

ACTA HERPETOLOGICA

Journal of the *Societas Herpetologica Italica*

INSTRUCTION TO AUTHORS

Scope and Manuscript Categories

Acta Herpetologica is the official journal of the *Societas Herpetologica Italica*. The journal is published by Firenze University Press that adheres to the "Publication Ethics and publication malpractice statement" downloadable from the journal web page. Please read carefully this document before submitting to the journal.

Acta Herpetologica publishes Reviews, Full Papers, Short Notes and Book Reviews dealing with the biology and diversity of amphibians and reptiles. MS should be original and should not be submitted to other journals. *AH* is a peer-reviewed journal adopting a double-blind review procedure.

Acta Herpetologica does not publish papers in which the amphibians and/or the reptiles are treated as simple study models. Papers dealing with captivity and terrarium aspects are accepted only if the welfare of treated animals is clearly respected, and if the results have a general interest. Handling and capture permits should always be clearly reported in the "Acknowledgements" section.

If a new taxon is described, the institution where the type material is deposited must be clearly indicated, together with all the details of its registration. The description of new taxa on types deposited in personal collections will not be accepted.

Reviews are usually invited by the Editors. Those who wish to submit Reviews should consult the Editors in advance. **Full Papers** are reports usually greater than **nine manuscript** pages (double-spaced) and should be less than 12,000 words. **Short Notes** are more limited in scope and **fewer than 3000 words** (including references), with not more than 4 tables and/or figures. We encourage notes regarding innovative techniques and procedures for the field and laboratory studies concerning amphibians and reptiles. Short Notes should not be merely descriptive or based on occasional observations (i.e. range extensions and natural history observations will be rejected). For the structure and formatting follow the instructions for full papers and reviews. Short Notes bear abstract, and keywords, but are not structured with headings and subheadings.

Manuscripts may be moved from one category to another at the discretion of the Section Editor. The English is the suggested language for Reviews and Full papers, while Short Notes can be submitted both in English and Italian.

Manuscript Submission

Submissions of papers from both members and non-members of the SHI are welcome. Electronic submission on the web site is the only admitted form. Preferred file formats are **Microsoft Word for text**, and **TIFF or EPS for figures**. Authors should retain the original figures until the manuscript is accepted for publication. Each uploaded file should be less than 5 Mbytes.

Manuscript Format

General. Authors wishing to submit manuscripts to *Acta Herpetologica* should carefully consult recent issues of the journal and instructions given here for the manuscript format. Manuscripts not following the official format are returned to the authors without review.

Manuscripts, typed in Times new roman font-size 12, should be A4 in size (29×21 cm). Typing should be double-spaced with about 2.5 cm margins on all sides. Words should not be interrupted at the end of a line. Each

of the following divisions should begin on a separate page: cover page, title page, abstract, main text, references, each appendix, each table, figure legends, and each figure. Except for the cover page, all pages should be consecutively numbered. **Text of the manuscript should have all rows consecutively numbered.**

Cover page. The cover page should bear the title, name and postal address of the corresponding author to whom communications regarding the manuscript should be directed with his/her telephone and fax numbers, and e-mail address. The cover page should also show the date of submission, the numbers of pages of main text and figure legends, and the numbers of figures and tables.

Title page. The title page should show the title, and the name(s), affiliation(s), address(es) of the author(s) in order and a suggested short running title. The title should be brief and informative. It should appear left justified on the top of this page, in bold.

Observations on the mating behaviour of the Italian brown frog, *Rana italica* (Amphibia: Anura: Ranidae)

The author's name should be left justified, in SMALL CAPITAL letters except than for the initial, in capitals. Second and supplementary names must be simply given as capital initials. Affiliation(s) and address(es) of the author(s) should follow the names, with a number indicating the membership, all in *Italics*.

Abstract page. The abstract page should contain an Abstract consisting of a maximum of 250 words, followed by one blank line and by key words. The abstract should state the major points of the paper as clearly and concisely as possible without the need for reference to the text and without citation of references. The word "**Abstract**" must be written in bold, followed by a point and by the remnant text. The term "**Keywords**", must be written in bold, and followed by a point and then by three to eight key words, separated from each other by commas, that identify the major aspects of the manuscript.

