist Group
AsRSG	Asian Rhino Specialist Group
CITES	Convention on International Trade in Endangered Species (of Wild Fauna and Flora)
CMS	Convention on Migratory Species
DEFRA	Department for Environment, Food and Rural Affairs
EAZA	European Association of Zoos and Aquaria
ETIS	Elephant Trade Information System
IUCN	International Union for the Conservation of Nature
IRF	International Rhino Foundation
KAZA- TFCA	Kavango–Zambezi Transfrontier Conservation Area
MIKE	Monitoring the Illegal Killing of Elephants
RRC	Rhino Resource Center
SRI	Save the Rhino International
USF&WS	US Fish and Wildlife Service
WAZA	World Association of Zoos and Aquariums
WCS	World Conservation Society
ZSL	Zoological Society of London