



Basic and Applied Herpetology. Publication Guidelines

Aims and Scope

Basic and Applied Herpetology (B&AH) is the official journal of the **Spanish Herpetological Society (AHE)**. **B&AH** publishes **original research papers** dealing with any aspect of amphibians and reptiles worldwide. Exceptionally, updated **reviews** about especially interesting issues will be accepted if they fit with the general purpose of the journal. There is no maximum limit to the length of the papers submitted although authors can be requested to shorten their paper if necessary. Authors can submit **short notes** if these are organized around hypotheses appropriately argued and analysed quantitatively. The maximum length of short notes will be three printed pages (approximately 10 manuscript pages including references, tables and figures). The editors reserve the right to publish the accepted manuscripts as original research papers or as short notes at their convenience, regardless of the format of the original manuscript. **B&AH** will not accept distribution notes or punctual or sporadic observations. This kind of paper must be submitted to the *Boletín de la Asociación Herpetológica Española* (<http://www.herpetologica.es/publicaciones/boletin-de-la-asociacion-herpetologica-espanola>).

Submission of a manuscript implies, without further acceptance by authors, that the work described has not been published before (except in the form of an abstract), that it has not been submitted or published elsewhere, and that its content and publication in **B&AH** 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 if and 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.

To minimize turnaround time, authors are encouraged to follow the instructions below. Manuscripts not in the correct format may be returned to the authors for modification. Instructions to authors are posted on the web page of **B&AH** <http://www.herpetologica.org/publicaciones/basic-and-applied-herpetology>.

Manuscript Submission

Manuscripts should be submitted **preferably as e-mail attachments** to the journal address:

bah@herpetologica.org

Manuscripts will be prepared using word-processing software (preferably MS Word). Please do not submit material as PDF files.

Although less recommendable, manuscripts can also be sent through postal mail in a mass storage device (CD-ROM, pen-drive, etc.) to one of the following addresses:

Manuel Ortiz Santaliestra. Editor, Basic and Applied Herpetology. Instituto de Investigación en Recursos Cinegéticos UCLM-CSIC-JCCM. Ronda de Toledo s/n 13071 Ciudad Real (Spain).

Ana Perera Leg. Editora, Basic and Applied Herpetology. CIBIO-Universidade do Porto. Campus Agrário de Vairão. Rua Padre Armando Quintas-Castro 4485-661 Vairão (Portugal).

Postal mail from Spain or Portugal should be addressed to the editor in your own country. Mail from the rest of countries should be addressed to M. Ortiz (for papers concerning amphibians) or A. Perera (for papers concerning reptiles). Studies with a general subject or dealing with both taxa can be sent to either editor. **It is not necessary to send a hard copy of the manuscript.** The storage device must contain only the files corresponding to the submitted paper, without duplicate files or different versions of the same file. Devices will not be returned to the authors regardless of the acceptance or rejection of the paper.

For the original submission, include figures and tables in the same file as the main text of the manuscript. If high-resolution figures are necessary, send them as separate files once the paper has been accepted for publication and potential corrections of such figures has been introduced. Do not submit original high-resolution figures with the initial submission unless the originals must be seen by the editors and the reviewers.

Authors are requested to send with the manuscript a cover letter indicating the strengths and relevance of their work, and suggesting the names and contact information of **at least three qualified reviewers.** All the manuscripts will be evaluated by at least two independent reviewers. The editors reserve the right to choose reviewers other than, or in addition to, those suggested by the authors. Duration of the review process will vary depending on the number of manuscripts in edition, the availability of reviewers and the time needed by reviewers and editors. Nevertheless, decisions are expected to be communicated within a **90-day** period after manuscript submission. The editors' decision will be based on the reviewers' evaluations. There are three categories of response: accept after minor revision, accept after major revision, and reject. If a paper is rejected because it requires profound changes, but its content is considered of interest by the editors, authors will be encouraged to resubmit a corrected version. In those cases, the resubmitted manuscript will be evaluated again by reviewers. Authors must include with their revised manuscripts a rebuttal letter including a detailed explanation of how they have dealt with each of the reviewers' and editors' comments. Revised manuscripts should be returned to the editors as soon as possible, always within a maximum time of 60 days. After that time, revised manuscripts can be considered a new submission and sent out for review.

