

Editorial Norms for the Submission of Manuscripts

The Revista Latinoamericana de Herpetología is the main dissemination body of the Mexican Herpetological Society. Authors interested in publishing their work in the journal do not need to be members of the Sociedad Herpetológica Mexicana. However, it is important to note that publication costs are covered with membership and subscription fees. Therefore, there is no cost in publishing in the RHL. We accept manuscripts of: Systematics and Taxonomy, Biogeography, General Biology (biology of reproduction, physiology, morphology, etc.), Ecology, Ethology, Evolution, Management and Conservation.

The journal publishes different types of articles:

1. Articles *in extenso*, original work or reviews.
2. Scientific notes.
 - Short distribution notes.
 - Natural history notes.
3. Perspectives, are opinion pieces with topics related to amphibians and reptiles.
4. Editorials, articles by invitation that are of general interest.

Note that the journal will no longer publish abstracts of theses as such with the intention of encouraging new authors to send the results of their theses in scientific article format.

The manuscripts will be sent through the website <https://herpetologia.fciencias.unam.mx/index.php/revista/about/submissions>, please follow all submissions instructions specially filling the metadata (all coauthors names, institutions and emails). At the end of the submission, correspondence authors will automatically receive a number assigned to their manuscript with which they can refer in case of any doubt or question.

Before submitting a manuscript to the Revista Latinoamericana de Herpetología, the author or authors must verify that their writing was prepared in accordance with the journal's editorial regulations. Manuscripts that do not respect the editorial norms and the mentioned criteria will be returned to the authors without going through the reviewing process.

Important note: Authors have to propose a minimum of three and a maximum of five reviewers when submitting their article. This will be done in a separate file that must include the full name of the reviewer(s), the institution(s), and the full contact(s) (email, postal address and telephone).

It is extremely important to carefully fill in the metadata during submission such as adding to all authors and their institutions, email, keywords, correct title.

Submission Manuscript Checklist

As part of the submission process, authors are required to verify that their submission meets all of the elements shown below. Submissions that do not meet these guidelines will be returned to authors.

- ☐ The submission has not been previously published or has been submitted for consideration by any other journal (or an explanation has been provided in the Comments to the editor).
- ☐ The manuscript is in OpenOffice, Microsoft Word, RTF or WordPerfect format.
- ☐ All authors agree with the manuscript to submit.
- ☐ The text adheres to the stylistic and bibliographic requirements summarized in the Author's Guidelines, which appear in About the journal.
- ☐ All figures should adhere to the standards specified in the Author's Guidelines, which appear in About the journal.
- ☐ All tables should be prepared according to the standards specified in the Author's Guidelines, which appear in About the journal.
- ☐ A submission letter to the Editor-in-Chief specifying at least three potential reviewers is attached.
- ☐ The manuscript complies with the statement of [Ethics and malpractice statement of the Revista Latinoamericana de Herpetología](#).

EDITORIAL NORMS

The manuscript

Manuscripts will be submitted for review in .doc or * .docx format. No other text or pdf formats will be accepted. The manuscript must contain all the necessary information in a single file. Tables, figures and appendices must be included in the manuscript and follow the literature cited in the order listed.

- The whole manuscript, including cited literature, tables and figure captions, must be double-spaced.
- The font must be 12-point Times New Roman.
- The active voice should be used.
- The manuscripts must be edited on a letter size page (US letter 25.59 x 27.94 cm), with margins of 2.54 cm.
- All pages must be marked with the authors' last names in the upper right corner; if there are more than two authors use “et al.” after the first author.
- Indents will not be included in the manuscripts, the texts must be justified only on the left side.
- The words will not be separated into syllables at the end of the line.
- No extra space will be left between paragraphs, but between sections.
- Manuscripts should have page numbering (lower right) and lines to facilitate the revision process.
- Foot notes are not allowed.

Manuscripts structure:

Cornice or page header. At the beginning of the first page, write the last name of the authors (use et al. For more than 2 authors) and a short title of the work, which should not exceed 60 characters, including spaces.

Example:

Rodríguez-Hernández et al.- Genus *Barisia* in Mexico.

Title. It should be short and informative and written in capital letters, centered and bold at the top of page 1 after the ledge. Scientific names must appear in uppercase, lowercase and italics. In Spanish the capital letters are accentuated.

Example:

EFFECT OF ENVIRONMENTAL PRODUCTIVITY ON THE PHYSICAL ROBUSTNESS OF *Sceloporus grammicus* IN AN ARID ENVIRONMENT

Names and affiliation of the authors. In lowercase, except the initials of the proper names and centered in the line. Complete names separated by a comma and indicating with a superscript the corresponding institution or institutions and with an asterisk the corresponding author. The full postal addresses of the authors must appear immediately. Numbers (superscripts) should be used to indicate the address or addresses corresponding to each author in italics. The author's email address for correspondence must be indicated in a separate line.

