

African Zoology

Instructions to Authors

Publication policy

African Zoology continues *Zoologica Africana* and *South African Journal of Zoology* and is published by the Zoological Society of Southern Africa. Full-length papers and short communications on original research on any aspect of zoology in Africa (or that is relevant to Africa) and its surrounding oceans, seas and islands will be considered for publication, especially studies in: ecology; ethology; physiology; functional morphology; genetics; taxonomy; systematics and phylogeny; biodiversity and conservation as well as topics of applied zoology. The journal also invites experts to submit review articles on topics of current interest. Contributions will be sent to two referees for review, and papers will normally be published in order of acceptance. **Authors should provide a list of three potential referees** for consideration by the editors, only one of which may be selected by the editors at their discretion. Submission of a manuscript will be taken to imply that the material is original and has not, or will not be submitted in similar form for publication elsewhere. Copyright of papers that are published in the Journal is vested in the Zoological Society of Southern Africa. Contributions should be written in clear and concise English using British conventions of spelling and grammar.

Presentation of manuscripts

Manuscript (plus figures and tables) should be submitted electronically through the online submission system (<http://africanzoology.journals.ac.za>) or by e-mail to the Editor (jhvw@sun.ac.za). The first step in the online submission system is to **register as an “Author”**. Once registered, find the “New Submission” heading and start the “five-step” submission process. **Step 1: Start:** Select the “Section” you would like to submit to. Make sure you read and acknowledge by checking off all the tick boxes listed in the “Submission Checklist” You will note that you will also acknowledge your understanding of page charges levied by *African Zoology*. **Step 2: Uploading the Submission:** Browse for your manuscript file and Upload. **Step 3: Enter Metadata (Author data):** Enter the Author information in the same order as on the manuscript and indicate the corresponding author (tick box below author field). Copy and paste the Title and Abstract of the manuscript in the appropriate boxes. Add Keywords. **Step 4: Upload Supplementary Files:** Figures and Tables. **Step 5: Final Confirmation.** Once you have submitted, you should get an Acknowledgement from the Editor.

Type in double spacing (this includes the **Abstract, References, Tables, Figure captions, and Book Reviews**). Use either MSWord for Windows or MSWord for Mac, and include tables and/or figures in the main text document and/or uploaded as “supplementary material” Consult a recent issue of the Journal for typographic conventions.

The **title** must be short but sufficiently informative for use in title lists or coding for information storage and retrieval.

The **abstract** should not exceed 200 words and should give the content of the paper factually and concisely. It should be suitable for separate publication, adequate for indexing, and should be followed by a list of up to five **key words**.

The **first page** should contain the title of the paper, the name(s) and address(es) of the author(s), the e-mail address of the corresponding author and the abstract. Start the paper itself on a new page. Number pages consecutively and indent all paragraphs.

Cite **references** by name and year of publication, e.g., Smith (1999). When giving a reference in

brackets, do not separate the name and date with a comma, e.g. (Smith 1999) unless the reference cited is also the taxonomic authority (see **Scientific names** below). When citing several references in brackets, the references should be separated by semi-colons and listed in chronological order, e.g. (Smith 1999; Jones & Jack 2000). If there are more than two authors, *et al.* should be used. Personal communications and references to unpublished data should be used only when absolutely necessary, and must be cited in the text giving the initials and name (e.g., J.D. Smith, pers. comm. or A.B. Jones, unpubl. data); the affiliation of these persons should be given in the acknowledgements section. Work in preparation or submitted for publication should not be cited in the text nor presented in the reference list. Similarly, submitted work should not be cited and referenced unless it has been accepted, in which case the citation should state “in press” and the entry in the reference list should give at least the volume number of the journal concerned.

Use the SI metric system for units of measurement. Spell out numbers from one to nine; use numerals for larger numbers, groups of numbers, fractions or units, e.g., three; 8 - 16; 4 kg/ha; 27 impala. Statistical symbols, if not available on the word-processing program, e.g. P, should be identified in the text (e.g. Greek l.c. chi), and **variables in formulae** should be italicized.

Scientific names should be given in full in the text when a genus or species is first mentioned. Authors should consult taxonomic authorities such as the Bulletin of Zoological Nomenclature, the International Code of Zoological Nomenclature (both published by the International Trust for Zoological Nomenclature, c/o British Museum (Natural History), Cromwell Road, London SW7 5BD) and the Nomenclator Zoologicus. The taxonomic authority, when cited, must follow the name of the taxon without intervening punctuation and not be abbreviated. If the year is added, a comma must separate the author's name and year.

