

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, Khawlung, 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.

Rio without an accent in Portuguese rivers and place names. **Río** with an accent in Spanish rivers and place names. Brahmaputra River *not* Brahmaputra river. But rivers Brahmaputra and Ganges.

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)

“...(Fritz 1970; Albert 1980a, 1980b, 2004; Oates 1981; Roberts 2000; Smith, 2000; Albert *et al.* 2001)...’

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

Struhsaker, T. T. 1972. Rain-forest conservation in Africa. *Primates* 13: 103–109.

(N-dash, not hyphen, between page numbers)

Djletati, R., B. Brun and Y. Rumpler. 1997. Meiotic study of hybrids in the genus *Eulemur* and taxonomic considerations. *Am. J. Primatol.* 42: 235–245.

Chapter in book

Goodall, A. G. and C. P. Groves. 1977. The conservation of eastern gorillas. In: *Primate Conservation*, H. S. H. Prince Rainier of Monaco and G. H. Bourne (eds.), pp.599–637. Academic Press, New York.

Book

Soulé, M. E. 1987. *Viable Populations for Conservation*. Cambridge University Press, Cambridge, UK.

(Number of pages for books not necessary)

Dissertation

Homewood, K. M. 1976. Ecology and Behaviour of the Tana Mangabey (*Cercocebus galeritus galeritus*). PhD thesis, University College, London.

Report

Kone, I. 2004. Report on Recent Primate Surveys in the Southeast of Ivory Coast. Report to Conservation des Espèces et des Populations Animales (CEPA), Schlierbach, France.

ZICOMA. 1999. Zones d'Importance pour la Conservation des Oiseaux à Madagascar. Projet ZICOMA, Antananarivo, Madagascar. 266pp.

(No. of pages – preferred but optional)

Government documents

Brazil, SBF, MMA. 1999. *First National Report for the Convention on Biological Diversity Brazil*. Secretaria de Biodiversidade e Florestas (SBF), Ministério do Meio Ambiente (MMA), Brasília.

Brazil, IBAMA. 2003. *Lista das Espécies da Fauna Brasileira Ameaçadas de Extinção*. Instrução Normativa n° 03, de 27 de maio de 2003. Instituto Brasileiro do Meio Ambiente e dos Recursos Naturais Renováveis (IBAMA), Brasília.

(Use acronyms when possible for citation in text, preceded by the country name. The acronym should be spelt out in the reference.)

Website

UNESCO. 2005. UNESCO Man and the Biosphere Programme. United Nations Educational, Scientific, and Cultural Organisation (UNESCO), Paris. Website: <<http://www.unesco.org/mab/index.htm>>. Accessed 25 April 2005.