

## INSTRUCTIONS TO AUTHORS

(Updated: April 2013)

### General information

The South American Journal of Herpetology (SAJH) is an international journal published by the Brazilian Society of Herpetology that aims to provide an effective medium of communication for the international herpetological community. SAJH publishes peer-reviewed original contributions on all subjects related to the biology of amphibians and reptiles, including descriptive, comparative, inferential, and experimental studies and taxa from anywhere in the world, as well as theoretical studies that explore principles and methods.

All manuscripts must follow the International Code of Zoological Nomenclature and relevant specimens should be properly curated and deposited in a recognized natural history collection. Tissue samples should be referred to their voucher specimens. Genbank or EMBL accession numbers for all DNA sequence data are required for publication.

### Manuscript submission and evaluation

All manuscripts must be submitted through the SAJH Peer Track System. Detailed instructions regarding the submission of manuscripts through the SAJH Peer Track System are found in its webpage (<http://www.editorialmanager.com/sajh/>). Manuscripts are considered on the understanding that authors have complied with the SAJH Ethics Policy (<http://www.sbherpetologia.org.br/SAJH/ethics.asp>).

The criteria for acceptance of articles are research excellence, text clarity, figure quality, and compliance with the guidelines for manuscript preparation. Manuscripts that do not comply with the guidelines for manuscript preparation will be returned to authors without peer review. Submissions are assigned to Associate Editors who obtain at least two peer reviews. Associate Editors then submit reviews and recommendations to the Senior Editors for final decision. All communication regarding manuscripts is made through electronic correspondence with the corresponding author only.

### Special issues

Recognizing the high demand to publish longer, monographic studies, SAJH will consider manuscripts of approximately 125–350 pages (body of text and references, A4 format paper, double-spaced typescript, with 2.5 cm margins). to be published individually as Special Issues. Only a limited number of Special Issues will be published, so authors must contact the Senior Editors for approval prior to submission. Special Issue manuscripts are subjected to the same standards of peer review as regular manuscripts. Due to the additional expenses of printing and mailing Special Issues, authors are required to contribute page charges of R\$40 per published page to help offset expenses.

### Proofs

Page-proofs will be sent electronically to the corresponding author. **Page-proofs must be returned to the editor within 48 hours.** Authors that are unable to meet this deadline must immediately request an extension, which will be granted at the Senior Editors' discretion depending on production schedule;

failure to return the proof within the allotted time will be interpreted as approval with no changes. Only necessary corrections will be permitted. Once page proof is sent to the author, further alterations and/or significant additions of text are permitted only at the author's expense or in the form of a brief appendix ("note added in proof").

### **Manuscript preparation**

Authors are required to pay close attention to the instructions for manuscript preparation. Manuscripts that do not follow these instructions **will be returned without review**. Figures must be uploaded separately and not imbedded in the text file, although authors are encouraged to include call-outs in the text to identify preferred locations for figures and tables.

All manuscripts must be written in English using US spelling and grammar conventions. These conventions often differ greatly from Spanish and Portuguese conventions, so we strongly encourage authors to consult appropriate references (e.g., *The Chicago Manual of Style*, 16<sup>th</sup> Edition) to ensure proper use and placement of punctuation (especially hyphens, En dashes, Em dashes, commas, semicolons, colons, and periods) and capitalization. Measurements must use the International System of Units. Dates must be reported as numeric day, full month name, full numeric year (e.g., 18 March 2011) and time of day must use the 24-hour system (e.g., 14:01 h instead of 2:01 p.m.). Although all accepted manuscripts are subjected to thorough English revision prior to publication, submissions that do not meet minimal language requirements to allow evaluation of their scientific content will be returned without peer review. As such, non-native speakers are encouraged to have their manuscripts checked by a native speaker (or equivalent) prior to submission, as this will facilitate review and prevent delays.

All pages must be numbered consecutively. All text must be double-spaced and include consecutive line numbers. Text must be either centered (primary headings; see below) or right-adjusted; text must not be "justified." Scientific names must appear in italics. Article should be arranged in the following order:

- Title page
- Abstract
- Body of text
- Acknowledgments
- References
- Online supporting information
- Tables
- Figure captions

The body of text and references should not exceed 30 pages of A4 format paper, double-spaced typescript, with 2.5 cm margins. Authors of longer manuscripts must follow the instructions for Special Issues, above.

**Title page.** This should include the article title, author names and addresses (including email addresses), and 3–8 keywords. Titles should use headline-style capitalization, be concise and, where appropriate, include names of higher taxa,

but they should not include names of new taxa. Multi-author manuscripts must identify a corresponding author and address. An email address must be provided for the corresponding author but can also be included for all authors.

Description and Ecological Observations of the Tadpole of *Ranitomeya variabilis* (Anura: Dendrobatidae)

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Keywords: *Ranitomeya*; Dendrobatidae; tadpole; Omnivory; Peru.

