

The IUCN Species Survival Commission
& Species Programme
Publications Style Guide

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SPECIES SURVIVAL COMMISSION

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Introduction

This manual should be used by Species Programme staff and SSC members in the preparation of all of SSC's communications outputs particularly *Species*, the E-Bulletin, press releases, and web stories, but also Powerpoint presentations and posters.

Adhering to standards will help present a more cohesive and professional image of SSC and the Species Programme.

As most of SSC's output is in English, this guide focuses on English language use. Action Plans and other publications written in American English are acceptable as long as there is consistency throughout. For as long as *Species* is compiled and printed in Canada, American spelling will be used.

General style points

Species nomenclature

Use a species common name first followed by the scientific name in brackets and italics. Common names should use capitals for all the first letters e.g. Pallas's Pika, American Pika and Grey Pika.

After one mention of the species' scientific name, only the common name should be used. There are exceptions particularly with plants, for which common names, if they exist, are not universally recognized. In these cases, scientific names should be used throughout but only in full once within any section. For example, *Microcryptorhynchis orientissimus*, thereafter, *M. orientissimus*.

When referring to a group of species with the same generic scientific name, this may be expressed as, for example, *Varanus* spp. *Varanus* sp. denotes only one species of *Varanus*.

When citing a taxonomic level higher than the genus, (i.e. family, order, class, division or phylum) no italicization is needed e.g. Mammalia, Sirenia but note the capitals.

Numbers

Numbers between one and nine are written in full (e.g., one, two, three, etc.) Numbers above nine are represented numerically (e.g., 10; 100; 500). When starting a sentence with a number – write it in full, for example, "Fifteen grouse were spotted outside the reserve".

Numbers with four or more numerals are written with commas separating the hundreds (e.g., 1,000; 150,000; 1,000,000; etc.)

Numbers greater than 1,000,000 are usually written with the numeral followed by the words 'million' or 'billion', etc. (e.g., 2.4 million; 100 million; 27 billion; etc.)

Dates

When written in full, use the following structure: day/month/year (e.g., 11 January 2005; **not** January 11, 2005 or other variations).

Use of brackets, dashes, hyphens, colons, and semi-colons

Brackets

Curved brackets, also called parentheses, enclose information which is a supplement to the rest of a sentence. Avoid using too many brackets as they can interrupt the flow of a sentence or paragraph.

Dashes

The size of the en and em dashes is *roughly equivalent* to the width of the lowercase n and m, respectively, for the typeface in which they are used.

En dashes (–) are primarily for showing duration or range as in 9:00–5:00 or 112–600 or March 15–31.

The **em dash** (—) acts like brackets, setting apart clauses in a sentence.

Hyphens are for hyphenating words and to separate characters in a phone number (123-555-0123).

A single dash acts like a colon or a comma, marking off a few words from the first part of the sentence: The fate of the Tasmanian tiger was finally sealed – a stark lesson for humanity.

Colons

Ideally used to provide a pause at the end of a sentence where a list of components is to follow: these are then separated by **semi-colons**. In reality, these are often used interchangeably with dashes, commas and brackets in many variations.

The **semi-colon** has been described as a "heavy duty comma". It marks a break in sentence that is stronger than the comma. The parts of a sentence separated by the semi-colon are closely related.

Commas

Serial commas should be used. That is, in a series consisting of three or more elements, commas separate the elements. Example: "SSC has published Action Plans on Crocodiles, Equids, Wild Cats, and Dogs" is correct. Whereas the sentence "SSC has published Action Plans on Crocodiles, Equids, Wild Cats and Dogs" is ambiguous because it is unclear as to whether or not "Dogs" is a separate Action Plan from "Wild Cats."

Abbreviations (and common Latin)

The abbreviations 'e.g.' and 'i.e.' should normally not be used in a sentence without being bounded by brackets. When they are used, they should include two full stops to break the letters and can be used with or without a comma following the last full stop (e.g. or e.g.,; i.e. or i.e.,). It is preferable to avoid using these abbreviations in a body of text, rather use, "for example", or "including", "that is", or "that means".

