



# The Protected Area Governance and Management Book (A Published Book and an E-Book)



Edited by

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## GUIDANCE FOR AUTHORS

**January 2013**

*The Book Project is proudly sponsored by:*



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National  
University



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## **GUIDANCE FOR AUTHORS**

### **1. INTRODUCTION**

#### **1.1 ABOUT THIS GUIDE**

This document provides guidance for authors who are contributing to the *Protected Areas Governance and Management* book.

Application of these guidelines will greatly assist the efficiency of the book development process (and will help your busy Editors considerably!).

#### **1.2 BACKGROUND: ABOUT THE BOOK**

IUCN's vision for the *Protected Area Governance and Management* book is:

“Management and governance of protected areas for biodiversity conservation in the 21<sup>st</sup> Century is effective and achieved through well-trained, competent and professional managers applying readily available best practice management information sourced from IUCN's *Protected Area Governance and Management* book, IUCN WCPA's Best Practice Guidelines and other cutting edge guidance material”.

It is planned to be launched as printed and E-Book versions at the November 2014 Sydney IUCN World Parks Congress. The book is planned to be an IUCN “Legacy Product” of the Congress.

#### **1.3 BACKGROUND: ABOUT THE BOOK PROJECT**

The book project is an IUCN volunteer contribution to improved protected area governance and management. The project mission is:

“To provide the world's protected area governance and management students, professional managers, researchers, interested people and policy makers, the best compendium capacity building information available in a highly accessible form through the *Protected Area Governance and Management* book and at low cost, in English, French and Spanish and by 2014”.

#### **1.4 NO ORDINARY BOOK**

The *Protected Area Governance and Management* book will be no ordinary text book. It will provide the core information that underpins IUCN's curricula development and capacity building for protected area managers and people responsible for governance at field level (ranger level), area manager and systems manager levels including those in government agencies, Non-Government Organisations, indigenous peoples and local communities. It will support the development of a minimum professional standard for protected area management for nations of Earth. The book provides a fundamental contribution to the effective future management of protected areas for the World. It will improve on its successful predecessor the 2006 *Managing Protected Areas: A Global Guide* book. Given the volume of new material, it will be prepared as an entirely new book.

#### **1.5 YOUR EDITORS: AN INTRODUCTION**

The *Protected Area Governance and Management* book will be edited by Dr Graeme Worboys, Dr Michael Lockwood and Ashish Kothari. By way of introductions, Graeme is Co-Vice Chair (Connectivity Conservation and Mountains) for IUCN's World Commission on Protected Areas and is an Adjunct Fellow at the Fenner School, Australian National University. He is a protected area management specialist and has worked on-ground in protected area management for 27 years as a Ranger, Park Superintendent and as an Executive Director with the NSW National Parks and Wildlife Service. More recently Graeme has worked nationally and internationally as a park management consultant and World Heritage specialist.

Michael Lockwood is Senior Lecturer, School of Geography and Environmental Studies, University of Tasmania. Michael is the Co-

ordinator for the University of Tasmania's Protected Area Management Course and he has special expertise in the social sciences. Ashish Kothari is the Founder-member of Kalpavriksh (an Indian environmental NGO), former Co-chair of IUCN TILCEPA and member of WCPA and CEESP Steering Committees. Ashish's expertise is in conservation governance and community-based conservation.

All three Editors have had considerable experience in editing and producing books including the 802 page IUCN text: Lockwood, M., Worboys, G.L. and Kothari, A. (2006) *Protected Area Management: A Global Guide*, Earthscan, London.

## **2. HOW WE ARE STRUCTURING THIS BOOK**

### **2.1 THIRTY-ONE CHAPTERS**

The book content has been carefully designed as an international text book by IUCN WCPA and includes thirty-one chapters. This content has been presented in a *Book Plan* which will be made available to all authors.

### **2.2 MODULAR AND INTEGRATED**

Each book chapter will be self-contained and will include references at the end of the chapter. Each chapter will have specific content as identified by the *Book Plan* and where it is necessary to recognise content material found in another chapter, intra-book referencing will be used.

