

ACTA HERPETOLOGICA
Journal of the Societas Herpetologica Italica

INSTRUCTION TO CONTRIBUTORS

Scope and Manuscript Categories

Acta Herpetologica is the official journal of the Societas Herpetologica Italica (SHI), and publishes Reviews, Full Papers, Short Notes, and Book Reviews dealing with the biology and diversity of amphibians and reptiles. MS should be original and should not be submitted to other journals. *AH* is a peer-reviewed journal.

Acta Herpetologica does not publish papers in which the amphibians and/or the reptiles are treated as simple study models. Papers dealing with captivity and terrarium aspects are accepted only if the welfare of treated animals is clearly respected, and if the results have a general interest. Handling permissions should be clearly reported.

If a new taxon is described, the institution where the type material is deposited must be clearly indicated, together with all the details of its registration. The description of new taxa on types deposited in personal collections will not be accepted.

Reviews are usually invited by the Editors. Those who wish to submit Reviews should consult with the Editors in advance. Full Papers are reports usually greater than nine manuscript pages (double-spaced). Short Notes are more limited in scope and fewer than 3000 words. They deal with scientific, technical and semi-technical notes and qualitative observations. Distribution novelties are also encouraged, as well as notes regarding techniques and procedures for the field and laboratory studies concerning amphibians and reptiles, information on natural history traits and peculiar behaviours. For the structure and formatting follow the instructions for full papers and reviews. Short Notes bear abstract, but they do not bear keywords, and are not structured with headings and subheadings.

Manuscripts may be moved from one category to another at the discretion of the Managing Editor.

The English is the suggested language for Reviews and Full papers, while Short-Notes can be submitted both in English and Italian.

Manuscript Submission

Submissions of papers from both members and non-members of the SHI are welcome. Manuscripts should be sent preferably via e-mail to one Editor, who will then assign them to two or three reviewers through consultation. Electronic submission is strongly encouraged, but could anyhow be accompanied by hard-copy material (one copy). Preferred file formats are Microsoft Word and Word Perfect for text, and TIFF or EPS for the figures. Authors should retain the original figures until the manuscript is accepted for publication; good quality photocopies (colour copies for figures desired to be reproduced in color) are adequate for purposes of review.

Upon acceptance, authors are requested to submit electronically their final version, or send a floppy disk or CD ROM containing the final version of their manuscripts and figures in original. The manuscript (also showing details of illustrations) should be submitted to

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Manuscript Format

General

Authors wishing to submit manuscripts to *Acta Herpetologica* should carefully consult recent issues of the journal and instructions given here for the manuscript format. Manuscripts not following the official format are returned to the authors without review.

Manuscripts should be typed on one side only of sturdy typing paper, A4 in size (29×21 cm). Typing should be double-spaced with 2.5 cm margins on all sides. Words should not be broken at the end of a line. Each of the following divisions should be begun on a separate page: cover page, title page, abstract, main text, references, each appendix, each table, figure legends, and each figure. Except for the cover page, all pages should be consecutively numbered.

Cover page

The cover page should bear the title, name and postal address of the corresponding author to whom communications regarding the manuscript should be directed with his/her telephone and fax numbers, and e-mail address. The cover page should also show the date of submission, the numbers of pages of main text and figure legends, and the numbers of figures and tables.

Title page

The title page should show the title, and the name(s), affiliation(s) and address(es) of the author(s) in order. The title should be brief and informative. It should appear left justified on the top of this page, in bold.

Observations on the mating behaviour of the Italian brown frog, *Rana italica* (Amphibia: Anura: Ranidae)

The author's name should be left justified, in low-case letters except than for the first letter, in capitals. Second and supplementary names must be simply given as capital initials.

Affiliation(s) and address(es) of the author(s) should follow the names, with a number indicating the membership.

