



IUCN WCPA Technical Reports

Guidance for Authors

IUCN WCPA's Technical Reports provides tools, detailed guidance, and comprehensive overviews on key issues related to protected and conserved areas, supporting practitioners, policymakers, and partners with evidence-based insights for effective decision-making.

The Technical Report Series is meant to:

- Provide in-depth, research-oriented content that supports practitioners, policymakers, and partners in applying lessons learned in diverse contexts.
- Highlight emerging issues and innovations while ensuring transparency, rigour, and reproducibility.
- Serve as a reference document that complements other IUCN knowledge products, including Good Practice Guidelines and Technical Notes.
- Be accessible globally through digital publication, with translation encouraged where relevant.
- Follow IUCN's design and formatting standards, produced through IUCN's publishing services.

Technical Reports undergo the full IUCN peer-review and editorial clearance process to ensure scientific rigour and policy alignment. This makes them official IUCN publications, listed in the IUCN Library and cited as reference material in global policy and practice.

The instructions below are intended to help guide authors of Technical Reports on content and process. Refer to your Publications Agreement for further instruction in the development of your Technical Report.

IUCN WCPA Technical Reports – 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. Ensure also that the technical report series is the best fit for your publication (e.g., rather than the good practice series).
2. Submit a Proposal	Submit an IUCN WCPA Publications Proposal Form outlining the purpose, content, and process for your Technical Report. Await feedback and approval before proceeding to draft. Upon approval, your Technical Report will be assigned a Handling Editor from IUCN WCPA Publications who will be your go-to contact for the development of your publication.
3. Develop a Publication Plan	In collaboration with your WCPA Handling Editor, create a project plan for your publication that sets out the timeline, responsibilities, and key milestones for drafting, peer review, revisions, editing, design, and final approval. This plan will serve as the roadmap to keep the publication process on track and aligned with the intended release date.
4. Sign a Publication Agreement	Send a Publication Agreement with all co-authors signatures to the Handling Editor, who will then arrange for signatures from WCPA and IUCN to be added and the agreement filed.
5. Draft the Technical Report	Working collaboratively with all co-authors, draft your publication. See past Technical Reports for the elements suggested and formatting required for this series. Technical Reports should be well-referenced using APA-style endnotes. For more information about the reference style, see the IUCN Style Manual. All IUCN Publications Guidelines must be followed in the development of your Technical Report. Authors should be in contact with their WCPA Handling Editor throughout the development of their Technical Report, sharing drafts and communicating the status of the project as necessary.

6. Complete Peer Review	Secure at least two independent peer reviewers (ensure you read the IUCN guidance on publications and choice of editors) and circulate the draft for feedback. Document reviewer comments, detail how they were addressed in the manuscript, and submit this record, along with the completed IUCN Peer Review Tracking Table and final draft of the document, to the WCPA Handling Editor and WCPA Chair. Once the WCPA chair has signed off the Tracking Table, send as instructed on the tracking table to IUCN for review.
7. Copy-Edit and Proofread	Once you have sign-off from the IUCN Publications Committee and have made any changes requested to the manuscript, ensure your draft is thoroughly proofread before moving to design and layout..
8. Finalize Design	Source and incorporate relevant images with captions, acknowledgements, and copyright permissions. Ensure the publication's design and layout are done in the correct Design Template and carefully check the designed draft for errors or inconsistencies before submitting it to the Series Editor.
9. Coordinate Communications	Plan for the public communications of your publication, including liaison with IUCN's comms unit. Potential communications avenues include informational webinars, social media, in-Commission direct mailings, IUCN web stories or press releases, etc
10. Submit Final Version for Approval	Send the final designed draft to the WCPA Chair and the Publications Editors for a final check before submitting to IUCN Publications for final review, approval and allocation of an ISBN number (you can also purchase a DOI from IUCN at this stage if required).
11. Consider Translation	If relevant, consider producing the Technical Report in other languages to broaden access. Please inform WCPA publication editors if you plan to translate a document and review the IUCN translation guidelines . Work with IUCN Publications to produce the translation.