### **2.3 THREE LEVELS OF TEXT**

The book will target capacity building information for people working in protected area governance and management at three levels. These levels are 1) a grass-roots level which may include community based people working on community conserved areas, indigenous peoples and park ranger (field

officer) positions; 2) an area manager or steward level (such as a Park Superintendent or Manager in charge of one or a number of protected areas or a community representative facilitating a network of community conserved areas); and 3) a senior protected area staff level where people are working at a protected area system level. The content targeting senior protected area staff will include "Masters of Business Administration" topics specifically written for a protected area context. The book content has been designed by IUCN WCPA to provide the principal source of information needed for learning at these three levels of professional protected area governance and management.

### **2.4 KEEPING IT SIMPLE**

The book chapter design will be kept simple. Opportunities for hyperlinks and other electronic cross-referencing or sourcing though often very tempting, will not be taken. This project neither has the capacity to manage such approaches, nor an ability to maintain the functionality of these approaches in the long term. The book will be produced in an e-form as well as in a printed text and any supplementary e-information or training aids can be referenced or provided by a training institution as part of a curriculum's training package.

## **3. CHALLENGING OUR AUTHORS!**

### **3.1 THE TEXT: CUTTING EDGE AND BEST PRACTICE**

This book has the potential to guide the practice of protected area governance and management for all nations of Earth. It is an investment in effective, equitable and competent professional practice. Given the role of protected areas, this is a major investment in the conservation of biodiversity and other natural and cultural heritage. It is

an investment in people and their competencies. Consequently, we, the Editors challenge you, the *Principal Authors* and *Supporting Authors*, to be inspired and to produce text and information that will excite and assist the professional development of people to be the best protected area managers and governance specialists of the future!

### 3.2 EASY READ STYLE TEXT

Users of our 2006 book, *Managing Protected Areas: A Global Guide* identify that they like the books “easy read” style of text. We plan to use this successful style for this book also. We ask that *Principal* and *Supporting Authors* research the 2006 book to help guide them with their manuscript writing style. We will also be providing an example of some text (and its layout) to guide authors. As an example of writing style you will notice in the 2006 book that whilst citations are essential and are used, they are more limited than in some academic papers. This helps contribute to the readability of the text.

### 3.3 PRESENTATION OF THREE LEVELS OF TEXT

We ask that the “easy read” text style be used for all three levels (guard/ranger, area manager/steward, systems manager) of information to be developed. We do not want the content to be “dumbed down”; rather we simply want the text to be very readable. The structure of the book will also be used to help present different levels of information. Design considerations include the relative position of a chapter in the book as well as aspects within a chapter such as “Boxes”. The following points are important here:

a) The early chapters of the book will generally focus on essential introductory and background information that is relevant to all levels. Supporting “Boxes” would provide

more technical and higher level information (These “Boxes” are physically separated from the text – see the 2006 book for examples)

b) Chapters such as “Governance” and “Management Considerations” (Chapters 7 and 8 – see the *Book Plan*) would be presented for an audience at about Protected Area Manager level. There would be an assumption of prior knowledge of the content of previous chapters of the book. Boxes would describe technical details and could take the text to a higher “Systems Manager” level.

c) Chapters such as “Managing Complexity”, “Knowledge Generation”, “Leadership” and “Running the Business” (Chapters 9, 10, 11 and 13– see the *Book Plan*) would be presented for an advanced Systems Manager level audience. Boxes would be used to further explain complex issues or provide very detailed descriptions.

### 3.4 EVIDENCED BASED AND BALANCED

Like any significant field of human endeavour, protected areas are the subject of debate, contest and conflicting views. The book will not shy away from such controversies – indeed, the evolution of protected area concepts and practices is shaped by such debates. Governance people and managers will need to be aware of and form their own positions in relation to issues. The book however will provide balanced and evidenced based accounts that will assist a reader’s understanding and support the formation of ethical and rational views about such issues. It will also be champion for progressive governance and management such as for climate change responses or biodiversity conservation or for ethical management, but these approaches will be made clear. Responsibly recognising different views in a balanced way on key protected area issues is essential for learning ... such inputs form a legitimate part of the book. The Editors will

ensure that the text is consistent with this approach.

