

Revista Española de Herpetología

Instructions to authors

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Style and Formatting

The *Revista Española de Herpetología* will publish articles in Spanish or English provided they are written clearly and concisely. Authors must supply the title, abstract, key words, and table and figure legends of their articles in both languages (see below). In the case of non Spanish-speaking authors, the Editors will translate the abstract. There is no maximum limit to the length of the papers submitted though authors are requested to pay attention to conciseness in the text and illustrations.

Manuscripts must be typed double-spaced and justified left, including the abstract, references, tables, and figure legends. Use a normal, plain font (e.g. Times Roman, Helvetica, Arial) of size 11 or larger. Manuscripts should have line numbers, page numbers and wide margins (minimum 2.5 cm) throughout. Indent each new paragraph, except for the paragraph immediately after each main heading. 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, 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). 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 or sample size (whichever is the convention for the test) and the probability value (e.g. ANOVA: $F_{1,11} = 7.89$, $p < 0.02$). If the test statistic is conventionally quoted with degrees of freedom, these should be presented as a subscript to the test statistic. Probability values for significant outcomes should be quoted as below a threshold significance value (e.g. $p < 0.05$, $p < 0.001$) or as an exact probability value.

Submission

Manuscripts should be submitted as e-mail attachments or through ordinary mail to one of the Editors:

Enrique Font: Instituto Cavanilles de Biodiversidad y Biología Evolutiva, Universidad de Valencia, Apdo. 22085, 46071 Valencia - Spain (e-mail: Enrique.Font@uv.es)

Javier Lluch: Depto. Zoología, Fac. CC. Biológicas, Universidad de Valencia, c/ Dr. Moliner 50, 46100 Burjassot (Valencia) - Spain (e-mail: Javier.Lluch@uv.es)

Submissions via ordinary mail should include both a hardcopy (print pages on one side only) and an electronic version of the manuscript (3.5 in. disk or CD-ROM). Each copy of the manuscript should be complete, including tables, figures, etc. Arrange the parts of the manuscript in the following order: title page, abstract page, text, tables, figure legends, figures (see below). Tables and figures should not be embedded in the text. Label disks with the following information: file name, author name(s), and the operating system and word-processing software used to generate the disk file (preferably MS Word for PC). Please do not submit material (initially or for the final version) as PDF files. For the original submission, include figures and tables in the same file as the main text of the manuscript, if possible; for the final version of the manuscript, the text (including tables and figure captions) and the figures should be in separate files (one file for each figure). Ensure complete compatibility between the hard copies and the file(s) on disk. Do not submit original figures with the initial submission unless the originals must be seen by the Editors and the reviewers.

All manuscripts are reviewed by at least two independent referees and the Editors' decision is based on their evaluations. Authors are encouraged to suggest qualified referees for their manuscripts; however, the Editors reserve

the right to choose referees other than, or in addition to, those suggested. There are three categories of response: accept with no or minor revisions; revise and resubmit; and reject. Manuscripts requiring extensive revision may be sent again to referees once they are resubmitted. Cover letters for revised or resubmitted manuscripts should include a detailed explanation of how the authors have dealt with each of the referees' and Editors' comments. Revised manuscripts should be returned to the Editors as soon as possible. After 60 days, revised manuscripts will be considered a new submission (rather than a resubmission) and will be sent out for review. The Editors reserve the right to publish manuscripts in any order they think fit (normally chronological). Reception and acceptance dates will be published with each paper.

Parts of the Manuscript

Manuscripts should be arranged as follows:

Title page, including the following information:

- Title: should be brief and informative, and not exceeding 120 characters
- Authors' names (in capitals) and affiliations; multiple author names should be matched to addresses by superscript numbers
- Running headline: provide a short title that does not exceed 50 characters
- Correspondence: give the full postal address (including phone and fax numbers) and e-mail address of the corresponding author
- Word count for the text (including references)

Abstract page:

- Resumen: in Spanish, translation of the Abstract; for papers written in English the Resumen should begin with a Spanish translation of the complete title of the paper
- Palabras clave: 3-6 palabras clave, arranged in alphabetical order
- Abstract: in English, no more than 250 words; for papers written in Spanish the Resumen should begin with an English translation of the complete title of the paper
- Key words: 3-6 key words, arranged in alphabetical order

Text of the paper, divided into following sections:

- Introduction
- Materials and Methods
- Results
- Discussion
- Acknowledgements (optional)
- References

Tables: should be numbered consecutively in Arabic numerals. Each table should be typed on a separate page together with a clear descriptive legend (in English and in Spanish). Do not divide tables into two or more parts. 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. The appropriate position of each table should be marked in the left-hand margin in the text (usually at the place where the table is first mentioned).

Figure legends: should be typed (double-spaced) and grouped together, with their corresponding translations, on a page separate from the figures.

Figures: illustrations, whether maps, diagrams or high-contrast photographs, should be kept to the minimum needed to clarify the text. They should be numbered consecutively and submitted on separate pages, each bearing the figure number and the author's name(s). Denote in the left-hand margin of the text where each figure should be printed (usually at the first mention of the figure in the text). In the text, 'Figure' should be abbreviated (e.g. Fig. 2) except when beginning a sentence. Figures should be designed with the widths of either one or two columns of the *Revista Española de Herpetología* in mind (6.8, 14 cm). The labelling must be clearly legible and stand reduction to the final print size. Authors are encouraged to use a sans serif font (e.g. Helvetica, Arial, Geneva) for all text associated with figures. Include a scale of distance or dimension where appropriate. When the manuscript is accepted for publication, good-quality versions of the figures should be submitted as TIFF, JPEG, GIF, BMP or vector format (.EPS, .CDR) files of high resolution (minimum resolution 300 dpi) or as hard copies. Do not submit graphs created in Excel as they are usually of poor quality and do not reproduce well. For colour prints and slides, we recommend sending those directly to the Editors unless you have access to a dedicated scanner.

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.

Format for References

The reference list (entitled References) should include all and only the references mentioned in the text and in the legends of 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 (note use of caps and small caps for authors' names):

- COOPER, W.E. & GREENBERG, N. (1992): Reptilian coloration and behavior. Pp. 298-422, *in*: Gans, C. & Crews, D. (eds.), *Biology of the Reptilia, Vol. 18, Physiology E: Hormones, Brain and Behavior*. University of Chicago Press, Chicago.
- FROST, D. (ed.) (1985): *Amphibian Species of the World*. Allen Press, Lawrence, Kansas.
- GARCÍA-PARÍS, M., PARRA-OLEA, G., BRAME, A.H. & WAKE, D.B. (2002): Systematic revision of the *Bolitoglossa mexicana* species group (Amphibia: Plethodontidae) with description of a new species from México. *Revista Española de Herpetología*, 16: 43-71.
- PIANKA, E.R. & VITT, L.J. (2003): *Lizards: Windows to the Evolution of Diversity*. University of California Press, Berkeley, California.

For references in the text, give full surnames for papers by one or two authors, but only the surname of the first author, followed by 'et al.' for three or more (note italics). Use a comma to separate the author's name from the date. Use lower-case letters to distinguish between two papers by the same author(s) in the same year, e.g. OLSSON 1994a. List multiple citations in chronological, not alphabetical order, e.g. (FROST, 1985; COOPER & GREENBERG, 1992; ARNOLD, 2001a, b), using a semicolon to separate each reference. Check that all references in the text are in the reference list and vice versa, that their dates and spellings match, and that complete bibliographical details are given, including page numbers, names of editors, name of publisher and full place of publication if the article is published in a book.

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