

GUIDELINES FOR CONTRIBUTORS

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' (for all readers free access to published scientific works; 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> & <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 and/or pachydermeditor@gmail.com. We are also contactable by post:

The Editor, *Pachyderm*
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Nairobi, Kenya

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.

Types of submissions

Manuscripts are accepted in both English and French. Where possible, 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 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 6,000 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) The 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). Should your paper exceed 7,500 words, an article processing contribution (APC) fee maybe requested by the Editorial Board.

Field notes

The journal welcomes notes from the field. They may contain figures and tables but should be a maximum of 3,000 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 can 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 double-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 capitalise elephant, black rhino, white rhino and greater one-horned rhino. We do capitalise 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: <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 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.

Hyphens, en dashes and em dashes

Hyphens (narrow):

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

The en dash (wider) expresses a period of time, examples:

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;

Elephants born between 2009 and 2019 were counted by our field staff).

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 km²).

The en dash is used to indicate distance, example:

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

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

The ‘en’ 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 parenthesis, 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—that scientists suspected existed—was confirmed last week.

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. *Pachyderm* subscribes to OrcID.

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.

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

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, 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/>

Reports

Rookmaaker LC. 2020. Twenty years of literature on the rhinoceros 2000–2019, extracted from the Rhino Resource Center (RRC)—www.rhinosourcecenter.com. Unpublished. Available at: 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.

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.

Website

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

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

Jargon to avoid

Catalyse
 Framework
 Process
 Leverage
 Synergy
 Linkages
 Utilize (instead just 'use')
 Thus