Abstract page

The abstract page should contain an Abstract consisting of a maximum of 250 words, followed

by one blank line and by key words in order. The abstract should state the major points of the paper as clearly and concisely as possible without the need for reference to the text and without citation of references. The word "**Abstract**" must be written in bold, followed by a point and by the remnant text. The term "**Keywords**", must be written in bold, and followed by a point and then by three to eight key words, separated from each other by commas, that identify the major aspects of the manuscript.

The main text

Texts of manuscripts are usually arranged in order of Introduction, Material and Methods, Results, Discussion, and Acknowledgements. Italics should be used only for scientific names of genera, species and/or subspecies. Commonly used words of non-English origins should not be italicized (e.g., et al., not *et al.*; taxon, taxa, and not *taxon, taxa*).

Up to two sets of headings are allowed. The major heading, all capitalized, should be centred. The sub-heading should be set at the left margin and underlined, with only the first letter of the first word capitalized. In the ordinary text arrangement of an Original Article (see above), Introduction, Material and Methods, Results, Discussion, and Acknowledgements should be given as major headings.

Short notes

Short Notes follow for the main aspects the structure of Full Papers, excepting that even they bear an abstract, they do not bear key-words and the text is not divided in headings and sub-headings.

References

The reference section following the main text should begin with the major heading, References, and list all and only the publications cited in the manuscript in alphabetical order according to the senior authors' surnames. When there are several papers by the same senior author with various co-authors, they must be listed in alphabetical order by second and subsequent authors, regardless of the number of authors. When there are several papers of a same author(s) they have to be arranged chronologically. Following are examples for the format and order of listing of references.

Andrén, C., Nilson, G. (1983): Reproductive tactics in an island population of adders, *Vipera berus* (L.), with a fluctuating food resource. *Amphibia-Reptilia* **4**: 63-79.

Arntzen, J.W. (1999): *Chioglossa lusitanica* Bocage, 1864 - Goldstreifensalamander. In: Handbuch der Reptilien und Amphibien Europas, Bd.4/1, Schwanzlurche (Urodela) I, p. 301-321. Grossenbacher, K., Thiesmeier, B., Eds, Aula-Verlag, Wiesbaden.

Bocquet, C., Générmont, J., Lamotte, M. (1977): Les problèmes de l'espèce dans le règne animal. Tome 2. Mém. Soc. zool. Fr. **39**: 1-381.

Boulenger, G.A. (1889): Catalogue of the Chelonians, Rhynchocephalians, and Crocodiles in the British Museum (Natural History). British Museum, London.

Leviton, A.E., Gibbs, R.H. Jr. (1988): Standards in herpetology and ichthyology. Standard symbolic codes for institution resource collections in herpetology and ichthyology. Supplement no. 1: additions and corrections. *Copeia* **1988**: 280-282.

Moody, S.M. (1980): Phylogenetic and historical biogeographical relationships of the Genera in the Family Agamidae (Reptilia: Lacertilia). Unpublished doctoral dissertation. University of Michigan, Ann Arbor.

Web references are not accepted, unless the journal or book to which the author(s) make(s) reference is only published online. Specific cases shall be considered individually.

In the text, references to papers by one or two authors should give their surnames; papers with more than two authors are referenced by the first author's surname followed by "et al." (e.g., Rossi et al., 1980). Strings of references should be placed in chronological order. When there are two or more references published in a same year, they should be arranged in alphabetical order. Two or more references by the same senior author (for papers by one or more than two authors) or by the same senior and junior authors (for papers by two authors) with the same year of publication should be designated by lowercase letters: e.g., (e.g., Rossi et al., 1992 a, b). See above for example of listing of such citations in References.

For references that are in the course of publication (e.g., already accepted for publication, but not published yet), cite "in press" (or "in stampa" in the case of short notes in Italian) in the place of publication year and leave the place of page numbers blank. References of unpublished master's theses and unpublished doctoral dissertations are not encouraged, but are allowed when their citations are definitely needed (see above for example of listing of such references in References). The other manuscripts that are neither "in press" nor published should not be cited either in the text or in References.