Ethical Standards. If the research has involved experimentation, especially on vertebrates, decapods and cephalopods, the author(s) should indicate that such experiments were approved by an ethical standards committee, giving an approval reference number (if available).

Voucher Specimens. Authors of taxonomic works are encouraged to deposit voucher specimens in an established permanent collection in the country of origin of the material. This collection should be cited in the publication. All nucleic acid sequences should be placed in Genbank and accession numbers included in the manuscript

References should be listed alphabetically by authors' surnames. Authors' names appear in capital letters, the rest of the reference in lower case. Journal names must be italicized and given in full. Book titles should be in italics; do not italicize thesis titles. With the exception of electronic journals, reference to Internet web sites should be limited.

Examples follow:

MUWANIKA, V.B., NYAKAANA, S. & SIEGISMUND, H.R. 2005. Genetic consequences of war and social strife in sub-Saharan Africa: the case of Uganda's large mammals. *African Zoology* 40: 107-113.

HOCKEY, P. & TURPIE, J. 1999. Estuarine birds in South Africa. In: Estuaries of South Africa, (eds) B.R. Allanson & D. Baird, 1st edn, pp. 235-268. Cambridge University Press, Cambridge.

SHICK, J.M. 1991. A Functional Biology of Sea Anemones. Chapman & Hall, London.

KRUGER, L.M. 1995. Feeding biology of intertidal sea anemones in the south-western Cape. M.Sc. thesis, University of Cape Town, Cape Town, South Africa.

NORDQUIST, G.E., LYNCH, K.A. & SPAK, C.A. 2006. Timing and pattern of bat activity at Soudan underground mine. Final report submitted to the State Wildlife Grants Program 86 pp, http://www.dnr.state.mn.us/eco/nongame/projects/research_reports/mammals.html (Accessed 6 October 2009).

Tables should be carefully constructed so that the data presented may be easily understood. Take care not to overload tables with information or to use Tables unnecessarily. Wherever

possible, tables should be arranged to fit the page vertically within the dimensions of the printed page (205 × 142 mm). Tables may include up to four horizontal lines but no vertical lines. Consult recent issues of the Journal for examples of the layout of tables and, in particular, the layout of column headings. Tables should be numbered consecutively as they are mentioned in the text, using Arabic numerals, e.g. Table 1, Table 2. All tables must be typed in double spacing, presented on separate pages, and grouped together at the end of the manuscript.

Illustrations must be presented on separate pages and numbered chronologically as they are referred to in the text using Arabic numerals, e.g. Fig. 1, Figs 2, 3, or where drawings or photographs are grouped as Fig. 1a,b etc. The Journal does not differentiate between figures and plates and all illustrations should be referred to as figures. Black-and-white illustrations (e.g., drawings, diagrams, maps and graphs) must be presented on a clear white background, and should preferably be submitted in vector format (CDS, EPS, WMF or EMF). If submitted as TIFF bitmaps, the resolution must be 1200 dpi and large files should be zipped. Photographs should be of excellent quality with clear detail and adequate contrast and at a resolution of 300-350 dpi.

It is important that lines are thick enough and symbols large enough to withstand reduction. Where very fine lines or small dots are used for shading these may disappear completely with reduction. Authors are requested to pay particular attention to the proportions of illustrations so that they can be accommodated in single (68 mm) or double (142 mm) columns after reduction.

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Captions for figures must be collected together and typed on a separate sheet headed 'Figure Legends'.

Acknowledgements should be brief and direct, and should be made only for assistance outside the normal duties of the parties concerned.

Only a limited number of **Short Communications** will be published in each issue, at the editors' discretion. Manuscripts should be structured as Short Communications when the scope of a study is limited, or for preliminary reports of **important** scientific developments. Short Communications should be based on original research and include a conceptual or theoretical component; **manuscripts based on purely observational, descriptive or anecdotal data will not be considered.** Short Communications should ideally not exceed 2500 words, start with a short (<200 words) summary of the research findings, combine Results and Discussion into a single section, and employ minimal heading structure (not more than two levels).

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Manuscripts for publication should be submitted to one of the Scientific Editor:

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