

PROCEEDINGS OF BES: AUTHORS' GUIDELINES

(updated 5 Jan 2015)

Proceedings of BES has adopted the manuscript format specifications of the international peer-reviewed conservation journal, *Conservation Biology*. Before submission of a full manuscript to *Proceedings of BES*, contributing authors should ensure that their manuscript conforms strictly to these guidelines, as detailed below. Manuscripts should be emailed as an MS Word file to bhutanecological@gmail.com. Manuscripts that do not meet formatting specifications WILL be returned without review.

The journal accepts original submissions in the following categories:

- **Research Article (up to 6000 words)**. Original theoretical or empirical ecological research in the natural or social sciences, relevant to Bhutan.
- **Policy Analysis (up to 6000 words)**. Informed analysis of current conservation policy topics relevant to Bhutan.
- **Review Paper (up to 7500 words)**. Thorough literature or interview review of a current topic within the journal's scope.
- **Short Communication (up to 2500 words)**. Important preliminary and novel research or findings (e.g., discovery of new species) that may not appropriate for submission as a full 'Research Article'.
- **Perspective (up to 2500 words)**. Personal viewpoint on any subject within the journal's scope, or responding to material previously published in *Proceedings of BES*. Arguments should be supported by evidence with relevant citations.

Word limits for each category include all text from the first word of the Abstract through the last word of Acknowledgments—it does not include Literature Cited or table or figure legends).

The following guidelines are an adaptation of the Conservation Biology Style Guide for Authors.

GENERAL MANUSCRIPT SPECIFICATIONS

- Use Cambria font style, size 10 point for all body text, and table and figure captions.
- Heading levels should follow these format guidelines:
 - Manuscript title: Cambria font style, size 16, bold
 - Level 1 headings (e.g., Abstract, Introduction, etc.): Cambria font style, size 12, bold, only first letter of first word capitalized (e.g., Literature cited), left justified
 - Level 2 headings: Cambria font style, size 12, italicized, only first letter of first word capitalized, left justified

- Level 3 headings: Cambri font style, size 10, italics, only first letter of first word capitalized, indented from left margin
- Double-space all text, including references.
- One-inch space margins on all sides of text (top, bottom, left, right).
- Number all lines (except in figures). This will put a number to the left of every sentence in the manuscript, so editors can refer to specific sentences that may require changes. In Microsoft Word, line numbers can be added to documents by going to: Page Layout> Line Numbers> Continuous.
- Do not use footnotes unless necessary.
- Metric measurements (e.g., km, cm, L, kg, etc.) must be provided unless English measurements (e.g., feet, inches, pounds, etc.) are clearly more appropriate, in which case metric equivalents must be provided in parentheses.
- All pages except figures must be numbered at the bottom center.
- Manuscripts should be in English. We strongly recommend that contributing authors whose first language is not English ask a native English speaker to proofread the manuscript before submission.

MANUSCRIPT BODY

Organization

‘Research Articles’ should contain the following sections and be arranged in the following order:

- Title Page (stand-alone page)
- Abstract
- Introduction
- Methods
- Results
- Discussion
- Acknowledgments
- Literature Cited
- Tables (with a table caption above each table)
- List of figure captions
- All figures

‘Review Papers’ should follow a similar format as above, but do not require a Results section. The Methods section for ‘Review Papers’ should describe how the review was conducted, to allow the journal editorial board and readers to evaluate the thoroughness of the review.

‘Policy Analyses’, ‘Short Communications’ and ‘Perspectives’ should follow a similar format as above, but may not require a Methods or Results section.