Galley Proofs

Immediately after a manuscript is accepted, a galley proof will be elaborated and **uploaded to the web site of B&AH** as uncorrected proof. Uncorrected proofs will be sent to authors for correction, and should be returned as soon as possible. Corrections in proofs should be limited to typographical errors. The costs of any other changes will be charged to the authors. Corrected proofs will replace uncorrected proofs on the web site.

Corrected proofs will be identical to the printed version of the article that will appear in **B&AH**. Authors will receive a PDF copy of the article in its final version for personal use.

Format and Style

B&AH publishes papers in **English** or **Spanish**. However, **manuscripts in English will be given preference in the review and edition process**. Manuscripts in English may include a Spanish version of the abstract and key words. Such editorial abstract will be added by the editors if it is not included in the original version of the manuscript. Manuscripts in Spanish **must include an English version of the abstract and key words**. Moreover, authors can include, at their convenience, an additional translation of the abstract and key words to one of the following languages: Portuguese, French, German or Italian.

Manuscripts must be typed double-spaced, aligned left (not justified), and using a normal font (Times New Roman) of size 12. All paragraphs but those immediately after each heading must be indented (1.25 cm). Manuscripts should have line numbers (continuous for the whole document), page numbers and wide margins (2.5 cm) throughout, including tables and figures. 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 only for scientific names of genera and species. Numbers one to nine should be written in full in the text unless they precede units of measurement (5 mm), are designators (experiment 4), or are separated by a dash (2-3 scales). Higher numbers should be written in Arabic numerals except at the beginning of a sentence. Close up digit numbers except for numbers of five or more digits, in which a space should be used (4000, 45 000). Do not use thousands separator. Even in the manuscripts in Spanish, use a decimal point, not a comma, as decimal symbol (0.2 cm). Measurement units and their abbreviations should conform to those of the SI (Système International d'Unités). For significance tests, give the name of the test followed by a colon, the test statistic and its value, the degrees of freedom (as a subscript to the test statistic) or sample size (as $N = x$) whichever is the convention for the test, and the probability value (ANOVA: $F_{3,8} = 9.733$; $p = 0.005$). The name of the test can be omitted if it can be inferred from the context ("The ANOVA revealed that differences were significant ($F_{3,8} = 9.733$; $p = 0.005$)"). Probability values will be quoted preferably as exact values ($p = 0.018$), or as below the pre-established threshold significance value ($p < 0.05$, $p < 0.001$). Use a space before and after each symbol or mathematical operator (3.54 ± 0.17), unless these are followed by a punctuation sign, in which case the space after the symbol will be omitted ("a mortality rate of 5 %").

Manuscript Sections

Manuscripts should be arranged as follows: title page, abstract page(s), text, tables, figure captions and figures. Each section will include the following information:

Title page:

- **Title:** short and informative. In bold characters.

- Names and surnames of the authors (without initials).
- Affiliations, including addresses; multiple author names should be matched to addresses by superscript numbers.
- Running title: not exceeding 50 characters.
- Correspondence: full postal address (including telephone and fax numbers) and e-mail address of the corresponding author, who should be indicated with an asterisk in the list of authors.
- Word count of the text (including references and excluding tables, figure captions and figures), number of tables and number of figures in the manuscript.

Abstract page(s):

- Main abstract: in the manuscript language, no more than 250 words (no more than 150 words for short notes).
- Main key words: 3-6 key words arranged in alphabetical order in the manuscript language, separated by semicolons, and preceded by the term **Key words** followed by a colon.

