

ZOOLOGICAL STUDIES

INSTRUCTIONS TO CONTRIBUTORS

Zoological Studies publishes original research papers in all aspects of zoology. Manuscripts are welcome from around the world, but must be written in English. Authors who submit exceptionally long manuscripts may be asked to defray a portion of related printing cost. Color photographs can be printed at the author's expense. The journal will provide 25 free reprints of accepted articles per publication; additional reprints are available for order at the author's expense.

With the exception of invited review papers, submissions must include a cover letter containing the basic information and stating that the manuscript is based on previously unpublished original research and has not been submitted to another journal for publication. If the paper concerns the use of animals or specimens in research, a statement to the effect that the author(s) has adhered to the legal requirements of the country in which the work was carried out or to any institutional guidelines should be included.

The Editorial Board has final authority concerning acceptance or rejection of any manuscript. As a condition of publication, the authors' copyright automatically belongs to *Zoological Studies*. If the author(s) does not have clear title to the copyright of any part of the manuscript, it is the sole responsibility of the author(s) to obtain written permission from the copyright holder and present it to the editor of *Zoological Studies*.

The following format guidelines should be followed for all papers submitted.

I. Submission procedure

Manuscripts must be submitted via e-mail as electronic files to the Editorial Office: zoolstud@gate.sinica.edu.tw. The text should be submitted as a Microsoft Word file and a PDF file. The MS Word file will allow a timely review process by allowing reviewers to insert comments on the electronic copy. Figures should be included at the end of the PDF file containing the text, but for publication of accepted manuscripts, separate text and figure files are requested as described below. To reduce the PDF file size for more-efficient transmission, embed fonts, use the "optimize" function in Adobe Acrobat (or other program), and use no more than 300 dpi resolution for figures. To aid the Editor in file management, please begin all filenames with the surname of the first author; it would also be useful to include the date: e.g., `Randall_et_al_4Sep02.doc` (spell out month to avoid confusion). Important: Please place the date of submission in the top right corner of the title page and change the date on subsequent revisions. All corresponding authors will receive a confirmation of receipt of the manuscript via e-mail. Authors who have not received a confirmation within one week should check with the editorial office. After an electronic submission has been examined and determined to be appropriate for *Zoological Studies*, it will be sent electronically to reviewers, who will return it the same way.

Peer review involves the following steps:

1. Author submits manuscript;
2. Editorial Office checks formatting;
3. Chief Editor assigns a Subject Editor;
4. Subject Editor assigns Reviewers;
5. Reviewers submit review reports;
6. Subject Editor makes recommendation;
7. Chief Editor makes final decision; and
8. Author is informed of decision.

Manuscript Types

Reports: Reports are full-length papers and should not exceed 8000 words (including tables and figure legends).

Invited Reviews: The Chief Editor invites an author to write a review. Invited reviews should normally be the same length as a report.

Note: Short papers with 2-4 printed pages and up to 3000 words should include an Abstract, a combined Results and Discussion section, References, Acknowledgments, and Figure Legends. The abstract should be no more than 150 words.

Animal Miraculum: An *Animal Miraculum* must not exceed one printed page in length. The emphasis is on high quality photographs with a short explanatory text, (include references only if essential). The topic must be scientifically interesting (e.g., an unusual event or phenomenon). Authors must supply a text file excluding the figure(s) in Word.doc format, and a proposed layout in Word or PDF format with the figures embedded. The purpose of the layout file is to demonstrate to the Editor that the *Animal Miraculum* will fit on a single page. The figure(s) must be provided as TIF or EPS files as appropriate. Digital images are required so that they can be uploaded onto the website. Authors should contact the Editorial Office for advice when prints or transparencies are involved. The normal length of text for an *Animal Miraculum* should not exceed 500 words including the title, references, acknowledgments, and author details.

II. Title Page

The title page should include the manuscript title; names of all authors; address(es) of where the research was conducted and, if different, all current addresses of the authors including fax and e-mail if available; a short running title of less than 40 characters; name, address, telephone, and fax numbers where correspondence should be sent; and no more than five keywords preferably not in the title.

III. Abstract

The abstract should be a factual condensation of the entire paper, including a statement of purpose, a clear description of observations and findings, and a concise presentation of the conclusions. It should not exceed 300 words. Literature citations should be avoided.

IV. Text

Manuscripts should include the following sections: Abstract, Materials and Methods, Results, Discussion, Acknowledgments, References, Figures, and Tables. Begin each section on a separate sheet. The full text of the Abstract to the References should be double-spaced with a minimum of 1.5-inch margins. The font of the entire manuscript should be set to 12 point Times New Roman. Scientific binomials should be italicized.

V. References

References should be cited in the text using the following formats: (Smith 1992), (Smith et al. 1992), or (Smith 1978a b 1983 1992, Jones 1990). Bibliographic citations should be arranged alphabetically according to the surname of the primary author, and formatted as in the following examples.