Title Page

The title page of the manuscript should be a single stand-alone page BEFORE the abstract. This page should contain ONLY the information below:

- Title of the paper. The title should be clear and concise, but descriptive enough to convey the general focus of the manuscript.
- Authors and authors' addresses at the time the work was conducted and present addresses if different, and the name and current address (including email) of the corresponding (primary) author to whom any correspondences should be sent.
- List of up to eight keywords that will be useful for indexing and literature searches. Avoid general terms such as 'conservation'.
- Article type (e.g., Research Article, Policy Analysis, etc.)
- Running title (short title of 40 or fewer characters).
- Word count (all text from the first word of the Abstract through the last word of Acknowledgments—does not include Literature Cited or table or figure legends).

Please see the 'sample title page' in the Appendices to this document.

Abstract

Submissions in all categories except 'Perspective' should contain an abstract that does not exceed 250 words. The abstract should state concisely the aims, methods, principal results, and major inferences of the work. Do not include incomplete or uninformative descriptions (e.g., "A new method of analysis is described."). Do not include acronyms or literature citations in the abstract.

Literature Cited

If there are more than TEN (10) authors, use et al. (Howard, G., et al.) instead of listing the names of all authors; otherwise, all authors should be listed. Provide the full name (not abbreviated) of the journal. Papers in review and personal communications should not be included in the Literature Cited.

If you use a reference software such as EndNotes or ProCite to create your reference list, apply the reference formatting of the journal *Conservation Biology*. Otherwise, follow exactly the formatting of the 'sample citations' in the Appendices to this document.

TABLES AND FIGURES

Content

Tables and figures should be self-explanatory and should supplement rather than duplicate the text. If a table or figure has only a few data points, incorporate the data into the text. A reader should be able to interpret tables and figures without referring to the text.

Note that all tables and figures should come AFTER the 'Literature Cited' section of the manuscript—they should NOT be embedded in the manuscript text. Each table and figure should be on a separate page.

For figures and maps copied from other sources, give proper credit in the figure caption AFTER obtaining permission from the image source. An example photo credit: "Image by Thinley Dorji (<http://thinleyimages.com>)"

Tables

- Use the table caption to briefly describe the contents of the table as it relates to the topic of the paper. A list of the table's columns or row headings is not an informative table legend.
- Use footnotes to provide more detailed descriptions of row and column headings, for more information about specific data, and to define terms. 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.
- Be consistent in capitalization of table headings and other text. Do not use periods in table cells.

Please see the 'sample tables' in the Appendices to this document.

Figures

- A list of all figure captions should be provided on a separate page immediately following the tables.
- Scale bars and compass direction should be provided for all maps.
- Graphs should be black-and-white if possible, but may be color if the color provides additional useful information.
- Do not enclose graphs in a box.
- Label all graph axes and include units of measure in the label, for example: Number of species/km², Basal area (m²/ha).
- Capitalize the first letter of the graph axis labels, for example: Years since burn, Burned area (%), Burned area (ha), Seed production (seeds/plot).
- Include a legend in the graph itself rather than describing shading or shapes in the figure caption.
- Use Calibri font type, and use the same font size for axes units and axes labels among all graphs.
- If a figure has more than one panel, use lowercase letters to designate the parts: (a), (b), (c). Each panel must be referenced clearly in the figure legend by its letter.
- All numbers along an axis must have the same number of significant figures: 1.0, 2.5, 2.0 (not 1, 2.5, 2).
- Center the labels along both axes.

Please see the 'sample figure captions page' and 'sample figures' in the Appendices to this document.

LANGUAGE AND GRAMMAR

Abbreviations and Acronyms

Define all abbreviations, initializations, and acronyms at first use. For example: analysis of variance (ANOVA), International Union for Conservation of Nature (IUCN).

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).

Species Threat Categories

Do not capitalize species threat categories used by IUCN and other legal institutions or other authoritative bodies: threatened, endangered, critically endangered, conservation concern, etc.

Referring to Tables and Figures, in Text

Provide a summary or generalization of data and cite supporting elements parenthetically: “Models for species abundance were highly significant and explained 78% to 92% of variability (Table 2),” rather than “Table 2 shows the outcome of models of species abundance.” Abbreviate (“Fig.,” not “Figure”) unless Figure is the first word in a sentence.

