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Author Guidelines

Submission

Manuscripts should be submitted by one of the authors of the manuscript online (.pdf) or Word (.doc, .docx, .rtf).

Only online submissions are accepted to facilitate rapid publication and minimize administrative costs. Submissions by anyone other than one of the authors will not be accepted. The submitting author takes responsibility for the paper during submission and peer review.

All submission and questions concerning the publication of accepted papers should be addressed to TCS at the following addresses: <tropicalconservationscience@gmail.com>

Types of papers

Tropical Conservation Science will publish three types of papers:

- Research Articles
- Conservation Letters and Opinion articles
- Short communications

Research Articles should be regular research papers and/or synopsis/reviews of particular topics.

Conservation Letters and Opinion articles should be non-traditional and have as a central theme something like "critical thinking," whether it is a taxonomic, conservation policy, ecological, physiological or historical article. These types of papers would aim to be a bit edgy and promote thinking by moving into the next paradigm even when traditional journals refuse to move there. Such approach could promote discussions, disagreements and advances in thinking.

Short communications may report results of brief studies and/or assessments related to conservation issues.

Length of papers

Variable length, but maximum should be about 30-35 pp double spaced pages, including tables, figures and references.

Languages

TCS will consider manuscripts in English, Spanish, Portuguese, French, German and Chinese. Authors submitting a paper in a language other than English are required to deliver a version of their abstract in English. Papers in English are required to also submit an abstract in one of the other four languages. Papers written in English by non-native English speaking authors are required to have their manuscript thoroughly reviewed by a native-English speaking colleague and/or by the English Department or university division providing support for this aspect. In the submission letter, the author needs to indicate that the English has been reviewed as above. If upon arrival of the paper to the editorial office it is noted that the English does not meet the required standards, the manuscript will be sent back to the authors.

Terms of Submission

Papers must be submitted on the understanding that they have not been published elsewhere (except in the form of an abstract or as part of a published lecture, review, or thesis) and are not currently under consideration by another journal or any other publisher. The submitting author is responsible for ensuring that the article's publication has been approved by all the other coauthors. It is also the authors' responsibility to ensure that the articles emanating from a particular institution are submitted with the approval of the necessary institution. Only an acknowledgment from the editorial office officially establishes the date of receipt. Further correspondence and proofs will be sent to the author(s) before publication unless otherwise indicated. It is a condition of submission of a paper that the authors permit editing of the paper for readability.

Ethics

Articles will be accepted only if they are considered ethically sound based on the judgement of the reviewers and the Editor.

Human subjects

For studies involving human subjects, the research should be conducted according to the principles expressed in the Declaration of Helsinki (see below)

<http://www.wma.net/en/30publications/10policies/b3/index.html>

<http://ohsr.od.nih.gov/guidelines/Helsinki.html>

http://en.wikipedia.org/wiki/Declaration_of_Helsinki#Principles

The Authors should confirm that informed consent was obtained from all subjects. See excerpt from the Declaration of Helsinki below:

“In any research on human beings, each potential subject must be adequately informed of the aims, methods, anticipated benefits and potential hazards of the study and the discomfort it may entail. He or she should be informed that he or she is at liberty to abstain from participation in the study and that he or she is free to withdraw his or her consent to participation at any time.”

Animal subjects

Articles describing work with animals will be accepted only if the procedures used are clearly described and conform to the legal requirements of the country in which the work was carried out and to all institutional guidelines. A brief statement identifying the institutional and/or licensing agency approving the study must be included in the methods section.

Peer Review

All manuscripts are subject to peer review and are expected to meet standards of academic excellence. Submissions will be considered by an associate editor and—if not rejected right away—by peer-reviewers.

The submitting author will be asked during the submission process to provide the names of 3 proposed reviewers accompanied with their email addresses. These reviewers should not be affiliated to the same institution of the submitting author(s). In addition, these proposed reviewers should be acting within the research field of interest and should not have had any input into the manuscript submitted.

Accessibility of published articles

Tropical Conservation Science is an **open access** journal. Published articles are available free of charge to anyone as PDF files from the journal's web site.

Manuscript Format:

I) Submitted Manuscripts

Submitted manuscripts should be typed in clear, grammatical, idiomatic English, Spanish, Portuguese, French or Chinese. Abbreviations should be spelled out at their first occurrence. Units of measurement should be presented simply and concisely using System International (SI) units.