The main text. Texts of manuscripts are usually arranged in order of Introduction, Material and Methods, Results, Discussion, Acknowledgements and References. Italics should be used only for scientific names of genera, species and/or subspecies. Commonly used words of non-English origins should not be italicized (e.g., et al., taxon, taxa). Up to two sets of headings are allowed. The major heading, all capitalised, should be centred.

The sub-heading should be set at the left margin and *italicized*, with only the first letter of the first word capitalised. In the ordinary text arrangement of an Original Article (see above), Introduction, Material and Methods, Results, Discussion, Acknowledgements and References should be given as major headings.

Short notes. Short Notes follow for the main aspects the structure of Full Papers with abstract and key-words, but the text is not divided in headings and subheadings.

References. The reference section following the main text should begin with the major heading, "References", and list all and only the publica-

tions cited in the manuscript in alphabetical order according to the senior authors' surnames. When there are several papers by the same senior author with various co-authors, they must be listed in alphabetical order by second and subsequent authors, regardless of the number of authors. When there are several papers of a same author(s) they have to be arranged chronologically. The title of scientific journals should be abbreviated according to ISI standards. Following are **examples for the format of references**.

- Arntzen, J.W. (1999): *Chioglossa lusitanica* Bocage, 1864 - Goldstreifensalamander. In: Handbuch der Reptilien und Amphibien Europas, Bd.4/1, Schwanzlurche (Urodela) I, pp. 301-321. Grossenbacher, K., Thiesmeier, B., Eds, Aula-Verlag, Wiesbaden.
- Boulenger, G.A. (1889): Catalogue of the Chelonians, Rhynchocephalians, and Crocodiles in the British Museum (Natural History). British Museum, London.
- Delaugerre, M.-J. (2013): Going out tonight? When insular *Hierophis viridiflavus* breaks the Whip Snake rules. *Acta Herpetol.* 8: 47-52.
- Leviton, A.E., Gibbs, R.H. Jr. (1988): Standards in herpetology and ichthyology. Standard symbolic codes for institution resource collections in herpetology and ichthyology. Supplement no. 1: additions and corrections. *Copeia* 1988: 280-282.
- Moody, S.M. (1980): Phylogenetic and historical biogeographical relationships of the Genera in the Family Agamidae (Reptilia: Lacertilia). Unpublished doctoral dissertation. University of Michigan, Ann Arbor.

Web references are usually not accepted, unless the journal or book to which the author(s) make(s) reference is only published online. Specific cases shall be considered individually. In the text, references to papers by one or two authors should give their surnames (Leviton and Gibbs, 1988); papers with more than two authors are referenced by the first author's surname followed by "et al." (e.g., Rossi et al., 1980). Strings of references should be placed in chronological order. When there are two or more references published in a same year, they should be arranged in alphabetical order. Two or more references by the same senior author (for papers by one or more than two authors) or by the same senior and junior authors (for papers by two authors) with the same year of publication should be designated by lowercase letters: e.g., Rossi et al., 1992 a, b.

For references that are in the course of publication (e.g., already accepted for publication, but not published yet), cite "in press" (or "in stampa" in the case of short notes in Italian) in the place of publication year and leave the place of page numbers blank. References of unpublished master's theses and unpublished doctoral dissertations are not encouraged, but are allowed when their citations are definitely needed (see above for example of listing of such references in References). The other manuscripts that are neither "in press" nor published should not be cited either in the text or in References. Personal references or unpublished data could be included in the text, with the abbreviation "pers. comm." (for English papers), or with "com. pers." (for Italian papers).

Appendices. Detailed information important to subsequent evaluation (such as that regarding specimens examined) may be placed under the major heading, Appendix, and an appropriate sub-heading. When institutional abbreviations are used in Appendix, and/or in the main text, it is recommended, as far as possible, to follow Leviton et al. (1985) or Leviton and Gibbs (1988), with an explicit statement in Appendix (or otherwise, in Materials and Methods of the main text).