### 3.5 REPRESENTATIVE

The Editors are making every attempt to ensure that the text is being written by the very best protected area governance and management experts from a diversity of sectors including government agencies, NGO's, indigenous peoples and local communities; that as much as possible there is representation from all of Earth's eight Biogeographic Realms; that there are representatives of low, medium and high human development index countries and there is gender equity. The book's Case Studies will be an important method for ensuring key messages from all over the world are included.

### 3.6 RECOGNISING AUTHORS

The Editors will be diligent in acknowledging contributions to the book. The 2006 book provides an example of how we have done this in the past. For this book, *Principal Authors* of chapters will be recognised prominently at the start of their chapter. *Supporting Authors* will be recognised at the start of the chapter also and in a manner as advised by the *Principal Author*. This could be in the order of work effort (favoured by the Editors); or, in alphabetical order of surname or, perhaps a combination of these approaches.

### 3.7 LANGUAGE, SPELLING AND TEXT

Final chapter manuscripts submitted to the Editors will need to be in English. This does not mean that parts or all of chapters cannot be prepared by authors in either Spanish or French. If they are prepared in these languages, the Spanish and French manuscripts would be very useful for the book translation process at the very end of the book's development. However, the Editors

regrettably have no funds for translation and will rely on *Principal Authors* despatching the finished chapter manuscript in English.

For spelling, we ask *Principal Authors* that spelling for the manuscript be standardised using "United Kingdom" English. Words such as colour would not be spelt as ~~color~~ for example. Some other guiding information for text and spelling includes:

- using metric units throughout (such as hectares and not acres);
- using commas for numerals (such as 200,000);
- using abbreviation's for units (such as 200,000 ha);
- using words in full (such as hectares) in text descriptions;
- for numbers of less than 10 in the text, expressing them as words (such as nine);
- for numbers 10 and greater expressing them as figures (such as 90);
- for quotes of financial value (past and present), using \$US 2013 equivalent values;
- for non \$US currencies identifying the amount in the specific currency for 2013 values, followed by the \$US 2013 equivalent in brackets;
- in numbered and dot bullet points, commencing the text in lower case (non-capital) and with each section of text reading as if they complete a sentence and finish with a semi-colon, except for the last point which finishes with a full stop; and
- for quotes, please place them in italics and indent them.

When in doubt, use the 2006 book as a guide. (We have made available Chapter Seven of the 2006 book as a pdf for guidance). We have also provided additional guidelines in Section Six.

## **4. PRINCIPAL AUTHORS: KEY PEOPLE!**

### **4.1 ABOUT PRINCIPAL AUTHORS**

The book has 31 chapters and recognises 26 *Principal Authors*. Each *Principal Author* has experience either as an editor and author or has considerable practical experience and is working very closely with one of the book Editors. All are associated with IUCN and most are members of the World Commission on Protected Areas Steering Committee or are previous members of that Committee. *Principal Authors* have accepted a formal invitation from the Editors to participate.

### **4.2 THE BOOK PLAN – THE GUIDING DOCUMENT**

A *Book Plan* has been prepared to guide this project and to assist all authors. It is the means for ensuring that the capacity building information needed to underpin the world-wide professional development of protected area staff at three levels is developed. The *Book Plan* has been based on a workshop convened in Costa Rica in 2012 by IUCN WCPA and following further refinement and development has been approved by the WCPA Book Steering Committee. *Principal Authors* are being asked to prepare protected area information for each of the chapter content items identified in the *Book Plan*. In addition, it is expected that all authors will draw heavily on IUCN's *Best Practice Guidelines* and the work of the WCPA *Specialist Groups* and *Task Forces*. Authors are also encouraged to be creative and to provide additional critical Chapter related material that will assist the professional development of governance people and protected area managers.

### **4.3 CHAPTERS AS MODULES**

Many topics within chapters will be cross-cutting with other chapters. Given that

chapters are modular, the text of each chapter will need to have integrity and completeness in its own right, and this may mean some repetition on some topics between chapters. This is acceptable, though the Editors may organise a comprehensive account of a topic in one chapter with an abridged version in another chapter along with cross-referencing. *Principal Authors* may need to seek advice from the *Project Manager* on such integrated-book matters.

