

## INSTRUCTIONS TO AUTHORS

*Zoologica baetica*, a journal edited by the University of Granada, publishes hitherto unpublished papers (articles, short communications, book reviews, etc.) dealing with all aspects of Zoology.

Papers may be submitted for publication either in Spanish or English. The author(s) will bear the sole responsibility for the opinions expressed therein.

All submissions will be peer reviewed by at least two independent reviewers, but final acceptance for publication will lie with the Editorial Board of *Zoologica baetica*.

### Layout

1.—Title: the title, in English should be followed by a version in Spanish. Capital letters should not be used throughout the title, except where grammatically appropriate. Genus and species names should be italicized, with due reference to family and one other higher taxonomic level.

2.—Name(s) of author(s).

3.—Address(es) of author(s).

4.—Notes to first page, e.g. "Author to whom correspondence should be addressed", "funding", etc.

5.—Key words in English, followed by "Palabras clave" in Spanish.

6.—Summary in English followed by a "Resumen" in Spanish.

7.—The text of the paper should be laid out in sections in the following sequence: Introduction; Materials and Methods; Results; Discussion; Conclusions; Acknowledgements; Bibliography. Footnotes are not admitted.

8.—Subsections and, if necessary, further subdivisions should be clearly subtitled.

9.—The norms and recommendations of the *International Code of Zoological Nomenclature* should be followed at all times. When citing animal taxa at the genus and species level the name of the author and year of description should be given at least once. Latin designations of genus and species should be italicized.

10.—The text of the papers should be written as clearly and succinctly as possible, double spaced and in type characters (Times New Roman, font size 12) on A4-sized paper.

11.—References to specific figures and tables in the text should appear as: Figure 7; Table V. In round brackets, Figure should be abbreviated to (Fig. 7). When figures and tables are referred to in general, without a designated number, lower-case letters should be used.

12.—References to authors within the text should be made in the following way: when forming an integral part of the sentence the author's name is written in lower

case with the first letter capitalized and with the year of publication in round brackets, e.g. "... was introduced by Cassagnau (1961) for..."; otherwise the whole reference is included in round brackets with a comma separating the author's name from the date, e.g. "... and with characteristics typical of r strategies (McArthur & Wilson, 1967; Harper, 1979)...".

When more than two authors are involved, the first author's name should be cited followed by *et al.* in italics or underlined, e.g. (Robredo *et al.*, 1989). In the case of reference being made to separate publications by the same author in any one year, they should be distinguished by a lower-case letter after the year in question, e.g. (Pascual, 1978a, 1978b).

### 13.—Bibliography:

a) The references should include only those cited in the main body of the text and should be complete.

Authors are to be listed alphabetically according to surnames and should be written in SMALL CAPS font type. When several references are made to the same author, they should be arranged chronologically, the author's name being replaced by a straight line after the first of them. When several works published in the same year by the same author are cited, they should be distinguished by a lower-case letter after the year.

#### b) Examples

— For articles:

LANDMAN, W., OUDMAN, L. & DUIJM, M., 1989. Allozymic and morphological variations in *Ephippiger terrestris* (Yersin, 1854) (Insecta, Orthoptera, Tettigonioidea). *Tijdschrift voor Entomologie*, 132: 183-198.

— For books, theses, and other publications apart from journals:

LE BERRE, M., 1989. *Faune du Sahara. I. Poissons, Amphibiens. Reptiles*. Lechevalier-Chavaux. Paris, 332 pp.

PEÑA SANTIAGO, R., 1983. *Nematodos del Orden Dorylaimida de tres Sierras Béticas del Suroeste de Jaén*. Tesis Doctoral. Universidad de Granada.

— For book chapters:

MONSERRAT, V. J., 1988. Repaso a la Nomenclatura Zoológica. En: BARRIENTOS, J. A. (Coordinador). *Bases para un curso práctico de Entomología*: 3-10. Asociación Española de Entomología. Salamanca.

c) References of papers published using any alphabet other than Latin should be translated into a language with a Latin alphabet. Papers published in an alphabet other than Latin but providing a title or summary in a language with a Latin alphabet should be cited using the translation given in the original paper. If there is no such translation, references should be rendered into the same language of the manuscript (Spanish or English) and followed (in round brackets) by an indication of the original language, e.g. (from the Russian original).

#### 14.—Tables:

- a) Tables should be numbered in Roman numerals and placed at the end of the manuscript, after the Bibliography section.
- b) Table captions should be written on a separate sheet, placed before the tables, both in the language of the paper and in translation.
- c) Lack of data in tables should be indicated by a dash, never a zero.

#### 15.—Figures:

- a) Figures (drawings, photographs, maps, graphs, etc.) should be placed at the end of the manuscript, after the Bibliography section and tables, if they appear.
- b) Drawings, maps, and graphs are to be sent in electronic format by e-mail with a minimum resolution of 1200 points for black and white figures or 300 points for photographs. If the manuscript is sent by ordinary mail, the original figures should be submitted drawn in Indian ink on rice paper or a thin white card.
- c) Figure size must either fit or be proportional to the page format size 12.5 cm x 19 cm. In the latter case, all letters, Arabic numbers, symbols, measurements, etc. should be of adequate size to remain legible when reduced to page format.
- d) Photographs can be both in colour and in black and white, and should be of good quality and with clear contrast. An indication of scale should always be included. Colour photographs will be published in colour only in the online (pdf format) version of the paper, but they will appear published in black and white in the printed version of the journal.
- e) Figures should be numbered consecutively in Arabic numerals. Each figure page must indicate the corresponding figure number at the top of the page.
- f) It is recommended that maps should be provided with U.T.M. coordinates.
- g) Figure captions should be written on a separate sheet, placed before the figures, both in the language of the paper and in translation.

16.—Appendixes: The format should follow instructions provided for tables and should be placed at the end of the manuscript, after tables and figures, if they are included in the paper. Appendixes should be numbered in Arabic numerals.

17.— Manuscripts should be submitted as attached files via e-mail to the editors of the journal ([fspintero@ugr.es](mailto:fspintero@ugr.es), [jmtdef@ugr.es](mailto:jmtdef@ugr.es)) in *Word* format. Authors can also submit their manuscripts by ordinary mail by sending three complete typescripts together with the original figures and tables and two sets of copies.

### **Short communications**

Short communications should be prepared following the instructions for articles provided above, but not including Key words or Summary. The text of short communications should not include separate sections (Introduction, Materials and Methods, Results, Discussion, Conclusions) as in articles, although they should be structured following

this scheme. Acknowledgements and Bibliography, as well as tables and figures, if they appear in the short communication, should be prepared following the instructions for articles.

### **Book reviews**

Book reviews should be prepared following the instructions provided for articles. They should include the complete reference of the book reviewed, the text of the review, and the name of the authors of the book review and their addresses at the end of the paper.

**The journal will provide a pdf file of the article free of charge to the author to whom correspondence should be addressed.**