

## INSTRUCTIONS TO AUTHORS

*Zoologica baetica* is a journal edited by the University of Granada, and devoted to the publication of hitherto unpublished papers (articles, short, communications, etc.) dealing with all aspects of Zoology.

Papers may be submitted for publication in English. Sole responsibility for the opinions expressed herein will belong to the author(s).

All submissions will be passed for adjudication to at least two specialist reviewers but the final acceptance for publication will lie with the Editorial Board of *Zoologica baetica*.

### Layout

1.—Title: Capital letters should not be used throughout the title, except where grammatically appropriate. The names of taxa at the genus and species levels should be written in italics, with due reference to family and one higher level.

2.—Name(s) of author(s).

3.—Authors' addresses.

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

5.—Key words in English.

6.—Summary in English.

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 will not be 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 generic and specific level the name of the author and year of recording should be given at least once. Latin designations of taxa at species and genus levels should be written in italics.

10.—The style of the text should be as succinct as possible.

11.—When referring to figures and tables in the text, if the words form part of the syntax of the sentence they should appear in the form: Figure 7; Table V. In brackets Figure may be abbreviated to (Fig. 7). When figures and tables are referred to in general, with no designating number, a lower case letter is 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 year of publication in brackets, e.g. "... was introduced by Cassagnau (1961) for..."; otherwise the whole reference is included in 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 must 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 must be complete.

Authors are to be listed alphabetically according to surnames. When various 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. If several works published in the same year by the same author are cited, they must 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, Tettigonioidae). *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) Titles of references in any script other than Roman should be rendered into the same language and script as the article and followed (in brackets) by an indication of the original language, e.g. (from the Russian original).

### 14.—Illustrations:

a) Illustrations 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 an adequate size to remain legible when reduced to page format.

b) Drawings should be in Indian ink on rice paper or thin white card; photographs should be monochrome with clear contrast. An indication of scale must always be included.

c) The author's name, title of the paper and number of the illustration should be written in pencil on the back. N.B.: when numbering bear in mind that the journal only admits the terms **Figure**, for all drawings, photographs, maps and graphs, and **Table**. Figures must be numbered consecutively in arabic numerals and tables in roman numerals.

d) Lack of data in tables must be indicated by a dash, never a zero.

e) It is recommended that maps should be provided with U.T.M. coordinates.

f) Figure and Table Captions should be written on a separate sheet, both in the language of the paper and in translation.

15.—For review purpose, authors should send a single pdf file containing the text and all figures via e-mail to [jmguerra@us.es](mailto:jmguerra@us.es) in *Word* format (*version 2003*). After acceptance authors will be required to send all files separately by e-mail to final publication.

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