### **4.4 WORKING WITH SUPPORTING AUTHORS**

The contribution of *Supporting Authors* will guarantee the richness, educational and capacity building value of the *Protected Area Governance and Management* book. On our *Supporting Author* invitation list we have some of the very best researchers and protected area professionals in the World and we are hoping that they are all willing to be involved. We are organising the participation of *Supporting Authors* in the following way. *Principal Authors* will have the stewardship for achieving each chapter, but they will receive, in addition to the *Book Plan* and this *Author Guidance* document, a list of suggested *Supporting Author* invitees and their contact details. These potential authors have been recommended by the Editors and the IUCN WCPA Book Steering Committee. The invitation is usually based on the writing of part of a chapter that is linked to their specialist expertise. There are also other potential roles for the invitees such as providing content advice and the peer review of text. To help keep the Book Project manageable, we will be asking *Principal Authors* to be the project facilitator/manager for their chapter and the primary contact for *Supporting Authors*. We assume that each *Principal Author* will therefore extend invitations to the recommended *Supporting Authors*. They may also choose to invite other

contributors. We also assume that each chapter, following consultations with all authors, would have its own mini plan for its development with tasks allocated and timing organised to be consistent with the overall Project timetable (Section Eight).

#### **4.5 STEWARDSHIP: WORKING WITH THE PROJECT MANAGER**

Graeme Worboys is the *Project Manager* and primary contact point for the Book Project. He will be available to assist *Principal Authors* during the Project. From time to time, Graeme will be generating Project Newsletters and will seek “news” and information from *Principal Authors* for this product. Graeme will also need email addresses and contact details for all chapter authors early in the Project in order to compile the “Acknowledgements” section of the book and for contact addresses for emailing the Newsletter and other information notices.

#### **4.6 WORKING WITH THE BOOK EDITORS**

We, the three *Book Editors*, Michael Lockwood, Ashish Kothari and Graeme Worboys expect to commence our editorial work from about July 2013. If manuscripts are ready before this date, this will help, but we will be respecting the time needed to develop a chapter manuscript. In addition, the Editors are also *Principal Authors* and will be working hard on their manuscripts up until the manuscripts are due!

To help us with the finalisation of a chapter manuscript and the entire book manuscript, we do ask if each *Principal Author* can provide us with a draft chapter manuscript according to the timetable (Table One). The process calls for three drafts.

Draft #1 is the initial submission made by *Principal Authors* which should be in English, include all supporting photographs, figures and tables and has been prepared consistent with the technical guidelines provided below.

Draft #2 will be produced by the Editors from Draft #1 and sent out for Peer review. The chapter manuscripts will be reviewed and will be edited for matters of clarity, grammar, citations, and references and for integration with the larger book. For matters of content, *Principal Authors* may be asked to provide changes to the text or to provide supplementary material. The *Project Manager* will be liaising with the *Principal Author* in relation to such requests.

Draft #3 will be prepared by the *Principal Authors* to address editorial and peer review comments.

Draft #3 manuscripts will then be compiled to form the first complete draft of the book. This will be subject to further editing, formatting and design. Final versions of the chapters will be sent to the *Principal Authors* for their approval and copyright permission.

#### **4.7 COPYRIGHT PERMISSIONS**

Normal copyright rules apply for the use of published material in this book. We expect citations for information from other sources and the usual limit of text obtained from any given source to be consistent with copyright requirements. We will also need copyright permission to use photographs and information such as maps and figures and Graeme Worboys will be in touch later with permission forms to complete. Sources of photographs will be recognised within the manuscript (You should have a look at the 2006 book to see how we have done this).

## **5. SUPPORTING AUTHORS: ESSENTIAL CONTRIBUTORS!**

### **5.1 ABOUT SUPPORTING AUTHORS**

There are many *Supporting Authors* for each chapter and they will be invited to participate in developing the book by the *Principal Author*. *Supporting Authors* will typically be very busy people, experts in their protected area governance and management field, and hopefully, willing to contribute their expertise to parts of a chapter.

