

Mammalia: Information for authors

Scope of *Mammalia*

Mammalia is a quarterly journal devoted to the inventory, analysis and interpretation of Mammalian diversity. It publishes original results on all aspects of systematics (comparative, functional and evolutionary morphology; morphometrics; phylogeny; biogeography; taxonomy and nomenclature), biology, ecology and conservation of mammals.

A complete issue of *Mammalia* may be devoted to several papers on a single topic on the responsibility of an invited editor or to the publication of international conferences proceedings.

Editorial policy

Mammalia publishes full-length contributions (original studies), short notes, reviews and book reviews in English only. Manuscripts submitted are read critically by at least two referees. The Editor-in-Chief is responsible for all decisions regarding publication. In most cases, a decision will be made in consultation with an Associate Editor.

Submissions must be original in that the information is not copyrighted, published or submitted elsewhere, except in abstract form. Contributors must conform to standards of responsible authorship in the following ways:

1. All of the authors must accept responsibility for the entire content of submitted manuscripts by signing the Responsible Authorship Form (see below).
2. Authorship should be restricted to those who have made a significant contribution to the conceptual design of the work, the execution of the study, data analysis or writing of the manuscript.
3. The authors must describe safeguards to meet standards of ethical conduct of research (e.g. approval of research protocols by institutional committees).
4. All manuscripts must be free of any kind of prejudice, including gender and racial stereotyping.
5. Excessive "splitting" of work to produce more publications is strongly discouraged.

The journal has a "Forum" section. Authors are invited to write letters to the editor expressing their opinions on hot/difficult scientific issues pertinent to the biology, ecology and conservation of mammals.

There are no special instructions for formatting letters to the editor, except that they must be prepared in MS Word for online submission.

When there is more than one author, each must sign accepting responsibility for the entire content of the letter. Letters may or may not be externally reviewed.

Submission of manuscripts

Manuscripts must be submitted online at:

<http://mammalia.edmgr.com>

At this web site, you will find detailed information on allowable document types and file formats. Check carefully before proceeding with submissions. Each manuscript should be accompanied by a cover letter containing a brief statement by the authors as to the element of novelty upon which they base their request for publication in *Mammalia*. Each submission must be accompanied by the journal-specific Checklist and the Responsible Authorship Form (see below). The authors may indicate the names, full postal addresses, telephone and fax numbers, and e-mail addresses of three impartial potential peer reviewers.

Preparation of manuscripts

General format and length

Before submitting a manuscript, authors should check to ensure that the following instructions have been followed. Manuscripts that differ from the specifications will be returned for correction before review.

The text must be carefully checked for grammatical and typing errors to avoid correction in the proof. All tables and calculations should also be carefully checked. Non-English speakers are strongly encouraged to have their manuscripts checked by a native speaker before submission.

Manuscripts must be prepared in 12-point font size, double-spaced throughout, with a left-hand margin of 4 cm and a right-hand margin of 2 cm in A4 or American letter-sized documents. Do not right justify the text. Full-length papers and reviews should not exceed 40 manuscript pages. Short communications should not exceed 10 manuscript pages. Review articles and taxonomic revisions based upon high specimen numbers or covering wide geographical areas may be longer. In this case, authors should inform the Editorial Office and justify for unusual length of a paper before submission.

Use upper and lower case letters for headings and names. Do not write names in capitals. Do not use the ampersand (&) between names (with the exception of company names). References within the text body are quoted by the author name and year system and, if necessary, by page number(s).

If the reference consists of three or more author names, the first name is followed by et al.

Font marking / Dimensions and units

Italics are used for species/genus names and certain parts of chemical formulas. Please do not use italics for standard Latin abbreviations like et al., i.e., ca., vs.).

SMALL CAPITALS are used for M (molar) or N (normal).

The metric system must be used (with the exception of nautical mile = one minute of latitude). SI units are required.

Nomenclature

Papers should follow the *International Code of Zoological Nomenclature*. For taxonomical terms authors should refer to Wilson and Reeder (eds.). 2005. *Mammal Species of the World* and McKenna and Bell (eds.). 2000. *Classification of Mammals: Above the Species Level*.

