ZOOLOGIA
an international journal for zoology

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INSTRUCTIONS TO AUTHORS
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These instructions apply to all manuscripts submitted to Zoologia. Manuscripts that do not follow them will be returned to the authors before peer review. Please also read the journal's Editorial Policy, which describes the peer review process, open science and data policies, fees, ethics, and the use of artificial intelligence. Authors are also advised to consult recently published articles in Zoologia, which illustrate the format and style adopted by the journal.

Types of Documents Accepted

Zoologia publishes contributions in all areas of Zoology, written in American English, in the following categories:

- **Research Articles:** original and complete studies.
- **Short Communications:** concise but complete studies (not preliminary results) that do not warrant a full article, including nomenclatural and taxonomic notes and new or modified techniques that cannot be incorporated into the methods of a regular article. The text is not divided into sections.
- **Reviews:** published by invitation only. Topics may be suggested to the Editor-in-Chief.
- **Opinions:** letters to the editor, comments on publications and ideas, and other texts expressing the opinion of one or more scientists.
- **Obituaries and Tributes:** texts honoring zoologists who made significant contributions to their fields.
- **Book Reviews:** published by invitation only. Topics may be suggested to the Editor-in-Chief.
- **Data Papers:** scholarly articles describing biodiversity datasets (e.g., occurrence databases, collection datasets, interactive identification keys) deposited in public data repositories.

Faunistic inventories, new records and species lists are considered only when they go beyond simple notes or lists, presenting sufficient coverage and analysis (e.g., richness, composition, distribution among regions or environments), ecological inferences, or aspects such as conservation or invasive species. Descriptions of new species based on very few specimens are discouraged and are considered only when well justified.

Preprints: manuscripts previously deposited on recognized preprint servers are accepted, except those containing nomenclatural acts (see Editorial Policy). The preprint must be declared in the Open Science Compliance Form.

Responsibility of the Authors

By submitting a manuscript to Zoologia, the authors confirm that:

- all authors have approved the submission and are registered as co-authors in the submission system;
- the results and ideas are original, and the manuscript is not under consideration elsewhere, nor will it be submitted elsewhere unless rejected by Zoologia or formally withdrawn;
- the manuscript was prepared according to these instructions;
- the authors are fully responsible for the scientific content and the language of the article;
- the authors agree to the Contribution to Publication Costs (CCP), when applicable, and to the publication of the article under the Creative Commons Attribution License (CC BY 4.0).

Author Contributions

Manuscripts with two or more authors must include an Author Contributions statement following the CRediT (Contributor Roles Taxonomy), listing each author by his/her initials, followed by his/her roles. Example: *WAB: Conceptualization, Formal analysis, Resources. MPB: Project administration, Writing – original draft, Writing – review & editing. SBLA: Conceptualization, Data curation, Writing – original draft, Writing – review & editing.* All authors must have taken part in the work and approved the final version. Other forms of support are recorded in the Acknowledgments.

Manuscript Preparation

General

- Language: manuscripts must be written in clear, concise and grammatically correct American English. All authors, native speakers or not, are responsible for the quality of the text and should have it carefully revised before submission; poorly written manuscripts will be returned. A list of language services is available on the SBZ website (their use does not guarantee acceptance).
- Proper names must not be translated and must be kept in their original language, including in the authors' affiliations (e.g., Universidade Federal do Paraná, not "Federal University of Paraná"), as well as names of collections, institutions, protected areas and localities. Country names are given in English.
- File: submit the main text as an editable file (DOCX or compatible), never as PDF. Use Times New Roman, 12 pt, left-aligned text.
- Do not number the pages or lines and do not embed figures in the text: page numbers, line numbers and figures are added automatically by the submission system to the PDF used for evaluation.
- Do not number sections or subsections. Use no more than two heading levels (e.g., MATERIAL AND METHODS and its subsections). In the TAXONOMY section, taxon names and run-in headings (e.g., Diagnosis., Description., Remarks.) are used as needed.
- Italics only for scientific names of genus- and species-group taxa and for Latin terms; do not use italics or underlining for emphasis.
- Use the decimal point (not comma) and the International System of Units, with a space between number and unit (e.g., 12 mm, 250 m, 22.50 °C, 3.5 kg). Exceptions: percentages and angular degrees are written without a space (e.g., 45%, 30°).