Active Voice

The Methods section of the manuscript should be written MOSTLY in active voice. For example: (ACTIVE) “We converted all GIS data to raster format” rather than (PASSIVE) “All GIS data were converted to raster format.” Or, (ACTIVE) “Trained technicians surveyed the plots” rather than (PASSIVE) “The plots were surveyed by trained technicians.”

Tense

Use past tense in the Methods (describing what YOU did in this study), Results (describing what YOUR results were in this study), and in the Discussion (referring to YOUR results in this study). Use present tense when you refer to already-published results in the scientific literature.

In-Text Citations

List parenthetical citations chronologically (from oldest to most recent) and separate entries with a semicolon: (Dema et al. 1991; Wangchuk 2001). Separate the years with commas when citing multiple papers by the same author: (Dema et al. 1991, 1992, 1998; Tshering 2001, 2002).

Use an ampersand (&) between two author surnames when the citation is parenthetical. For example: “Populations in sagebrush have higher reproductive success than populations in cheatgrass (Dorji & Wangchuk 2000)”. When a citation is not parenthetical, use ‘and’. For example: “Our results agreed with the predictions of Dorji and Wangchuk (2000).” For citations with more than two authors, use et al.: (Hatchwell et al. 1996). Do not italicize ‘et al.’

Papers in review (i.e., they have been submitted for publication, but have not been unconditionally accepted by the journal) must be cited as unpublished and should not appear in the Literature Cited.

Use initials when referencing unpublished data held by the authors of the paper: (C.S.C. & L.K., unpublished data). Use an initial for the first (given) name and spell out the last name (surname) for other sources of unpublished data or information: (R. Fowler, unpublished data; M.E. Soulé, personal communication).

NUMBERS, VARIABLES, AND STATISTICAL ELEMENTS

Use APA guidelines for reporting results of statistical tests (this information can be found on the internet, with a Google search of keywords 'APA reporting statistics'). In ADDITION, follow these formatting guidelines:

- Longitude and latitude: 48°N, 78°W (no periods)
- Percentages and degrees: Use symbols (15%, not 15 percent)
- Fractions: May be spelled out (one-half, one-third) unless used with units of measure (0.5 mm or 0.5 years).
- Decimal point: Insert 0 before a decimal number if there is no integer (0.4, not .4)
- Dates: Write in the format day, month, year (e.g., 6 October 1987)
- Numbered lists: For the most part, avoid the use of numbered lists in the text. "We used x, y, and z to take soil samples" rather than "We used three techniques to take soil samples: (1) . . . , (2) . . . , and (3)"
- Units of measure: Insert a space between numbers and the unit of measure (6 m and 14 mL, not 6m and 14mL).
- Equations: Define all variables used in an equation.

SCIENTIFIC NAMES

English and scientific names of birds should follow the checklist of the International Ornithological Congress (<http://worldbirdnames.org/names.html>). Common names of taxonomic groups other than birds should be in lower case (creeping thistle, tiger).

In the abstract and at first mention in the text, use common name followed by scientific name (genus and species) in parentheses: cane toad (*Bufo marinus*), Douglas fir (*Pseudotsuga menziesii*).

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Submission of a manuscript to Proceedings of BES implies that:

- The submitted work has not previously published, except as part of a thesis or gray literature government report
- All co-authors and relevant Institutions have approved its submission for consideration by Proceedings of BES
- Authors have obtained written permission for any materials (data, tables, figures, etc.) used from other copyrighted sources

APPENDIX I: SAMPLE TITLE PAGE. This stand-alone page should include a clear title, authors and their institutional affiliations, current contact information for the corresponding (primary) author, short list of keywords, type of article, running title (a very short title that can be used as the page header for the article), and word count. The article abstract should begin on the NEXT page, following this title page.