### **5.2 THE BOOK PLAN: THE KEY GUIDING DOCUMENT**

The chapter content sought for the book is described by the *Book Plan*, but this may not be enough. Guided by the *Book Plan*, *Supporting Authors* are encouraged to prepare the very best instructive material for a new generation of protected area professionals. What information is critical for the effective governance and management of protected areas for now and for the future? This is a great challenge and the written responses as chapter text will bring the book to life!

### **5.3 WORKING WITH THE PRINCIPAL AUTHOR**

For pragmatic project management reasons, the *Principal Author* is the primary point of contact for *Supporting Authors*. In addition, the Project Newsletter aims to keep everyone in touch with progress with the overall Project. Of course, if there are exceptional circumstances, the Project Manager is always contactable.

### **5.4 SPECIALIST TEXT**

This book strives to provide the very latest and best information and analyses for protected area managers. The book structure permits high level text to be included and

*Supporting Authors* will generally be in the best position to do this. We encourage this and particularly through the provision of cutting edge information that targets our protected area executives and systems managers. Our aim is to invest in the improvement in the governance and management of national systems of protected areas as well as individual protected areas.

### **5.5 RECOMMENDED READING**

We ask that the *Principal Author* prepare a small list of recommended readings to be located at the end of the chapter text and before the references and to include up to three to five references. We anticipate, for example, that the IUCN *Best Practice Guidelines* that specifically relate to the chapter will be listed. We also expect that these references will be a key source of information provided within a chapter.

## **6. PREPARING THE MANUSCRIPT**

### **6.1 LANGUAGE AND TRANSLATIONS**

The book manuscript, for pragmatic project management reasons, will be prepared in English. Once edited, peer reviewed, designed and made ready for publication, it will be made available for translating to French and Spanish. As of January 2013, resources still need to be found to achieve these translations, but it is the aim of the project to achieve this. Following translation, native speaking French and Spanish IUCN WCPA protected area management and governance experts will be asked to review the manuscripts prior to publication.

### **6.2 TEXT STYLE; ACRONYMS; TECHNICAL TERMS AND READABILITY**

Consistent with the “easy read” style, technical terms used in the manuscript need

to be defined the first time they are used in the manuscript, and if necessary, a glossary could be included in the chapter. Acronyms are not preferred unless they are commonly known such as WWF or the USA. They should always be defined the first time they appear in the manuscript. Text that describes species will use the animal or plant (or other) common name followed in brackets with the genus and species name (in italics) the first time it appears in the text, and thereafter, as the common name. This approach, though potentially repetitive for the book, will be used for each chapter.

### **6.3 COMPUTER PLATFORM AND SOFTWARE**

For pragmatic operational reasons, chapter manuscripts are asked, if possible, to be prepared on Personal Computers (PC) using Microsoft Word (1997-2003) or Microsoft Word (2010). Word manuscripts from Mac Computers may work, but problems have occurred in transferring information across platforms in the past and it is not preferred.

### **6.4 MICROSOFT WORD TRACK CHANGE COMMAND**

Often “so-called” final manuscripts that have evolved using the Microsoft track change command and an interactive process with multiple authors involving many versions of the manuscript can retain a residual “hidden” memory of the track changes in the final document. This is not wanted. The Editors ask that the chapter manuscripts supplied have been completely cleared of such residual memory.

### **6.5 METRIC DIMENSIONS AND ENGLISH**

The manuscript will be prepared using metric dimensions. It will use A4 paper and the Microsoft Word default metric page dimensions. It will utilise the Microsoft Word

English language default setting of English (U.K.).

### **6.6 FORMAT, STYLES AND FONT**

The manuscript is to be provided to the Editors as the default Word normal setting that uses an entire A4 sheet. It needs to be free of any additional Styles please. This is very important and (again) will save considerable work and time in the future. We would appreciate if the font used could be Calibri (Body) and the text font be supplied at 12 point. Line spacing should be the Microsoft Word default setting.

### **6.7 HEADINGS**

A hierarchy of headings is provided here as the standard design for all chapter manuscripts. We also ask that the headings not be numbered. The 2006 book provides an example of where a *similar* number free heading hierarchy has been used.

