

# INSTRUCTIONS TO AUTHORS

(January, 2017)

## 1. GENERAL INSTRUCTIONS

ZOOLOGIA, the journal of the Sociedade Brasileira de Zoologia (SBZ), is a peer-reviewed international journal that publishes original articles in zoology. Members of the SBZ publish free of charge, whereas non-members are required to pay page charges as indicated in the homepage of the society (<http://www.sbzoologia.org.br>). Beginning in 2016, ZOOLOGIA, will be published only online and on demand, i.e., after receiving the final approval and being formatted, each article will be made immediately available online. All issues are available at <http://www.scielo.br/zool>. Zoologia is an open access source, i.e., all contents of the journal are published under a [Creative Commons license, attribution-type BY 4.0](https://creativecommons.org/licenses/by/4.0/). The submission of manuscripts is free of charges. However, when the manuscript is accepted for publication fees may be applied as follows explained. Members of the SBZ publish free of charge, whereas non-members are required to pay page charges, as indicated in the updated price list published in the Society's homepage (<http://www.sbzoologia.org.br/revista-zoologia.html>).

Manuscripts must be written in American English. Authors whose native language is not English should have their manuscripts checked by a native English-speaking colleague before submission. All papers should be in grammatically correct English and must be written with precision, clarity, and economy. Since reviewers and editors must be able to understand the paper in order to review it, manuscripts that are poorly written or are riddled with grammar and spelling mistakes may be automatically rejected.

Manuscript submission to ZOOLOGIA is available online only at <http://zoologia.pensoft.net>. The online submission system is user-friendly and allows authors to monitor the entire submission process. All documents should be prepared with a word-processor software (preferably MS Word or compatible).

ZOOLOGIA does not publish simple occurrence notes, new records (e.g., geographic, host), distribution notes, case studies, studies based on observation of few specimens, lists of species, and similarly purely descriptive studies. Isolated species' descriptions, depending on the significance of the study, may be considered. No commercial or political statements or positions should be presented in the manuscript. Lack of compliance with these terms will result in automatic rejection of the manuscript.

## 2. ETHICS

We follow the orientation of [COPE](http://publicationethics.org), the Committee on Publication Ethics, and follow COPE's Code of Conduct available at <http://publicationethics.org>. The local laws and permits required for the use of animals in scientific studies need to be observed. Please list all permits in the Material and Methods section and clearly describe how you complied with the specific laws at the country where the research was conducted.

## 3. RESPONSIBILITY

Manuscripts are received by ZOOLOGIA with the understanding that:

- all authors have approved the submission;
- the results or ideas contained therein are original;
- the paper is not under consideration for publication elsewhere and will not be submitted elsewhere unless rejected by ZOOLOGIA or withdrawn by written notification to the Managing Editor;
- the manuscript has been prepared according to these instructions to authors;
- if accepted for publication and published, the article, or portions thereof, will not be published elsewhere unless consent is obtained in writing from the Managing Editor;
- reproduction and fair use of articles in ZOOLOGIA are permitted provided the intended use is for nonprofit educational purposes. All other uses require consent and may be subjected to a fee;
- the authors are responsible to pay for page charges if required and for language revisions
- the authors are fully responsible for the scientific and written content of the article.
- the authors agree to pay additional fees associated with English revisions, if deemed necessary by the editorial team.

## 4. CATEGORIES OF PUBLICATIONS

*Articles*: original articles in all areas of Zoology.

*Short Communications*: this is a place for nomenclatural and taxonomic notes and succinct, yet complete information (as opposed to preliminary results) that does not warrant inclusion in a full article. A new or modified technique may be published as a short communication, but only if it cannot be incorporated into the materials and methods section of a regular article. Isolated new nomenclatural acts also go here and must comply with the International Code of Zoological Nomenclature (<http://www.nhm.ac.uk/hosted-sites/iczn/code>)

*Review articles*: only invited reviews are published. Unsolicited reviews will not be considered for publication, but review topics may be suggested to the editor or members of the editorial board.

*Opinion*: letters to the editor, comments on other publications and ideas, overviews and other texts that are characterized as the opinion of one or more scientists.

*Book reviews*: only invited book reviews or will be published.

*Short biography*: biography of zoologists that made a significant contribution in their fields.