Cost-benefit analysis of three mitigation measures for reducing
human-elephant conflict in Samtse, Bhutan

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Keywords: *Elephas maximus*, human-wildlife conflict, Bhutan

Article type: Research article

Running title: Human-elephant conflict in Samtse

Word count: 5650

APPENDIX II: SAMPLE CITATIONS. Formatting of cited literature should follow these examples exactly (capitalization, use of abbreviations, use of periods vs. commas, etc.) If you have questions about citing other materials not presented here, contact us at bhutanecological@gmail.com.

(JOURNAL ARTICLE)

Structure:

Last, F. M., F. M. Last, F. M. Last, and F. M. Last. Year published. Title of article. Journal title Volume(Issue):Page range.

Example:

Thinley, N. D., T. Tshering, and P. Choden. 2003. Ecology of musk deer in a seral forest: a case study. *Journal of Wildlife Management* 59(2):1147–1167.

If a paper is in press, the “in press” follows the volume number:

Thinley, N. D., T. Tshering, and P. Choden. 2003. Ecology of musk deer in a seral forest: a case study. *Journal of Wildlife Management* 59(2):in press.

(BOOK)

Structure:

Last, F. M., F. M. Last, and F. M. Last. Year published. Book title. Publisher name, Place of publication.

Example:

Dorji, W., K. Dem, and Tshering. 2010. *Bats of Southern Bhutan*. Harcourt Books, Gelephu, Bhutan.

(CHAPTER IN EDITED BOOK)

Structure:

Last, F. M., F. M. Last, and F. M. Last. Year published. Title of book chapter. Page range in F. M. Last and F. M. Last, editors. Title of book. Edition. Publisher name, Place of publication.

Example:

Dorji, W., K. Dem, and Tshering. 1999. Native forest birds of Bumthang. Pages 42–61 in T. Wangmo and P. Choden, editors. *Flora and fauna of Bhutan*. 2nd edition. Tell Books, Thimphu, Bhutan.

APPENDIX II: SAMPLE CITATIONS. Formatting of cited literature should follow these examples exactly (capitalization, use of abbreviations, use of periods vs. commas, etc.) If you have questions about citing other materials not presented here, contact us at bhutanecological@gmail.com.

(REPORT WITH INSTITUTION AS AUTHOR. Spell out name of the institution and include the publisher's location, or the location of the institution, if the institution issued the publication)

Structure:

Institution Name. Year published. Title of report. Publisher name, Place of publication.

Example:

World Wildlife Fund. 2002. Home ranges of red pandas. WWF, Washington D.C.

(GOVERNMENT REPORT. If the report does not have a series title and number, e.g., "General technical report N-24", it is not necessary to include such information. If the author is an institution, write the full institution name instead of individual authors. If the government agency issued the publication, use the agency name as publisher)

Structure:

Last, F. M., F. M. Last, and F. M. Last. Year published. Title of report. Report series title and serial number. Publisher name, Place of publication.

Example:

Wangdi, S., and T. Dorji. 2003. Conservation status of riparian areas in southeastern Bhutan. General technical report N-24. Department of Forests and Park Services, Ministry of Agriculture, Thimphu, Bhutan.

(INTERNET SOURCE OTHER THAN JOURNAL. Include the name of the organization hosting the website, their geographical location, and an access date)

Structure:

Last, F. M., F. M. Last, and F. M. Last. Year published. Title of document. Organization hosting the website, Location of organization. Available from [http:....](http://...) (access date)

Example:

Carne, A. 2003. The art of leaving well enough alone. National Science Teachers Association, Washington, D.C. Available from <http://www.nsta.org/art2/scienceandchildren> (accessed March 2002)

(PAPER FROM CONFERENCE PROCEEDING)

Structure:

APPENDIX II: SAMPLE CITATIONS. Formatting of cited literature should follow these examples exactly (capitalization, use of abbreviations, use of periods vs. commas, etc.) If you have questions about citing other materials not presented here, contact us at bhutanecological@gmail.com.

