

**Instructions to Authors Submitting Papers and Posters to the
27th Working Meeting of the IUCN SSC Crocodile Specialist Group,
Darwin, Australia, 15-19 April 2024**

These instructions apply to abstracts for oral and poster presentations (for placement in meeting program), and manuscripts submitted for publication in the Proceedings of the 27th Working Meeting of the IUCN SSC Crocodile Specialist Group.

The Proceedings will be produced directly from electronic files. It is therefore important that authors follow formatting instructions carefully. Failure to comply will result in abstracts/manuscripts being sent back to you.

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KEY DATES

Deadline for Program Abstracts – 28th of February 2024

Deadline for Manuscripts and extended abstracts for Proceedings - 30th May, 2024

PROGRAM ABSTRACTS

Abstracts of oral and poster presentations will be printed in the Program.

Abstracts must be submitted online at: www.csg2024.com/*****

The deadline for submission of Abstracts is **28th February 2024**. Abstracts received after this date will not appear in the Program.

PROCEEDINGS

Papers submitted for oral, keynote and poster presentations, results of workshops, and short accounts of the conclusions reached in discussions, will be published in the Proceedings. Unless a manuscript or extended abstract is submitted, the Program abstract will be published in the Proceedings.

All documents should be in Microsoft Word. Authors should submit an electronic version of their manuscript to meeting organisers by e-mail (sally@crocresearch.com.au), no later than **30th May, 2024**.

The Proceedings will contain unedited manuscripts submitted by authors. The author/s will be responsible for proof-reading the manuscript and for preparing the manuscript in the format outlined below. The final paper/abstract will appear in the Proceedings, as it was submitted. Any errors in the submitted manuscript will appear in the published version.

FORMAT

Font: Manuscripts should be prepared in **Times New Roman** font.

Paper/Margins: Page setup should be set for A4 (210 x 297 mm) paper. Left and right margins should be 2.5 cm (1”), and top and bottom margins should be 2.5 cm (1”).

Title: The title should be in capitals and lower case letters in **14 point bold font** and centered. Do not use separate title pages. Authors’ names should be in **11 point bold font** and centered below the title. Superscripted numbers should only be used with authors’ names if there is more than one address. Addresses should be in **11 point regular font** and centered below the authors’ names, with superscripted numbers if appropriate (see example below).

Crocodylians of the World

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Abstract: The abstract (12 point, single space) should be directly below the authors’ addresses. An additional abstract in an alternate language is acceptable, but not mandatory. Abstracts should be no more than 300 words.

Text: Papers should be concise and focused. Text (12 point, single spaced) should follow immediately after the abstract, using appropriate headings (eg Introduction, Methods, Results, etc.). Paragraphs and headings should be separated by single spaces.

Tables, Graphs, Figures: Data should be presented in tables or graphs where possible. Do not present the same data in both tables and graphs. Tables, figures and photographs (scanned images) should be inserted into the text near where they are cited to assist compilers. Use sequential Arabic numbers to refer to tables and figures in the text (eg Fig. 1, Table 1). All figures and photographs should also be provided as separate jpeg files (around 1 MB in size) with the manuscript.

Photograph captions and figure legends must be placed immediately below the appropriate photograph and figure, and not on separate pages. Scanned photographs should be in black and white - do not submit color graphs or color photographs. Photographs and illustrations should be kept to a minimum. Table legends should be placed above the table to which they refer.

Page Numbers: Do not assign page numbers in manuscripts.

Literature Cited: Literature cited in the text should be listed chronologically by year then alphabetically by author (eg Neill 1971; Mazzotti 1983; Messel and Vorlicek 1986; Webb *et al.* 1987; Platt and Thorbjarnarson 1997; Ramos 2000). Use hanging indents to separate citations in the Literature Cited section at the end of the text. Do not separate citations with extra lines.

Style applied to literature cited follows generally the Journal of Zoology (London). Examples of citations for journals, books, book chapters, conference proceedings, theses and reports are shown below.

Thesis

Mazzotti, F.J. (1983). The Ecology of the American Crocodile *Crocodylus acutus* in Florida. PhD thesis, Pennsylvania State University, Philadelphia, USA.

Journal

Messel, H. and Vorlicek, G.C. (1986). Population dynamics and status of *Crocodylus porosus* in the tidal waterways of northern Australia. Aust. Wildl. Res. 13: 71-111.

Book

Neill, W.T. (1971). The Last of the Ruling Reptiles. Columbia Univ. Press: New York.

Chapter in Book

Webb, G.J.W., Manolis, S.C., Dempsey, K.E. and Whitehead, P.J. (1987). Crocodylian eggs: a functional overview. Pp. 417-22 in Wildlife Management: Crocodiles and Alligators, ed. by G.J.W. Webb, S.C. Manolis and P.J. Whitehead. Surrey Beatty & Sons: Chipping Norton.

Report

Platt, S. and Thorbjarnarson, J. (1997). Status and Life History of the American Crocodile in Belize. Final Project Report to UNDP, GEF.

Paper in Proceedings

Ramos, R. (2000). Reproducción en cautiverio del cocodrilo cubano *Crocodylus rhombifer* en el zoológico de la Ciénaga de Zapata, Matanzas, Cuba. Pp. 71-85 in *Crocodiles. Proceedings of the 15th Working Meeting of the IUCN SSC Crocodile Specialist Group*. IUCN: Gland.

POSTERS

Poster set-up and take down

The set up and take down of the poster displays is solely the responsibility of the presenter.

Each display board will be identified by a number so that you are able to find the board corresponding to your poster.

If you have any questions on the day please make your way to the registration desk where conference staff will be able to assist you.

You will be able to set-up your poster from 8am on Monday 15th April.

We will provide Velcro to attach your poster to the display board if you wish to use it.

Please leave your poster in place until 3:50pm on Friday 19th April if possible.

The Conference Organisers are not responsible for any poster material left at the completion of the meeting.

Poster guidelines

Size: We recommend that posters are A0 (841mm x 1189mm) in size, portrait orientation. To fit the display panel, each poster is limited in size to 900mm wide x 1500mm high. Nothing larger can be accommodated.

Title: The title should be the same as in the submitted abstract. Your name and Institution should also be displayed on the poster.

Content: All text lettering should be large enough to be legible at a distance of 1.5m. The text should be concise and easy to read. The message that your poster contains should be clear and self-explanatory.

In preparing your poster, you should not attempt to detail your entire research history. Present only enough data to support conclusions or to explain the point(s) you wish to make. Data should be kept to a minimum in favour of diagrams and photographs. If relevant, methods should be presented simply and concisely. Use pictures, symbols and colour. Figure legends

are essential and should be short but informative. If using graphs, they should have a short heading. Results should be in line with those originally submitted in your abstract.

We encourage you to print off some A4 copies/handouts of your poster (including contact details) and place them with your poster for delegates to take.

Poster tips

Unsure what makes a good poster? Want to be able to jazz up your poster presentations to make them more appealing and easier for people to read and understand? This [video](#) presented by Dr Susie Cartledge from the ACRA Research & Education Committee will take you through some strategies and tips for preparing conference posters.