IUCN WCPA Technical Notes

Guidance for Authors

IUCN WCPA Technical Notes are short publications which aim to inform IUCN WCPA members and associated audiences on specific technical and policy issues related to protected and conserved areas. They are designed to be fairly quick and easy to produce. Content should be new and provide clarity on a technical issue related to protected areas and OECMs or relating to continuing dialogue on a particular topic. Technical notes are not opinion pieces or major repetitions of already published material.

Any IUCN WCPA Specialist Group, Task Force, or member can propose publishing through the Technical Note series.

The instructions below are intended to help guide authors of technical notes on content and process.

IUCN WCPA Technical Notes – Author Step-by-Step Process

Step	Description
1. Determine Relevance	Review these guidelines and existing WCPA publications to ensure your topic addresses a timely policy or management challenge and fills a gap in the current WCPA portfolio.
2. Submit a Proposal	Email the WCPA Chair (Madhu Rao) and Publications Editors (Keith Bosak and Sreekar Rachakonda) with a short outline of the proposed topic, authorship team, and development process. Await feedback and approval before proceeding to draft. Upon approval, your Technical Note project will be assigned a **Handling Editor from IUCN WCPA Publications** who will be your go-to contact for the development of your Technical Note.

3. Draft the Technical Note	In your draft, include the title, author names, main text, optional figures, tables, photos, and APA-style in-text references and endnotes. See past IUCN Technical Notes and the Technical Note Design Template for the elements suggested and formatting required for this series. Text should be approximately 6-12 A4 pages, size 12pt. font. Technical Notes should be well-referenced using APA-style endnotes. For more information about the reference style, see the *IUCN Style Manual*. Authors should be in contact with their WCPA Editor throughout the development of their Issues Paper, sharing drafts and communicating the status of the project as necessary.
4. Peer review by at least two Subject-Matter Experts	Circulate the draft to peer reviewers who should include relevant WCPA Specialist Group or Task Force Chairs, Vice-Chairs, or Regional Vice-Chairs who can provide subject-area input and policy alignment. Authors are responsible for securing two external peer reviewers and sharing their names with the WCPA Editors. Peer reviewers must not have been involved in drafting the Technical Note. Copies of the two external peer reviewer's comments should be sent to the WCPA Editor along with the final draft of the Technical Note before proceeding to design.
5. Assign a Proofreader	Have a member of your group (e.g., Specialist Group or Task Force) proofread the full draft of the Technical Note. They should check for clarity, grammar, structure, and formatting consistency prior to finalizing the draft.

6. Finalize Design	Add your content to the WCPA Technical Note design template in Microsoft Word. Ensure all images and media are properly credited. Format the designed Technical Note in accordance with the design template instructions. Internal layout should be done by authors unless assistance is arranged.* *Note that the Technical Note template will require intermediate skills in Microsoft Word, including knowledge of how to paste without formatting, how to manipulate and work within set margins, and image layout/text wrapping. Please try to identify a Microsoft Word-savvy volunteer to support the layout of your Technical Note.
7. Coordinate Communications	Do not forget to plan for the public communications of your publication. Potential communications avenues include informational webinars, social media, in-Commission direct mailings, IUCN web stories or press releases, etc.
8. Submit Final Version for Approval	Send the final designed draft to the WCPA Chair and the Publications Editors for sign-off and publication to the IUCN WCPA website. The WCPA Editors will arrange for the publication to be uploaded to the IUCN WCPA website, where it will live on the WCPA Issues Papers webpage.
9. Consider Translation	If relevant, consider producing the paper in other languages to broaden access. Reach out to WCPA editors if you or your network can support translation.
10. Lifespan and Updates	Technical Notes will be reviewed periodically for relevance and accuracy. Papers may be updated or withdrawn based on evolving policy and practice, with decisions made by the WCPA Chair and Editors.