Authors are asked to follow the recommendations of the CBE Style Manual (Council of Biological Editors, Committee on Form and Style, American Institute of Biological Sciences, Washington, D.C., USA).

The recommendations of the

- International Union of Pure and Applied Chemistry (IUPAC),
- International Union of Biochemistry (IUB),
- International Code of Botanical Nomenclature,
- Système International d'Unités (SI),
- American National Standard for the Abbreviation of Titles of Periodicals,
- World List of Scientific Periodicals

are binding.

Each voucher specimen described or mentioned must have been deposited in an appropriate Institution and bear a catalogue number.

Structure of the text body

General. Full-length papers should be organised into: Title page, Abstract, Keywords, Introduction, Materials and methods, Results, Discussion and Conclusion, Acknowledgements, References, Tables, and Figure legends.

Short Notes should contain Keywords and a single section of main text without headings. Experimental procedures should be described in legends to figures or footnotes to tables.

Acknowledgements and References should be presented as in full-length papers.

Title page. The title page should contain a concise title, the name(s) of author(s), the complete postal address(es), e-mail addresses and/or fax numbers, and a running title of maximum 50 characters. Footnotes may be added on this page only.

Abstract/Keywords. A concise abstract of maximum 200 words for full-length papers and reviews should be on the second page. The content of the title must not be repeated. Do not give authorities for species/genus names in the abstract. Begin the abstract by stating the scientific question of concern. Explain the methods used to tackle the question. The results should be outlined briefly and put into a concise broad perspective. Up to 5 keywords, specific of the article, are to be listed after the abstract.

The journal accepts standard *Journal of Biological Chemistry* abbreviations. All non-standard abbreviations should be spelled out at first mention in the abstract as well as in the text body.

Thereafter, only these abbreviations are to be used.

Introduction. The introduction must define the problem within the context of existing knowledge. Ensure that those not working in your particular field are able to understand the objectives of the work.

Materials and methods. Be as concise as possible, but with sufficient detail to enable others to repeat your work. All Latin binomials should have the correct authorities quoted at their first citation (but not in the abstract) or at some convenient point such as a list of species.

Results. Only material pertinent to the subject may be included. Data must not be repeated in figures and tables.

Discussion and Conclusion. This part should interpret the results in relation to the problem outlined in the introduction. The discussion should place the results within the context of the broad scientific discipline of the study. A conclusion should be added if results and discussion are combined.

Acknowledgements. Acknowledgements may be used to credit support.

References. The reference section must contain an alphabetical list of all published works cited in the text body, tables or in figure legends. Only the initials of the first author's name are placed behind the surname (family name). Repeated names in consecutive references are typed out in full. All works in the list of references must have author(s), date, title, full details of publication and page numbers. When referring to a thesis, the name of the institution from where it is available must be given. Abbreviate journal titles according to the World List of Scientific Periodicals. If a journal is not within the World List, use the same abbreviation procedure. In case of uncertainty, write out a journal title in full. The number of a fascicle in brackets after the volume number should be given only if the volume is not paginated consecutively. National origin of a journal is to be provided only in cases of possible confusion. Citation of transliterated or translated titles must include an indication of the original language, e.g. (in Russian). Please use *italics* only for genus/species names; all other information should be given in normal font.

Please note the following bibliographical examples:

* Articles in journals:

Johnsingh, A.J.T. 1992. Prey selection in three large sympatric carnivores in Bandipur. *mammalia* 56: 517-526.

* Books:

Kenward, R.E. 2001. A manual for wildlife radio tagging. Academic Press, London. pp.311.

* Articles/Chapters in books:

Uden, N. van and J.W. Fell. 1968. Marine yeasts. In: (M.R. Droop and E.F. Ferguson Wood, eds) *Advances in microbiology of the sea*. Academic Press, London. pp. 167-201.