**Level One:** HEADING (Bold, 14 pt, CAP's)

**Level Two:** HEADING (Bold, 12 pt, CAP's)

**Level Three:** Heading (Bold, 12 pt, L. Case)

**Level Four:** *Heading* (Italics, 12 pt, bold)

**Level Five:** *Heading* (Italics, 12 pt, not bold)

### **6.8 REFERENCES, CITATIONS AND THE REFERENCE LIST**

The modified Harvard reference system will be used for the book. Examples of its precise application in varied text circumstances may be found in the 2006 book. An example of this will be supplied. References cited within the text are asked to be compiled as a Reference List located at the rear of the chapter.

Guidance for how to order the references presented (such as alphabetical order and date order) may be obtained from the 2006 book. To assist the Editors, please do not include automated reference systems such as END NOTE in the submitted manuscript.

## 6.9 END NOTES AND FOOT NOTES

To keep the manuscript simple, End Notes will not be used. Foot Notes, where essential, may be used.

## 6.10 PAGE NUMBERS AND CONTENTS

*Principal Authors* are encouraged to include page numbers in the submitted manuscript to assist the editing process. A Table of Contents is also sought that includes numbered lists of Case Studies, Boxes, Figures and Tables.

## 6.11 CASE STUDIES

Case Studies are a critical part of bringing this book to life. They are sequentially numbered by chapter, referred to in the text and listed in the Table of Contents. We would like them to be about 800 words and accompanied by a photograph and map. The Case Studies should always relate to the text at hand. The Editors may discuss with *Principal Authors* key Case Studies that may be included within a particular chapter.

## 6.12 BOXES

Background or detailed information that could disrupt the flow of text but is needed to explain the matters being presented can be located in a Box. Boxes are sequentially numbered, referred to in the text and listed in the chapter Table of Contents. We would like them to be about 800 words. The Editors may discuss with principal Authors key Boxes that may be included within a particular chapter.

## 6.13 PHOTOGRAPHS, PHOTO TITLES, ATTRIBUTION AND COPYRIGHT APPROVAL

Photographs help bring the manuscript to life and we would like to include high quality images that help tell the chapter story! Photos submitted need to be at least 300 dpi at 100% of the final size and provided either as a .jpg or .tiff file. We would appreciate if the

*Principal Author* could send them saved onto a Flash Drive by Air Mail to the *Project Manager*. [This same Flash Drive could also include the Manuscript and any other e-information such as e-Figures]. Drop Box systems are an alternative despatch arrangement though the Flash Drive is definitely more helpful and preferred. The Manuscript should identify where a photograph is to be situated in the chapter with text such as “**insert photo here**”. The photos are un-numbered in manuscript. However, we ask that you include a clear photo reference system that links the right e-image provided on the Flash Drive to the right location in the text. The photo title (caption) and the source of the photo should be included in the manuscript along with the “insert here” note. The 2006 book provides a guide to how photo captions and source information are presented. Please note: the photo should not be embedded in the manuscript. In addition, photos may be published in Black and White for the print version of the book, and colour for the E-Book version. This may influence the choice of photo you make. All photos submitted will need to have copyright approvals, and forms will be distributed at a later date.

## 6.14 FIGURES, FIGURE TITLES AND FIGURE LEGENDS

Figures include all maps, diagrams and other diagrams and are sequentially numbered using the Chapter number as a base. (Such as for Chapter 20, Figure 20.1; Figure 20.2 and so on). Figures are referred to in the text and listed in the Table of Contents.

Wherever possible and appropriate, text content that refers to sites or locations should be supported by maps. For Figures that are Maps, the location in the manuscript should be identified by the text “**Insert Figure (number) here**” along with the Figure title and the source. If possible, the maps should be

supplied in both black and white (for printing) and colour (for the E-Book). We ask that maps include a border, a scale, north arrow, an inset supplementary map showing the location of the site within a nation or region, any location names and features described in the text (and any other location names and features that will assist the reader) It should include a legend that describes attributes of the map (such as zoning). Any coloured map should provide a discernible gray-scale equivalent for a black and white map to be published in the printed book. The 2006 book provides examples of published maps in gray-scale, such as park zoning maps. Maps should be provided in an e-form with their unique Figure Number, title and legend as supplementary .jpg or .tiff e-data when the manuscript is submitted.