Last, F. M., F. M. Last, and F. M. Last. Year published. Title of paper. Page range in F. M. Last and F. M. Last, editors. Title of conference proceedings. Place of conference.

Example:

Dorji, W., K. Dem, and Tshering. 1999. Native forest birds of Bumthang. Pages 3–5 in T. Wangmo and P. Choden, editors. Proceedings of the Bhutan Ecological Society Second Annual Research Symposium. Thimphu, Bhutan.

(E-BOOK)

Structure:

Last, F. M., F. M. Last, and F. M. Last. Year published. Book title. Available from <http:....>

Example:

Dorji, W. and P. Tshering. 2003. A History of Human-Wildlife Conflict in India. Available from <http://www.himalayatopics.com/>

APPENDIX III: SAMPLE TABLES. All the tables in the manuscript should be presented after the Literature Cited section. A caption should be provided above each table, as in the example below. Note that tables generally should not have unnecessary vertical or horizontal lines.

Table 5–2 is an example of a typical table that shows the consistent relation of the uppermost spanner heading to the units and the data values. Adapted from Saseendran et al. (1998; *Agron. J.* 90:185–190).

Table 5–2. Grain and straw yield in 1993 for ‘Jaya’ rice under rainfed conditions at Kerala Agricultural University in India, as measured and as calculated using CERES-Rice v3.0.

Date	Grain yield		Straw yield	
	Measured	Calculated	Measured	Calculated
	kg ha ⁻¹			
8 June	6100	5689	4,600	7,785
15 June	300	312	100	184
22 June	2300	2160	14,500	16,213
29 June	3200	3207	4,200	6,743

APPENDIX III: SAMPLE TABLES. All the tables in the manuscript should be presented after the Literature Cited section. A caption should be provided above each table, as in the example below. Note that tables generally should not have unnecessary vertical or horizontal lines.

Table 5-3 is an example of a table with units varying row to row (unlike the usual pattern seen in Table 5-2). Adapted from Bordovsky et al. (1998; *Agron. J.* 90:638-643).

Table 5-3. Surface soil (0-15 cm) properties of Miles fine sandy loam soil at Munday, TX.

Property	Value	Qualifier
Physical		
Soil texture, g kg ⁻¹		
Sand	800	
Silt	130	
Clay	70	
Slope, %†	1	
Erosion factor <i>K</i>	0.24	medium
Mean permeability, m × 10 ⁻⁶ s ⁻¹	28	moderately rapid
Mean available water capacity, m ³ m ⁻³	0.12	very low
Mean liquid limit†	22	
Mean plasticity index	5	
Chemical		
Mean pH	7.8	mildly alkaline
Organic matter, g kg ⁻¹	3.3	low
Available N, mg kg ⁻¹	1	very low
Available P, mg kg ⁻¹	52	high high
Available K, mg kg ⁻¹	240	high
Available Ca, mg kg ⁻¹	1237	high
Available Mg, mg kg ⁻¹	500	high
Available Na, mg kg ⁻¹	111	low
Available S, mg kg ⁻¹		high

† Source: Soil Survey of Knox County, Texas. 1979. USDA Soil Conservation Service, Washington, DC, in cooperation with Texas Agric. Exp. Stn., College Station.

APPENDIX IV: SAMPLE FIGURE CAPTIONS PAGE. After the last manuscript table, a list of all figure captions should be provided on a separate page, as in this example below. Immediately after the page of figure captions, each figure should be placed on its own page (without a caption), as shown in the three pages following this page.

