

Formatting Guidelines for TWS Technical Reviews

In an effort to maintain high caliber publications that clearly meet growing information demands while serving as effective communications and policy tools, The Wildlife Society has developed comprehensive format and style guidelines for Technical Reviews. Due to the unique characteristics of each Technical Review, guidelines are necessary to both allow for flexibility with topic matter while maintaining consistent characteristics to increase the effectiveness and readability of these literature reviews. This document describes the format required for technical reviews produced by The Wildlife Society. For more information on the official process by which technical reviews are proposed, developed and reviewed by Council, please see '[A Guide to TWS Technical Reviews](#).'

FORMAT AND STYLE

Length

Technical reviews are 15-30 published pages, or about 50-100 manuscript pages (12-point font, Times New Roman, double-spaced). Committees must stay within this range.

Format and Style

Manuscripts should be submitted in Word format (12-point font, Times New Roman, double spaced, one-inch margins).

Manuscripts should follow the *Journal of Wildlife Management* Manuscript Guidelines relating to "Style and Usage" (page 17). For ease of integration and reference the following key formatting guidelines have been highlighted:

- Headings (page 14, line 298):
 - First-level heading: upper-case lettering, bold type, and flush left. For Example: **HEADING ONE**
 - Second-level heading: bold type, flush left, with important words capitalized. For Example: **Heading Two**
 - Third-level heading: indented 5 spaces, italicized, and followed by a period and em dash. For Example: *Heading three.*— Begin paragraph text here
 - Under a first-level heading, use only third-level headings if the subsections are short (≤ 2 paragraphs). Avoid repeating exact wording of the heading in the text following second- and third-level headings.
- Numbers and Unit Names (page 18, line 406)
 - Use digits for numbers (e.g., 7 and 45) unless the number is the first word of a sentence or is used as a pronoun.
 - Indicate units after each item and use symbols or abbreviations for measurement units unless the number is indefinite (e.g., thousands of hectares), is a "0" or a "1" standing alone, or is the first word in a sentence.
 - Convert fractions to decimals except where they misrepresent precision.
 - Hyphenate number-unit phrases used as adjectives (e.g., 3-yr-old M) but not those used as predicate adjectives (e.g., M were 3 yrs old).
- Times and Dates – Use the 24-hour system; date sequence is day month year, without punctuation (e.g., 4 March 2000)

- Mathematics and Statistics (*page 19, line 427*)
- Equations (*page 20, line 455*)
- Abbreviations and Acronyms (*page 21, line 473*) – the following abbreviations may be used without definition: metric units, DNA, USPS abbreviations, and certain measurements. Define all other abbreviations or acronyms the first time you use them.
- Punctuation (*page 21, line 480*)
- Enumerating Series of Items (*page 23, line 512*)
- Common and Scientific Names (*page 23, line 518*)
 - Don't capitalize common names of species except words that are proper names.
 - Scientific names follow the first mention of a common name, except in the title.
 - Type scientific names in italic font and type Latin phrases in plain type.
- Measurement Units (*page 24, line 539*)
 - Place a space between numbers and units or symbols (e.g., 10 M, 80° C).
 - Use English units in parentheses following a converted metric unit only in cases that may misrepresent the statistical precision of the original measurement.
- Citing Literature and Unpublished Sources in Text (*page 25, line 571 & line 590*)
 - In most cases reference citation parenthetically at the end of a sentence.
 - Cite published literature by author and year (e.g., Jones (1980)).
 - Use “et al.” for publications with ≥ 3 authors.
 - Do not separate the author and date by a comma, but use a comma to separate a series of citations.
 - For a quotation or paraphrase, cite author, year, colon, and page number(s).
 - For manuscripts accepted for publication: show the year after the name(s) of the author(s) and “in press” after the volume number.
 - Do not cite manuscripts that are in review; use the unpublished style:
 - Personal communications: (J. G. Jones, National Park Service, personal communication);
 - Unpublished report: (D. F. Timm, Alaska Department of Fish and Game, unpublished report)
 - Unpublished data (including manuscripts in review): (D. F. Brown, Arizona Game and Fish Department, unpublished data)
- Citing Equipment and Statistical Software (*page 27, line 610*)
- Tables and Figures (*page 27, line 618*)
 - Submit only essential tables and figures.
 - Tables and figures should be able to stand alone.
 - Number tables and figures independently.
 - Do not combine multiple tables or figures on one page.
 - In text, limit reference of tabular data to highlights of the most important information.
 - Reference tables and figures parenthetically (Table 1, Fig. 3) and avoid statements such as, “The results are shown Tables 1-4.”
 - Tables must include the species or subject of the data studied and when and where the data were collected.
- Literature Cited (*Appendix B, page 50*)

Please refer to the [Journal of Wildlife Management Guidelines](#) for additional details.

Sections of Technical Reviews

Technical reviews have 10 major sections:

- Title page, listing all committee members
- Foreword – This section contains standard text about the technical review process, information on receiving copies of technical reviews, and a suggested citation. See Appendix 1: Sample Foreword.
- Acknowledgements – This section, which should be short, can acknowledge reviewers or others who contributed to the technical review. It should also include credits for cover photos and layout, when appropriate.
- Table of Contents
- Synopsis – This section should be approximately 350-400 words long and succinctly summarize the content of the technical review.
- Introduction – This section should be approximately 400-500 words long and introduce the topic of the technical review, including how and why The Wildlife Society selected the topic for review.
- Body – This section makes up the majority of the technical review. It should be divided into sections, as appropriate. Further sub-headings may be useful.
- Recommendations – a list of recommendations to address the issue should be included.
- Conclusion – This section should summarize the technical review, focusing on overarching themes, identified trends or information gaps, or recommendations for moving forward.
- Literature Cited – Citations should follow the format set forth in the JWM Guidelines

STAFF REVIEW

Upon completion of a first draft by a technical review committee, staff will review the draft to determine if it is in compliance with these guidelines, with special attention to:

1. Compliance with the charge
2. Length
3. Required format elements

Drafts that are not in compliance will be returned to the committee for correction before being forwarded to the Council Subcommittee for review and possible approval.

Approved by Council March 31, 2011.

Appendix 1: Sample Foreword

Foreword

Presidents of The Wildlife Society occasionally appoint ad hoc committees to study and report on select conservation issues. The reports ordinarily appear as either a Technical Review or a Position Statement. Review papers present technical information and the views of the appointed committee members, but not necessarily the views of their employers. Position Statements are based on the review papers, and the preliminary versions are made available for comment by Society members. Following the comment period, revision, and Council's approval, the statements are published as official positions of The Wildlife Society.

Both types of publications are copyrighted by the Society, but individuals are granted permission to make single copies for noncommercial purposes. Electronic copies of both position statements and technical reviews are available at www.wildlife.org. Hard copies of technical reviews may also be purchased from The Wildlife Society (www.wildlife.org).

Suggested citation: Last name, first initial. Year. Title. The Wildlife Society Technical Review year-number. The Wildlife Society, Bethesda, Maryland, USA. X pp.