

Instructions to the Authors

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Aim

Conservation and Society is a peer-reviewed interdisciplinary open access journal dedicated to the advancement of the therefore seeks to disseminate work presented in an integrative and simple manner that is accessible to individuals from

Scope of Journal

The journal draws on both natural and social sciences and covers basic and applied research in areas including but not functioning, systematics, community and species ecology, behavioural ecology, landscape ecology, restoration ecology

Readership

The journal is of interest to academics, researchers, teachers, naturalists, policy makers, planners, resource managers

Editorial Policy

The journal publishes submitted and commissioned articles, debates and discussions, editorials, book reviews, commen world. The journal is published four times a year in both hard copy and electronic formats.

Submission

Submit manuscripts and supporting material electronically at www.journalonweb.com/cs. Register as a new author at h

Text should be submitted as document files (.doc). Do NOT submit .docx, .xlsx, .pdf files. Photographs/figures, line dra drawings should be submitted as 600 dpi, 3 × 4 inches, TIFF files. Graphs should be submitted as 300 dpi, 3 × 4 inches

Word Limits

The word limits are for body of the text, including title, author information, abstract, keywords, in-text quotations, sub-

Reports: 5,000 words

Articles: 12,000 words

Reviews: 12,000–15,000 words

Comments: 1,000–2,000 words

Book Reviews: 1,000–1,500 words

Perspectives, Debates & Essays: Specified by the editor

Organisation of Manuscript

The paper should be organised as follows:

Manuscript type. **e.g.**, Article, Review, Report

Title: 10–12 words

Author(s)

Author Affiliation(s): including current affiliation and affiliation where the work was primarily carried out Email address(

Corresponding author details: Name, Address for Correspondence, Email address

Abstract: 150–200 words

Keywords: 7–10 keywords

Introduction

Materials and Methods

Results

Discussion / Conclusion

Acknowledgements

References

List of Figures and Tables

Tables

Appendices

Endnotes

The main paper should be divided into sections, each clearly indicated by a heading. The title, abstract, and the heading should be short and succinct without too many references; it should not be used for lengthy reviews of literature, rather it should usually require a label for introduction. The methods section should talk about design of the study and sampling, statistical methods, and enable replication of the work. Results should be stated with relevant references to figures or tables and without interpretation. Conclusions, gain from the results and reasonable speculations based on the results can be accommodated in the discussion.

STYLEGUIDE

All text—including tables, references, endnotes—should be in Times New Roman, size 12, double-spaced.

There should be a line space between paragraphs. Do NOT use tabs, alignments or justification.

All pages—beginning from the title page to the last page of the appendices—should be numbered consecutively, even if

Language and Spellings

Manuscripts must be written in British English and use British spelling conventions. **e.g.**, 'organisation' instead of 'organ

Headings

Please number the headings in the manuscript explicitly. **e.g.**, 1, 2; 2.1; 2.3.1

Main heading: All caps, bold. **e.g.**, 1. **INTRODUCTION**

Sub-heading: Title Case, bold. **e.g.**, 3.2 **Trees in Grassland**

Limit the headings within each article to Level 2 as far as possible.

In the finished journal, headings will not be numbered and will only be distinguished by the printed style.

Quotation marks

Use single quotation marks for highlighting.

Use double quotation marks only for quoted words within a quotation. Ensure that the spellings are reproduced exactly

any quotation beyond the limits of 'fair dealing'.

Hyphenation

Pay attention to consistency in the hyphenation of words. **e.g.**, do not alternate between 'macro-economic' and 'macroeconomics'. A distinction is however made between noun and attributive adjective. **e.g.**, 'the middle class' but 'middle-class ethics'. Do not hyphenate adverbs ending with 'ly'. **e.g.**, happily married couple not happily-married couple. Hyphens can be used after adjectives ending in 'ly'. **e.g.**, heavenly-sounding music. A pair of em dashes is used to emphasise a particular portion of the sentence. En dashes are used to represent numerical ranges and compound modifiers.

Abbreviations, Acronyms and Contractions

Short forms likely to be unfamiliar to the reader should be spelt out in full the first time they occur. Use a final full stop / period for abbreviations (words shortened by omitting the end). **e.g.**, p., vol., ed., eds. No full stops / periods for acronyms. **e.g.**, CPI, INTUC, MP. No full stops / periods for contractions (words shortened by omitting the middle). **e.g.**, Mr and Dr.

Numbers

For exact measurements, quantities and percentages, use figures (not words). **e.g.**, 3%, 5 ml, 3 km, 5 years. In more general descriptions, numbers below 10 should be spelt out in words; the rest in figures. Use the International System of Units (SI) for measurements. Use thousands, millions, billions (not crores and lakhs). %, °C and ° closed up to the number. **e.g.**, 3%, 50°C, 55°. Date: '22 December 1999'. Decade: '1990s' (not '90s', or '90's'). Century: 'nineteenth century' (not '19th century').

Figures and Tables

Limit the number of figures and tables to only those providing essential information (no more than a total of 5 tables and 5 figures). Distinguish between figures and tables (statistical material); use Arabic numerals to number figures and tables. All figures and tables should have a brief and descriptive title. All figures and tables should be as self-explanatory as possible. After References, following the List of Figures and Tables, begin each table on a new page. Figures (photographs, maps, line drawings, graphs, etc.) should be submitted as separate files. Figures will be published in black and white in print. It is important that you obtain permission to reproduce any figures that are not your own.