Order of the manuscript

Title page – Abstract – Keywords – Introduction – Material and Methods – Results (Taxonomy, in taxonomic papers) – Discussion – Acknowledgments – Literature Cited – Statements – Figure captions – Tables – Captions of supplementary material.

Title page

- Title: concise and informative, in sentence case, without authorities and dates of scientific names. Include the higher taxa of the animals treated in parentheses, separated by colons, e.g., (Hemiptera: Cicadellidae). Avoid expressions such as "first record" or "first occurrence".
- Running head: short version of the title, up to 50 characters including spaces.
- Authors: full names, without titles or degrees, with the ORCID of each author as a full link (e.g., https://orcid.org/0000-0000-0000-0000).
- Affiliations: department, institution, full address including postal code, city, state, and country. Indicate the corresponding author, with his/her e-mail in parentheses.

Abstract and Keywords

- ABSTRACT: a single paragraph, preferably up to 350 words, written as a stand-alone summary of the significance, objectives, methods, results and conclusions of the study. The abstract must be informative rather than indicative: it should present the main findings and conclusions themselves (e.g., numbers, main results, new taxa), not merely state what the study did or that the results are discussed. Do not subdivide it and do not include references to figures or tables. Avoid literature citations; when unavoidable, they must be complete. New names and new combinations must be mentioned.
- KEYWORDS: up to five, in English, in alphabetical order, separated by commas, in lowercase (except proper names), and different from the words in the title. Prefer simple terms to compound expressions.

Main text

- INTRODUCTION: presents the context of the study, with concise background limited to relevant topics, and ends with the objectives and, when applicable, the hypotheses of the study. Not subdivided.
- MATERIAL AND METHODS: concise but sufficient for the study to be repeated; cite rather than describe standard procedures. All permits and approvals are declared in the Ethical Statement (see Statements).
- RESULTS: concise, without interpretation or methods; do not repeat in the text information that can be extracted from figures and tables.
- DISCUSSION: shows how the findings support, complement or contradict existing knowledge. A separate Conclusion section is not allowed; relevant concluding remarks must be included at the end of the Discussion, without repeating information.
- ACKNOWLEDGMENTS: concise, limited to non-financial support; colleagues must be consulted before being acknowledged. Funding is declared separately (see Statements).

Taxonomic papers

- The Results section is replaced by TAXONOMY. Descriptions, in a single paragraph or in telegraphic style organized by body region (e.g., Head:, Thorax:, Abdomen:), are followed by the material examined, geographic distribution and Remarks, the latter being the place for comparisons with similar taxa.
- At the first mention in the text, scientific names of genus- and species-group taxa must be given in full, followed by the author and year of description, according to the ICZN (e.g., *Aus bus* Silva & Costa, 2020). Authorities are not repeated in figure or table captions.
- Material examined: we recommend the format below, which allows the records to be shared with GBIF after publication: COUNTRY • number of specimens and sex; locality data (from largest to smallest); coordinates; elevation; date (e.g., 16 Jan 1998); collector followed by “leg.”; other collecting data; identifiers (e.g., GenBank number); institution acronym and catalogue number. Fields are separated by semicolons, and each record begins with a bullet (•).
- Type specimens and vouchers must be deposited in institutional collections; personal collections are not accepted as sole depositories of types. Catalogue or accession numbers must be given for all deposited material, including frozen tissues.
- New names and nomenclatural acts must comply with the International Code of Zoological Nomenclature (ICZN). Registration in ZooBank is carried out by the editorial office after acceptance; authors do not need to register their work. Authors who have already done so must inform the LSIDs of the article and of each nomenclatural act (the latter placed below the name of the new taxon).
- Etymology: names should be appropriate and not offensive (ICZN Recommendation 25C). Avoid names of politicians or other personalities not associated with biology, and do not include political statements, marketing or personal remarks.

- Identification keys must not use mathematical symbols (> or <); write “more than” or “less than”.

Voucher and Type Specimens

Voucher specimens are the basis of all zoological studies, from taxonomy and systematics to ecology, biogeography and biodiversity surveys. Representative specimens (or parts that retain diagnostic information) of all studies published in Zoologia, whether taxonomic or not, must be deposited in a recognized biological collection that makes them available to the research community. Personal collections are not accepted as sole depositories of type material.

- Molecular studies must also deposit voucher specimens, ideally including the remaining parts of the specimens from which DNA was extracted. Tissue samples and sequences must be linked to their vouchers.
- Depositing additional material, not only the holotype and a few paratypes, or a few specimens from surveys and ecological studies, is recommended.
- The manuscript must state the collection(s) where the specimens are deposited and their catalogue or accession numbers, including for frozen tissues.

