



## Author Guidelines

### How to submit your paper online:

1. Registered authors must login to submit a paper
  - [REGISTER HERE](#) if you do not have a username and password
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2. Select Author
3. Click on [CLICK HERE TO FOLLOW THE FIVE STEPS TO SUBMIT YOUR MANUSCRIPT](#)
4. Follow the five steps to submit your paper
5. To view a video on how to submit a paper online [CLICK HERE](#)
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### Review policy and timelines

1. Immediate notification if submitted successfully
2. Notification within 3 weeks if not accepted for further review
3. Notification within 3 months if accepted for publication, if revisions are required or if rejected by both reviewers.
4. Publication within 6 months after submission.

### Aims, scope and review policy

Koedoe - African Protected Area Conservation and Science aims to publish original research of relevance and interest to the development of concepts pertaining to conservation science and management and is of pertinence to all individuals, researchers and scholars with an interest in conservation. Papers are peer reviewed to ensure that the contents are understandable, valid, important, interesting and enjoyed. All manuscripts must be submitted online. All articles in Koedoe will be peer reviewed.

### The following contributions are accepted (word counts exclude abstracts, tables and references):

1. Original research (Between 3500 – 7000 words)
2. Essays (Between 1000-3000 words)
3. Short Communications (Between 500 - 1000 words)
4. Review articles (Between 5000 – 7000 words)

Please see the journal's [section policies](#) for further details.

## FULL AUTHOR GUIDELINES

### Manuscripts

Write with precision, clarity and economy. Use the passive voice and third person whenever appropriate. The *Council of Biology Editors' Style Manual* is recommended for details of style and use the *System Internationale (SI)* for units of measurement.

**Note in particular that the SI requires:**

1. The use of the term mass rather than weight; and,
2. When one unit appears in a denominator, use the solidus (example: g/m<sup>2</sup>); for two or more units in a denominator, use negative exponents (example: kJm<sup>-2</sup>yr<sup>-1</sup>)
3. Footnotes should be avoided. Please insert references or personal communications in the references list.

## **Manuscript arrangement**

- **Title:** Informative but concise
- **Author:** Name(s), include full first name, e.g. Llewellyn C. Foxcroft, not L.C. Foxcroft
- **Address:** Include email & postal addresses of all authors
- **Abstract:** Not more than 250 words, and should state concisely the scope of the work and the principal findings
- **Key words:** Use five [5] words not already included in the title
- **Original Article Structure,** should consist of:
  - Introduction
  - Methods (and materials, if applicable)
  - Results
  - Discussion
  - Conclusions
  - Acknowledgements
  - References

We also ask that you upload a brief biographical note (entered into the 'Bio statement' box during the submission process). This note will appear online in our 'About the Author' section should your article be published with us.

## **Describing the arrangement**

### **Title page**

The following information is needed and in this particular order:

- Title of the article
- Surname, name, qualifications and affiliation of each author
- Name, postal address, e-mail address and telephonic contact details of the corresponding author, and
- 5 keywords

### **Abstract**

The abstract should not exceed 250 words. It should briefly describe the problem or issue being addressed in the study, how the study was performed, the major results, and what the authors conclude from these results.

### **Keywords**

Five words or short phrases; please do not use words already included in the title.

### **Acknowledgements**

In a separate section, acknowledge any financial support received or possible conflict of interest. This section may also be used to acknowledge substantial contributions to the research or preparation of the manuscript made by persons other than the authors.

### **References**

References cited in the text should all be included in the list at the end of the paper. Full references at the end of the paper, arranged alphabetically by surname, chronologically within each name, with suffixes a, b, c, etc. to the year for more than one per year by the same author. [Please see the journal's reference documentation.](#)(315 Kb)

**Note:** No comma separating name and year; names of joint authors connected by ampersand (&); where three or more joint authors are cited in the text, *et al* is used in all instances, following the senior author, e.g. Swanepoel *et al.* 1980

### **Tables**

Tables should be self-explanatory, clearly organised and supplemental to the text of the manuscript. Each table should include a clear descriptive title on top and its position should be clearly indicated in the text. The file extension for tables that is allowed is .xls [Microsoft Excel]. Author should avoid using footnotes.

### **Figures**

All figures must be inserted in the appropriate position of the electronic document. Symbols, lettering and numbering (in Arabic numerals e.g. 1, 2, etc. in order of appearance in the text) should be placed below the figure, clear and large enough to remain legible after the figure has been reduced. Figures must have clear descriptive titles.

### **Photographs and images**

The position of photographs and images should be clearly indicated in the text. Electronic images should be saved as either jpeg, png or gif files. All photographs should be scanned at a high resolution (300dpi, print optimised).

Provision is made to upload individual images on the website as supplementary files. Please number the images appropriately.

#### **Permission**

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#### **Special house rules**

1. The figures, maps and tables of the paper, when referred to in the text, for example, "...as depicted in Fig. 10 or ...Table 10."
2. The prefixes or prefixed surnames in all languages, when used in the text, if not preceded by an initial or full names, for example, P. du Plessis (not Du Plessis); M. van der Merwe (not Van der Merwe).

#### **Submissions and correspondence**

All submissions must be made online at [www.koedoe.co.za](http://www.koedoe.co.za) and correspondence regarding manuscripts should be addressed to:

The Editor, KOEDOE, Private Bag X402, Skukuza, 1350. Fax: (24 hours) +27 (0)13 735 4055. E-mail: [editor@koedoe.co.za](mailto:editor@koedoe.co.za)

**Note:** Ensure that the article ID [reference] number is included in the subject of your email correspondence.

#### **Electronic submissions by post or email**

Authors with no e-mail or internet connection can mail their submissions on a CD to: Koedoe, Postnet Suite #55, Private Bag X22, Tygervalley, Cape Town, South Africa. Alternatively, it must be send via email to [submissions@koedoe.co.za](mailto:submissions@koedoe.co.za) in a Word Document,

All manuscripts will be processed online. Submissions by post or by e-mail must be accompanied by a signed copy of the following indemnity and copyright form. [CLICK HERE](#) to download and save it to your computer. Please include a signed copy with your submission.