II) Submitted/Accepted Manuscripts

Submitted and accepted manuscripts must be supplied in Microsoft Word formats and must include the following sections:

Title and authorship information

The following information should be included

- Paper title
- Full author names
- Full institutional e-mailing addresses
- Corresponding author and Email address

Abstract

Each article/letter should have an abstract. The abstract should be self-contained and citation-free and should not exceed 250 words. 3-5 key words should follow the abstract.

Articles, Letters and Short communications (formatting and reference citation are illustrated in the last page of this document)

- Introduction
- Methods
- Results
- Discussion
- Implications for conservation
- Acknowledgements
- References
- Tables
- Figures

References

Authors are responsible for ensuring that the information in each reference is complete and accurate. All references must be numbered consecutively and citations of references in text should be identified using numbers in square brackets (e.g., "as discussed by Smith [9]"; "as discussed elsewhere [9, 10]" or [1,2,4-6, 12]). All references should be cited within the text.

Preparation of Figures

Each figure should be supplied in a separate electronic file. All figures should be cited in the paper in a consecutive order (1, 2, 3, ...). Each figure is subject to resizing to fit into the

column's width for consistency and clarity. Figure legends should accompany each figure. Approximate insertion place for each figure should be indicated in the text in the space between paragraphs.

Authors are encouraged to include electronically supplied figures/photos (b/w and color). Images are acceptable in the following formats: Bitmap images: TIFF, GIF, and JPEG. Bitmap images should be of 300 dpi resolution at least. Approximate placing of each figure should be indicated in the text.

Preparation of Tables

Tables should be cited consecutively in the text (1, 2, 3 ...). Every table must have a descriptive title and brief explanation, and if numerical measurements are given, the units should be included in the column heading. Vertical rules should not be used. Approximate placing of each table should be indicated in the text.

Proofs

Corrected proofs must be returned to the TCS editors within 48 hrs of receipt. The editors will do everything possible to ensure prompt publication. It will therefore be appreciated if the manuscripts and figures conform from the outset to the style of the journal.

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Additional important guidelines

- **Mass market communication / public dissemination:** We encourage authors and/or their respected communications departments of their institutions to submit to the executive editors of TCS, general popular summaries of their papers. These will be posted on the main news.mongabay.com site and will be published in Google News and in other venues to maximize dissemination to the general public. Short posts 200-250 words.
- **Photos:** Mongabay.com will allow authors of accepted papers to use any pictures in the Mongabay.com database. The database harbors more than 25,000 images organized among more than 350 topics. Instructions as to how to proceed will be provided by TCS editors.

Formatting references

Book chapters

[1] Di Fiori, A. D. and Campbell, C. J. 2007. The Atelines: variation in ecology, behavior and social organization. In: *Primates in Perspective*. Campbell, C. J., Fuentes, A., MacKinnon, K. C., Spencer, M. and Bearder, S. K. (Eds.), pp.155-185. Oxford University Press, New York.

Edited Books

[2] Laurance, W. F. and Peres, C. A. Eds. 2006. *Emerging Threats to Tropical Forests*. Chicago: University of Chicago Press.

Books

[3] Gotelli, N. J. and Ellison, A. M. 2004. *A Primer of Ecological Statistics*. Sinauer Associates Inc., Sunderland, Massachusetts.

Articles

[4] Parthasarathy, N. and Sethi P. 1997. Tree and liana species diversity and population structure in a tropical dry evergreen forest in south India. *Tropical Ecology* 38:19-30.

[5] Chapman, C. A., Chapman, L. J., Vulinec, K., Zanne, A. and Lawes, M. J. 2003. Fragmentation and alteration to seed dispersal processes: dung beetles, seed fate, and seedling diversity. *Biotropica* 35:382-393.

Other

[6] IUCN. 2007. *2007 IUCN Red List of Threatened Species*. www.iucnredlist.org

[7] FAO. 2003. *State of the World's Forests*. Food and Agriculture Organization, Rome, Italy.

Example paragraph (but see articles in published issues for various formatting aspects)

Because the functional and morphological diversities of an organism represent the value of the organism itself, the traditional biological techniques used to characterize these properties provide indispensable information. Conventional biology techniques face difficulties, however, such as classifying characterless organisms like microbes [1-4] and analyzing communities composed of huge numbers of various organisms [2,4,6], owing to both the instability of phenotypes, which are easily affected by environmental factors [3,7-8, 10], and an insufficient number of experts [4-7].