

TRAFFIC BULLETIN GUIDELINES

Identity

The *TRAFFIC Bulletin* is a publication of the TRAFFIC network, a joint programme of WWF and IUCN.

TRAFFIC's purpose is to help ensure that wildlife trade is at sustainable levels and in accordance with domestic and international laws and agreements. This is achieved through the investigation, monitoring and reporting of such trade, particularly that which is detrimental to the survival of flora and fauna and that which is illegal.

The *TRAFFIC Bulletin*, published twice a year, is the journal of the TRAFFIC network and publishes information and original papers on the subject of trade in wild animals and plants. It strives to be a source of accurate and objective information. It is the only international journal devoted exclusively to global wildlife trade issues, much of the information arising from the investigations carried out by the offices of the TRAFFIC network, and from regular specialist contributors. The aim of the journal is to communicate as widely as possible the global issues concerning wildlife trade, in particular those areas where such trade is or may be a cause for conservation concern. Many of the recipients of the *TRAFFIC Bulletin* are those in a position to influence policy and public opinion in favour of species' conservation, and range from the CITES Management and Scientific Authorities, other government wildlife agencies, law enforcement officials, scientists, conservation organizations, to education establishments and media around the world.

Selection

Papers on the subject of wildlife trade issues are invited for consideration by TRAFFIC International, the publishing house of the *TRAFFIC Bulletin*, providing the material is unpublished and not under consideration for publication elsewhere. Contributions can be in the form of feature articles (which should not exceed 5000 words (excluding tables and references) without prior approval of the Editor), Short Communications (up to 3000 words), and news items.

Referees and the Editor judge each submitted manuscript on data originality, accuracy and clarity. A minimum of two reviewers are selected by TRAFFIC International for feature articles and Short Communications, with suggestions from authors welcome. The author will be notified of acceptance, rejection or need for revision of the paper following the review process, which takes up to eight weeks. If selected, the author will be responsible for incorporating the reviewers' comments. The author should correct the proofs and return them to the Editor within 10 days. The paper will then be edited and returned to the author for comment/further changes if necessary, and the author's approval. Acceptance of a paper for publication in the *TRAFFIC Bulletin* will normally be confirmed when any outstanding points have been clarified with the Editor. Copyright of material published in the *TRAFFIC Bulletin* will be vested in TRAFFIC International.

Editing

The editing process will include

- reading the report, communicating with the author over the need for possible substantive changes, checking for sense and style and making adjustments accordingly, as necessary;
- standardizing layout;
- checking for provision of sources;
- scanning and placing illustrations/photos;
- standardizing spelling, punctuation, etc.

The editing period at TRAFFIC International takes a minimum of two weeks, depending on the length of the article and the extent of editing required. After this period, correspondence between the Editor and the author will aim to finalize the text to the mutual satisfaction of both parties and to allow for any outstanding errors to be eliminated before the report is finalized.

Guide for authors

Authors should pay special attention to the guidelines given below. Fuller instructions relating to style requirements can be found in this manual, which should be used as the standard reference. For further guidance on manuscript preparation, a copy of a recent issue of the *TRAFFIC Bulletin* should be consulted.

Manuscripts should be written in the English language and submitted to the Editor as a typed script and, if possible, on computer disc or by e-mail (in Word or in ASCII format). Submissions in other languages may be considered for translation but an English summary must be prepared. All submissions must provide an approximate word count and the spelling should be thoroughly checked, using a computerized spell-checker, if possible.

Structure

A feature article in the *TRAFFIC Bulletin* will normally comprise the following structure, where possible:

Abstract. 200 words, or fewer, in italics. This should express briefly the purpose, results and implications of the study. Note that an Abstract is not necessary for Short Communications.

Introduction. This section should help familiarize the reader with the subject and explain the rationale for the study and the reasons for choosing any aspects highlighted in the report.

Background. This may be included, particularly on a subject with which readers may not be familiar, and will briefly cover geography and social environment of the area covered.