Ad hoc (italicized)

c. (italicized)

cf. (roman, note full stop)

in situ, ex situ

per se

Avoid using Latin and scientific abbreviations in articles for broad audiences. They should be restricted to tables and graphics.

Symbols/units of measurement

Percentages should be written as a number (11%) in all cases except at the start of a sentence.

In each of the following cases, the preferred standard is to have a space between the number and the symbol (e.g., 8 m; **not** 8m). When a symbol is used, the number is expressed numerically regardless of whether it is less than or equal to nine.

m metre

km kilometres

t tonnes

ft feet

kg kilogrammes

cm centimetres

l litre

ml milliliter

g gramme

century and th 19th century

yr/s year/s

% percent/age – can either be written out or symbolized (e.g., 21%)

m metre/s (e.g., 10 m)

< smaller than (e.g., <10 m) avoid using this in text

> greater than (e.g., >10 m) avoid using this in text

Do not add the letter "s" to units of measurement e.g., 32 km not 32 kms

Contentious words/phrases

Words that can end in '-zation' are spelled with a 'z'. Words that cannot end with '-zation' are spelled with an 's' (e.g., organization, **not** organisation; colonize, **not** colonise; recognise, **not** recognize).

Words that have the option of ending with a 't' rather than 'ed' are rather spelled with the 'ed' (e.g., spelled, **not** spelt; learned, **not** learnt).

IUCN Red List terminology and style

The IUCN Red List of Threatened Species, thereafter, the IUCN Red List

IUCN Red List Categories and Criteria

Capitals used for Categories e.g., Endangered, Extinct in the Wild and for their abbreviations: EN, EW, etc.

The black rhino is **threatened** with extinction, not **Threatened** with extinction

The official Red List URL is www.iucnredlist.org

Geographical information

Use the Times Atlas as a standard reference as far as possible. Use United Nations protocol with regard to geopolitical nomenclature.

USA, not the United States or US. Use US only as an adjective, such as “the US Government”

Use UK in all instances

Viet Nam not Vietnam

When referring to Taiwan, this should be Taiwan, Province of China.

Use capital letters for geographical names, e.g. Northern Ireland, Western Australia and East Africa but east Japan, north-west Norway.

Peak District National Park but national parks when writing about them in general.

Use a capital letter when referring to a cultural rather than a geographical entity as in “Western culture”, “Eastern medicine”, “North-South” dialogue.

River Ganges, but the rivers of India

Compass points

Directions when written in words do not require a capital at the beginning (e.g., north, **not** North).

Use a non-breaking hyphen when writing compass points (e.g., north-east, south-east). The exception is ‘Southeast Asia’, otherwise ‘south-east’ applies.

Capitals may be used in succession with no spaces or hyphens if the compass point is to be abbreviated (e.g., NE, SW, ENE, WSW).

Miscellaneous

SSC rather than **the** SSC. Vary this by using “the Commission” in some instances. “In 1994 SSC held its first major meeting on invasive species.”

IUCN rather than **the** IUCN

IUCN in the first instance, and if more explanation is required, IUCN - International Union for Conservation of Nature

Avoid SG – use “Specialist Group” or “the Group”

Full stop after Prof. or Assoc. Prof. but not after Dr, Ms, Mrs

Seasons are lowercase (e.g., spring; summer; autumn; fall; winter)

Avoid unnecessary words or using multiple words that mean the same thing. For example, ‘in close proximity to’. Simply use ‘close to’.

Use “work programme” rather than “programme of work” (there are lots of similar examples, it simply save words). IUCN’s Species Programme rather than “the Species Programme of IUCN”.

Plurals: Fish is used as the plural unless referring to more than one species of fish, in which case, use fishes, as in the example, “several food fishes (e.g. brown trout and Indian mackerel) are taken as by-catch”.

Titles of Publications (books, journals, paper titles etc) should be in italics, not in quote marks.

For Action Plan or Strategic Plan – spell it out in the first instance then use “the Plan.”

