

INSTRUCTIONS FOR AUTHORS

Aims and Scope

African Journal of Herpetology is an interdisciplinary journal that publishes work from diverse fields and disciplines (e.g., anatomy, behavioural ecology, biogeography, ecology, ethology, genetics, life history studies, morphology, physiology, systematics and toxicology) that have a bearing on African reptiles or amphibians. The aim of the journal is to serve as an outlet for original research on, or of relevance to, the biology of African amphibians and reptiles. The journal appears biannually (June and December). Copyright of all manuscripts that are published in the journal is vested in the Herpetological Association of Africa.

African Journal of Herpetology publishes original research articles, reviews, short communications, commentaries, book and software reviews, and obituaries. Anecdotal life history notes, range extensions, faunal lists, and teratological notes are not suitable for publication in the journal. However, these can be submitted to the Herpetological Association of Africa's newsletter, *African Herp News*. Faunal lists are considered for publication in *African Journal of Herpetology* when they include a biogeographical analysis and interpretation, and the results are of broad zoological interest.

Although *African Journal of Herpetology* is primarily an English-medium journal, articles submitted in French are acceptable. French submissions must also include an English version of the abstract. However, the inclusion of French Résumé in English articles is optional.

Manuscript Submission and Handling

Submission of a manuscript implies that the work has not been published before, that it is not under consideration for publication elsewhere, and that its publication has been approved by any co-authors. Manuscripts can either be submitted in electronic form via e-mail, or as three paper copies. Electronic submission is strongly encouraged, and usually

speeds up the review process significantly. Manuscripts are all peer reviewed by a minimum of two reviewers. Authors will receive confirmation of receipt of submissions (usually by e-mail) and will be notified of the review/publication progress by the editor. After acceptance of final manuscripts for publication, authors will be requested to submit their manuscripts as rtf or doc files via e-mail. Twenty-five reprints and a pdf version will be distributed free to the senior author. Additional reprints may be ordered at extra cost.

Page Charges

Page charges are R200 per published page. Paid-up members will not be charged for the first eight pages (i.e., the first eight pages published in any given issue will be *gratis*). The costs incurred for colour plates and colour illustrations should be discussed with the editor on initial submission.

Manuscript Categories

African Journal of Herpetology publishes original work in the following categories:

ORIGINAL ARTICLES are full-length manuscripts exceeding 10 pages of double spaced text.

SHORT COMMUNICATIONS are more concise reports less than 10 pages in length that lack headings, with the exception of Abstract, Acknowledgements and Literature Cited. Note that short communications now have abstracts.

FORUM is an outlet for critiques of data and/or interpretations previously published in *African Journal of Herpetology*. It is also where theoretical issues and commentaries are dealt with. The editor has the prerogative of soliciting an alternative viewpoint, rebuttal or rejoinder from an appropriate contributor.

BOOK/SOFTWARE REVIEWS may be solicited by the editor. The editor must first be

consulted if an author wishes to submit a review. Software can be of a general nature: statistical, graphical, ecological, etc., if it is of potential use to herpetologists.

Manuscript Format

COVER SHEET (required for all contributions) includes manuscript title; full names and addresses of all authors; the corresponding author's telephone number, fax number, and e-mail address; a suggested running heading; 5-8 key words; and number of pages, tables, and figures.

TEXT should be typewritten in English (UK spelling) or French, double-spaced and left justified. Words should not be divided at the right-hand margin. Use the active voice in the first person where possible. Authors should consult the *Council of Biology Editors Style Manual*, 5th edition (1994) for style and abbreviations. Sentences should be separated by a single space (character). Genus and species names should be underlined. Centre major headings in title case (*not all caps*). Underline and left justified subheadings (also in title case). Footnotes are not accepted.

The International System of Units (Système Internationale; SI) should be followed. Use decimal points rather than commas. Measures should be in mm, m or km rather than cm or dm. Integers less than 10 should be spelt, while those greater than 10 (including 10) should be given numerically. All statistical symbols should be underlined. Follow the Fourth Edition (1999) of the International Code of Zoological Nomenclature.

Major articles should be arranged as follows: *Abstract* (on a separate page), *Introduction* (untitled in text), *Materials and Methods*, *Results*, *Discussion*, *Acknowledgements*, and *Literature Cited*. *Results* and *Discussion* may be combined where appropriate. *Appendices*, *Tables*, *legends to Figures*, and *Figures* must follow the *Literature Cited*. The *Abstract* should not exceed 300 words. The *Introduction* should be concise and define the scope of the

study in relation to other work done in the same field, but should not give an exhaustive review of the literature. *Materials and Methods* should provide sufficient information to allow the study to be replicated. *Results* should be presented with clarity and precision. *Discussion* should deal with the interpretation of the results and should not recapitulate them.

