

Instructions to authors

The **Boletín de la Asociación Herpetológica Española** (BAHE) publishes articles dealing with any aspect of the biology and conservation of amphibians and reptiles. Submission of a manuscript implies that the work has not been published before (except in the form of an abstract), that it will not be simultaneously submitted or published elsewhere, and that its publication has been approved by all co-authors. By submitting a manuscript, the authors agree that the copyright for their article is transferred to the AHE when the article is accepted for publication. The copyright covers the exclusive and unlimited rights to reproduce and distribute the article in any form of reproduction.

Three types of studies will be published: (1) **Invited articles**, with a maximum length of 40 double-spaced pages (24 lines per page), including tables and figures; (2) **Ordinary articles** with a maximum length of 10 double-spaced pages (24 lines per page), including tables and figures. Longer manuscripts in this category will only be accepted if the topic covered is timely or the contribution is of extremely high quality. (3) **Observations** describing specific observations of interest (e.g., species found out of their known distribution or cases of melanism, malformations, etc.). Manuscripts corresponding to this category must not be longer than two double-spaced pages and must be accompanied by a photograph corroborating the observation.

Papers submitted will be sent for review to external referees. Submitting a manuscript in the correct format is essential in minimizing turnaround time. Manuscripts not in the correct format may be returned to the authors for modification prior to evaluation by external referees. Thus, please be sure to follow the instructions below very carefully.

PDF proofs are sent to the corresponding author before the publication of the print version. Corrections must be returned to the Editors within a week of receipt by e-mail. Minor corrections can be advised by e-mail ensuring that paper title, paper reference number and corresponding authors name are given in the body of the message. Authors should note that proof corrections should be marked as clearly as possible, and should be kept to a minimum. A PDF offprint of the published article will be provided free of charge to the corresponding author. Printed copy of the journal is posted free of charge to authors who are not members of the AHE.

The Boletín de la Asociación Herpetológica Española is listed or abstracted in CINDOC, Zoological Record and Herpetological Contents.

Submission Procedure: Electronic submission is mandatory. Manuscripts should be submitted by e-mail to the corresponding co-editor according to the topic of the manuscript:

E-MAIL ADDRESSES FOR MANUSCRIPT SUBMISSION

BIOLOGY OF AMPHIBIANS AND DISTRIBUTION

Alex Richter-Boix

e-mail: **anfibios_bahe@herpetologica.es**

BIOLOGY OF REPTILES AND DISTRIBUTION

Alberto Gosá Oteiza

e-mail: **agosa@aranzadi.eus**

POST-ACCEPTANCE PROCESS: Any question on the status of the accepted manuscripts should be addressed to

Urtzi Enriquez-Urzelai

e-mail: **post_bahe@herpetologica.es**

We invite to authors to prioritize the section namely Distribution, Natural History and Conservation, where their manuscripts better fit the scope. Moreover, authors may suggest up to three experts as candidates to review their manuscripts.

Style and Formatting

Language: The **Boletín de la Asociación Herpetológica Española** will publish articles in Spanish or English provided they are written clearly and concisely. English manuscripts must include an abstract in Spanish, writing by the authors or by the editors in case of non-Spanish speakers authors.

Manuscript File: The standard procedure is for you to prepare the MS using Microsoft Word or Writer from open access software Open Office. Manuscripts in pdf files were not accepted.

Text format: Use a normal, plain font (e.g. Times New Roman of size 12). Manuscripts should have wide margins (2.5 cm) throughout. Indent each new paragraph. Use consistent punctuation; insert only a single space between words and after punctuation. Type text without end-of-line hyphenation, except for compound words. Use italics for scientific names of genera and species, complete latin words (*versus*, *stratum spongiosum*), for *et al.* in references with more than two authors, and to statistics symbols (e.g. $F_{2, 14} = 32.3$; $P = 0.034$), but not for emphasis or for foreign words. Numbers one to nine should be written in full in the text unless they precede units of measurement (e.g. 5 mm), are designators (e.g. experiment 4), or are separated by a dash (e.g. 2-3 scales). Higher numbers should be written in Arabic numerals except at the beginning of a sentence. Close up digit numbers (e.g. 4000). For numbers of five or more digits use a space (e.g. 45 000). Use a decimal point, not a comma, as decimal symbol (e.g. 0.2 cm). Units to be used must be part of the

International System of Units or be accepted by it. Always use abbreviations for the international abbreviations (e.g. “m” for meters; “cm” for centimeters or “s” for seconds). Geographic coordinates should be expressed in UTM (WH61, UD55) or in degrees 00°37'S / 76°10'W.