Avoid using slashes between words such as “the number of people/organizations involved” - use “and” instead.

Words with a ‘/’ separating them are presented with no space on either side of the ‘/’ (e.g., day/night; 2002/2003). Better still, use the words ‘and’ and ‘or’ where possible.

Avoid over-use of “In addition,” and “Further,” at the start of a sentence.

All Species Programme staff should be referred to as such, not as SSC staff.

Some common style clarifications

Correct	Incorrect
1 May 2005	1 st May 2005 May 23 rd 2005
1980s	1980's
19th century	nineteenth century
Apples, bananas, and oranges	Apples, bananas and oranges
Website	Web-site
600kg, 500km	600 kg, 500 km
this Action Plan	this action plan
Co-ordinate	Coordinate
Worldwide	world-wide
by-catch	bycatch
over-exploit	overexploit
re-establish	reestablish
rainforest	rain forest
sea level	sealevel
under way	underway
an up-to-date fact, a fact which is well known, a well-known fact	
traditional Chinese medicine	Traditional Chinese Medicine
USD (or other 3 digit identification)	\$
Listed as Endangered or Vulnerable	Listed as endangered or vulnerable
EN, VU, LR, EX	En, Vu, Lr. Ex
re-introduction	Reintroduction
Specialist Group	SG
such as or including	Etc.
that is, or that means	i.e.
Email	E-mail
symposia	symposiums
listserv	listserve
%	Per cent
fundraising	fund-raising
range States	Range States
1,200km	1,200 km
on the island	in the island
online	on-line
Convention on Biological Diversity	Convention on Biodiversity
Specialist Groups which are trying to fundraise....	Specialist Groups who are trying to fundraise
We will be looking at the long-term impacts of harvesting We are not sure what the effects will be in the long term .	

He led the group for 50 years	He lead the group for 50 years
The work by its very nature was interesting	The work by it's very nature was interesting
Approximately, or around, 50 species	c. 70 species
Found in more than 90 countries	Found in 90+ countries
The group will be holding its next meeting in August	The group will be holding their meeting in August
The meeting took place between 10 and 14 April, or the meeting took place 10-14 April	The meeting took place between 10-14 April

Acronyms

All acronyms must be spelled out in the first instance they are used. Do not add an acronym after the organization's name if it is not used again.

Communicators' pet hates!

Assist (help)
Thus
In order to (to)
Utilization (use)
Linkages (links)
Outside of (outside)
Synergies
Actively engaged (engaged)

Press releases

When writing a press release, stick to the facts, avoid use of subjective language such as – the "heroic efforts of" or "tragically poached". Web stories can be more descriptive. Keep paragraphs short and the messages simple. For more information on writing press releases see the IUCN Global Media Protocol.

Standard descriptions of IUCN (in English, French and Spanish)

IUCN

IUCN, the International Union for Conservation of Nature, helps the world find pragmatic solutions to our most pressing environment and development challenges by supporting scientific research; managing field projects all over the world; and bringing governments, NGOs, the UN, international conventions and companies together to develop policy, laws and best practice.

The world's oldest and largest global environmental network, IUCN is a democratic membership union with more than 1,000 government and NGO member organizations, and almost 11,000 volunteer scientists and experts in some 160 countries. IUCN's work is supported by over 1,000 professional staff in 60 offices and hundreds of partners in public, NGO and private sectors around the world. IUCN's headquarters are located in Gland, near Geneva, in Switzerland.

UICN

L'UICN, l'Union internationale pour la conservation de la nature, aide le monde à trouver des solutions à nos défis les plus urgents en matière d'environnement et de développement, en soutenant la recherche scientifique, en gérant des projets partout dans le monde, et en réunissant des gouvernements, des ONG, les Nations unies, les conventions et les sociétés internationales afin de développer ensemble des politiques, des lois et de bonnes pratiques.