Short Communications, Opinions, Obituaries, Book Reviews and Data Papers

- Short Communications follow the format of Research Articles, but the text (introduction, methods, results and discussion) is not divided into sections.
- Opinions, Obituaries/Tributes and Book Reviews have a title, an undivided text and, when necessary, Literature Cited. Book reviews are titled with the full reference of the book (e.g., Toxoplasmosis of Animals and Man, by Dubey JP, Beattie CP (1988), CRC Press, Boca Raton, 220 pp.).
- Data Papers follow the format of Research Articles, with the following sections after the Introduction: Taxonomic Coverage, Spatial Coverage, Temporal Coverage, Project Description, Natural Collections Description (when applicable), Methods, Dataset Description, Additional Information and Literature Cited. The dataset must be deposited in a public repository (e.g., GBIF) and cited with its DOI; metadata should follow the GBIF Metadata Profile.

Statements

The following statements are mandatory and must be placed together, each under its own heading, after the Literature Cited (never within the Methods or the Acknowledgments). The related policies are described in the Editorial Policy (Open Data, Policy on Conflict of Interest, Ethics Committee, and Use of Artificial Intelligence Tools and Resources).

- **Funding:** sources of financial support for the research must be declared with the names of the funding agencies and grant numbers. If none: “The authors have no funding to report.”
- **Competing Interests:** if none: “The authors have declared that no competing interests exist.”
- **Author Contributions:** following CRediT (see above).
- **Data Availability:** where the data can be accessed (repository and DOI as a full link, e.g., https://doi.org/10.xxxx/xxxxx), whether they are included in the article or its supplementary material, or why they cannot be made public.
- **Ethical Statement:** collecting permits, approval by animal ethics committees, authorization for access to genetic heritage, etc., with their numbers; if not applicable, state so.
- **AI Statement:** tool, period and purpose of any use of artificial intelligence, including tools for language editing and grammar or spelling checks; if none, state so.

Digital Assets

Figures

- Photographs, drawings, graphs and maps are termed figures, numbered consecutively with Arabic numerals in the order cited in the text. Parts of a figure are identified by bold capital letters (A, B, C...).
- Figures must be proportional to the column width (82 mm) or the page width (170 mm), with a maximum height of 210 mm, of which about 10–20 mm must be preserved for the caption (i.e., figure height up to 190–200 mm).
- Use scale bars in the figures, without numerical values; the values of the scale bars are given in the caption. Do not indicate magnification.
- Upload each figure as a separate file, with a minimum resolution of 300 dpi at final size: raster images (photographs, drawings, maps and graphs) in TIF (LZW compression), JPG or PNG (low compression); vector files in EPS or SVG, with all text converted to outlines (curves), so that the figure does not depend on embedded fonts. PDF files are not accepted. Maximum 10 MB per file. Use white or transparent backgrounds and sharp, legible text; captions must not be part of the image.
- The use of color is recommended and encouraged, including in graphs, preferably with color-blind-friendly palettes. Color figures are published at no additional cost.
- Captions are placed after the Statements, one paragraph per figure: “Figure 1.”, followed by the general caption, the parts (e.g., (A) dorsal view (B) ventral view), abbreviations and, last, the scale bars (e.g., Scale bars: A, B = 1 mm; C = 0.5 mm).
- In the text, cite as Fig. 1, Fig. 1A–D, Figs 1, 2, Figs 1–3; figures from other publications in lowercase (e.g., fig. 2 in Silva 2010 or Silva 2010: fig. 2).

Tables

- Tables must be built with the table tool of the word processor (not as images), numbered with Arabic numerals, and placed at the end of the text, after the figure captions, each preceded by its caption (“Table 1.”).
- Every column must have a heading. Do not use shading, colored fonts, vertical lines, or paragraph marks and line breaks within cells. Use the same number of decimal places for the same statistic. Cite in the text as Table 1, Tables 1, 2, Tables 1–3.

Supplementary material

- Tables, datasets, videos, photographs and other supplementary files are uploaded as separate files, not in the main text, and will be freely available with the article. Their captions are placed at the end of the main text, after the tables.