Tables. Each table should be typed, double-spaced, on a separate sheet. The legend for a table should follow the table number (e.g., **Table 1**. Measurements of specimens of *Salamandrina terdigitata*), and should be on the same pages as the table. Within the table, only the initial letter of the first word should be capitalized (e.g., "Adult males"). Ruled lines within the table main body should be avoided (see a recent issue as example). Footnotes

(indicated by symbols *, or, 1, 2, 3, etc.) may follow a table when detailed information is needed.

Figures

If figures are uploaded as supplementary files they should always bear number (e.g., **Fig. 1**) in the lower right corner of the page. When several drawings or photographs are to be reproduced as one figure, they should be mounted and printed in the desired arrangement and each of them should be lettered (A, B, C, etc.). Each figure should be carefully planned to accommodate reduction to a final width of one or two columns in *Acta Herpetologica*; after reduction, lettering should be > 1.5 mm high and decimals should be visible. Include a scale of distance or dimension where appropriate. Figure legends, each beginning with a fully capitalised abbreviation and a consecutive number (e.g., Fig. 1. Dorsal (A) and lateral (B) views of holotype of ...), should be typed in double space and grouped together on a separate sheet with one line of space between them. In the text, "Figure" should be also abbreviated, but with only the initial letter capitalised (e.g., Fig. 1). Figures sent directly only electronically should be labelled as well within the file name. Figure size and quality should be **at least 300 dpi, better higher, as *.tif, *.eps, or *.jpg files**.

Colour figures will be published free of charges on the online version of the journal. Authors will be asked to pay if they wish to publish colour figures in the printed version (send inquiries to the Editor in Chief).

Numerals and statistics. Numbers of 10 or larger should be typed as Arabic numerals except at the beginning of a sentence. Numbers one to nine should always be spelled out unless they precede units of measurement (e.g., 5 mm), are designators (e.g., experiment 3), or are separated by a figure dash (e.g., 5-7 individuals). The 24-hour clock is used to indicate times of day (e.g., 19:00 h); dates should be given by day, month, year in this order (e.g., 5 July 2002). Decimals should not be naked (e.g., 0.5). Mathematical or statistical variables should never be italicised, and the exact probability value of the test (e.g., $P = 0.018$) should be given..

Abbreviations. Weights and measures follow the International System of Units (SI), and such abbreviations should be used throughout the manuscript. Abbreviations used in *Acta Herpetologica* without being defined at first usage include: x (mean), n (sample size), N (chromosome number, but see below for the use to refer to "north latitude"), no. (number), yr (year[s]), mo (month[s]), wk (week[s]), h (hour[s]), min (minute[s]), sec (second[s]), P (probability), df (degrees of freedom), SD (standard deviation), SE (standard error), NS (not significant), l (litre), kg (kilogramme), g (gramme), m (metre), cm (centimetre), mm (millimetre), μ m (micron), °C (degrees Celsius), a.s.l. (above sea level; given as, e.g., 100 m a.s.l.), geographical coordinates (e.g., 15°25'N, 121°43'E). Other abbreviations can also be used, but define them at first usage. Sexes should be written as extended (male[s], female[s]) or abbreviated (M, MM, F, FF).

Supplementary materials

Articles in *Acta Herpetologica* may be supplemented by additional data. All supplementary data must be approved by editors and reviewers. The Supplementary material (SM) is posted at the website of the Societas Herpetologica Italica < <http://www.unipv.it/webshi/appendix> >. Instructions for the preparation of supplementary material are downloadable from: <<http://www-3.unipv.it/webshi/images/files/acta%20herpetologica%20appendices%20-%20INSTRUCTIONS.pdf>>

Revised manuscripts

Revised manuscripts should be submitted within 3 months (Resubmit for review) or 1 month (Revision required) since the Section Editor decision, otherwise they will be considered as withdrawn.