Example:

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**Correspondence: ssriv@ecol.edu.mx*

Resumen or resumo and abstract should describe the main points of the manuscript clearly and concisely, without references to the text and without citations from the literature. They must have a maximum length of 300 words for long articles and 150 words for the rest. The submission of one abstract in Spanish or Portuguese and one in English is mandatory. The words "Resumen or resumo" and "Abstract" should appear indented, in bold and followed by a long dash or em dash (—). The abstract should begin after the authors' addresses, and the abstract should appear immediately after the keywords. If you have any doubts please check the last published number.

Palabras clave or palavras chave and key words. Four to six words separated by commas must be included in alphabetical order. They should not repeat words found in the title. In Spanish or Portuguese and English. They will appear after the summary and the abstract respectively. The terms "Keywords" and "Palabras clave" or "Palavras chave" should appear indented, in bold and followed by a long dash or em dash.

Text. Articles will typically contain the following sections in bold and verses: Introduction (without heading), Material and methods, Results, Discussion, Conclusions and Acknowledgments. Review articles, scientific notes and perspectives do not need to follow this structure. There may be subtitles in each section if necessary, specified in a separate line with italics. Sections should be separated by a blank line, but there should be no space between paragraphs inside the section.

Example:

Materials and Methods

Monitoring of behavior patterns. Description begins here ...

Statistics analyses. They should be brief and clear.

All figures and tables must be referred to in the text. If they are explicitly cited, figure X or table X will be used, otherwise they will be cited in parentheses (Fig. X). If it is more than one figure, the plural will be used and following the punctuation rules (Figs. 1, 2 and 4 or Figs. 1a and 1c). Symbols, abbreviations and acronyms must be defined the first time they are used. Only italic letters should be used for species scientific names.

References in the text. References to published articles will be cited with the surname of the author or authors, and year of publication in parentheses. In the event that the article has more than two authors, the surname of the first author will be cited and “et al.” will be used. (without italics) to refer to the rest of the authors. When there are several citations, they will be ordered in chronological order first, and alphabetically after. For work in process of publication, the expression “in press” in parentheses will be used to replace the date of publication. All references mentioned in the text must be in the Literature Cited and vice versa.

Examples:

“Brodie y Campbell (1993) and Tinkle et al. (1995) demonstrated that ...”

Two or more references by the same author and year of publication must be designated in lowercase letters; for example, “Best (1978 a, b)”.

The citations are made up of the author and date (Best, 1978), in case of multiple citations, use a semicolon between them (Best, 1978a, b; Campbell, 1993; Brodie, 2000; Flores-Villela et al., 2001; Guzmán & Pérez, 2011).

Acknowledgements. Must be concise and appear before the Literature Cited. Authors should include the full names of the people they thank, as well as the organizations or sources of financing for the project. Scientific collection permit numbers must also be included in this section.

Cited Literature. The list of bibliographic references will be incorporated at the end of the manuscript and before the figures, tables or appendices. Only list the references mentioned in the text. References will be listed in alphabetical order of the first author followed by chronological order. In the event that there are several references with the same first author and same year of publication, these will be listed according to the alphabetical order of the second author, and so on. In all cases French indent and short dash between page numbers.

Articles

- Fraser, D.F. 1976a. Coexistence of salamanders of the genus *Plethodon*: a variation of the Santa Rosalia theme. *Ecology* 57:238-251.
- Hartmann, P.A. & O.A. Marquez. 2005. Diet and habitat use of two sympatric species of *Phyllodryas* (Colubridae), in South Brazil. *Amphibia-Reptilia* 26:25-31.
- Holycross, A.T., C.W. Painter, D.B. Prival, D.E. Swann, M.J. Schroff, T. Edwards & C. Schwalbe. 2002. Diet of *Crotalus lepidus klauberi* (Banded Rock Rattlesnake). *Journal of Herpetology* 36:589-597.
- Wiens, J.J., C.A. Kuczynski, S. Arif & T.W. Reeder. 2010. Phylogenetic relationships of phrynosomatid lizards based on nuclear and mitochondrial data, and revised phylogeny for *Sceloporus*. *Molecular Phylogenetics and Evolution* 54:150-161.
- Smith, H.M. & E.H. Taylor. 1950. An annotated checklist and key to the reptiles of Mexico exclusive of the snakes. *Bulletin of the United States National Museum* 199:1-253.

