

## ***Preparation of manuscripts for the Tapir Conservation Newsletter***

Contributions in English should make use of US 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 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.
- Font type and size should be Times New Roman # 12
- 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
- Pictures and illustrations should be in a quality that is printable 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.