L'UICN, le plus ancien et le plus vaste réseau environnemental du monde, est une union démocratique de plus de 1 000 membres, gouvernements et ONG, et de près de 11.000 scientifiques bénévoles répartis dans plus de 150 pays. Le travail de l'UICN est soutenu par plus de 1 000 professionnels dans 60 pays et par des centaines de partenaires des secteurs publics et privés et des ONG dans le monde entier. Le siège de l'UICN est situé à Gland, près de Genève, en Suisse.

UICN

La UICN, la Unión Internacional para la Conservación de la Naturaleza, contribuye a encontrar soluciones pragmáticas para los urgentes desafíos ambientales y del desarrollo que enfrenta el planeta, apoyando la investigación científica, gestionando proyectos de campo en todo el mundo, y reuniendo a los gobiernos, las ONG, las NU, las convenciones internacionales y las empresas para que trabajen juntas en el desarrollo de políticas, leyes y buenas prácticas.

La más grande y antigua red ambiental del mundo, UICN, es una unión democrática de miembros que cuenta con más de 1,000 organizaciones gubernamentales y no gubernamentales y casi 11.000 científicos y expertos en más de 160 países. El trabajo de la UICN cuenta con el apoyo de un personal de más de 1.000 profesionales en 60 oficinas, y cientos de asociados en los sectores público, no gubernamental y privado alrededor del mundo. Su sede se encuentra ubicada en Gland, cerca de Ginebra, en Suiza.

Standard descriptions of SSC

Long version

The Species Survival Commission (SSC), created in 1949, is the largest of IUCN's six volunteer commissions. With 8,000 scientists, field researchers, government officials and conservation leaders worldwide, the SSC membership is an unmatched source of information about biodiversity conservation. SSC members provide technical and scientific advice to conservation activities throughout the world and to governments, international conventions and conservation organizations. They provide the best available information critical to the development of conservation products and tools such as the IUCN Red List of Threatened Species. SSC works primarily through its 120 Specialist Groups, which focus on a wide range of plants and animals, or on issues such as invasive species and sustainable use of wildlife.

Web: www.iucn.org/themes/ssc

Short version

The Species Survival Commission (SSC) is the largest of IUCN's six volunteer commissions with a global membership of 8,000 experts. SSC advises IUCN and its members on the wide range of technical and scientific aspects of species conservation and is dedicated to securing a future for biodiversity. SSC has significant input into the international agreements dealing with biodiversity conservation. Web: www.iucn.org/themes/ssc

Reference rules for SSC Publications

Unless previously agreed on, under special circumstances such as the publication of a compilation of papers from a congress or symposium, all references should be cited in **one section at the end of the publication**. The publication should not look like a series of papers.

Type all references flush left the designer will insert the indents. Multiple references should be listed so that the oldest is first, and the most recent article comes last. Book titles and journal names should be italicized (not in quotation marks); journal articles and book chapters are not italicized. **References should be cited alphabetically (last name first)**.

References in the text

The following are examples of the way that references should be presented in the text body, depending on the number of authors:

- (Luke 1992; Adrian 1992; Watson 1998)
- (Luke and Watson 2002) – **not** (Luke & Watson 2002)
- (Luke, Oliver and Watson 1998) – if more than three authors, use '*et al.*' (Watson *et al.* 2002)
- (Watson 2001, 2002)
- (Watson 2001a,b)
- (Luke 1992; Watson 2001a,b)
- (Watson pers. comm.)

- (Watson, *in litt.*)
- (Watson pers. obs.)
- (see www.iucn.org) – reference IUCN – The World Conservation Union in the reference list using the URL
- (ed.) – editor
- (eds.) – editors

Where several references occur that have the same primary author and same year of publication:

1. Cluster the references by primary author
2. Arrange the cluster by publication year
3. Arrange the publication year cluster by secondary, tertiary, etc., author (alphabetically)
4. Add a, b, c, d, etc after the publication year
5. Cite the reference in the text as xxxx *et al.* 2005a

For example:

Bennett, A., Hugill, B. and Knee, A. 1990a. xxxxx
 Bennett, A., Hugill, B., Knee, A. and Stevens, B. 1990b. xxxxx
 Bennett, A., Knee, A. and Hugill, B. 1990c. xxxxx
 Bennett, A., Knee, A. and Stevens, B. 1990d. xxxxx