In addition, abstract page(s) should include:

a) For manuscripts in English:

- Title in Spanish (optional). In bold characters.
- Abstract in Spanish (optional): no more than 250 words (no more than 150 words for short notes).
- Key words in Spanish (optional): 3-6 key words arranged in alphabetical order in the manuscript language, separated by semicolons, and preceded by the term **Key words** followed by a colon.
- Title in Portuguese, French, German or Italian (optional). In bold characters.
- Abstract in Portuguese, French, German or Italian (optional): no more than 250 words (no more than 150 words for short notes).
- Key words in Portuguese, French, German or Italian (optional): 3-6 key words arranged in alphabetical order in the manuscript language, separated by semicolons, and preceded by the term **Key words** followed by a colon.

b) For manuscripts in Spanish:

- Title in English (**mandatory**). In bold characters.
- Abstract in English (**mandatory**): no more than 250 words (no more than 150 words for short notes).
- Key words in English (**mandatory**): 3-6 key words arranged in alphabetical order in the manuscript language, separated by semicolons, and preceded by the term **Key words** followed by a colon.
- Title in Portuguese, French, German or Italian (optional). In bold characters.
- Abstract in Portuguese, French, German or Italian (optional): no more than 250 words (no more than 150 words for short notes).
- Key words in Portuguese, French, German or Italian (optional): 3-6 key words arranged in alphabetical order in the manuscript language, separated by semicolons, and preceded by the term **Key words** followed by a colon.

Text, with the following sections for original research papers:

- **Introduction:** without heading. Must be clear and concise, including a justification for the study and a review of the state-of-the-art of the subject. Authors are encouraged to present the objectives of the study at the end of the introduction.
- **Materials and Methods:** authors must include all the information necessary to replicate the study. When presenting the procedures for data analysis, authors are recommended to state the probability values considered as significant (usually $p < 0.05$).
- **Results:** must be clear and concise, without repetition of the results shown in tables and figures.
- **Discussion:** do not repeat the results but explore their significance. Nevertheless, it is recommendable to start the discussion with a brief summary of the more relevant results.
- *Acknowledgements* (optional): limit wording, for example:
 - “J. McAllister and C. Smith helped during the study” instead of “We thank to James McAllister for his participation in the experimental design, and to Cathy Smith for her help during field work”
 - “Financed by the Regional Government (ref ####)” instead of “Thanks to the Regional Government for financing the study through the project ####”

- **References** (see below)

Introduction should begin on the first line of the first page of the text, without heading and without indentation. Write main headings for the rest of the sections, with the exception of acknowledgement, in bold (**Materials and Methods, Results, Discussion, References**) on a separate line and keeping an empty line right before and after each heading. In addition to main headings, authors can use subheadings that will be written in italics, on a separate line and keeping an empty line right before and after each subheading. Acknowledgments should be placed between the discussion and the references, on a single paragraph without indentation and keeping an empty line right before and after the paragraph. This paragraph will begin with the term *Acknowledgement*, in italics, followed by a colon and the corresponding text.

Authors submitting **reviews** can replace the main headings corresponding to Materials and Methods, Results and Discussion by different headings at their convenience, using bold for main headings and italics for subheadings.

Short notes will be structured and arranged as original research papers, although headings of the sections Materials and Methods, Results and Discussion will be omitted.

Tables: should be numbered consecutively in Arabic numerals arranged as they are quoted in the text. Each table should be typed on a separate page together with a clear descriptive legend. Tables should not include vertical rules, and the main body of the table should not contain horizontal rules. Keep tables as simple as possible and make them understandable without reference to the text.

Figure captions: should be typed (double-spaced) and grouped together on a page separate from the figures. They should explain with clarity all the elements in the figure. Make figures understandable without reference to the text.

Figures: illustrations, whether maps, drawings, diagrams or photographs, should be kept to the minimum needed to clarify the text. They should be numbered consecutively in Arabic numerals arranged as they are quoted in the text and submitted on separate pages (one figure per page), each bearing the figure number and, if desired (e.g. in photographs), the name(s) of the figure author(s). If good-quality version of figures are necessary to be examined during the review process, authors will include such version in the original submission, as separate files, according to the instructions given in the next paragraph. In the text, 'Figure' should be abbreviated (Fig. 2) except when beginning a sentence. Authors are encouraged to use a sans serif font (Helvetica, Arial, Geneva) for all text associated with figures. The labelling must be clearly legible and stand reduction to the final print size. Include a scale of distance or dimension where appropriate.

Once the manuscript is accepted for publication, good-quality versions of figures should be submitted as TIFF (preferred), JPEG or BMP files with a minimum resolution of 300 dpi. For other formats, please contact editors before submission. For figures not originally in a digital format (photographs, slides, drawings) authors are recommended to use a dedicated scanner or send the original to the editors by postal mail. In these cases, the originals will be returned to authors after digitalization. Given that **B&AH**

assumes the costs of publishing colour prints and slides, these will be accepted only when they are strictly necessary at the editors' discretion.

