

Papers on the subject of wildlife trade are invited for consideration by TRAFFIC, the publisher of the *TRAFFIC Bulletin*, provided the material is unpublished and not under consideration for publication elsewhere. Contributions can take the form of feature articles (which should not usually exceed **6000 words**, including tables and references), and Short Reports (up to **3500 words**, including tables and references).

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

Editing at TRAFFIC: The editing process will include reading the report, checking for sense and style and making adjustments accordingly, as necessary; standardizing spelling, punctuation, checking for provision of sources; communicating with the author over any substantive changes; preparing layout; scanning and placing illustrations, etc.

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

GUIDE TO AUTHORS: Manuscripts should be written in the English language and submitted to TRAFFIC via e-mail (in Word). 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.

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 Reports.

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.

Legislation. A concise account of legislation/trade controls which may affect trade involving the subject under discussion should be included.

Results. The results can consist of further sections of text that 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.

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

References. See also below.

SPECIFIC STYLE REQUIREMENTS:

Species names: Common or vernacular names of species should at first mention be accompanied by their full scientific name. If referring to a distinct species, use initial capital letters, for example African Elephant *Loxodonta africana*. If discussing more than one species under a generic name, no capital letter is used, for example rhinoceroses (as opposed to Black Rhinoceros). 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.*, 2016). Personal communications should be cited in the text as: initial, surname and month/year (J. Smith pers. comm. to M. Brown, January 2016); correspondence cited as: initial, surname, *in litt.*, month/year (T. Holt, *in litt.* to M. Kray, May 2016).

Numbers: Numbers from one to nine, and all numbers at the beginning of a sentence should be spelled out 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 US dollar 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 should be no more than five, or fewer. They 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 the source. All tables should be 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.

Illustrations: High quality colour images should be submitted by e-mail and include captions and credits. Maps should be of a quality for direct reproduction and to proportions appropriate for reproduction to a width of one column (80 mm) or one page (170 mm), and a maximum height of 130 mm. It is the author's responsibility to obtain copyright clearance for reproduction of illustrative material supplied and to ensure adequate acknowledgement.

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