

## INSTRUCTIONS FOR AUTHORS

### Scope

The Tapir Conservation, the Newsletter of the IUCN/SSC Tapir Specialist Group aims to provide information regarding all aspects of tapir natural history. Items of news, recent events, recent publications, thesis abstracts, workshop proceedings etc concerning tapirs are welcome. Manuscripts should be submitted in MS Word (.doc, at this moment we cannot accept documents in .docx format).

The Newsletter will publish original work by:

- Scientists, wildlife biologists, park managers and other contributors on any aspect of tapir natural history including distribution, ecology, evolution, genetics, habitat, husbandry, management, policy and taxonomy.

Preference is given to material that has the potential to improve conservation management and enhances understanding of tapir conservation in its respective range countries.

The primary languages of the Newsletter are English and Spanish. Abstracts in English are preferred.

### Papers and Short Communications

Full Papers (2,000-5,000 words) and Short Communications (200-2,000 words) are invited on topics relevant to the Newsletter's focus, including:

- Research on the status, ecology or behaviour of tapirs.
- Research on the status or ecology of tapir habitats, including soil composition, mineral deposits (e.g., salt licks) and topography.
- Husbandry and captive management.
- Veterinarian and genetic aspects.
- Reviews of conservation plans, policy and legislation.
- Conservation management plans for species, habitats or areas.
- Tapirs and local communities (e.g., hunting, bush meat and cultural aspects).
- Research on the ecological role of tapir, for example, seed dispersers, prey for predators and facilitators of forest re-growth.
- Natural history and taxonomy of tapirs (e.g., evolution, palaeontology and extinction).

### How to Submit a Manuscript

Manuscripts should be submitted in **electronic format** by e-mail to the contributions editor at the email provided. Hard copies will not be accepted.

Contributions Editor:

Anders Gonçalves da Silva

e-mail: andersgs@gmail.com

In the covering e-mail, the Lead Author must confirm that:

- a) the submitted manuscript has not been published elsewhere,

- b) all of the authors have read the submitted manuscript and agreed to its submission, all research was conducted with the necessary approval and permit from the appropriate authorities and adhere to appropriate animal manipulation guides.

### Review and Editing

All contributors are strongly advised to ensure that their spelling and grammar is checked by native English or Spanish speaker(s) before the manuscript is submitted to the Contributions Editor. The Editorial Team reserves the right to reject manuscripts that are poorly written.

All manuscripts will be subject to peer review by a minimum of two reviewers. Authors are welcome to suggest appropriate reviewers; however, the Contributions Editor reserves the right to appoint reviewers that seem appropriate and competent for the task.

Proofs will be sent to authors as a portable document format (PDF) file attached to an e-mail note. Corrected proofs should be returned to the Editor within 3 days of receipt. Minor corrections can be communicated by e-mail.

The Editorial Team welcomes contributions to the other sections of the Newsletter:

### News

Concise reports (<300 words) on news of general interest to tapir research and conservation. This may include announcements of new initiatives; for example, the launch of new projects, conferences, funding opportunities, new relevant publications and discoveries.

### Letters to the Editor

Informative contributions (<650 words) in response to material published in the Newsletter.

### Preparation of Manuscripts

Contributions in English should make use of UK English spelling [if in doubt, Microsoft Word and similar software can be set to check spelling and grammar for "English (UK)" language]. The cover page should contain the title and full mailing address, e-mail address and address of the Lead Author and all additional authors. All pages should be numbered consecutively, and the order of the sections of the manuscript should be: cover page, main text, acknowledgement, tables, figures and plates.

### Title

This should be a succinct description of the work, in no more than 20 words.

### Abstract

*Full Papers only.* This should describe, in 100-200 words, the aims, methods, major findings and conclusions. It should be informative and

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intelligible without reference to the text, and should not contain any references or undefined abbreviations.

### Keywords

Up to five pertinent words, in alphabetical order.

### Format

For ease of layout, please submit all manuscripts with a minimum of formatting (e.g. avoid specific formats for headings etc); however, the following is needed:

- Manuscripts should be double-spaced.
- Submissions can be in 'doc', 'rtf' or 'wpd' format, preferably as one file attached to one covering email.
- **Avoid** writing headlines in CAPITAL letters.
- Font type and size should be Times New Roman # 12
- Font type for tables should be Arial and 0.5 dot lines.
- 1 inch (2.54 cm) margins for all margins
- Number pages consecutively starting with the title page, numbers should be on the bottom right hand corner
- Font type for tables should be Arial and 0.5 dot lines.
- Pictures and illustrations should be in as high resolution as possible to allow for proper downscaling and submitted as separate files in EPS or JPG format.

### References

References should be cited in the text as, for example, MacArthur & Wilson (1967) or (Foerster, 1998). For three or more authors use the first author's surname followed by *et al.*; for example, Herrera *et al.* (1999). Multiple references should be in *chronological order*. The reference list should be in *alphabetical order*, and article titles and the titles of serial publications should be given in full. In cases where an author is referenced multiple times the most recent publication should be listed first. Please check that all listed references are used in the text and vice versa. The following are examples of house style:

#### Journal Article

Herrera, J.C., Taber, A., Wallace, R.B. & Painter, L. 1999. Lowland tapir (*Tapirus terrestris*) behavioural ecology in a southern Amazonian tropical forest. *Vida Silv. Tropicale* 8:31-37.

#### Chapter in Book

Janssen, D.L., Rideout, B.A. & Edwards, M.S. 1999. Tapir Medicine. In: M.E. Fowler & R. E. Miller (eds.) *Zoo and Wild Animal Medicine*, pp.562-568. W.B. Saunders Co., Philadelphia, USA.

#### Book

MacArthur, R.H. & Wilson, E.O. (1967) *The Theory of Island Biogeography*. Princeton University Press, Princeton, USA.

#### Thesis/Dissertation

Foerster, C.R. 1998. Ambito de Hogar, Patron de Movimiento y Dieta de la Danta Centroamericana (*Tapirus bairdii*) en el Parque Nacional Corcovado, Costa Rica. M.S. thesis. Universidad Nacional, Heredia, Costa Rica.

#### Report

Santiapilli, C. & Ramono, W.S. 1989. The Status and Conservation of the Malayan tapir (*Tapirus indicus*) in Sumatra, Indonesia. Unpublished Report, Worldwide Fund for Nature, Bogor, Indonesia.

#### Web

IUCN (2007) *2007 IUCN Red List of Threatened Species*. [Http://www.redlist.org](http://www.redlist.org) [accessed 1 May 2009].

### Tables, figures and plates

These should be self-explanatory, each on a separate page and with an appropriate caption. Figures should be in black and white. Plates will only be included in an article if they form part of evidence that is integral to the subject studied (e.g., a camera-trap photograph of a rare situation), if they are of good quality, and if they do not need to be printed in colour.

### Species names

The first time a species is mentioned, its scientific name should follow without intervening punctuation: e.g., Malay tapir *Tapirus indicus*. English names should be in lower case throughout except where they incorporate a proper name (e.g., Asian elephant, Malay tapir).

### Abbreviations

Full expansion should be given at first mention in the text.

### Units of measurement

Use metric units only for measurements of area, mass, height, distance etc.

### Copyright

The copyright for all published articles will be held by the publisher unless otherwise stated.

### Publisher

IUCN Tapir Specialist Group

### Website

[www.tapirs.org](http://www.tapirs.org)