References

For references in the text give full surnames of the first author followed by the publication year and separated by a comma (Pleguezuelos, 1997). For papers with two authors, use the term "&" to separate surnames (Semlitsch & Bodie, 2003). Papers with three or more authors will be quoted with the surname of the first author followed by '*et al.*' (note italics) (Stuart *et al.*, 2004). To distinguish between two papers by the same author(s) in the same year use lower-case letters (a,b) after the year, without space, arranged in alphabetical order as the references are quoted in the text (Harris *et al.*, 2004a,b). List multiple citations in chronological order, using alphabetical order for citations within the same year. Separate citations with semicolons (Tyler, 1991; Wake, 1991; Blaustein *et al.*, 1994a,b; Stuart *et al.*, 2004). If the citation is part of the sentence, move the surname(s) of the author(s) out of the brackets and delete the comma.

"As pointed by Pleguezuelos (1997)"

"Blaustein *et al.* (1994a) reviewed the situation of amphibians"

The reference list should include all and only the references mentioned in the text, tables and figures. Cite references in the reference list in alphabetical order according to the authors' surnames. 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). Spell out (i.e. do not abbreviate) the names of all journals. The references should conform to the following formats:

Articles in periodicals:

- Stuart, S.N.; Chanson, J.S.; Cox, N.A.; Young, B.E.; Rodrigues, A.S.L.; Fishman, D.L. & Waller, R.W. (2004). Status and trends of amphibian declines and extinctions worldwide. *Science* 306: 1783-1786.
- Wiens, J.J. & Penkrot, T.A. (2002). Delimiting species using DNA and morphological variation and discordant species limits in spiny lizards (*Sceloporus*). *Systematic Biology* 51: 69-91.

Books:

- Dodd, Jr., C.K. (ed.) (2009). *Amphibian Ecology and Conservation. A Handbook of Techniques*. Oxford University Press, Oxford.
- Vitt, L.J. & Caldwell, J.P. (2009). *Herpetology: An Introductory Biology of Amphibians and Reptiles, 3rd ed.* Academic Press, Burlington, Massachusetts.

Book chapters:

- King, R.B. (2009). Population and conservation genetics, *In* S.J. Mullin & R.A. Seigel (eds.) *Snakes: Ecology and Conservation*. Cornell University Press, Ithaca, New York, pp. 78-122.

Web pages (authors are recommended to keep the use of web pages to a minimum; use peer-reviewed literature instead when possible):

- IUCN (2010). *The IUCN Red List of Threatened Species, v. 2010.3*. International Union for Nature Conservation and Natural Resources, Gland, Switzerland. Available at <http://www.iucnredlist.org/>. Retrieved on 10/31/2010.

Supporting Material

Authors can submit with their manuscripts supporting material related to the work (additional tables and figures, detailed protocols, data logs, audio and video recordings, etc.). The supporting material will be uploaded to the online site of **B&AH** with a reference code that will be used to quote such material in the final version of the article. In the initial version of the manuscript, supporting material should be quoted as “SM” followed by a number according to the same format as for tables and figures. Supporting material must be submitted as independent files. Name each file with the code used in the initial version of the manuscript (SM1, SM2, etc.). Authors may also refer to supporting material available from a different online site (e.g. GenBank, Morphobank), in which case the exact access reference will be indicated in the final version of the article.

Bioethical Considerations

Because right animal use and care is an area of major concern to the AHE, authors must guarantee that all animals used for research purposes are treated ethically and in accordance with the laws and regulations established by governmental authorities and bioethics committees of each institution. Therefore, authors are recommended to state in the Acknowledgement section that they have followed the corresponding regulation and legislation on animal care. Authors should cite in this section the information regarding collection permits and experimental protocols approved by bioethics or animal care committees. Editors might request from authors as much information as they consider necessary to confirm the fulfilment of such premises. Failure to comply with these bioethical principles will suppose immediate rejection of the article, regardless of the reviewers’ recommendation.