

MASTOZOOLOGÍA NEOTROPICAL - EDITORIAL GUIDELINES

May 2018

MASTOZOOLOGÍA NEOTROPICAL is a biannual (June and December) journal devoted to the communication of results from original research on living and extinct Neotropical mammals. Beginning in 2018 (volume 25), MASTOZOOLOGÍA NEOTROPICAL will no longer be printed on paper and will be published exclusively online. The journal considers two main types of manuscripts: 1) **articles**: up to 12,000 words in total and up to a combined total of 10 figures/tables; and 2) **notes**: less than 3,000 words in total and up to a combined total of 3 figures/tables. **Abstracts of theses and dissertations** are published at the end of each issue. Other types of manuscripts are published only by invitation from the Editor. The journal avoids publishing technical reports, lists of species of local interest, or observations that might motivate but do not, as such, represent research.

MASTOZOOLOGÍA NEOTROPICAL accepts manuscripts in Spanish, Portuguese, and (American) English. MASTOZOOLOGÍA NEOTROPICAL is currently co-edited by the Sociedad Argentina para el Estudio de los Mamíferos (SAREM) and the Sociedade Brasileira de Mastozoologia (SBMz). Members of SAREM or SBMz that are up to date with their annual dues can publish in the journal at no cost. Charges for non-members are 20 US dollars per published page. The author submitting a manuscript to MASTOZOOLOGÍA NEOTROPICAL attests that research reported in the manuscript is original and is only under consideration by the journal, and that the manuscript and its eventual publication in the journal is approved by all authors.

ORGANIZATION OF THE MANUSCRIPT

1. Format. **Abstracts of theses and dissertations**: please see a recent online issue of the journal. **Articles and notes**: The manuscript must be submitted in the form of a single file in docx format, with tables and figures (these with a draft resolution sufficiently good enough for evaluation) included at the end of the document along with their respective legends. The text (including the literature cited) must be double-spaced, in 12 pt. Times New Roman font, with pages and text-lines numbered, with 2.5 cm page margins. Paragraphs must be left-justified (i.e., not fully justified) with first lines indented at 1 cm. Italics are reserved for scientific names (genera, species, subspecies); boldface type should not be used. Latin expressions (e.g., vide, fide, i.e., sensu) are written in regular font. The metric system should be used throughout the manuscript; temperatures should be in °C, time reported using the 24-hour system (as in 20:15), and numbers reported using decimal points (e.g., 25.6). Figures must be referred in the text using the abbreviations Fig. or Figs. Footnotes are not accepted.

2. Cover page.

Include the title, authors, author affiliations (without street/postal address information), email of the corresponding author, and a short running header (up to 40 characters).

Example:

ECOLOGICAL STRATEGIES AND IMPACT OF WILD BOAR IN
PHYTOGEOGRAPHIC PROVINCES OF ARGENTINA, WITH EMPHASIS ON
ARIDLANDS

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Short title: WILD BOAR ECOLOGY AND IMPACT IN ARGENTINA

3. Subsequent pages (refer to a recent issue of the journal). **Abstracts:** All manuscripts include an abstract in English and one in Portuguese or Spanish, each up to 250 words for articles (100 for notes): the first abstract is in the main language of the manuscript, and the second one begins with a translation of the title. Abstracts are followed by up to five **Key words** (in each of the languages of the abstracts and in their order), separated by commas, alphabetically ordered in each language, and preferably using words not used in the title. The text of the articles will be divided into the traditional sections of INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSIONS, and ACKNOWLEDGMENTS. Other section names or combinations of these are also acceptable. Main sections are headed in CAPITAL LETTERS, whereas secondary section headings must be Underlined and left-justified without indentation. Notes should not be divided into sections. The LITERATURE CITED must include full references to all in-text citations.

4. In-text citations and literature cited. Authors are responsible for the inclusion of all references cited in the text in the literature cited and viceversa. Do not cite abstracts of presentations at meetings. We strongly recommend the use of electronic citation management software. The style of MASTOZOOLOGÍA NEOTROPICAL for use in several popular citation management systems (e.g., Mendeley, Zotero, Endnote) is available for download at the journal site (<http://ojs.sarem.org.ar/index.php/mn/>). It is adapted from the style of the *Journal of Mammalogy* but uses the symbol “&” instead of “and” to link author names as needed in in-text citations and the literature cited. This allows us to use a single style regardless of the language of the manuscript.

In this paragraph, we include examples of in-text citations of papers by a single author, as (Pearson 1995) or Pearson (1995), two authors (Patton & Smith 1992), and three or more authors (Solari et al. 2013). Multiple references are separated by “;” and ordered chronologically (Pereira et al. 2011; Solari et al. 2013). Additional examples include

articles published online (MacManes & Eisen 2014), theses and dissertations (Teta 2013), books (Patterson & Costa 2012), book chapters (Ojeda et al. 2015) and web pages (Myers 2001).