*Data paper*: publications of a searchable metadata document describing an online dataset or groups of datasets. This includes online interactive keys.

## 4. FORMATTING

### 4.1. For all manuscripts types

The text must be left-justified and the pages must be numbered. Use Times New Roman font, 12 points. The front page must include: 1) the title of the article including the name(s) of the higher taxonomic category(ies) of the animals treated; 2) the name(s) of the author(s) with their main professional affiliation (s) for correspondence purposes (additional affiliations should be included in the Acknowledgments section); 3) name of the Corresponding Author with complete address for correspondence, including e-mail; 4) an abstract in English; 5) up to five key words in English, in alphabetical order and different from those used in the title. The total information in items 1-5 cannot exceed 4,000 characters, including spaces, except when authorized by the Managing Editor.

Literature citations should be typed in small capitals, as follows: SMITH (1990), (SMITH 1990), SMITH (1990: 128), SMITH (1990, 1995), LENT & JURBERG (1965), GUIMARÃES et al. (1983). Articles by the same author, or sequences of citations, should be in chronological order.

Only the names of genera and species should be in italics. The first citation of an animal or plant taxon in the text must be followed by authority and date, and the family. Manuscript of scientific articles must be organized as indicated below. Other major sections and subdivisions are possible pending approval by the Managing Editor and the Editorial Committee.

#### 4.1.1. Format of literature cited

##### **Periodicals**

Always add DOI when there is one associated with a citation (as shown below).

MACHADO ABM (2015) *Perilestes eustaquioi* sp. nov. and new distributional records of Perilestidae (Odonata) in Brazil. **Zoologia** **32**: 428-430. doi: [10.1590/S1984-46702015000500012](https://doi.org/10.1590/S1984-46702015000500012)

GUEDES D, YOUNG RJ (2008) Energetic costs of reproduction in female northern muriquis, *Brachyteles hypoxanthus* (Primates: Platyrrhini: Atelidae). **Revista Brasileira de Zoologia** **25**: 587-593. doi: [10.1590/S0101-81752008000400002](https://doi.org/10.1590/S0101-81752008000400002)

BOTH C, KAEFER IL, SANTOS TG, CECHIN STZ (2008) An austral anuran assemblage in the neotropics: seasonal occurrence correlated with photoperiod. **Journal of Natural History** **42**: 205-222. doi: [10.1080/00222930701847923](https://doi.org/10.1080/00222930701847923)

##### **Books**

HENNIG W (1981) **Insect phylogeny**. Chichester, John Wiley, 514p.

## **Chapter of book**

HULL DL (1974) Darwinism and historiography, p. 388-402. In: GLICK TF (Ed.) **The comparative reception of Darwinism**. Austin, University of Texas, 505p.

## **Electronic publications**

IUCN (2015) **The IUCN Red List of Threatened Species**. Cambridge, International Union for Conservation of Nature, available on line at: <http://www.iucnredlist.org/details/9621/0> [Accessed: dd/mm/yyyy]

MARINONI L (1997) Sciomyzidae. In: SOLIS A (Ed.) **Las Familias de insectos de Costa Rica**. Available online at: <http://www.inbio.ac.cr/papers/insectoscr/Texto630.html> [Accessed: dd/mm/yyyy]

### *4.1.2. Online Supplementary Material.*

Tables, movies, photographs, documents, and any other electronic supplementary material may be associated to the manuscript in the moment of submission and, upon approval and publication, will be made available on the site of the journal for free.

### *4.1.3. Illustrations.*

Photographs, line drawings, graphs, and maps are termed figures. Photos must be informative, be in focus and have good contrast. When building plates with figures, take into account the size of the page (17.0 by 21.0 cm). Horizontal or vertical scale bars may be used to indicate the size of the figure, but indicating the magnification in the captions is not permitted. Use Arabic numerals to number the figures and place those numbers preferably in the lower right corner of the figure. When preparing the illustrations, bear in mind that the journal has a matter size of 17.0 by 21.0 cm and a column size of 8.3 by 21.0 cm, including space for captions. Figures must be numbered in the order they appear in the text. Please indicate the approximate placement of each figure at the margin of the manuscript so the copy-editor will know where to put them. Half-tone illustrations must be saved and sent as separate TIFF files with LZW compression; vectorial images (maps, graphics, line drawings, and diagrams) should be preferentially provided as vectors in EPS format curves converted. Uploading figures in PDF format is not allowed. The required final resolution of figures is 600 dpi for color photos and 600 dpi for half-tone photos or line art. The illustration files should be uploaded to the submission system. Upload is limited to 10 MB per file. Color figures will be published at no additional cost. In the submission file, figure captions are placed after Literature Cited. Use a separate paragraph for each figure or group of figures. Consult previous publications for captions format.

