

Mammalia: Instructions for Authors (last update: May 10, 2021)

I. Scope of *Mammalia*

Mammalia is an international, multidisciplinary, bimonthly journal devoted to the inventory, analysis and interpretation of mammalian diversity. It publishes original results on all aspects of the systematics and biology of mammals with a strong focus on ecology, including biodiversity analyses, distribution habitats, diet, predator-prey relationships, competition, community analyses and conservation of mammals. The journal also accepts submissions on sub-fossil or recently extinct mammals. Topics are: Comparative, functional and evolutionary anatomy; morphology; classical and geometric morphometrics; ecology; evolutionary biology; phylogeny and phylogeography; biogeography; taxonomy and nomenclature; physiology; behavior; conservation.

II. Editorial policy

General processing

Mammalia publishes full-length contributions (*Original studies*), *Short notes* and *Reviews* in English only. Manuscripts are independently reviewed by peers selected by the Editors. Decisions are reached as quickly as possible. *Mammalia* aspires to notify authors within six weeks from submission date. Accepted papers are promptly published online ahead-of-print as soon as they have been finally processed.

Reviewers

The authors should provide the names and e-mail addresses of up to 3 potential reviewers from at least 2 different countries. Authors may also indicate names of reviewers whom they wish to be excluded from reviewing their manuscripts.

Publication ethics

Submission of a manuscript to *Mammalia* implies that the work described is not copyrighted, published or submitted elsewhere, except in abstract form. The corresponding author should ensure that all authors approve the manuscript before its submission to *Mammalia*. 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. See also the Publication Ethics and Malpractice Statement on the journal's website.

Mammalia strongly disapproves of plagiarism and related issues. Each manuscript submitted to the journal undergoes an anti-plagiarism check that determines the degree of similarity with contents already published under any form. The Editors reserve the right to reject without reviewing manuscripts with high plagiarism content, or manuscripts that clearly appear to belong to a sequence of very similar works that add no or little scientific value.

Copyright

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II. Submission of manuscripts

Manuscripts should be submitted online at
<https://mc.manuscriptcentral.com/mammalia>

III. Preparation of manuscripts

Cover letter

Each manuscript should be accompanied by a cover letter containing a brief statement by the authors as to the novelty/originality of their article.

Language

Manuscripts should be written in clear and concise English. Non-native speakers are requested to have their text proofread by a native English speaker prior to submission.

General format and length

Formatting should be kept to a minimum. Do not create headers or footers, page breaks or arrange your text with the space key. Include page numbers. Please avoid footnotes in the text, use parentheses instead. 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). Manuscripts should 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 (Original studies): Maximum length: 8,000 words (authors need to pls. list the word count on the title page); maximum total of tables/figures/schemes: 10. Additional online only supplementary material is unrestricted but should contribute to the main article in a reasonable way.

Short notes: Maximum length: 2,500 words (authors need to pls. list the word count on the title page); maximum total of tables/figures/schemes: 3. Additional online only supplementary material may be added but should be kept to a minimum.

Reviews and taxonomic revisions based upon high specimen numbers or covering wide geographical areas are exempted from length restrictions provided the topic justifies this.

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 the book series: Wilson, D.E. and Mittermeier, R.A. (Eds.). *Handbook of the mammals of the world*. Lynx Edicions, Barcelona.

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.

Research ethics and best practices

For research involving wildlife in natural settings, authors must have obtained an institutional animal care approval and state that they have complied with the relevant national, international, and institutional guidelines regarding the ethical treatment of the taxa of study and cite them. *Mammalia* does not accept manuscripts based on physical experiments on captive animals. The Editors maintain the discretion to reject work that imposes harm to research animals.

Each voucher specimen described or mentioned must have been deposited in an appropriate institution and bear a catalogue number. DNA sequences associated with the article must be deposited in molecular data banks (GenBank, EMBL, DDBJ). If possible, original data used in the manuscript may be deposited in an appropriate repository in a free access format.

Manuscript structure

Structure of Original studies: Title page, abstract (max. 200 words), keywords (max. 5), main text, acknowledgments (if applicable), author contributions, research funding, conflict of interest statement,

compliance with ethical standards, references list, figure captions. All section headings of the main text body must pls. be numbered consecutively. Abbreviations should be explained at first mention in the text body, thereafter the abbreviations should be used only.

Title page: The title page should contain the total word count, a concise title, the name(s) of all author(s), the complete postal address(es), e-mail addresses and a short title of maximum 50 characters.

Abstract: 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.

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 binominals 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.

Research ethics: In this section, authors have to refer to approving agency, license number (if available), formal permission from the respective authority on animal care, or just a statement that the procedures are/were in accordance with the national laws.

Acknowledgements: This section is reserved for recognizing people or institutions in general.

Author contributions: The contribution of each author to the study should be given in detail.

Research funding: Financial sources that supported the research need to be listed.

Conflict of interest statement: The author(s) need to declare whether or not they have any conflicts of interest regarding their article.

Structure of Short notes: Title page incl. word count, abstract (max. 100 words), keywords (max. 5), a single section of main text without headings, and, as in full-length papers: acknowledgments (if applicable), author contributions, research funding, conflict of interest statement, compliance with ethical standards, references list, figure captions. Experimental procedures should be described in legends to figures or footnotes to tables.

References

The journal uses **Harvard style**. Pls apply the rules as outlined in the **reference style sheet at the end of this document**. Thank you.

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Submit tables on separate pages and number them consecutively using Arabic numerals. Provide a short descriptive title, column headings, and (if necessary) footnotes to make each table self-explanatory. Refer to tables in the text as Table 1, etc. Use Table 1, etc. in the table legends. File formats: WORD, Excel.