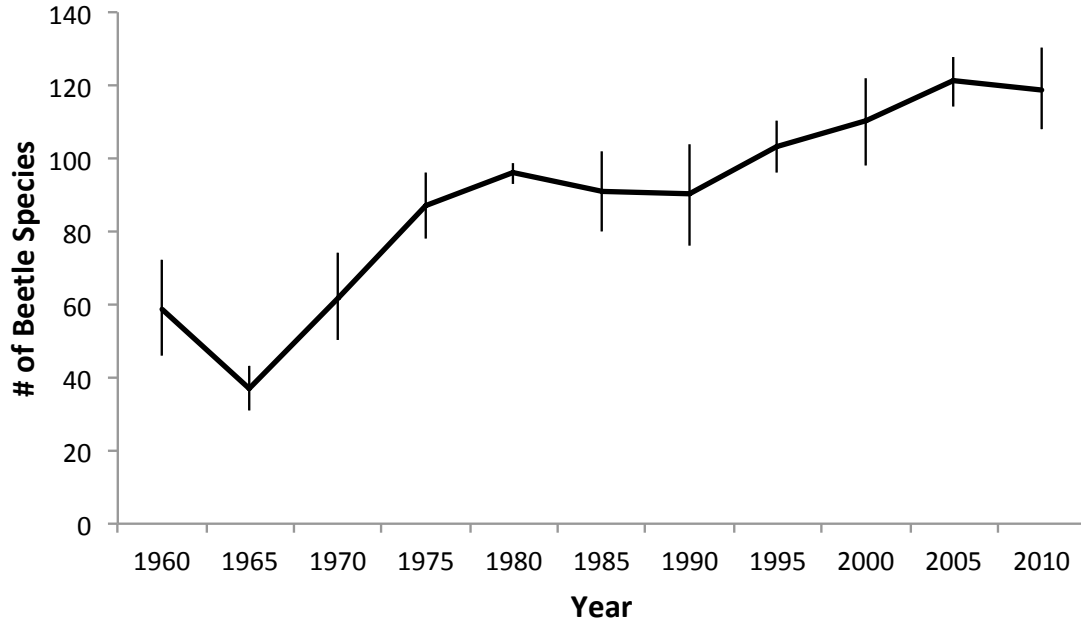
LIST OF FIGURES

Figure 1. Change in beetle species richness over time, 1960 to 2010. For each survey year, the number of recorded beetle species was averaged across 10 study transects. The error bars represent 95% CI.

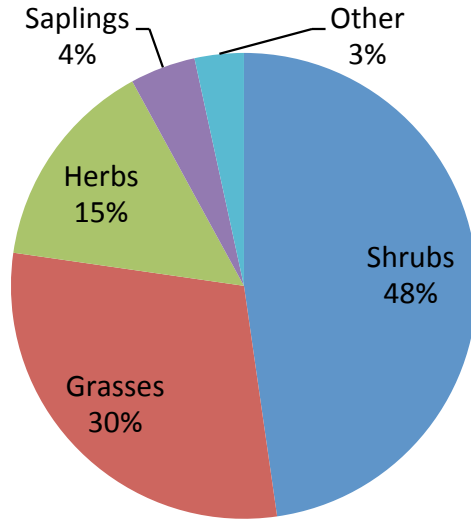
Figure 2. Proportion of study plot covered by each vegetation type. The category 'other' includes bare ground and rocks.

Figure 3. Total number of scats recorded across all transects, by species. Scats within a one-meter radius of other scats from the same species were not counted as separate scats.

APPENDIX V: SAMPLE FIGURES. In this sample line graph, notice that error bars are provided. The caption for this figure (which would be in the list of figure captions, rather than on the page with the figure) must explain whether the error bars represent SD, 95% Ci, or SE.



APPENDIX V: SAMPLE FIGURES. In this sample pie chart, notice that pie slices are arranged clockwise from largest to smallest pie slice. The labels are provided on the graph itself, rather than as a separate legend (which would make it more difficult to read). In addition to the label names, the % of each slice is provided.



APPENDIX V: SAMPLE FIGURES. In this sample bar chart, notice that bars are ordered from largest to smallest, making it easier for the reader to understand the relative frequency of scats by species.