### *4.1.4 Tables.*

Tables should be generated by the table function of the word-processing program being used, numbered in Arabic numerals and inserted after the list of figure captions. Do not use paragraph marks or line breaks inside table cells. Legends are provided immediately before each respective table.

## **4.2. Articles and Invited Review**

*Title.* Write a title that is concise yet informative. A good title will immediately make sense to the reader, is easily found by search engines, and gives a concise indication of what is written in the text. Do not mention authority and date of scientific names in the title. Higher categories of taxon names in titles need to be given, within parenthesis.

*Abstract.* The abstract needs to summarize the contents of the paper. Outline, in a single paragraph, the significance of the study, objectives, methods and conclusions. Any new names or new combinations proposed in the paper should be mentioned. Do not subdivide the abstract and do not include literature citations (unless approved by the editors).

*Key words.* Write up to five key words in English that differ from the words used in the title, in alphabetical order, and separated by commas. Avoid using composite key words.

*Introduction.* The introduction should present the context of your research paper, state the questions you sought to answer, provide some historical background and elaborate on the findings of others that will be challenged or expanded. The historic background needs to be succinct and include only the topics that are relevant to the paper. Do not subdivide the introduction into sections.

*Materials and Methods.* This section should be short and concise, but provide sufficient information to allow someone to repeat your work. Reference, rather than describe, standard procedures or techniques that have been previously documented and described. Generally, this section should not be subdivided. Avoid extensive subdivision into paragraphs and sub items.

*Results.* State your results concisely and without interpretation or description of methods. Refer to tables and figures as appropriate, but restrain from describing in the text information that can be extracted from figures and tables.

**Taxonomic papers** In taxonomic papers the results section is to be replaced by a section headed TAXONOMY, left-justified. The description or redescription of species, in a single paragraph, is followed by a listing of sites, localities and specimens deposited (with respective collection numbers). Information on material examined is to be documented in the following sequence: COUNTRY, *Province* or *State*: City or County (minor area as locality, neighborhood, and others, latitude, longitude, and altitude, all in parenthesis), number of specimens, sex, collection date, collector followed by the word *leg.*, collection number (if any) and institution where the specimen is deposited. This is a general guideline that should be adapted to different situations and groups. Several examples can be found in previous issues of ZOOLOGIA. The geographic distribution is a summary of the distribution of the species and ideally should include the countries and states where the species has been documented. The Remarks section replaces the discussion of other journals and is the right place to make comparisons to similar taxa.

Include unique specimen identifiers for type material and voucher specimens (such as museum collections accession numbers). Type specimens, especially holotypes (syntypes, cotypes), paratypes, as well as representative samples of voucher specimens need to be deposited in institutional collections, personal collections will not be accepted as single depositories for types. Appropriate photographic material should be deposited if necessary. Frozen tissues must also include accession numbers if deposited in a museum/collection.

**Publication of new scientific names and new nomenclatural acts** should comply with the International Code of Zoological Nomenclature (<http://www.nhm.ac.uk/hosted-sites/iczn/code>). Since the journal will be made available online only (<http://www.scielo.br/zool>), new taxa and nomenclatural acts of each accepted manuscript will be directly registered in ZooBank by the journal AFTER the final version of the manuscript has been accepted for publication.

**Refrain from sensitive topics when naming new taxa.** For instance, names of politicians, freedom fighters, criminals, and other personalities, fictitious or not, and which are not directly associated with biology, should be avoided. The etymology section of a taxonomic description should not contain sensitive subjects, political or depreciative statements, marketing of products, or personal attacks (whether stated or not). A short, objective statement is enough to provide justification for the honor, if it is the case. According to the ICZN **(Recommendation 25C):** "Authors should exercise reasonable care and consideration in forming new names to ensure that they are chosen with their subsequent users in mind and that, as far as possible, they are appropriate, compact, euphonious, memorable, and do not cause offense."