Figures

General requirements: All illustrations must be of reproduction-ready quality. They will be reduced in size to fit, whenever possible, the width of a single column. Lettering of all figures within the article should be

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Halftone figures (grayscale and color) should have a minimum resolution of 300 dpi and be of good contrast. Authors are encouraged to submit illustrations in color if necessary for their scientific content. Publication of color figures is provided free of charge both in online and print editions.

Line drawings must be of reproduction-ready quality. Please note that faint shading may be lost upon reproduction. When drawing bar graphs, use patterning instead of greyscales. Lettering of all figures should be uniform in style. A resolution of 1200 dpi is recommended.

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Harvard Reference Style

In-text citation		
	Direct citation	Indirect citation
Single author	Paccagnella (2015)	(Paccagnella 2015)
Two authors	Borgonovi and Burns (2015)	(Borgonovi and Burns 2015)
More than two authors	Martin et al. (2014)	(Martin et al. 2014)
Series of references	Zabal et al. (2014) and Mohadjer et al. (2013a)	Alphabetical order (Mohadjer et al. 2013a; Zabal et al. 2014).
Same author group with different years	Smith et al. (1985, 1986)	(Smith et al. 1985, 1986)
Same author group with same year	Lawrence and David (2009a,b)	(Lawrence and David 2009a,b)
Author (with same surname and different initials) with same year	T.H.E. Smith et al. (2003) and A. Smith et al. (2003)	Alphabetical order (A. Smith et al. 2003; T.H.E. Smith et al. 2003)
Journal titles	Abbreviated with end period/Roman	
Issue number	Not allowed	
Punctuation b/w journal title and volume	Only space	
Reference list		
Reference type	Example	
Reference list order	Alphabetical order	
1. Journal	Melitz, M.J. (2003). The impact of trade on intra-industry reallocations and aggregate industry productivity. <i>Econometrica</i> 71: 1695–1725.	
2. Journal with supplement	Yuan, M. and Liu, H. (2011). The economic consequences of fair value accounting. <i>Account. Econ. Law</i> 1(Suppl. 2): 1–42.	
3. Collaboration	Institute of Chartered Accountants in Australia (2004). <i>AASB standards for 2005: equivalents to IFRSs as at August 2004</i> , Person Education, Sydney, Australia.	
4. et al. usage (more than ten authors followed by et al.)	Kaye, K., Day, R.D., Hair, E.C., Moore, K.A., Hadley, A.M., Teixeira, P.J., Helmschrott, S., Massing, N., Ackermann, D., and Yuan, M., et al. (2009). Parent marital quality and the parent-adolescent relationship: effects on sexual activity among adolescents and youth. <i>Marriage & Fam. Rev.</i> 45: 270–288.	

5. Epub ahead of print	Mason, E.B., Burkhardt, K., and Lazebnik, R. (2018). Adolescent stress management in a primary care clinic. <i>Journal of Pediatric Health Care</i> , DOI: 10.1016/j.pedhc.2018.08.001 (Epub ahead of print).
6. Reference – in press	Tappy, L. and Lara, K.A. (in press). Metabolic effects of fructose and the worldwide increase in obesity. <i>Physiol. Rev.</i>
7. Book/monograph	Andreasen, N.C. (2001). <i>Brave new brain: conquering mental illness in the era of the genome</i> . Oxford University Press, Oxford.
8. Book with edition	Hicks, J.R. (1946). <i>Value and capital</i> , 2nd ed. Oxford: Clarendon.
9. Edited book	Hertel, T.W. (Ed.) (1997). <i>Global trade analysis: modeling and applications</i> . Western Sydney University, Penrith.
10. Edited book with chapter title	Ferres, K. (2001). Idiot box: television, urban myths and ethical scenarios. In: Craven, I. (Ed.). <i>Australian cinema in the 1990s</i> . Frank Cass, London, pp. 175–188.
11. Edited book series	Langacker, R.W. (2004). Possession, location, and existence. In: Augusto S. and Gonçalves, M. (Eds.), <i>Linguagem, cultura e cognição: Estudos de linguística cognitiva</i> , Vol. I. Almedina, Coimbra, pp. 85–120.
12. Proceedings/Conferences	Chang, S.S., Liaw, L., and Ruppenhofer, J. (Eds.) (2000). <i>Proceedings of the twenty-fifth annual meeting of the Berkeley Linguistics Society, February 12-15, 1999: general session and parasession on loan word phenomena</i> . Berkeley Linguistics Soc., Berkeley.
13. Electronic publication (Available at)	Cooper, D. (2009). Native ant may stop toad in its tracks. ABC Science, Available at: < http://www.abc.net.au/science/articles/2009/03/31/2530686.htm?site=science&topic=la test >.
14. Electronic publication (Accessed)	Este, J., Warren, C., Connor, L., Brown, M., Pollard, R., and O'Connor, T. (2008). Life in the clickstream: the future of journalism. Media Entertainment and Arts Alliance, Available at: < http://www.alliance.org.au/documents/foj_report_final.pdf > (Accessed 27 May 2009).
15. Thesis/Dissertation	Fayadh, K.H. (2015). <i>The legal regulation of assisted reproductive technology in Iraq: lessons from the Australian approach</i> , Ph.D. thesis. Penrith, Western Sydney University.
16. Report	Pataki, Z. (2014). The cost of non-Europe in the single market. Technical Report 9051, European Parliamentary Research Service.
17. Patent	Smith, P.S. (2002). A pump for use in windmill assembly, application no. 2008230011.
18. Standards	Standards Australia (1989). <i>Electrical equipment for coal mines – insulating materials – materials for insulating power conducting components</i> (AS 1147.1-1989).