In the LITERATURE CITED, include the name of all authors if they number six or fewer (e.g., Solari et al. 2013); references with seven or more authors are included using the first author, followed by “ET AL.”, as in the (Pereira et al. 2011) reference. Several citation systems (e.g., Mendeley, Zotero) require that italics are identified in the citation within the database as in the following example: <i>Peromyscus eremicus</i>. References are arranged alphabetically by author(s), then by year of publication; when needed, letters are added to the year of publication to distinguish otherwise ambiguous in-text citations (Lanzone et al. 2014, 2016a; b).

LITERATURE CITED

- LANZONE, C., D. CARDOZO, D. M. SÁNCHEZ, D. A. MARTÍ, & R. A. OJEDA. 2016a. Chromosomal variability and evolution in the tribe Phyllotini (Rodentia, Cricetidae, Sigmodontinae). *Mammal Research* 61:373–382.
- LANZONE, C., C. LABARONI, N. SUÁREZ, D. RODRIGUEZ, M. HERRERA, & A. BOLZAN. 2016b. Distribution of telomeric sequences (TTAGGG)(n) in rearranged chromosomes of phyllotine rodents (Cricetidae, Sigmodontinae). *Cytogenetic and Genome Research* 147:247–252.
- LANZONE, C., N. S. SCHULLCA, D. RODRÍGUEZ, A. OJEDA, S. ALBANESE, & R. A. OJEDA. 2014. Chromosomal variability and morphological notes in *Graomys griseoflavus* (Rodentia, Cricetidae, Sigmodontinae), from Catamarca and Mendoza provinces, Argentina. *Mastozoología Neotropical* 21:47–58.
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- SOLARI, S., Y. MUÑOZ-SABA, J. V RODRÍGUEZ-MAHECHA, T. R. DEFLER, H. E. RAMÍREZ-

CHAVES, & F. TRUJILLO. 2013. Riqueza, endemismo y conservación de los mamíferos de Colombia. *Mastozoología Neotropical* 20:301–365.

TETA, P. 2013. Sistemática de la tribu Abrotrichini (Rodentia: Cricetidae). Tesis de Doctorado. Universidad Nacional de La Plata, La Plata, Argentina.

5. Appendices. If necessary, appendices will be numbered sequentially and included after the Literature Cited to detail specimens examined, lists of localities, etc. They must be cited in the text as in “Appendix 1”. Alternatively, this information can be provided in Materials and Methods or a Table.

6. Supplementary material. Supplementary material in one (preferred) or several files (pdf format preferred) will be associated online to the published article or note. *MASTOZOLOGÍA NEOTROPICAL* will not edit these materials but will ensure access through its website. Tables and figures included as supplementary materials may be referred in the text as “Fig. S” and “Table S”, respectively. Include a list of supplementary materials and their contents at the end of the manuscript, as in this example:

SUPPLEMENTARY ONLINE MATERIAL

Supplement 1:

Fig. S1. Views of a skull of *Octomysmimax*, showing the landmarks used for geometric morphometrics.

Table S1. Genotypes of individuals used in this study (see Materials and Methods for acronyms of museum vouchers and microsatellite loci).

7. Documentation and data repositories. Specimens examined must be reported in an Appendix or in another suitable section of the manuscript. Nucleotide sequences must be deposited in GenBank or the Sequence Read Archive Database, and the corresponding accession numbers must be reported. More generally, the journal encourages practices that ensure open access to data associated to research published in the journal, contributing to verification and integration of research; whenever possible, data should be made available for individual specimens in accessible museum collections.

8. Nomenclatural Papers. Papers that present new names or other nomenclatural acts are regulated by the International Code of Zoological Nomenclature (The Code). Once a manuscript including a new name is accepted for publication, authors must register their work with ZooBank (<http://zoobank.org/>) and secure a Life Sciences Identifier number (LSID). This number will be reported as a Nomenclatural Declaration after the taxon description.

MANUSCRIPT SUBMISSION AND REVIEW

Manuscripts must be submitted through the journal’s online system (<http://ojs.sarem.org.ar/index.php/mn/>). Manuscripts that do not follow the editorial norms or that are judged not to fit the journal’s profile will be rejected without review. Otherwise, each manuscript will be assigned to an Associate Editor, who may either reject the manuscript directly or send it for external review. With the assistance of the

reviews, Associate Editors will reach an initial decision to accept, reject, or request a revised version of the manuscript. Revised versions, if requested, should be returned to the Associate Editor in charge within two months, with extensions granted at his/her discretion upon request. Associate Editors may request additional revisions directly or following a second round of reviews. Delays beyond those agreed upon with the Associate Editors will result in the rejection of the manuscript.

Accepted manuscripts will be forwarded to the Editor, who will request high resolution (≥ 300 dpi) versions of the figures. Please use JPG, PNG, or TIFF extensions and Arial or Calibri (not Times New Roman) font ≥ 12 pt. In preparing figures, keep in mind that most should fit in one column (6.5 mm width) and that the full printing space is 14 mm (width) x 21 mm (height). The Editor may request revisions prior to forwarding an accepted manuscript to the Style Editor for final editing and preparation of page proofs. The Treasurers of SAREM/SBMz will contact the authors as needed regarding page charges or waivers for members in good standing.