Methods. The means by which data for the study were gathered, number of researchers, the duration of research, and study areas, must be clearly stated.

Distribution and Status. Information relating to a description of the species under discussion should be included here.

Legislation. It is important to include a concise account of legislation/trade controls which may affect trade involving the subject under discussion.

Results. The results can consist of further sections of text which should be broken up, with subheadings, as appropriate. If research has been weak and flawed, point this out, rather than try to hide the fact. By flagging the main points emerging from the research throughout the article, it will be much easier to draw together a discussion and conclusions section.

Discussion and Conclusions. These sections, which may be combined, should constitute an analysis of what the results actually show, what may be inferred from them (if relevant), and what may be concluded on the subject in question, including any limitations. No new results should be introduced in these sections.

Recommendations. These should be linked to the discussion/conclusions in the report. Try to make these as specific as possible, stating who should take action, where possible. Avoid recommendations to TRAFFIC, WWF, and/or IUCN.

Acknowledgements. These should include acknowledgement of funders of research and production, as well as of reviewers and contributors.

References. Please consult the editor.

Specific style requirements for the *TRAFFIC Bulletin*

Text: Text should be in 10pt Times and reported in the third person. After a full-stop, there should be two spaces. Names of *Act/legislation, publication*, should be italicized.

Paragraphs: Each paragraph must be indented five spaces using the tabulator (not space bar), and no spaces should appear between paragraphs, except before a new section heading. Margins should be justified. Headings/subheadings to paragraphs should not be numbered.

Species names: Common or vernacular names of species should at first mention be accompanied by their full scientific name based on authoritative texts (see Style Manual). If referring to a distinct species, use initial capital letters, for example, Hook-billed Hermit *Ramphodon dohrnii*. If discussing more than one species under a generic name, then no capital letter is used, for example, rhinos (as opposed to Black Rhinoceros). Scientific names appear in italics and not in parentheses, and should not be underlined. The common name only is used in subsequent references to the species name, except in cases where there may be several common names in use or when there is no common name; in such cases the scientific name only will be referred to.

References in text: Reference all material that is not based on the observation of the author(s). Published literature is cited in the text by author, and year of publication (Mabberley, 1997); three or more authors are represented by the first author's surname (Chen *et al.*, 1996). Personal communications should be cited in text as: initial, surname, month and year (J. Smith pers. comm. to M. Brown, January, 2003); correspondence cited as: surname, *in litt.*, month/year (R. Parry-Jones, *in litt.* to M. Pellerano, February 1998); in both cases with the name of the recipient, unless information was communicated direct to the author.

Numbers: Numbers from one to nine, and all numbers at the beginning of a sentence should be spelled in full; numbers of 10 and more should be written as figures.

Units of measure/currency: All measurements should be in metric units. Currencies should at first mention have a USD exchange rate, though original currencies should be quoted rather than converted values.

Tables/Figures: Submit only essential tables and figures; these should not exceed 10 in number and preferably no more than five, or fewer. These must be referred to (in Arabic numerals) and interpreted in the text. Do not present the same data in a table and a figure. The caption should appear beneath the table/figure, and should indicate when the data were collected and their source. All tables should be in a simple format, tabulated (do not use space bar), with no cells/boxes or horizontal/vertical rules. Rules will be incorporated at the desktop publishing stage. Where appropriate, both common and scientific names should be included in the table. Check that all units and totals are identified and that totals tally.

Illustrations: High quality colour/black and white slides/prints should be submitted for selection by the Editor, in consultation with the author. Captions and name of photographer/agency should be indicated. Maps should be of a quality for direct reproduction and to proportions appropriate for reproduction to width of one column (80 mm) or one page (170 mm), and a maximum depth of 130 mm. It is the author's responsibility to obtain copyright clearance for reproduction of illustrative material and to ensure adequate acknowledgement. [Note: preparation of maps/figures may be possible by TRAFFIC International].

Reprints: Following publication of the article, five reprints are provided free of charge. Additional copies can be obtained, stocks allowing, but postage costs will be charged for.

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