Citations and References

Citations in the text

- One or two authors: Smith (1990), (Smith 1990), Lent and Jurberg (1965) – always “and”, never “&” (the ampersand is used only in taxonomic authorities, e.g., Silva & Costa, 2020).
- Three or more authors: Guimarães et al. (1983).
- Page numbers: Smith (1990: 128). Same authors, several years: Smith (1990, 1995); identical author and year: Jackson (2008a, 2008b).
- Several citations: in chronological order, separated by commas (Smith 1998, Brock and Gunderson 2001, Felt 2006, Jackson 2008a, 2008b).
- All works cited in the text must appear in the Literature Cited, and vice versa. Personal communications (“pers. comm.”) should be avoided; when indispensable, they are cited only in the text, with the consent of the person cited.

Literature Cited

- References are listed alphabetically. Author names: surname followed by initials without periods or spaces, authors separated by commas (e.g., Lyal CHC, van Tol J). For more than six authors, list the first five followed by "et al."; when there are exactly six authors, list all of them.
- Year in parentheses, without punctuation after it. Article titles as originally published. Journal titles in full, not abbreviated. Include the DOI as a full link whenever available.
- Works in press may be cited and must be updated after acceptance. Abstracts of scientific meetings are accepted only when available at a stable URL or with ISSN/ISBN. Theses, dissertations and undergraduate monographs are accepted only when deposited in a repository with a stable URL. Unpublished works and reports are not accepted. Datasets must be cited with their DOI.
- Access dates of electronic sources follow the ISO 8601 format (YYYY-MM-DD).

Examples:

- **Journal article:** Guedes D, Young RJ, Strier KB (2008) Energetic costs of reproduction in female northern muriquis, *Brachyteles hypoxanthus* (Primates: Platyrrhini: Atelidae). Revista Brasileira de Zoologia 25(4): 587–593. https://doi.org/10.1590/S0101-81752008000400002
- **Book:** Hennig W (1981) Insect phylogeny. John Wiley, Chichester, 514 pp.
- **Book chapter:** Mayr E (2000) The biological species concept. In: Wheeler QD, Meier R (Eds) Species concepts and phylogenetic theory: a debate. Columbia University Press, New York, 17–29.
- **Institutional author:** ICZN [International Commission on Zoological Nomenclature] (1999) International code of zoological nomenclature. The International Trust for Zoological Nomenclature, London, 4th ed.
- **Thesis or dissertation:** Author AB (Year) Title of the thesis. PhD or MSc Thesis, Institution, City, xxx pp. https://stable-repository-URL
- **Electronic source:** IUCN (2025) The IUCN Red List of Threatened Species. https://www.iucnredlist.org [Accessed: 2025-03-15]
- **Dataset:** Author AB (Year) Title of the dataset. Repository. https://doi.org/10.xxxx/xxxxx

Typography and Style

- Dashes: hyphen (-) for compound words; unspaced en dash (–) for ranges (1977–1981; pp. 237–258; Fig. 1A–D; Figs 5–7). The em dash (—) should be avoided whenever possible.
- Geographic coordinates in one consistent format: 36°31′21″S, 114°09′50″W; 36°31.46′S, 114°09.84′W; or 36.5243°S, 114.1641°W.
- Statistical symbols (e.g., p, F, r, N) are written in regular (not italic) font, with spaces around equal and inequality signs (p = 0.002).
- Quotation marks only for direct quotations, terms defined by the author or words used in unusual contexts.

Supplementary Documents at Submission

- Open Science Compliance Form (mandatory), including information on preprints and data.
- Main text file (DOCX), figure files and supplementary files, uploaded separately.
- Cover letter (highly recommended), briefly explaining the relevance and originality of the study.
- Suggestion of potential reviewers in the submission system (highly recommended), with names, institutions and e-mails of specialists who have no conflict of interest with the authors.

Additional Information

- Submission: exclusively online, at https://mc04.manuscriptcentral.com/zool-scielo. The system allows authors to follow the evaluation process.

- Contribution to Publication Costs (CCP): requested after acceptance; see Fees in the Editorial Policy.
- Proofs: after acceptance, a copyedited version is sent to the authors for approval; this is the last opportunity for substantial changes. Later corrections are restricted to typographical errors.
- DOI and LSID: all published articles receive a DOI. The editorial office registers all accepted articles, and their nomenclatural acts, in ZooBank; each article receives an LSID, which is included in the published version.
- Sharing: authors are encouraged to share the article through its DOI as a full link, so that access and download statistics are counted.

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