Figures. Figures must be numbered in Arabic numerals consecutively as they are mentioned in the text. Legends of figures must be typed together as a list on a separate page. The size of the figure, its lettering and its lines, must be carefully considered. Figures will be reduced as far as possible, preferably either to the width of one column (80 mm) or two columns (165 mm). The length of a column is 252 mm. The size of a letter in a reduced figure should be about 2 mm high. For a figure that is to be reduced to 1/4 of its size, lines of 0.5 to 0.8 mm and 12 to 16 point bold or medium bold letters are recommended.

Magnifications should be given as bar lines in the figure and defined in the legend. Photographic illustrations may be mounted

as plates, but must be clearly marked with the figure number and divided by white lines not more than 2 mm wide.

When drawing bar graphs, use patterning instead of grey scales. Lettering of all figures should be uniform in style.

Do not embed figures within the text body of submitted manuscripts. Submit figures separately.

Photographs must be of good contrast as there is a loss of contrast in printing. The printing of coloured photographs is possible on request. To partially offset the cost of production, colour figures will be printed with the following charges to the author: EUR 350.00 for the first illustration and EUR 250.00 for each subsequent illustration in one article.

Electronically submitted figures should be provided in a generic graphics format as pointed out at <http://Mammalia.edmgr.com> (link "Supported file formats"). For reproduction, high resolution images (minimum 600 d.p.i) are required.

Tables. Tables are numbered in Arabic numerals followed by the title. Additional explanations should go underneath the table.

Footnotes are referenced by superscript numbers. No vertical lines will be printed. The maximum width of a printed table is 60 characters in 1 column, 125 characters in two columns, and 190 characters in landscape format.

Each table should be typed on a separate manuscript page with its legend.

Processing of manuscripts

Reviewing / Revised manuscripts

Submitted papers will be reviewed independently by at least two peers selected either by the Editor-in-Chief, or by an Associate Editor. The corresponding author will be informed directly by the responsible Editor when a decision has been made on manuscript acceptability. Papers subject to revision must be returned within three months (two months if a Short Note) after the author has been notified of the decision. Revised manuscripts must also be submitted online at <http://Mammalia.edmgr.com>

Manuscripts accepted for publication

For typesetting of accepted manuscripts, a Microsoft Word document containing the final text must be submitted. In this final version, adherence to the guidelines given above is a strict requirement. For reproduction, figures must be saved as separate files; only TIFF, JPG or EPS formats are acceptable. Please check the final file of the article carefully because spelling mistakes, inconsistencies and errors might be translated into the typeset version.

Proofs / Copyright Transfer Statement

After typesetting, the corresponding authors will receive proofs of their manuscripts. The proofs should be carefully checked for printer's errors. Extensive changes other than printer's errors will be charged at cost. With the proof, the author receives a copyright transfer statement to be signed by the author. The proofs and the copyright transfer statement should be returned to the Editorial Office immediately.

Offprints

The electronic files of typeset articles in Adobe Acrobat PDF format are provided free of charge and are sent to the e-mail address of corresponding authors upon publication. Paper offprints can be purchased at a minimum of 100 copies; an offprint order form will accompany the proofs and should be completed and returned immediately.

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E-mail: mammalia.editorial@degruyter.com

www.degruyter.com/journals/mammalia

Checklist for submission of manuscripts to *Mammalia*

Each submission must be accompanied by this checklist filled in by the author(s). Manuscripts submitted without checklist will be returned. Before you prepare a manuscript, read carefully through the checklist and consult the latest "Information for authors" at our website:

www.degruyter.com/journals/mammalia.

Thank you.

Responsible Authorship / Originality of the work

Responsible Authorship Form is filled out and includes signatures of all authors accepting responsibility for the entire content of the manuscript and confirming the originality of the work.

