



COMMUNIQUE
TURTLE SURVIVAL ALLIANCE



Turtle Survival Alliance Conference - Orlando, Florida August 16-17, 2004

Hello Members:

The 2004 Turtle Survival Alliance Conference is rapidly approaching. We are taking this opportunity to welcome your participation and submission of papers for consideration. Presentations focusing on captive breeding, nutrition, *in situ* conservation plans, range country education programs, population surveys, genetics, trade observations, legislative priorities, facility's management and design, contagious diseases, and quarantine are encouraged.

Speakers are strongly encouraged, **but not required**, to submit an abstract or, preferably, full paper for publication in the conference proceedings. The proceedings will stand as a permanent record of the content of the meeting and will be a valuable resource for the future of turtle conservation. Guidelines for authors are provided below. Presentations will range from 15 to 20 minutes in length and preferably will include slides, overheads, or Microsoft PowerPoint visual aids.

The title and brief description of the paper is due by May 15, 2004.

Submission of a title, abstract, or paper does not guarantee acceptance for presentation. Presenters will be notified of the status of their proposal by June 15, 2004. Submit papers or abstracts to:

Donal Boyer
Conference Program Chair
(619) 557-3984 (phone); (619) 232-4117 (fax)
E-mail: dboyer@sandiegozoo.org
San Diego Zoo
P.O. Box 120551, San Diego, CA 92112

GUIDELINES FOR AUTHORS

1. The full paper or abstract is due by **August 1, 2004**.
2. **Manuscript submission (Abstract or Full Papers):**
 - a. All speakers are encouraged to submit either a full paper or an expanded abstract to be published in the proceedings. Papers are preferred to abstracts and should be limited to no more than five, single-spaced pages.
 - b. A paper may not be presented by an individual other than one of the authors. Any exception to this rule must have prior approval of the section chairperson.

- c. The material presented at the meeting must be based on the same information as submitted in the manuscript.
- d. A hard copy and a CD/3.5 inch disk containing the manuscript (in Word format), or forwarded as an e-mail attachment should be submitted to Don Boyer (address information above). Authors, who do not have a computer available, may submit a typed copy of the manuscript to the above address.

3. Manuscript Format (Abstracts or Full Papers)

- a. Manuscripts must be submitted in English.
- b. Manuscripts, including references and figure legends should be typewritten and single-spaced using 12 point Times New Roman with one-inch margins and full justification.
- c. Manuscripts must be accompanied by a cover letter from the corresponding author. The cover letter must include the mailing address as well as an e-mail address(es), and telephone and fax number(s).
- d. A separate page should include the title, the author(s) full name(s) and two highest academic degrees, affiliations (hospital, institution), and complete addresses for all listed. Numerical superscripts corresponding to current professional affiliations should appear next to each author(s) name. The name of the author presenting the paper should be identified with an asterisk(*).
- e. Do not number pages. Do not use author(s) surname or running title at the top of pages.
- f. Please provide relevant lists, tables, charts, graphs, figures, etc., from your presentation that readers would find useful. Remember that tables will be reformatted before printing, so please avoid unnecessarily complicated formats. Photographs cannot be printed in the Proceedings.
- g. An abstract is required for all manuscripts and should summarize key points.
- h. A list of six key words should precede all papers. As most abstracting services index off of the title and the key words, key words should not duplicate the title.
- i. The first time a species is mentioned it should be listed by common name then an italicized taxonomic name (for example, inland bearded dragon, *Pogona vitticeps*). Where applicable, sex, age, whether wild-caught or captive-born, and length of time in which its history can be documented should be also be included.
- j. All measurements should be given in the metric system. Use ml (not cc), dl (not 100 ml), and mcg (not μ), bio chemical values should be listed in Systeme International units with conventional units in a parenthesis. Temperatures should be in Celsius, with Fahrenheit in parentheses.
- k. Abbreviations should conform to the DBE Style Manual published by the Council of Biology Editors, Inc., Bethesda, Maryland.
- l. Drugs and all other products should be listed by generic or chemical name followed by, in parenthesis, trade name, concentration, manufacturer, city, state, and country. Dosages of all drugs should be given in mg/kg or ml/kg (if mg are inappropriate), not how many milligrams or milliliters were given to an individual animal. Routes of administration (abbreviated), frequency of dosage, and duration of treatment should be indicated. If known, the ambient temperature at which the animal was maintained during treatment should be listed. For example, 2.5mg/kg amikacin (Amiglyde V, 250 mg/ml, Fort Dodge Laboratories, Fort Dodge, IA USA), SC q72 hr for 6 treatments at 30°C (86°F).
- m. Use SC for subcutaneous, IM for intramuscular, IV for intravenous, IC for intracardiac, IO for intraosseus, and IL for intracoelomic administrations.

- n. References should be cited by author and year, in parenthesis, then listed in alphabetical order at the end of the text. For references with three or more authors, citations in text need include only the first author followed by et al; all authors should be listed in the bibliography. For example: (Frye, 1998) or (Schumacher, et al, 1994) or (Bennett and Mader, 1996) or (Lawton, 1997). Use a semicolon to separate more than one source for a reference. For example: Frye, 1998; Schumacher, et al 1994). Journal titles should be abbreviated in a consistent manner.
 - i. Chapter or Paper in a Book
Bennett R.A., Mader DR. 1996. Soft tissue surgery. In Mader DR(ed): Reptile Medicine and Surgery. WB Saunders Co, Philadelphia, PA: 287-298.
 - ii. Paper in a Journal
Schumacher J, Jacobson ER, Homer BL, Gaskin JM. 1994. Inclusion body disease in boid snakes JZooWildMed, 25(4):511-524
 - iii. Proceedings
Lawton MPC. 1997. Common ophthalmic problems seen in chelonia. Proc ARAV, 153-161.
 - iv. Personal communication
Frye FL, DVM, MSC, FRSM. Personal communication. 1998. FL Frye and Associates, 741 Plum Lane, Davis, CA 95616.
- o. Acknowledgments should be limited to persons who have contributed materially to the content.

4. **Additional Guidelines for Abstracts**

- a. Guidelines for complete manuscripts also apply to abstracts.
- b. PLEASE make abstracts as complete and detailed as possible. Your right to publish a finished manuscript later in a refereed journal is not jeopardized by providing this type of supporting documentation.
- c. Abstracts must contain a complete capsule of the information to be presented including:
 - i. Key words
 - ii. Statements of the specific objectives unless this is given in the title
 - iii. A brief statement of methods
 - iv. All relevant data (drug doses, etc.)
 - v. A summary of results
 - vi. Statement of conclusions
- d. References are not required, but are appreciated.