Style Guide for Authors

Citations

Do not cite work or data that have not been published or are not available. Include such work or data as online Supporting Information and cite it as such in the text. If the data are available in a publically accessible database, you may cite that database. Include databases in Literature Cited.

In-text citations
In the body of the paper, order citations from oldest to newest and use author-year format.

In most cases, enclose citations in text in parentheses. "Populations in sagebrush have higher reproductive success than populations in cheatgrass (Byrd & Elder 2000)." is better than "According to Byrd and Elder (2000), populations in sagebrush . . . ."

Use an ampersand (&) between author surnames when the citation is parenthetical: (Bird & Sanchez 2010).

When a citation is not parenthetical, use *and*: "Our results are consistent with the predictions of Wolf and Rhymer (2011)."

For citations with more than two authors, use et al.: (Hatchwell et al. 1996). Do not italicize et al.

List parenthetical citations chronologically (from oldest to most recent) and separate entries with a semicolon: (Zorenstein et al. 1991; Waddell & Fretwell 2001).

Separate the years with commas when citing multiple papers by the same author: (Cox et al. 1991, 1992; Chapman 2001).

"In press" means the cited paper has been accepted officially for publication. Provide the year of publication in the text (Bird 2015), and in Literature Cited provide the volume number and substitute "in press" for page numbers or DOI (Byrd IM. 2015. Effects of desertification on birds in the southwestern United States. Conservation Biology **29:** in press.).

Cite databases in text with an author-year format.

Software: capitalize the first letter only if the name of the program is a word (e.g., Partition, ArcInfo). If the name of the program is not a word, use all capital letters (e.g., SAS).

Do not use trademark symbols.

Ensure that all references cited in text are listed in Literature Cited and vice versa.

Do not use "in. lit." citations. Provide the original citations.

Unpublished information

To further transparency and reproducibility, avoid citations of unpublished data and phrases such as *data not shown*. Provide data in online Supporting Information (cite as Supporting Information in text) or in a publically accessible database (cite in text and in Literature Cited).

Literature Cited section

Provide the full names of all journal titles. Do not italicize titles.

If there are more than 10 authors, use et al. (Howard G, et al.) instead of listing the names of all authors.

Personal communications should not be included in Literature Cited.

Proceedings and abstracts from conferences may be cited only if they have a publisher and the location of the publisher (or the organization from which the document may be obtained) can be provided. The location of the meeting is rarely the location of the sponsoring organization.

Example Citations

Journal articles:

Christensen ND, Eu J, Hebbble W. 2003. Changing ecology of cranberry bogs. Ecology **59:**1147–1167, 1178–1187.

Reed, FM. 2001. Title of paper. Journal **13**(supplement 1):172–180.

Online journal articles:

Hunstanton V. 2008. Effects of deep-sea injection of carbon dioxide. PLOS Biology DOI: 10.1371/journal.pbio.1001222.

Fernandez-Gimenez M, Ballard H, Sturtevant V. 2008. Adaptive management in community-based monitoring. Ecology and Society **13** DOI: 10.5757/ES-10034-230409.

No access dates are needed for citations of online journals.

Edited books:

Cran B, Boy C, Shi L. 1911. Native forest birds of Guam. Pages 4–8 in Wu T, Lee L, editors. Flora and fauna of Guam. 2nd edition. Tell Books, Sydney.

Reports:

Barnes J, Craig S. 2003. Conservation status of riparian areas in southeastern Oregon. General technical report N-24. U.S. Fish and Wildlife Service, Portland, Oregon.

Internet sources other than journals:
> Include the name of the organization hosting the website, the city in which they are located, and access date (month year).

> Carne A. 2003. Ranges of endangered Colombian birds. BirdLife International, Cambridge. Available from http:www.BLI.org/pub2/birdranges (accessed March 2014).

Databases:
> IUCN (International Union for the Conservation of Nature), UN Environment Programme (UNEP). 2017. World database on protected areas. IUCN, Gland, Switzerland, UNEP, Paris. Available from www.protectedplanet.net (accessed December 2017).

In-press manuscripts:
> Officially accepted manuscripts may be cited as in press in Literature Cited: Stevens J Trainer C. 2019. ….on marine ecosystems. Conservation Biology 33: in press. In text and in Literature Cited, provide year of publication (e.g., in text use Stevens & Trainer 2019).

Supporting Elements (Tables, Figures, Online Appendices)

Content
A reader should be able to interpret tables and figures without referring to the text and having read only the abstract. Tables and figures should be self-explanatory and supplement rather than duplicate information in the text. Consequently, abbreviations and terms must be defined in the figure legend or in the table caption or footnotes. Common statistical notations need not be defined (e.g., CI, SD, SE). Use the same terminology in supporting elements and in the text. Do not present large amounts of data in tables. **Text boxes are not allowed.**

Citation in text
Provide a summary or generalization of results and cite supporting elements parenthetically: "Models for species abundance were significant and explained 78% to 92% of variability (Table 2)." Do not report results as, for example, "Table 2 shows the outcome of models of species abundance." Abbreviate ("Fig.," not "Figure") unless *figure* is the first word in a sentence.

Tables
Legends should be 1 sentence long. Use the legend to describe the contents of the table as it relates to the topic of the manuscript. A list of the table's columns or row headings is not an informative table legend. Use footnotes to provide needed explanations of row and column headings, to provide more information about specific data, and to define terms.

> Information too general: "Results of analysis of variance."