This will be cited in the text as: Bennett *et al.* 1990a, Bennett *et al.* 1990b, Bennett *et al.* 1990c, Bennett *et al.* 1990d

Reference lists

- References in alphabetical and then chronological order.
- An indentation in the left margin for text that follows the initial line.
- Use a full stop after the year, rather than a colon (e.g., 2000., not 2000:).
- A Romanized 'In:' when citing sources, not '*In:*'.
- "Editors" abbreviated as (eds.); "editor" as (ed.) – **not** (*Eds*), (*eds.*), (*eds*), (*Eds*), (*eds*).
- Ph.D title in "double" inverted commas and not italicized
- *in litt.* refers to a written document of any form, not belonging to an existing or forthcoming document. A date (complete or just the year) should accompany the information.
- 'in press' refers to a document which is in the process of being published. 'in press' replaces the date in the citation. Remember to also include the name of the journal (and volume if possible), or for a book the name of the publisher.

Book references: *must* include author, year of publication, book title, editors (if applicable), page numbers (if applicable), name of publisher, and place of publication:

Garrett, J. M. and Barker, D.G. 1987. *A Field Guide to Reptiles and Amphibians of Texas*. Texas Monthly Press, Austin, USA.

Note full stop after the date ('.') and italicized title of the book, followed by publisher's details and no page numbers.

Rangarajan, M. 2001. *India's wildlife history*. Permanent Black Publishers, New Delhi, India.

Sections in books

Note the title of the particular section is romanized (**not** italicized), followed by the word 'In:', then the authors'/editors' names (alphabetical order). The title of the book is in italics, followed by the page references given as pp. at the beginning, with no space before the numbers. Note that the use of the en dash (–) between the numbers is the preferred standard. The abbreviation for 'editors' is (eds.) in lowercase romanized, including full stop. Similarly, (ed.) is used for one editor.

Robinson, J.G. and Bennet, E.L. 2000a. Carry capacity limits to sustainable hunting in tropical forests. In: J.G. Robinson and E.L. Bennet (eds.), *Hunting for sustainability in tropical forests*, pp.13–30. Columbia University Press, New York, USA.

Journal references: *must* include the author, year of publication, article title, journal title (abbreviated titles following published standards are acceptable), volume number, issue number (if applicable), and page numbers. This information should also be included for reports, occasional papers, theses, manuscripts, etc.

Use of 'and' (**not** '&') between the authors' names when there are only two authors is preferred. The title of the article is romanized, with the name of the journal italicized. A space follows and then the volume number is given in bold, followed by a colon (no spaces), and the page numbers in full (927–955; **not** 927–55).

Wilkie, D.S. and Carpenter, J. 1999. Bushmeat hunting in the Congo Basin: an assessment of impacts and options for mitigation. *Biodiversity and Conservation* **8**:927–955.

Diemer, J.E. 1988. The Ecology and Management of the Gopher Tortoise in the Southeastern United States. *Herpetologica* **42(1)**:125–133.

Conference and symposium proceedings: *must* include all applicable information required above, as well as the location, date, and name/subject of the conference or symposium:

Diemer, J.E. 1987. Tortoise Relocation in Florida: Solution or problem? *Proc. Desert Tortoise Council 1984 Symp.*: 131–135.

Examples are as follows:

Bain, J.R. and Humphrey, S.R. 1980. A Profile of the Endangered Species of Thailand. Report No. 4, Office of Ecological Services, University of Florida, Gainesville, Florida.

Biswas, S. 1983. Proposals for Conservation of Chelonians of India. *Hamadryad* **8(1)**: 42–48.

Das, I. 1985. *Indian Turtles, a Field Guide*. World Wildlife Fund, Eastern Region, Calcutta.

Devaux, B., Pouvreau, J.P., and Stubbs, D. 1986. Programme de Sauvegarde de la Tortue d'Hermann. Station d'Observation et de Protection des Tortues des Maures (SOPTOM), France.