**Abstract page.** All papers must include an abstract in English of at most 350 words. It should provide a concise summary of the study's objectives, methods, main results, and conclusions. Bibliographic references and new taxon names should not appear in the abstract, and abbreviations should be avoided. We encourage authors to also provide a Spanish (Resumen) or Portuguese (Resumo) translation, which, if provided, should follow the abstract.

**Body of text.** The main body of the text should normally include the following sections: Introduction, Materials and Methods, Results, and Discussion. Primary headings should be in capital letters, centered, and bold face; the following text should begin on the next line, indented. Secondary headings should be in capital and lowercase letters, centered, and bold face; the following text should begin on the next line, indented. Tertiary headings should be in capital and lower case letters, flush left, and bold face; the following text should be on the next line, indented. Quaternary headings should be in capital and lower case letters, indented, bold face italics, and followed by a period; the following text should be on the same line.

Literature citations in the text must be arranged in chronological order first and alphabetical order second. Citations in the text should be given as: Silva (1998)..., Silva (1998:14–20)..., Silva (1998: figs. 1, 2)..., Silva (1998a, b)..., Silva and Oliveira (1998)..., (Silva, 1998)..., (Rangel, 1890; Silva and Oliveira, 1998a, b; Adams, 2000)..., (H. R. Silva, pers. comm.)... and (Silva et al., 1998) for more than two authors. All literature cited in the text must be included in the References section (below). Field codes generated by citation software (e.g., EndNote) must be stripped prior to submission.

**Acknowledgments.** Individuals and institutions (other than the authors' home institutions) that provided funding, access to work space, equipment, specimens and tissues, and assistance in carrying out the study or preparing the manuscript must be listed, together with a statement detailing their contribution or involvement. Relevant permits and authorizations must be also listed in the acknowledgments.

**References.** All literature cited in both the text and online supplementary information must be included in the References section. References must be in alphabetical order first and chronological order second. Authors are discouraged from citing dissertations and theses because they usually constitute unfinished works that were either completed and published elsewhere (in which case the published version should be cited) or were not completed and published (in which case the work should not be considered part of the permanent scientific record). However, to allow for the extremely rare, special situations in which dissertations and theses must be cited, the format is included below.

The References section is the main source of formatting errors. To help remedy this, we have simplified and streamlined our format. As such, we strongly recommend that authors pay close attention to the following. Important changes include:

(1) Author names are given as last name followed immediately (i.e., no comma) by initials, each separated by a period and no spaces; authors are separated by a comma without “and” or “&” preceding the last author.

(2) Page numbers are separated by an En dash.

(3) To facilitate indexing and cross-referencing, articles available from permanent online repositories must include their respective handles—usually a DOI (a type of handle), but possibly a stable URL. Personal or lab websites are not considered permanent online repositories and should not be included.

(4) Journal names are complete (i.e., not abbreviated) and italicized.

**Article.** Authors. Date. Article title. Journal name. volume:pages. handle

Gomes A.D., Moreira R.G., Navas C.A., Antoniazzi M.M., Jared C. 2013. Review of the reproductive biology of caecilians (Amphibia, Gymnophiona). *South American Journal of Herpetology* 7:191–202. doi: 10.2994/057.007.0301

Peloso P.L.V., Faivovich J., Grant T., Gasparini J.L., Haddad C.F.B. 2012. An extraordinary new species of *Melanophryniscus* (Anura, Bufonidae) from southeastern Brazil. *American Museum Novitates* 3762:1–31.  
<http://hdl.handle.net/2246/6394>

Frost D.R., Hillis D.M. 1990. Species in concept and practice: herpetological applications. *Herpetologica* 46:86–104.  
<http://www.jstor.org/stable/10.2307/3892607>

Martins M., Arnaud G., Ávila-Villegas H. 2012. Juvenile recruitment, early growth, and morphological variation in the endangered Santa Catalina Island rattlesnake, *Crotalus catalinensis*. *Herpetological Conservation and Biology* 7:376–382.  
[http://herpconbio.org/Volume\\_7/Issue\\_3/Martins\\_etal\\_2012.pdf](http://herpconbio.org/Volume_7/Issue_3/Martins_etal_2012.pdf)

**Book.** Authors. Date. Book Title. Publisher, City.

Martins M., Sano P.T. 2009. Biodiversidade Tropical. Editora Unesp, São Paulo.

**Book chapter.** Authors. Date. Chapter title. Pp. chapter pages, in Editor Names (Eds.), Book Title. Publisher, City.

Martins M., Marques O.A.V., Sazima I. 2002. Ecological and phylogenetic correlates of feeding habits in Neotropical pitvipers (genus *Bothrops*). Pp. 307–328, in Schuett G.W., Höggren M., Douglas M.E., Greene H.W. (Eds.), *Biology of the Vipers*. Eagle Mountain Publishing, Eagle Mountain.