> Too much information: "Anti-Candida, -leishmania, and -tumor activity of extracts from 11 species of sea cucumber. NA indicates no activity ($IC_{50} \geq 500$ µg/mL against Candida

and leishmania, $IC_{50} \geq 80$ μg/mL against LoVo cell line). The * denotes that these activities are significantly different from those obtained from extracts isolated from the same species taken from the southern region."

Define abbreviations in a footnote even if they are already defined in the text.

If there is only one footnote, use an asterisk (*). If there is more than one footnote, use letters ([a], [b], [c],). Order footnotes alphabetically from left to right and from top to bottom.

Do not use bold or italic type.

Do not use grid lines.

Unless an entry is a complete sentence or a proper noun, capitalize only the first word of the first entry in a row and do not use periods.

Do not split tables into separate sections (e.g., Table 1a and Table 1b). Make separate tables (Table 1, Table 2) or combine data under the same columns or rows.

Use indentation to set off secondary (or tertiary) entries within a column (see example below) and hanging indents for entries in tables that are primarily text.

Table 1. Logistic-regression models built with . . . [a]

Variable	Symbol	p	df
General model[b]	f_g	0.0015	3
landscape ruggedness	rug	0.0113	
forest cover (%)	bosque	0.0085	
Human model			
human population	pob1		
. . .			

[a]Significance level of coefficients . . .
[b]Next-most parsimonious models at . . .

Figures
Figures must be of sufficient quality and resolution to remain clear at 60% reduction. Before publication, you will be required to supply figures in tif, eps, or pdf format. Resolution should be at least 300 dots per inch (dpi); 600 dpi is preferable for figures with lettering.

We encourage use of a serif type face on maps and graphs.

For guidance on best practices in graphic design, refer to the following link used with permission from *Oryx* - The International Journal of Conservation and Fauna & Flora International: http://scalar.usc.edu/works/graphics-for-conservation/index.

The legends for all figures should be grouped on a page that precedes the figures, and include a figure's legend below the figure itself.

Color figures
Conservation Biology cannot waive charges for printing of color figures ($700/page). We discourage the use of color because in some countries download speeds are slow and gray-scale photocopies of articles are common. You may have color figures in the online version and gray-scale figures in print for no charge. However, reference to color cannot be made in the figure legend or in the text, and elements in the gray-scale version must be distinguishable. Supply separate files for color and gray-scale figures.

Maps
Scale bars and compass direction must be provided. Author portrayals of borders or other jurisdictional boundaries do not imply support of those representations by the journal or the Society for Conservation Biology.

Graphs
Label all axes and include units of measure in the label, for example, Number of species/km^2, Basal area (m^2/ha).

Capitalize the first letter of the axis labels: Years since burn, Burned area (%), Burned area (ha), Seed density (seeds/plot).

Include a key on the figure itself rather that describing shading or shapes in the figure legend.

Match typeface and type size among figures. On a graph, the type size of axis labels and units of measure should be similar.

If a figure has more than 1 panel, use lowercase letters to designate the parts: (a), (b), (c). Each panel must be referenced clearly in the figure legend by its letter.

If there are many digits in numbers or relatively long descriptions along the x-axis, orient entries at 45 or fewer degrees.

All numbers along an axis must have the same number of significant figures: 1.0, 2.5, 2.0 (not 1, 2.5, 2).

The label for the y-axis should be oriented vertically to the left of the units (reading from bottom to top), and numerals should be horizontally oriented.

Center the labels along both axes.

Do not enclose graphs in a rectangle.

Do not use color on a figure that will be published in gray scale.

Language and Grammar

Clear language
Our audience is broad and international. Clarity in language and syntax is important, especially for readers whose first language is not English. Avoid jargon and colloquialisms. If English is not your first language, we strongly recommend that you ask a native English speaker with experience in publishing scientific papers to proofread your manuscript.

Terminology
Some common terms in conservation science have multiple meanings (e.g., *biological diversity*, *wildlife*, *connectivity*). Clarify how you use such terms, and define specialized terms at first use in the Abstract and in the body of the paper.

Abbreviations and acronyms
Do not begin a sentence with an abbreviation. Use abbreviations sparingly. Define all abbreviations, initializations, and acronyms at first use. For example: analysis of variance (ANOVA), International Union for Conservation of Nature (IUCN).

Capitalization
Geographic designations: Do not capitalize a term that indicates region unless it is being used as a proper noun (e.g., western states, Southeast Asia). Capitalization of terms used commonly in *Conservation Biology*: the Tropic of Cancer, the tropics; North Temperate Zone, temperate zone; East Africa, North Africa, central Africa; central Asia; tropics, Neotropics; Amazon Basin; Central Honshu Lowland Forest (an endemic bird area); Cape Floristic Region (a hotspot of biological diversity); Atlantic Forest, taiga.

Threat categories: Do not capitalize threat categories used by institutions or authoritative bodies: threatened, endangered, critically endangered, conservation concern, etc.

Do not capitalize names assigned to variables or scenarios, for example, pool, release, forced renesting, release location.

Formatting the manuscript
File Format: MS Word document only
Text formatting: Use 11pt Times New Roman font (or equivalent) for the main text, with single spacing and 6pt for paragraph spacing. Add line numbers and page numbers. (see here for more information on how to add line numbers https://support.office.com/en-us/article/Add-or-remove-line-numbers-b67cd35e-422c-42eb-adc9-256ca9802e22?ui=en-US&rs=en-US&ad=US)