- Elzinga A, N Alonzo. 1983. Analysis for methylated amino acids in proteins. *In* CHW Hirs, SN Timasheff, eds. *Methods in enzymology*. Vol. 91, Part I. New York: Academic Press, pp. 8-13.
- Fisher CR, JJ Childress. 1986. Translocation of fixed carbon from symbiotic bacteria to host tissues in the gutless bivalve *Solemya reidi*. *Mar. Biol.* **93**: 59-68.
- Summerfelt RC, GE Hall, eds. 1987. *Age and growth in fish*. Ames, IA: Iowa State University Press.
- Chen W. 1974. *Butterflies of Taiwan in colour*. Taipei: Chinese Culture Press. (in Chinese)
- Fujioka T, H Chiba. 1988. Notes on distributions of some Japanese butterflies. *Spec. Bull. Lep. Soc. Jap.* **6**: 141-149. (in Japanese with English summary)
- Mills SC, JD Reynolds. 2003. The bitterling-mussel interaction as a test case for co-evolution. *J. Fish Biol.* **63(Supplement A)**: 84-104.
- Aranishi F. 2005b. Rapid PCR-RFLP method for discrimination of imported mackerel and domestic mackerel. *Mar. Biotechnol.* (in press)
- Fishbase. 2005. A global information system on fishes. Available at <http://fishbase.sinica.edu.tw/home.htm>.

VI. Tables

Tables should not duplicate material found in the text or in accompanying illustrations. Tables must be numbered consecutively in the order of mention in the text, and be described in brief but complete legends. All tables must be typed double-spaced without vertical lines, one table per page. All symbols (a, b, c, etc.) and abbreviations used must be briefly and clearly explained in the table footnotes. Asterisks should be used to indicate levels of significance: a single asterisk (*) for $p \leq 0.05$, double asterisks (**) for $p \leq 0.01$, and triple asterisks (***) for $p \leq 0.001$.

VII. Figures

Figures should be in the following format.

1. Figures must be in finished form and ready for reproduction.

2. Number the figures using Arabic numerals according to the order of mention in the text.
3. Appropriate lettering and labeling should be used with letters and numbers which will be at least 1.5 mm high in the final reproduction.
4. The Font of the lettering should be Arial. All figures should be one or two column widths (either 8 or 17 cm) in size. The maximum printed page height is 23 cm. Include scale bars where appropriate. Color and grayscale photograph should be saved in EPS format.
5. Color photographs should be at a resolution of 300 pixels/inch. Grayscale photographs should be saved in 8 bits/channel. Photographs should be saved in CMYK which is suitable for printing. Do not save the format in indexed color.
6. Line drawings should be prepared in TIFF format at a resolution of 1200 pixels/inch. Figures are edited using EXCEL, so please provide the original files.
7. Authors should prepare any TIFF- or EPS-formatted figures at the intended final size which is suitable for editing, and also prepare figures with no labels or words after the manuscript is accepted.
8. If all parts of a figure can be clearly seen in the printed version, then this is a good indication that the figure will be acceptable.
9. The maximum size for all originals should not exceed the size of a printed page. High-quality original artwork or glossy prints should be submitted for reproduction mounted on appropriate mounting cards.
10. Authors may indicate their size preferences of each figure (i.e., two-column width, "do not reduce," etc.). All lines must be dark and sharply drawn. Reproductions may be used for review copies of a manuscript.

VIII. Figure Legends

Each figure should be accompanied by a title and explanatory figure legend. All associated descriptive legends should be typed (double-spaced) on a separate sheet; sufficient detail should be given in each legend to understand the figure independent of the text.

IX. Nucleotide and Protein Sequences

Newly reported nucleotide and protein sequences must be deposited in the DDBJ/EMBC/GenBank databases. Accession numbers must be included in the final version of the manuscript.

X. Special Notes on Taxonomic Papers

Taxonomic papers submitted to *Zoological Studies* will be considered by the uniqueness of the taxa under study (e.g., a poorly described taxonomic group). Authors describing a new species are encouraged to incorporate a revision of that particular group or relationships to existing species. Simple taxonomic descriptions are no longer considered for publication in *Zoological Studies*. Those papers submitted to *Zoological Studies* should follow the following style conventions.

1. Upon the first mention of a species or infra-familial in both the abstract and text, the author of the animal taxon must be cited referring to the International Code of Zoological Nomenclature. Do not abbreviate the generic name of a taxon upon first mention or at the beginning of a sentence. Author's names of a taxon must not be abbreviated except for Linnaeus (as L.) and Fabricius (as Fabr.). When multiple authorships are involved, authors' names should be separated by "et" or "and". When citing authors of a taxon, citation of the year is optional. If used, however, the year must be enclosed within parentheses or square brackets, and the citation must be considered a reference citation within the article and be listed in the references.
2. New taxa or synonymies that are erected should be clearly and appropriately marked as: comb. nov., com. rev., nom. nov., sp. nov., stat. nov., stat. rev., syn. nov., etc. A new taxon must list the name of the describing author(s) after the binomial or trinomial, even if it is the same as the manuscript author(s).
3. Types: Descriptions and revisions also require comments on the types involved. Comments on types should be in a separate paragraph, and should include collection data and deposition information.
4. Keys: Keys are not essential in taxonomic work, but are highly recommended. Keys must be concise, clear, easy to follow, and have reversibility provisions. Keys must also be in adjacent couplet style, and each couplet should preferably contain more than a single, non-overlapping attribute.
5. Materials examined: Holotype and paratype(s) must be designated if a new taxon is being published. Designation of an allotype is not necessary. The collecting site, number of specimens examined, sex, date, and collector should be stated.