*Discussion.* In this section, discuss how the new findings support, complement or contradict existing knowledge. Emphasis should be placed on the important new findings, and new hypotheses need to be clearly identified. Conclusions must be supported by facts or data. Subdivisions are possible. Results should not be combined with discussion into a single section unless their separation is clearly impossible. A section labeled Conclusion is not allowed.

*Acknowledgments.* Be concise. Ethics require that colleagues be consulted before being acknowledged for their assistance.

*Literature Cited.* Citations are arranged alphabetically. All references cited in the text must appear in the literature cited section and all items in this section must be cited in the text. Citation of unpublished studies or reports is not permitted, i.e., a volume and page number must be available for serials and a city, publisher, and full pagination for books. Abstracts that have not been peer reviewed may not be cited. Work in press may be referenced until the copyediting stage, when the reference should be either completed (if published) or deleted. A personal statement may be documented in the text of the paper as "pers. comm." when absolutely necessary, providing

that the person being cited is aware of the citation. Personal communications do not appear in the Literature Cited section. The references cited in the text should be listed at the end of the manuscript following the examples below. Do not abbreviate the titles of periodicals.

*Author Contributions.* In the case of a multi-author submission, the contribution of each author must be clearly stated. Abbreviate the name of each author. For example: WAB MPB SBLA and DRB designed the experiments; SBLA MPB WAB and FH conducted the experiments; SBLA MPB WAB DRB EPH and SJA analyzed the data; SBLA MPB WAB DRB EPH SJA and FH wrote the paper. You may modify the contributions accordingly.

### 4.3. Short Communications

Manuscripts are to be organized in a format similar to articles with the following modifications.

*Text.* The text of a research note (i.e. Introduction + Material and Methods + Discussion) is not separated into sections.

Acknowledgments may be given, without heading, in the last paragraph. Literature is cited in the text as described for articles. New nomenclatural acts should comply with the International Code of Zoological Nomenclature (<http://www.nhm.ac.uk/hosted-sites/iczn/code>) as described previously in this document.

*Literature cited, figures captions, tables, and figures.* These items are in the form and sequence described for articles.

### 4.4. Opinions

*Title.* Simply provide a title for the opinion.

*Text.* Should be concise, objective and contain no figures (unless absolutely necessary).

*Name and address of author.* This information follows the text or the literature cited section, if present.

### 4.5. Data Papers

Data Papers are a relatively new type of scholarly articles that describe data sets and provide an opportunity for data authors to describe their efforts and receive academic credit for their work. So far, they have been published in cooperation among the international organization Global Biodiversity Information Facilities (GBIF) and a few selected journals. Typical data papers describe online biodiversity datasets, interactive keys, and various identification tools to a variety of organisms.

Examples of data papers are available for prospective authors to consult in the websites of Zookeys and Phytokeys (search for "data paper" in the search field) The following structure of a data paper is an excerpt of [CHAVAN & PENEV \(2011\)](#)\*

\*CHAVAN V, PENEV L (2011). The data paper: a mechanism to incentivize data publishing in biodiversity science. **BMC Bioinformatics** 12(Suppl. 15): S2. doi: [10.1186/1471-2105-12-S15-S2](https://doi.org/10.1186/1471-2105-12-S15-S2).

The description should include several important elements (usually called metadata elements or 'description of data') that document, for example, how the dataset was collected, the taxa it covers, the spatial and temporal ranges and regional coverage of the data records, provenance information concerning who collected and who owns the data, details of which software was used to create the data or could be used to view the data, and so on.

**Data:** Databases should be archived in one scientific data archiving system, such as GBIF, and another equivalent that ensures the continuation of the available data set through time.

**Metadata:** fully describes the content, context, quality, and structure of the data. The metadata ideally should be submitted in a single DOC, DOCX, or HTML file. We strongly recommend using the metadata standard established by GBIF ([http://links.gbif.org/gbif\\_metadata\\_profile\\_how-to\\_en\\_v1](http://links.gbif.org/gbif_metadata_profile_how-to_en_v1)).