Personal references or unpublished data could be included in the text, with the abbreviation "pers. comm." (for English papers), or with "com. pers." (for Italian papers).

Appendices

Detailed information important to subsequent evaluation (such as that regarding specimens examined) may be placed under the major heading, Appendix, and an appropriate sub-heading. When institutional abbreviations are used in Appendix, and/or in the main text, it is recommended, as far as possible, to follow Leviton et al. (1985) or Leviton and Gibbs (1988), with an explicit statement in Appendix (or otherwise, in Materials and Methods of the main text).

Tables

Each table should be typed, double-spaced, on a separate sheet. The legend for a table should follow the table number (e.g., Table I. Measurements of specimens of *Salamandrina terdigitata*), and should be on the same pages as the table. Within the table, only the initial letter of the first word should be capitalized (e.g., "Adult males"). Ruled lines should be avoided. Footnotes (indicated by symbols *, or, 1, 2, 3, etc.) may follow a table when detailed information is needed.

Figures

Figures larger than 29 × 21 cm cannot be accepted. When several drawings or photographs are to be reproduced as one figure, they should be mounted and printed in the desired arrangement and each of them should be lettered (A, B, C, etc.). Each figure should be carefully planned to accommodate reduction to a final width of one or two columns in *Acta Herpetologica*; after reduction, lettering should be ≥ 1.5 mm high and decimals should be visible. Include a scale of distance or dimension where appropriate. Figure legends, each beginning with a fully capitalised abbreviation and a consecutive number (e.g., Fig. 1. Dorsal (A) and lateral (B) views of holotype of), should be typed in double space and grouped together on a separate sheet with one line of space between them. In the text, "Figure" should be also abbreviated, but with only the initial letter capitalised (e.g., Fig. 1). When original figures are sent to the Editors after the acceptance of a manuscript (see above), the back of each figure should be labelled with the author's name, the figure number, and desired size of final reproduction (one column or two columns are the only options). Figures sent directly only electronically should be labelled as well within the file name.

Numerals

Numbers of 10 or larger should be typed as Arabic numerals except at the beginning of a sentence. Numbers one to nine should always be spelled out unless they precede units of measurement (e.g., 5 mm), are designators (e.g., experiment 3), or are separated by a figure dash (e.g., 5-7 individuals). The 24-hour clock is used to indicate times of day (e.g., 1900 h); dates should be given by day, month, year in this order (e.g., 5 July 2002). Decimals should not be naked (e.g., 0.5, not .5).

Abbreviations

Weights and measures follow the International System of Units (SI), and such abbreviations should be used throughout the manuscript. Abbreviations used in *Acta Herpetologica* without being defined at first usage include:

x (mean), n (sample size), N (chromosome number, but see below for the use to refer to "north latitude"), no. (number), yr (year[s]), mo (month[s]), wk (week[s]), h (hour[s]), min (minute[s]), s (second[s]), P (probability), df (degrees of freedom), SD (standard deviation), SE (standard error), NS (not significant), l (liter), kg (kilogram), g (gram), m (meter), cm (centimeter), mm (millimeter), μm (micron), C (degrees Celsius), a.s.l. (above sea level; given as, e.g., 100 m a.s.l.), °, ' and ''degrees, minutes, and seconds in geography, respectively), N, S, E, and W (north and south latitudes, and east and west longitudes, respectively, but only when preceded by values with appropriate geographical units; e.g., 15°25'N, 121°43'E).

Other abbreviations, such as SVL (snout-vent length), Myr (million years), and MyrBP (million years before present), can also be used, but define them at first usage. To indicate the sexes, pls do not use the astrological symbols but the extended (male[s], female[s]) or the abbreviations (M, MM, F, FF).

Reprints

The Society supplies 50 free reprints to the corresponding author of any type of contribution. Additional reprints can be purchased in multiples of 50.