Primate Conservation Style Guide

Regular heads:
#1 Heads: Bold, flush left, caps for all first letters (capitalize). Line space before text – paragraph indented.
#2 Heads: Italics, flush left, caps only for first letter of first word. No line space before text – paragraph indented.

Abstract: Single paragraph, Genus species, G. species, references OK
Resumen: Single paragraph, Genus species, G. species, references OK
Key Words: Colon (bold), only first word capped, separated by commas. No period at end.

Text:
American spelling (e.g., acknowledgments, analyze, behavior, color, categorize, neighboring, toward [not towards]).
Footnotes – allowed but best avoided.
Etc. can be used but only when absolutely obvious – normally avoidable and should use “such as.”
Serial commas: In text, not in author line or references.
Analamera Special Reserve, but Analamera and Ankarana special reserves.
Dampa National Park, but Dampa, Khawnlung, and Lengteng national parks.
Dampa National Park is very large. The national park is largely destroyed, however.
Avoid, “However” at the beginning of the sentence.
Avoid “thence, thus, moreover, hereafter, furthermore” e.g., followed by comma and with periods after “e” and “g”. But try to avoid except where space is important (e.g., in tables). Prefer to use “for example,” c. in italics and no space (e.g., c.10 m)
et al. in italics.
Two spaces after period. One space after comma.
Mt., Dr., Mrs., Jr. with periods. (American style)
in situ in italics. Not hyphenated “in-situ”.
ex situ in italics. Not hyphenated “ex-situ”.
Common names in lower case except for names of places and people. Common names of birds first letter in upper case.
Use not utilize.
DC not D. C., USA not U.S.A., PhD not Ph.D. No periods between letters of acronym.
When specifically referring to IUCN Red List threatened categories – use upper case for first letter (e.g., Red List, Critically Endangered, not critically endangered). Try to avoid the words Vulnerable, Endangered, Critically Endangered, Not Evaluated, and Data Deficient when not specifically referring to the IUCN Red List.
Numbers in text – spell out one through 9, otherwise use numerals (for 10 and above except use numerals for all measurement unit (time, years weight, length, etc.).
*Genus species at first mention, then* G. *species. Use Genus species* to begin a sentence.

**Date style:**
19 April 2006 (but don’t correct reference style if it differs).

**Figure style:**
High resolution images in jpg or tiff.
*Figure 1.* (bold, period bold).
Figure 1 in text and not in parentheses. (Fig. 1.) abbreviated when in parentheses.
Text of caption begins initial cap only; single line sentences end with period.

**Table style:**
*Table 1.* (bold, period bold). “Table 1” in text and in parentheses.
Text of caption begins initial cap only; single line sentences end with period.
Use simple formatting in a Word table.

**Measurements:**
In metric units.
Comma separators used as thousand separators (e.g. 1,000, 10,000, 7,490)
**Symbols for units of measurement** separate unit symbol from number, e.g., “15 m” *not* “15m”; “12 g” *not* “12g”
Abbreviations: cm, mm, g, kg, m, ha, km² (not Km²)
**Elevation:** m above sea level.
**Time:** 24-hour clock with colon, e.g., 18:00, 06:00, *not* 6pm. 1800 h.

**Acronyms:** write in full when first mentioned and again if mentioned much later or if there is a specific section (with title or subtitle for example), which discusses or deals with the acronym. If acronym first given in abstract, then it should be written out in full again the first time it is mentioned in the text. Acronyms should be given in parentheses after the full name, e.g., Instituto Sócioambiental (ISA) not “Instituto Sócioambiental – ISA”, or “ISA–Instituto Sócioambiental.” (Some few exceptions include “IUCN–The World Conservation Union” and “IPÊ–Instituto de Pesquisas Ecológicas”)

**Latitude and longitude**
No spaces except after comma (e.g., 13°14’36”W, 72°28’14”S)
If combining coordinates and altitude, use colon. (e.g., 13°14’36”W, 72°28’14”S: 250 m above sea level). Note - use prime signs NOT apostrophes for the minutes and seconds.

**References**
Ordering of in-text references: In chronological order then alphabetical order.
(Smith 1963) no comma after the author name or after *et al.* Except when author of a taxon name. (e.g., *Rhinopithecus avunculus* Dollman, 1912)
Semi-colon between author names in a list in parentheses).
When three or more authors use *et al.* (Smith *et al.* 1963)

Name of author and date of publication of a species may or may not be in parentheses.
The name of author and date of publication is in parentheses if the species was described in a different genus to that in which it is listed. (e.g., *Sapajus apella* (Linnaeus, 1766) – Linnaeus described it as *Simia apella* so *Simia apella* Linnaeus, 1766.
Otherwise no parentheses, and no comma between the *Genus species* and author name. (e.g., *Pongo abelii* Lesson, 1827).

The first letter after a colon not capitalized, unless it is a book or dissertation.

**Literature Cited:**

Initials of authors before name except for first author, with periods and with a space between initials (e.g., A. P. Smith, not A.P. Smith) (also in text).
No serial comma in list of authors.
Ten or more authors --- give only first author and *et al.*
Initials of people cited as unpubl. data, pers. comm., in litt., etc. When “in litt.” it is good to have day, month, and year.
En dash between page numbers and ranges
No space between “p.” and “pp.” page numbers (e.g., p.25, pp.36–45)
When total pages “pp.” after the number of pages (e.g., 246pp.)
No comma after name of journal.
Colon separates volume number from page range (e.g., 24: 3–56.)
Issue number in parentheses when known (e.g., "12(2)", or just issue number alone in parentheses if there is no volume, e.g., *Primate Conserv.* (17).
Journal abbreviated when possible and convenient. Obscure or difficult journal names, popular magazines and newspapers: do not abbreviate.
Use abbreviations of American States. “DC” as in Washington, DC.
Include names of countries after city when country is not obvious or could be confused, e.g. ‘Cambridge, UK”, but “Cambridge, MT”.

*Journal article*
(N-dash, not hyphen, between page numbers)


*Chapter in book*

*Book*
Dissertation

Report

Government documents


Website