Short communications follow the sequence of a major article, but lack most of the headings, with the exception of *Abstract*, *Acknowledgements* and *Literature Cited*.

Forum contains commentaries that include an abstract and can include headings and subheadings of the author's choice.

Book/Software Reviews must list the title, author, ISBN and number of pages (for books), publisher/manufacturer, and retail price. No headings are necessary and reviews should be concise.

Acknowledgements should be brief and should not list titles and institutions, but should include the first name and surname in full. Institutions should only be listed where individuals are cited as pers. comm. in the text. Authors are encouraged to acknowledge collecting permits and animal care protocols.

Literature Cited should be listed in alphabetical order and should refer only to publications cited in the text. References should be in the following format:

- BURGHARDT, G.M. 1970. Chemical perception in reptiles. Pp. 241-308. In J.W. Johnston, D.G. Moulton & A. Turk (Eds.), *Communication by Chemical Signals*. Appleton-Century-Crafts, New York.
- GREENE, B.D. 1993. Life history and ecology of the Concho water snake, *Nerodia harteri paucimaculata*. Unpubl. Ph.D. thesis, Texas A&M Univ., College Station.
- HOFF, G.L., F.L. FRYE & E.R. JACOBSEN. 1984. *Diseases of Amphibians and Reptiles*. Planum Press, New York.
- SCHALL, J.T. & P.R. HOOLE. 1992. Malarial parasitism and home range and social status of male western fence lizards, *Sceloporus occidentalis*. *J. Herpetol.* 26: 74-76.

To facilitate typesetting, make sure that in electronically submitted manuscripts, authors' names in Literature Cited are in title case (i.e., not all caps). Formatting should be achieved with paragraph settings rather than tabs or spaces. Literature citations should be in chronological order: (Jacobs 1952, 1966; Edwards & Holmes 1965; Rosen *et al.* 1990). When a paper with more than two authors is cited, only the first appears in the text (Taylor *et al.* 1993). Cite unpublished data as e.g., Thomas (in press), which then appears in the list of references, or as H. Thomas (pers. comm.), in which case H. Thomas' name and institutional affiliation should appear under Acknowledgements. Abbreviate journal names in the Literature Cited in the standard way. Standard abbreviations can be found at various web sites such as:
www.bioscience.org/atlas/jourabbr/list.htm
 or <http://home.ncifcrf.gov/research/bja/>

TABLES should be in Arabic numerals, double spaced and on separate pages with a legend at the top. Lines should only be used to separate headings. In electronic MS Word versions of manuscripts, table formatting is most convenient when 'table commands' are used to separate columns. Do not use vertical lines. Tables should be composed with the limitations of the journal page size in mind: Tables with more than 10 columns are usually cumbersome and do not fit on a page in portrait orientation.

FIGURES must be restricted to the minimum needed to clarify the text. The same data should not be presented in both graph and table form. All figures and tables must be mentioned in the text. All figures must be numbered consecutively (Arabic numerals). Electronic versions of graphs, regressions and histograms are most useful when they are in object-oriented file formats (e.g., wmf, cdr, wpg, pre or ppt) rather than as bitmaps. If figures are supplied as bitmaps, the best formats are bmp or tiff, and CMYK jpeg for colour plates. If possible, submit more than one version. Bitmaps should have a resolution of at least 300 dpi. Labelling

in figures should be in Times New Roman where possible.

Issues from 2004 (vol. 53) should be consulted for format and style. Always use the latest available issue for instructions.

STATEMENT ON AUTHORSHIP: Authorship should be the outcome of participation in multiple levels of a research project including design, execution, analysis and writing. Those individuals who only collected data, provided equipment, workspace and/or financial support should be listed in the acknowledgments.

DNA Sequence Registration

Authors are encouraged to deposit sequences published in *African Journal of Herpetology* in EMBUGenBank/DDm Nucleotide Sequence Databases. Sequence accession numbers should be included in submitted manuscripts.

Supplemental Material

Additional material not included in published manuscripts may be submitted to the society's homepage (<http://www.wits.ac.za/haa>). This material includes photographs, sound clips, video clips, raw data, illustrations, maps, equipment specifications, and any other additional information unsuitable for inclusion in the journal. This material will be referenced in the journal publication.

Please make sure that you have read and followed the Instructions for Authors before you submit a manuscript to the journal.

LITERATURE CITED

- HUTH, E.J., M BROGAN, B.P. DANCIC, T. KOMMEDAHL, D.E NADZIEJKA, P ROBINSON & W. SWANSON. 1994. *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*. 6th ed. Cambridge University Press, Cambridge.
- INTERNATIONAL COMMISSION ON ZOOLOGICAL NOMENCLATURE. 1999. *International Code of Zoological Nomenclature, Fourth Edition*. International Trust for Zoological Nomenclature, London.