The Integrated Publishing Toolkit (IPT) is a free open source software tool written in Java that is used to publish and share biodiversity datasets through the GBIF network. Designed for interoperability, it enables the publishing of content in databases, Microsoft Excel spreadsheets, or text files using open standards namely the Darwin Core (<http://rs.tdwg.org/dwc/terms>) and the Ecological Metadata Language (<http://knb.ecoinformatics.org/software/eml>). You can also use a 'one-click' service to convert your metadata into a draft data paper manuscript (<http://www.gbif.org/publishingdata/datapapers>) for submission to a peer-reviewed journal (see also many examples of data papers in this link).

## Preparing your manuscript

GBIF's integrated publishing toolkit (IPT) (<http://www.gbif.org/informatics/infrastructure/publishing>) offers a system to generate a draft paper outline containing the metadata information of the dataset.

Manuscripts are to be organized in a format similar to original articles with the following modifications. Following *Introduction*, the authors should include the following sections: *Taxonomic Coverage, Spatial Coverage, Temporal Coverage, Project Description, Natural Collections Description, Methods, Database Descriptions, Additional Information, and Literature Cited*.

*Literature cited, figures captions, tables, and figures*. These items are in the form and sequence described for articles.

### 4.6. Book reviews

*Title*. Give the title of the book as indicated below:

**Toxoplasmosis of Animals and Man**, by J.P. DUBEY & C.P. BEATTIE. 1988. Boca Raton, CRC Press, 220p.

The words "edited by" are substituted for "by" when appropriate.

*Text*. The text should not be subdivided. If literature must be cited, a headed "literature cited" section follows the text in the style described for articles. Figures and tables should not be used.

*Name and address of author*. This information follows the text or the literature cited section, if present.

## 5. PROCEDURES

Manuscripts submitted to ZOOLOGIA will be initially evaluated by the Administrative Editor for adequacy (scope) and formatting. A first evaluation of the English may be performed by the Language Editor, and manuscripts with language problems will be returned to the authors. The Administrative Editor forwards the manuscript to the Managing Editor, who will choose an adequate Section Editor. After evaluating the manuscript, the Section Editor sends it for review. Copies of the manuscript with Reviewers' comments and the Section Editor's decision will be returned to the corresponding author for evaluation. The authors have up to 30 days to process the revision and to return the revised version of the manuscript. Another evaluation of the English may be performed at this point. Once approved, the revised version of the original manuscript is returned to the Managing Editor. Exceptionally, the Managing Editor may modify the recommendation of the Reviewers and Section Editor after consultation with the Section Editors. A copyedited version of the manuscript is then sent to authors for approval. This version is the last chance the author has to make any substantial changes to the text (though changes or additions to the manuscript may be rejected at the discretion of the editorial team), as the next stage is restricted to typographic and formatting corrections. Once formatted, the manuscript will be made available immediately through the journal's homepage and SciELO.

## 6. REPRINTS

The corresponding author will receive an electronic reprint (in PDF format) after publication. Authors may print and distribute hardcopies of their article on demand. Authors may also send the electronic file to individuals, as one would send a printed reprint. However, please refrain from distributing PDF files via discussion groups and bulk-mail systems, since the number of times users access and download articles from the journal's website is important statistical data that help us to increase the indexes of quality of ZOOLOGIA.

## 7. VOUCHER AND TYPE SPECIMENS

Specimens, including types (where appropriate) or vouchers that have received authoritative identification, are the foundation of all biological studies, from taxonomy and systematics to ecology and biogeography, including all aspects of biodiversity survey and inventory. Representative individuals (or parts of entire specimens that retain diagnostic information for identification) used in any study reported in the Journal should be deposited in a recognized biological collection that will make them freely available to the research community. Vouchers of sequence data should also be deposited to substantiate the records of all molecular studies (e.g., phylogeography and diagnostics), and ideally should include all remaining portion(s) of the specimens from

which DNA has been extracted. It is recommended that such specimens are not limited to the holotype and a limited number of paratypes in descriptions, or relatively few specimens derived from survey or from ecological studies. It is a requirement of ZOOLOGIA that all manuscripts document the collection(s) where the specimens (types or vouchers) are deposited along with their respective catalogue or accession numbers in those repositories.

## **8. DOUBTS?**

Contact the Zoologia Editorial Office at [sbz@sbzoologia.org.br](mailto:sbz@sbzoologia.org.br)