Place names

Spellings of place names should correspond to the usage in standard modern atlases. However, the spellings of names in quotations should not be changed.

Diacriticals

Use of diacriticals is optional but must be consistent throughout the article. Where diacriticals are not used, the word should be spelled consistently.

Italics

Italic type should be used only for titles of books and journals referred to in the text and notes, Latin names of species and genera.

Endnotes

Use endnotes only in the main body of the text; not in the title or the abstract. Use endnotes (not footnotes), i.e., should be listed at the end of the article (not at the end of the page).

Use the endnotes option; do NOT manually insert numbers in superscript.

Use Arabic numerals to number endnotes.

Endnotes should contain more than a mere reference.

References

Avoid excessive citations. All references that have been cited in the text should be listed and vice versa.

In Text – Chronological

- For references with single author, use last name. **e.g.,** Mathew 1998
- For references with two authors, use 'and' (not the '&' symbol) between last names. **e.g.,** Forman and Gordon 2000
- For references with more than 2 authors, use et al. (not italics) after last name of first author. **e.g.,** Rao et al. 2000
- If there are multiple publications for the same author(s) in the same year, the reference in the text should be distinguished by letters a, b, c, etc.
- References should be cited in chronological order, separated by a semicolon. References by the same author(s) should be separated by a comma.
- Page numbers are essential when quoting or referring to a specific aspect or information from a report. **e.g.,** Sha

Reference list – Alphabetical

The reference list, beginning on a new page at the end of the article, should be in alphabetical order.

Do NOT use a line space between references. Do NOT use numbering, and tabs, alignments or justification.

- No space between initials of authors.
- For references with more than 7 authors: first 7 names, et al.
- All titles in sentence case; capitals after colon.
- Space after colon.
- Journal name in full, italics; no full stop after journal name.
- Book name in italics.
- Page ranges separated by N-dash (not hyphen). **e.g.,** 1–9 (not 1-9).
- Use complete page ranges. **e.g.,** 371–379 (not 371–9); 227–235 (not 227–35).
- No stops are needed between capitals: **e.g.,** USA, UK, DC

Journal/Newsletter:

Author, A., B. Author and C. Author. Year. Article title [Sentence case]. *Journal/Newsletter Name* Volume(Issue no.): Page numbers. **e.g.,** Feeney, D., B. McCay and J. Acheson. 1990. The tragedy of the commons: Twenty-two years later. *Human Ecology* 18(1): 1–12.

Books:

Author, A., B. Author and C. Author. Year. *Book name* [Sentence case]. City: Publisher. **e.g.,** Forman, R.T.T. and M. Gordon. 1986. *Landscape ecology*. New York: John Wiley.

Edited book:

Author, A., B. Author and C. Author. Year. Chapter title [Sentence case]. In: *Book name* [Sentence case] (eds. Author, Author). 'nth' edition. Volume n. Pp. xx–yy. City: Publisher. **e.g.,**

Lakshman, W.D. 1986. Lineages of dependent development: From state control to the open economy in Sri Lanka. In: *State and Society in Sri Lanka* (eds. W.D. Lakshman and R. Gunawardene). Pp. 105–163. New Delhi: Sage Publications.

Ph.D. thesis:

Author A. Year. Article title [Sentence case]. Ph.D. / M.Sc. thesis. University, City, Country. **e.g.,** Sandee, H. 1995. Innovations in production. Ph.D. thesis. Free University, Amsterdam, The Netherlands.

Conference papers:

Author, A., B. Author and C. Author. Year. Chapter title [Sentence case]. In: *Conference name* [Sentence case], Number of pages. City: Publisher. Date (Month DD, YYYY.). Pp. xx–yy. **e.g.,**

Van Helden, F. 2006. Constructing the case for conservation in Guinea. In: *People protecting nature*. Organised by Carr Oxford: Brookes University. October 21, 2005. Pp. 23–25.

For online reference/ URL:

Author, A. Year. Title [Sentence case]. URL. Accessed on Date (Month DD, YYYY). **e.g.,**

Ozinga, S. 2003. Parks with people. World Rainforest Movement/FERN. <http://www.fern.org/pubs/ngostats/parks.htm>.

Working Papers:

Author, A., B. Author and C. Author. Year. Chapter title [Sentence case]. In: *Book name* [Sentence case] (eds. Author, Author). Pp. xx–yy. City: Publisher Working Paper No. n. **e.g.,**

Wilkie, D.S., L. White and B. Curran. 2007. Parks and people in Gabon. In: *Protected areas and human displacement* (eds. Fearn). Pp. 70–74. New York: Wildlife Conservation Society Working Paper No. 29.

Same author(s), same year, multiple publications: Distinguish using lower case alphabets. **e.g.,**

Sharma, A.B. 1960a. The theory of commons. *Conservation and Society* 1: 52–53.

Sharma, A.B. 1960b. The commons in southern India. Ph.D. thesis. Princeton University, Princeton, USA.

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Book reviews format:

Author, A., B. Author and C. Author. Book title [Sentence case]. Place of publication: Publisher. Year of publication. Nur

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Shetler, J.B. *Imagining Serengeti: A History of Landscape Memory in Tanzania from Earliest Times to the Present*. Athlone

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