**Dissertation or thesis.** Author. Date. Title. Degree Requirement, Institution, Country.

Angulo A. 2004. The Evolution of the Acoustic Communication System in Members of the Genus *Adenomera* (Anura: Leptodactylidae): A Comparative Approach. Ph.D. Dissertation, University of Toronto, Canada.

**Website content.** Authors. Date. Title. Version. Accessible at website. Accessed: access date [if version is not available].

Frost D.R. 2013. Amphibian species of the world: an online reference. Version 5.6 (9 January 2013). Accessible at <http://research.amnh.org/herpetology/amphibia/index.html>.

Uetz P. (Ed.). 2012. The reptile database. Accessible at <http://www.reptile-database.org/>. Accessed: 07 February 2013.

We also encourage (but do not require) authors to use WebCite® (<http://www.webcitation.org>) to archive the website. In this case, provide the regular citation followed by the archival site URL provided by the service.

Uetz P. (Ed.). 2012. The reptile database. Accessible at <http://www.reptile-database.org/>. Accessed: 07 February 2013. Archived by WebCite at <http://www.webcitation.org/6EGLJNiH0>

**Software.** Authors. Date. Software name, Version. Available from: website or company name and address.

Maddison W.P., Maddison D.R. 2009. Mesquite: a modular system for evolutionary analysis, Version 2.7.1. Available from: <http://mesquiteproject.org>.

**Software packages.** Authors. Date. Package title, Software name. Available from: website or company name.

Harmon L.J., Weir J., Brock C., Glor R., Challenger W., Hunt G. 2009. Geiger: analysis of evolutionary diversification, R package. Available from: <http://CRAN.R-project.org/package=geiger>.

**Online supporting information.** All online supporting information must be cited in the text as Fig. S1, Appendix S1, Table S1, Audio S1, Video S1 etc. and be listed in the Online Supporting Information section. This section must begin with the opening statement: “The following Supporting Information is available for this article online:” followed by the list of supplementary information, as cited in the text, and a brief caption for each file.

**Tables.** Tables should be on separate pages and be accompanied by a legend at the top. Tables must be numbered in the same sequence in which they appear in the text. Authors are encouraged to indicate where the tables should be placed in the text. Tables should be comprehensible without reference to the text and not report the same data presented in figures or listed in the text. Tables should be formatted exclusively with horizontal lines. In the text, tables should be referred as Table 1, Tables 2 and 3, Tables 2–6. Tables provided as supporting information must not be included here (see below).

**Figure captions.** A brief caption must be provided for each figure cited in the text. Figures provided as supplementary information must not be included here.

#### **Figure preparation**

Figures must visually compress information in order to complement, not repeat, the information provided in the text. Important but non-essential figures should be submitted as Supporting Information (see below). SAJH publishes a limited number of color figures at no cost to authors. When color reproduction is not essential, authors should submit gray scale graphics. Previously published figures will not be accepted. All figures must be cited in text as “(Fig(s).)” and “Figure(s).” Use lower case “fig(s).” when referring to figures in other papers. Authors are encouraged to indicate where figures should be placed in the text. Each part of a composite figure should be identified by capital letters and referred in the text as Fig. 1A, Fig. 1B, Fig. 2C–D, etc. Where possible, letters should be placed in the lower right corner of each illustration of a composite figure. A scale bar should be marked on each figure so that absolute sizes are clearly apparent. The length of the scale bar should be stated in the caption. On no account should magnification factors (e.g. x7000; x80000) be stated in the captions. High quality graphics files should be submitted through PeerTrack in common electronic formats (e.g., JPEG, TIFF, SVG) at least 8 cm wide and 350 dpi. Figures should be mounted in order to minimize blank areas between separate illustrations. We recommend that authors use Allen Press’s Allen veriFig™ service (<http://verifig.allenpress.com>) to check figure quality and format prior to submission, as this can prevent production delays. To log in, authors must provide a valid email and enter the password “figcheck.”

#### **Online supporting information preparation**

SAJH now permits online supporting information to accompany articles, including appendices, figures, and supplementary text—preferably as PDF files—as well as audio and video files. Supplementary files are associated with a given article on the BioOne website and given a supplementary DOI, and a special link is included in the online Table of Contents to highlight that the article has supplemental information available. All online supporting information must

be cited in the text as Fig. S1, Appendix S1, Table S1, Audio S1, Video S1 etc. and also be listed in the Online Supporting Information section (see above). Literature cited in online supporting information must be included in the References section of the main article; this ensures proper tracking for indexing. Although online supporting information will be included in peer reviews, **supplementary files will not be sent out for English revision.**

All Supporting Information must be submitted online as part of the main manuscript. Please name your online supporting files as Supporting Files and upload them with the main document. This allows the submission web site to combine all the relevant files together but keep them separate when it comes to publication stage.