Books

- Siegel, S. 1956. *Nonparametric Statistics for the Behavioral Sciences*. McGraw-Hill, New York, New York, USA.
- Vitt, L.J. & J.P. Caldwell. 2003. *Herpetology. An Introductory Biology of Amphibians and Reptiles*, 3rd Edition. Academic Press. San Diego, California, USA.
- Huey, R.B., E.R. Pianka, & T.W. Schoener (Eds.). 1983. *Lizard Ecology. Estudios of a Model Organism*. Harvard University Press, Cambridge, Massachusetts, USA.
- Beltrán, E., A. Jáuregui de Cervantes & R.C. Arvea. 1990. *Alfredo Dugès*. Ediciones La Rana, Guanajuato, México.
- Grismer, L.L. 2002. *Amphibians and reptiles of Baja California, including its Pacific Islands and the Islands in the Sea of Cortes*. University of California Press, Berkeley, California. USA.

Book Chapters

- Krebs, J.R. 1978. Optimal foraging: decision rules for predators. Pp. 243-254. In J. R. Krebs & N. B. Davies (Eds.), *Behavioural Ecology: An Evolutionary Approach*. Sinauer, Sunderland, Massachusetts, USA.
- Arvea, R.C. 1990. Alfredo Dugès: pionero de la herpetología en México. Pp. 85-99. In E. Beltrán, A. Jáuregui de Cervantes & R. C. Arvea (Eds.). *Alfredo Dugès*. Ediciones La Rana, Guanajuato, México.
- Arriaga, L. 2010. Sierra de la Trinidad, Baja California Sur. Pp. 397-399. In G. Ceballos, L. Martínez, A. García, E. Espinoza, J. Bezaury-Creel & R. Dirzo (Eds.). *Diversidad, amenazas y áreas prioritarias para la conservación de las selvas secas del Pacífico de México*. Fondo de Cultura Económica-CONABIO, México.
- Krebs, J.R. 1978. Optimal foraging: decision rules for predators. Pp. 243-254. In J. R. Krebs & N. B. Davies (Eds.), *Behavioural Ecology: An Evolutionary Approach*. Sinauer, Sunderland, Massachusetts, USA.

Scientific reports

Graves, B.M. & S.H. Anderson. 1987. Habitat suitability index models: Snapping Turtle. U.S. Fish and Wildlife Service Biological Report 82 (10.141). USA.

Thesis

Hernández-Salinas, U. 2009. Estudio herpetofaunístico del estado de Hidalgo, México. Tesis de Maestría. Centro de Investigaciones Biológicas, Universidad Autónoma del Estado de Hidalgo. México.

Gergits, W.F. & R.G. Jaeger. 1982. Interference competition and territoriality between the terrestrial salamanders *Plethodon cinereus* and *Plethodon shenandoah*. M.S. Thesis. State University of New York, Albany, New York, USA.

Electronic references

Hammerson, G., G. Parra-Olea & D. Wake 2004. *Ensatina eschscholtzii*, in: IUCN 2014. IUCN Red List of threatened species. Versión 2014.2. <http://www.iucnredlist.org> [Accessed in November 2014]

Uetz, P. & J. Hosek (Eds.). 2015. The Reptile Database. <http://www.reptile-database.org>, [Accessed in June 2015]

Frost, D.R. 2016. Amphibian Species of the World: an Online Reference. Version 6.0. <http://research.amnh.org/herpetology/amphibia/index.html>. American Museum of Natural History, New York, USA. [Accessed in February 2017]

Note: if the electronic reference has the country, it must be included.

Note that the journal titles are not abbreviated, that there are no spaces between the authors' initials, and that the electronic references are dated when the page was last consulted.

For references that are in the process of being published, "In press" should be cited instead of the page numbers, and the full name of the journal should be given. Citing references in preparation will not be admitted. It is not admitted to cite manuscripts submitted without positive resolution of acceptance, unpublished reports and summaries of conferences whose resource is not available. However, if it is considered pertinent to cite them, the expression "unpublished data" or "personal communication" must be included in parentheses and their respective references will not be included in the Cited Literature.

Tables. Must go after the Literature Cited, each table must have its corresponding explanatory heading. Within the Table, only the initial letter of the first word will be capitalized (e.g. "Weighted average"). Lines within boxes should be avoided except when they clarify separate groups of columns. Figure footings (indicated by asterisks in superscripts) may be used after the table when detailed information needs to be given (such as levels of statistical significance).

Description of the tables must be in English and Spanish or Portuguese as the case may be.

Figures. Will be placed after the Tables if any, if not after the Literature Cited. A page will be added where the figure feet of all the figures are specified, later one figure per page will be included, listing them as Figure 1, Figure 2, etc., regardless of whether it is graphics, photographs, maps or other graphic material.