The manuscript will include many other Figures and such Figures always add value the text. They are encouraged! Locations for a Figure in the manuscript would be identified (as above) by the text “**Insert Figure (number) here**” along with the title for the Figure and the source. Colour Figures need to have a black and white equivalent prepared. These Figures should be submitted as e-data, suitably labelled with their unique Figure number along with their title and legends. They would be provided as .jpg or .tiff e-data when the manuscript is submitted.

#### **6.15 TABLES, TABLE TITLES AND TABLE LEGENDS**

The manuscript will also include many Tables and they are also encouraged. Tables will be sequentially numbered by chapter, referred to in the text and listed in the chapter Table of Contents. Tables should be constructed using the word processor’s table editor, and included as part of the text in the manuscript.

#### **6.16 GLOSSARY**

*Principal Authors* may choose to include a glossary of technical terms for their chapter. If this decision is made, it should be located towards the front of the chapter between the end of the Table of Contents Figures and Tables, or the Acronym List (if applicable) and the chapter text.

#### **6.17 AUTHOR RECOGNITION**

All authors and contributors to the book will be recognised in the book. A special acknowledgements section will be prepared for each chapter in addition to authors being recognised. The *Principal Authors* will be asked to ensure that the Chapter acknowledgements are complete. The Acknowledgements will be located after the Contents and before the list of Acronyms and the chapter Text.

#### **6.17 WORD LENGTH**

A maximum word length of 20,000 words has been set for chapters. This includes all Boxed information and Case Studies. References are excluded from this total. *Principal Authors* in co-operation with *Supporting Authors* will be asked to plan and manage to this limit. We expect that, with photos, maps, figures and tables, this will mean a final chapter length of about 30 pages using a published, smaller font and two-column format. The 2006 book design illustrates this approach. For this project, it will mean a 31 chapter E-Book of around 1000 pages and a printed book that will probably need to be produced as two volumes.

### **7. EDITORIAL MATTERS**

#### **7.1 RECEIPT AND ACCEPTANCE OF MANUSCRIPTS**

Chapter Manuscripts are sought in a finished form as per the indicative programme below. The e-text may be sent to the *Project*

Manager by email, with supporting e-information (text, Figures and photographs) sent on a Flash Drive by Air Mail (in preference to a drop box) to:

**Dr Graeme Worboys, 3 Rischbieth Crescent, Gilmore, ACT, 2905, Australia**

A response note will be provided following receipt of all of the chapter information. It is assumed at all times, **that *Principal Authors* will have a backup copy** of the information that has been despatched.

## 7.2 DISPUTES

Based on our previous experience, disputes are not anticipated at all with this volunteer project. However, if necessary, the *Project Manager* would deal with any issues that may arise between *Supporting Authors* and the *Principal Author*. In the highly unlikely case of any unresolved difference between a *Principal Author* and the Editors, the issue will be submitted to the Book Steering Committee for final, independent resolution.

## 7.3 US NPS SUPPORT: MAPS, FIGURES AND DIAGRAMS

Mr Don Kodak of the US National Park Service and his colleagues at Harpers Ferry in West Virginia USA will be providing technical support for the production of standardised (consistent) Figures, and Tables for the book. This is outstanding sponsorship support by the US NPS for this project.

## 7.4 BOOK DESIGN AND PRODUCTION

The book will be professionally designed, copy edited and organised for printing and for E-book production. Resources to achieve this outcome were not secured in January 2013, but are an important objective of the project team.

## 8. PROGRAMME

An indicative work programme for the book production has been presented below and will be regularly reviewed and updated.