Submissions

Manuscripts should be submitted online at:
<http://mammalia.edmgr.com>

General manuscript requirements

- 1. Manuscript typed double-spaced, 12-point font size with a left-hand margin of 4 cm and a right-hand margin of 2 cm in A4-sized or American letter-sized documents.
- 2. Text body is not justified on the right side.
- 3. Manuscript does not exceed 40 pages for original studies, or 10 pages for short notes.
- 4. References in text body are quoted with the author name/year system. The ampersand (&) is not used between names (use "and" instead). When 3 or more authors are cited, use the name of the first author, followed by et al.
- 5. All citations in the text body are in the list of references.
- 6. All figures and tables are cited, in the correct order, in the text body.
- 7. Only SI units are used (with the exception of nautical mile). Use lower case letters for units whenever possible (e.g., kg, ml, cm, psu).
- 8. Italics is used for genus/species names and certain parts of chemical formulas. No italics for Latin standard abbreviations like et al., i.e., ca., vs.), names of journals and volume numbers, titles of books in the reference list.
- 9. List of references is formatted exactly according to the journal model shown in the latest "Information for authors" in each issue or at www.degruyter.com/journals/mammalia.
- 10. All references in the list are cited in the text body.
- 11. All species names are cited with authorities at first mention in the text (but not in the Abstract) or in a summarising table.
- 12. At first mention of species within a new paragraph, full name of genus and species are given. Thereafter within paragraphs, the genus name may be abbreviated to a single letter, providing there is no possibility of confusion among genera.
- 13. Company name, city and country information are supplied for each supplier of reagents or instrumentation at first mention.
- 14. "Approximately" and "maximum" are not abbreviated.
- 15. The English has been checked by a native speaker (yes / no).

Structuring text / figure legends / figures / tables

Full-length papers

- 1. Title page includes: title; authors' first names and family names and full postal addresses; e-mail address of corresponding author and/or fax number; running title (maximum 50 characters).
- 2. Abstract on separate page. Maximum of 200 words. Do not give authorities for species names in Abstract. Do not use phrases "is discussed" or "will be discussed" without indicating outcome of discussion. Abstract includes aims, results and conclusions.
- 3. On Abstract page, list up to 5 keywords specific to the article in alphabetical order.
- 4. After the Abstract, the text body is structured into Introduction, Materials and methods, Results, Discussion, Conclusion (if required) Acknowledgements (if required) and References with content following the guidelines in the "Information for authors".
- 5. Hierarchy of subsections in the text body must be clear.
- 6. First-order headings (e.g., **Materials and methods**) and second-order headings are in bold without capitalising main words (e.g., **Location and sampling sites**). Third-order headings are in bold, and the text follows without a line break after a space of 1 tab.
- 7. The list of references is on pages separate from remainder of the text body.
- 8. Figure legends are in a list on pages separate from the remainder of the text body and the figures themselves.
- 9. All figure legends are "stand-alone", allowing interpretation with minimal reference to the text. Genus/species names in full, if appropriate, are mentioned in the legend immediately following the figure numbers.
- 10. Figures are numbered with Arabic numerals.
- 11. Figures are sized accordingly for one or two columns (see "Information for authors").
- 12. Graphs use cross-hatching or patterning instead of grey scales. Grey-scale definition might be lost in printing.
- 13. Lettering on figures is consistent in font and size as these are not changed by the typesetters. Lettering always starts with a capital letter; thereafter only lower case letters are used.
- 14. All tables on separate pages with heading above and footnotes and explanatory material beneath each table.
- 15. All tables are "stand-alone", allowing interpretation with minimal reference to the text. Genus/species names, if appropriate, are mentioned in the legend immediately following the table numbers.
- 16. Tables are numbered with Arabic numerals.

Short Notes

- 1. Contain Keywords and a single section of main text without subdivision.
- 2. Experimental procedures described in legends to figures or footnotes to tables.
- 3. Otherwise, follow checklist for full-length communications.

Mammalia: Responsible Authorship Form

Each submission must be accompanied by this Form filled in by the author(s). For multi-authored submissions, all of the authors are required to sign this form.

Title of manuscript:

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Corresponding author:

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All of the authors accept responsibility for the entire content of the submitted manuscript and provide their agreement to the manuscript submission.

This manuscript is an original contribution which is not copyrighted, has not been previously published, and is not considered for publication in another journal.

Author full name

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