The dimensions of the figures should not exceed 21.5 x 28 cm, at 300 dpi. The figures should be planned for a reduction to a final width of one or two columns in the *Revista Latinoamericana de Herpetología*. A size or distance scale should be included when appropriate. If a figure includes more than one image, each one must be marked with a letter (A, B, C).

Once the article is accepted, the figures will be sent in separate files at a resolution of 300 dpi. The format of the figures must be JPG, JPEG, TIFF or EPS. It is important that, regardless of their resolution, all elements of the image can be clearly displayed.

Figure captions must be in English and Spanish or Portuguese as the case may be.

Numbers. Numbers with two or more digits must be written with Arabic numerals (e.g. 10, 15) except at the beginning of a sentence. One-digit numbers must be written in letters unless they precede units of measurement (e.g. 4 m), serve to designate something (e.g. Experiment 2), or are separated by a hyphen (e.g. 2-3 scales).

Numerical expressions written with figures must be represented avoiding the separation of thousands, millions, etc., by means of a point, and as follows: dates and in general thousand units without space (e.g. 1967, 3000 m); tens of thousands onwards must be separated every three positions by a comma (e.g. 27,000 kg; 3,276,000 ha). The period must be used, instead of the comma, to separate the integer part of the decimal place and the number of decimal values will be limited to a maximum of 3 positions (e.g. 0.426 mm). This rule must be applied both in the bulk of the text and in the tables and legends of attached figures.

Units and abbreviations. For weights and measurements, the units of the International System of Units should be used. Such units should be used in the text, tables and figures. Common abbreviations are: "*n*" (sample size), "no." (number), "SVL" (snout-vent length, but define the first time it is used), "*P*" (probability), "*gl*" (degrees of freedom), "DE" and "EE" (standard deviation and standard error, respectively), "l" (liters), "g" (grams), "m" (meters), "cm" (centimeters), "mm" (millimeters) and "°C" (degrees centigrade). Note that "*n*" and "*P*" should be written in italics, as well as all statistical symbols for values (e.g. Student t test, Mann-Whitney U). Greek letters (e.g. β) should not be written in italics. No "personal communication," dates, or undefined terms should be abbreviated. Geographical coordinates must be provided in decimal degrees: 32.33851 ° N, 116.25645 ° W. Time: use a 24-hour clock and not AM and PM.

Appendices. Detailed non-essential information in the text (e.g. list of specimens examined) may be located in an Appendix. These should appear after the figures and have headings: Appendix 1, 2, etc. Which must to be cited in the text.

Scientific articles

Scientific articles must be written in Spanish or English; in both cases, they must include a summary in Spanish and another in English (abstract). There is no limit of words and / or figures. They must contain the following sections, those marked with an asterisk are optional:

Introduction

Materials and methods

Results

Discussion and Conclusions

*Acknowledgements

*Appendix

Scientific Notes

Scientific notes must include abstract, resumen or resumo, keywords and key words. Its format should be the same as that of the articles, except that only the heading for the Literature Cited should be used.

Short Distribution Notes

The distribution notes should be short. In the case of the title, only the scientific name and the family to which the species belongs will be included in parentheses. The content will include Country. State, Municipality, Locality (coordinates in decimal degrees; datum; elevation). Collection / observation date. Record details (e.g. how many km in the distribution, if it is the first record for the state or municipality, etc.), citations on the closest reference record. Brief description of the event (time, age of the specimen, habitat, etc.). Collector(s), scientific collection/museum where the voucher was deposited (including the name of the collection, institution, catalog number, and city where the museum is located). The above may be replaced by reference photos deposited in a photographic collection, including catalog numbers. Species verifier name (preferably a curator or species expert). In a separate line include the cited literature.

Natural history notes

For the natural history notes, the format should be the same as that of the articles and should include abstract, resumen or resumo, keywords and key words. In the case of the title, the scientific name and the family to which the species belongs will be included in parentheses. Observation title. The content will include a brief introduction and background on the type of observation being reported. Results should include: date of collection / observation, locality (coordinates in decimal degrees; datum; elevation), municipality, state and country. Brief description of the methodology used (if applicable). Brief description of the event (e.g. diet, mortality, habitat use, malformations, etc.). Include time, age of the specimen, habitat, etc. Brief discussion. In case the specimen has been collected, include the name (s) of the collector (s), scientific museum where the specimen (s) was deposited, or reference photos. In subsequent lines the acknowledgments (optional), and the cited literature. Reference images of the observed event may also be included.

Cover photos. Authors may submit their best photographs of the species that the manuscript is about. These will be selected and published on the cover of the journal. Send the images in JPEG format in high resolution (300 dpi).



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