Structure of manuscript: First page with the complete **title** of the manuscript, **the names of the authors** and their institutional affiliations (**full postal address** including country), and **e-mail address** of contact. Authors can include three to six **keywords** for indexing purposes avoiding the use of words previously used in the title. For English papers, editors will translate an abstract in Spanish. Title should be concise avoiding common names of species as well as the species descriptor. In the title, the name of sites should be also avoided, although common geographic references will be acknowledged.

In the second page, include the text of the manuscript, the reference list, legends of tables and figures, and finally in separate sheets all the tables and figures.

Publications describing specific **Observations** on the distribution or natural history (e.g., cases of melanism, malformations, etc.) of a given taxon must follow a simplified format that will restrict to the title of the manuscript, names and affiliations of the authors and, regarding the text, the species observed or captured, a brief description of the exceptional nature of the observation, geographic coordinates and 2-3 lines describing the environment. A photograph corroborating the observation should also be added and, if necessary, a reduced number of references relevant for the described observation.

Images and figures files: Black and white or colour photographs (with the name of the author) can be included. Photographs can be submitted in TIFF, JPG or BMP format with a resolution of 300 ppp. Figures inserted in a text file will not be accepted. Editors have the final decision of the publication of colour photographs considering the interest of the picture as a complement of the text. In the case of figures involving two or more pictures, each one of these pictures must be labeled with lower case letters following the Latin alphabetical code.

References: References should be indicated in the text by surname of the author(s) with the year of publication as shown below. References should be ordered chronologically as, for example Bons *et al.* (1996), Bons & Geniez (1998) or, if in parentheses, as (Bons *et al.*, 1996; Bons & Geniez, 1998). The full list of references should be typed in alphabetical order, double-spaced at the end of the article, in the form of the following examples. Multiple citations for the same author should be organized as follows: single citations first (in chronological order), two-author citations second (in alphabetical order), three or more authors third (in chronological order). Journal titles should be in full, not abbreviated:

Books: Blondel, J. & Aronson, J. 1999. *Biology and Wildlife of Mediterranean Region*. Oxford Univ. Press. Oxford.

Chapter of a book: Carranza, S. 2002. Los métodos moleculares en el estudio de la sistemática y filogenia de los Anfibios y Reptiles ibéricos. 549-579. *In*: Pleguezuelos, J.M., Márquez, R. & Lizana, M. (eds.), *Atlas y Libro Rojo de los Anfibios y Reptiles de España*. Ministerio de Medio Ambiente Asociación Herpetológica Española (2ª impresión). Madrid.

Journal article: De Jong, H. 1998. In search of historical biogeographic patterns in the western Mediterranean terrestrial fauna. *Biological Journal of the Linnean Society*, 65: 99-164.

Thesis or technical reports: Bailón, S. 1991. *Amphibiens et reptiles du Pliocène te du Quaternaire de France et d'Espagne: mise en place et évolution des faunes*. 2 vol. Thèse Doct. Univ. Paris VII. Paris.

Internet pages: Boletín AHE electrónico. 2008.

http://www.herpetologica.org/publicaciones_boletin_electronico.asp [consulta: 3 noviembre 2008].

Important: To avoid delays in preprint publication, manuscripts should follow strictly the BAHE format. Otherwise, manuscripts might be returned to the authors, even after acceptance, in order to correct formatting errors.

Ethical considerations: The **Asociación Herpetológica Española** feels strongly that all animals used in research should be treated humanely and ethically. If necessary, a statement should be included in the acknowledgements indicating that the authors have observed appropriate ethical and legal guidelines and regulations. Any information regarding collecting permits should also be included here.