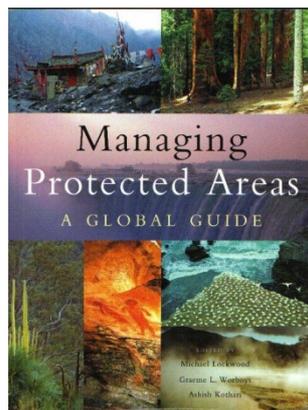
Table One Indicative E-Book Project Programme with milestones

Date	Notes	Milestone
Beginning of January 2013	Book Newsletter No 1. Is distributed to the mailing list	Commencement of the Book Project
Early – Mid January 2013	The “ <i>Book Plan - Table of Contents</i> ” document and the “ <i>Guidance for Authors</i> ” document are finalised	
Mid-to Late January 2013	Invitations are sent to <i>Principal Authors</i> and <i>Support Authors</i> . The <i>Book Plan</i> and the <i>Guidance for Authors</i> are attached.	Invitations received by prospective authors
End of January – Beginning February 2013	Responses are received from <i>Principal Authors</i> and <i>Support Authors</i>	
Early February 2013	Responses are received from <i>Principal Authors</i> and <i>Support Authors</i>	<i>Principal Author</i> invitees have accepted or declined their invitation to prepare a chapter.

<b>Mid-February 2013</b>	<i>Principal Authors</i> liaise with their <i>Support Authors</i>	Indicative intra-chapter responsibilities for writing have been identified for <i>Principal</i> and <i>Support Authors</i> . A “plan” is prepared.
<b>End of February 2013</b>	Authors preparing text	Book chapter writing has commenced by this date.
<b>March 2013</b>	Authors preparing text	
<b>21-24 April 2013</b>	WCPA Steering Committee Meeting, Belgrade. A book Meeting is held at the Steering Committee Meeting.	Discussions will be held in relation to the chapters. An Agenda will be developed prior to the meeting for authors who are Steering Committee members. The meeting will be an opportunity for discussion, comment and refinement.
<b>May 2013</b>	Chapter manuscript being developed	
<b>June 2013</b>	Chapter manuscript being developed	
<b>End of July 2013</b>	Draft #1 chapter manuscripts submitted to Editors by the <i>Principal Authors</i>	Book Editors receive the Draft #1 chapter manuscript along with the supporting e-data, e-text, e-Figures and e-Photographs.
<b>August – November 2013</b>	Editors review the book chapters and edit and refine in liaison with the <i>Principal Authors</i> . Targeted Case Studies of 800 words are identified to highlight aspects of the book text and sought through invited authors.	Draft #2 chapter manuscripts are prepared.  USNPS prepares the supporting Figures and Tables as standardised e-products. Book Editors receive targeted Case Studies
<b>October-December 2013</b>	Editors send out Draft #2 manuscripts to peer reviewers and send review comments back to <i>Principal Authors</i> for their attention	Book Editors receive the Draft #3 chapter manuscripts
<b>End of January 2014</b>	<i>Principal Authors</i> submit Draft #3 chapter manuscripts and address peer review and Editors comments	Book Editors receive the Draft #3 chapter manuscript.

<b>End of January 2014</b>	The book Editors compile the chapter manuscripts as a synthesised 31 chapter book.	31 chapter modules are completed A complete and synthesised book manuscript is prepared
<b>End of May 2014</b>	The book is copy edited	A copy edited manuscript is achieved
<b>End of May 2014</b>	The design of the book is completed	Final editing is completed
<b>June 2014</b>	Final versions of chapters are circulated to <i>Principal Authors</i> for their approval and finalising copyright approvals.	The English manuscript is ready to publish
<b>March-End August 2014</b>	Translations of the book to French and Spanish are undertaken	Book translations are completed
<b>September to November 2014</b>	Book printing completed	Book publishing completed if possible in 3 languages
<b>September to Mid November 2014</b>	Web posting of the E-Book is completed ready for e-downloads	Web-Posting completed
<b>3<sup>rd</sup> Week in November 2014</b>	IUCN World Parks Congress, Sydney	Official Launch of the book

**REFERENCE**



IUCN WCPA’s 2006 compendium text on protected area management which serves as a guide for the design of the 2014 IUCN WCPA *Protected Area Governance and Management* book

[**Citation:** Lockwood, M., Worboys, G.L. and Kothari, A. (2006) *Protected Area Management: A Global Guide*, Earthscan, London]

