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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) and should be accompanied by a cover letter.

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 submissions and questions concerning publication of papers should be addressed to the executive editor at the following addresses: <tropicalconservationscience@gmail.com>

The submission should include a statement from the author that he or she is willing and able to pay a \$250 fee for publishing accepted manuscripts. This fee was implemented for the December 2013 issue to cover publishing and processing costs.

Types of papers

Tropical Conservation Science will publish four types of papers:

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

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

Review Articles should comprise a review of the state of knowledge regarding a regional or a country-wide or a continental or a global conservation problem.

Conservation Letters is the vehicle to communicate about project designs of broad relevance for conservation, techniques, methodologies and use of innovating technologies for conservation, modelling for conservation, GIS applications, among others. Conservation letters can also deal with general and specific approaches or concepts to conservation which are innovating.

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

Research Articles: maximum length 35 double spaced pages, including tables, figures and references.

Review Articles: maximum length 40 double spaced pages, including tables, figures and references.

Conservation Letters: maximum length 30 double spaced pages, including tables, figures and references.

Opinion Articles: 25 double spaced pages, including tables, figures and references.

Short Communications: 20 double spaced pages in length, including tables, figures and references.

Languages

TCS will consider manuscripts only in English. Papers are required to also submit an abstract in Spanish, Portuguese or French. 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.

Publication Fee

Effective for the December 2013 issue, TCS will charge a publication fee of \$250 per manuscript accepted for publication. An author must indicate that he or she is willing to pay this fee when submitting his or her manuscript for initial review. The fee is payable via our secure online system at <http://tropicalconservationscience.mongabay.com/payment.html> once the author has been notified of the paper's acceptance.

Article processing charges are now standard for funding Open Access scholarly publishing according to Solomon and Bjork (2012), who estimated the average fee in 2012 at \$906USD

Article Processing Charges (APCs) are a central mechanism for funding Open Access (OA) scholarly publishing. We studied the APCs charged and article volumes of journals that were listed in the Directory of Open Access Journals as charging APCs. These included 1,370 journals that published 100,697 articles in 2010. The average APC was 906 US Dollars (USD) calculated over journals and 904 US Dollars USD calculated over articles. The price range varied between 8 and 3,900 USD, with the lowest prices charged by journals published in developing countries and the highest by journals with high impact factors from major international publishers. Journals in Biomedicine represent 59% of the sample and 58% of the total

article volume. They also had the highest APCs of any discipline. Professionally published journals, both for-profit and nonprofit had substantially higher APCs than society, university or scholar/researcher published journals. These price estimates are lower than some previous studies of OA publishing and much lower than is generally charged by subscription publishers making individual articles open access in what are termed hybrid journals.

Therefore TCS's \$250 fee is a relative bargain compared with other open access journals.

Ethics

Articles will be accepted only if they are considered ethically sound based on the judgment 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

The text of submitted manuscripts should be typed double spaced in clear, grammatical, idiomatic English. American English style is preferred. Abbreviations should be spelled out at their first occurrence. Units of measurement should be presented simply and concisely using System International (SI) units. Note: Manuscripts should include line numbers starting in each page.

II) Submitted/Accepted Manuscripts

Submitted and accepted manuscripts must be supplied in Microsoft Word formats using "Calibri" character type, size 12, and must include the following sections:

Title and authorship information

The following information should be included, but recommend you consult published issues of TCS for details of formatting of the front page.

- Paper title
- Full author names
- Institutional affiliations
- Corresponding author Email address

Abstract

Each manuscript 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. If possible supply a second version of the abstract in either French, Spanish o Portuguese.

The following structure should be followed for **Research Articles and Short Communications**.

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

Review Articles, Conservation Letter and Opinion Articles have an open choice structure, but need to adhere to the rest of the guidelines.

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 included in the manuscript, at the end of the text, one figure per page with its corresponding caption. All figures should be cited in the paper in a consecutive order (Fig. 1, 2, 3, ...). Each figure is subject to resizing to fit into the column's width for consistency and clarity. Approximate insertion place for each figure should be indicated in the text in the space between paragraphs.

Preparation of Tables

Tables should be cited consecutively in the text (Table 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. All tables should be placed at the end of the manuscript, one per page. All should be single-spaced.

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

- **Species common names.** Whenever possible, species listed in tables and/or text for the first time, should include internationally recognized common names (e.g. IUCN RedList or other). After that, only use the common names when referring to the species. If the topic of the paper is a focal species, its common name should also appear in the title and abstract as well.
- **Graduate students** submitting a manuscript will need to also submit a letter of support from his/her major adviser. If for some reason this may not be possible, the letter should be written by the Chair of the Department or Faculty in which the author is a student.

- **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 are found in Mongabay.com

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 Date consulted ...

[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].