

Zoosystema (online only) Instructions to the authors

SCOPE OF THE JOURNAL

Zoosystema is a fully electronic journal, with a continuous publication stream, devoted to the inventory, analysis and interpretation of animal biodiversity. It publishes original results of zoological research, particularly in systematics and related fields: comparative, functional and evolutionary morphoanatomy; phylogeny; biogeography; ecology and species behaviour; taxonomy and nomenclature.

There is no limitation of the number of pages; long, important articles are particularly welcome, but short articles restricted to the description of a single species with no special interest are discouraged.

A complete issue of *Zoosystema* may be devoted to a particular topic under the responsibility of a guest editor.

GENERAL INFORMATION

The submission of a manuscript to *Zoosystema* implies that it is not being simultaneously offered for publication elsewhere. A copyright assignment form must be signed before the final acceptance. Copyright of the published paper, including illustrations, will be assigned free of all royalties to the journal. Requests to reproduce material from *Zoosystema* should be addressed to the journal.

Nomenclature should follow the most recent editions of the *International Code of Zoological Nomenclature*.

Preservation of type and other specimens should be in accordance with the recommendations of the international codes of nomenclature: all illustrated or described specimens must be registered and deposited in an appropriate permanent institution, with staff and facilities capable of ensuring their conservation and availability for future reference in perpetuity. Their collection numbers, and their location of housing, should be indicated.

Each manuscript will be reviewed by at least two referees.

FORMAT OF THE JOURNAL

Zoosystema will be published online only from 2018 (PDF file on the journal's website). The journal keeps the A4 dimensions (21 × 29.7 cm) and will be available via a Print-on-demand system.

SUBMISSION

Submitted manuscripts, with illustrations, should strictly comply with the present instructions and be sent to the journal by email preferentially. The manuscripts should be prepared with double spaced, margins of at least 3 cm and all pages numbered.

Articles submitted by email should be sent: in a PDF version including all the figures, tables and appendices of the article and DOC version including only the text of the article.

Postal submission are also accepted. Manuscript that is not in compliance with the instructions will be returned. To complete these instructions, please refer to a recent issue of *Zoosystema*.

Reviewers. Each author can suggest names of potential referees for his/her article. Conflicts of interest can also be indicated.

STRUCTURE AND FORMAT OF THE MANUSCRIPTS

Structure. Papers are to be written in simple, concise and scientific French or English and should be organized as follows:

- title in English;
- title in French (exact translation);
- running head in the language of the article;
- first name(s) and surname(s) of author(s), followed by their full professional address(es) and e-mail(s); a corresponding author can also be designated;
- abstract in English, 200-250 words long; include precise differential characters for new taxa;
- résumé in French (exact translation, the journal may provide help for translation);
- key words in English (5 to 10 max.);
- mots clés in French (exact translation, 5 to 10 max.);
- text of the article, in the following order: Introduction, Material and methods, Abbreviations, Systematics/Results, Discussion, Acknowledgements, References, Legends of figures and tables. Very long papers may include a list of contents; papers dealing with a large number of taxa may include an index;
- acknowledgements should mention the names of the reviewers;
- do not use footnotes.

SYSTEMATIC TREATMENT

- Each systematic description should be arranged as follows: name of the taxon with author and date, original reference of the description, taxonomic historic, with synonymy, type material, etymology, material examined, type horizon, type locality, diagnosis and/or description, remarks; for each new species, a diagnose *and* a description should be provided; for each existing species, only the diagnosis should be indicated, except if the description has been emended;
- use n. sp., n. gen., n. fam., etc., at each occurrence of a new taxon name; and n. comb. at each occurrence of a new combination;
- every taxon names cited in the text should be followed, when first mentioned in the text, in the résumé/abstract and in the captions of the figures, by author(s) and date of description;
- use italics for names of genera and species.

ILLUSTRATIONS

The figures of the articles should therefore be prepared in 17.5 × 22 cm maximum; each figure and its caption should be 238 mm high maximum.

Original figures should be sent with the revised version of the article.

The editorial office pays special attention to the quality and relevance of illustrations.

Line drawings (black and white figures). They should preferably be provided in electronic format (resolution 1200 dpi, TIFF file) or vectorial format (AI or EPS file). Line drawings should be prepared in Indian ink (or identical technics), if not, they will be treated as half-tone figures, and their definition of printing will be reduced to 300 dpi. It is still possible to send the original pictures to the editorial office, that will take in charge their digitalization and send you back the original files at the end of the publication.

Photographs, half-tone or color figures. Electronic files should be provided (resolution 300 dpi in 17,5 cm wide minimum, format TIFF or PSD).

Letters and composition of the plates. For electronic versions of the figures, these elements should be indicated on an overlay. If it's not possible, two versions of each figure should be provided: one complete, with all the letters and additional elements on it, the other with the picture itself only. Letters should not be pixellized, nor vectorized (letters should stay modifiable).

On the original figures, letters, numbers, etc., have to be indicated on an accompanying overlay, not on the original figure. They will be inserted by the editorial office.

Illustrations can be grouped into composite plates, the elements of which are identified by capital letters (A, B, C, etc.). Plates will be considered as figures and numbered as such. Illustrations should fit one (85 × 220 mm max.) or two columns (175 × 220 mm max.).

References to illustrations and tables should be indicated as follows: (Fig. 1), (Fig. 2A, D), (Fig. 2A-C), (Figs 3; 6), (Figs 3-5), (Table 1);

Captions of illustrations, on a separate sheet, should include abbreviations and scale values (e.g., Scale bar: 1 cm).

Scale bar. A scale bar is required for each figure.

Fonts. All lettering is to be in Helvetica or Arial font, 10- or 8-point body.

Tables and appendices. Tables should be provided in Excel format (XLS), and should be prepared in the format of the journal (175 × 238 mm max). Long tables and appendices may be published on the website of the journal as additional documents, with the agreement of the author, and linked from the electronic version of the article.

BIBLIOGRAPHIC REFERENCES

In the main text, references to authors, in lower case, should be presented without a comma before the year, as follows: Smith (2001), Smith (2001, 2002), (Smith 2001), (Smith 2001; Jones 2002), Smith (2001: 1; 2003: 5), Smith (2001: fig. 2).

Authors of taxa are indicated with a comma, e.g., *Cellaria* Ellis & Solander, 1786; *Neocometes orientalis* Mein, Ginsburg & Ratanasthien, 1990; *Télothyris jauberti* (Deslongchamps, 1863).

Journal names should not be abbreviated. References related to the forenames of authors of scientific names should not be included, except if additional bibliographic information are provided in the same time (pages, plates, etc.).

References should be presented, in alphabetical order, as follows:

DENISON R. H. 1978. — Placodermi, in SCHULTZE H. P. (ed.), *Handbook of Paleoichthyology*. Volume 2. Gustav Fischer, Stuttgart, 128 p.

MARSHALL C. R. 1987. — Lungfish: phylogeny and parsimony, in BEMIS W. E., BURGGREN W. W. & KEMP N. E. (eds), *The biology and evolution of lungfishes*. *Journal of Morphology* 1: 151-162.

SCHULTZE H. P. & ARSENAULT M. 1985. — The panderichthyid fish *Elpistostege*: a close relative to tetrapods? *Paleontology* 28: 293-309.

ALBA D. M., DELSON E., CARNEVALE G., COLOMBERO S., DELFINO M., PAVIA M. & PAVIA G. 2014. — First joint record of *Mesopithecus* and cf. *Macaca* in the Miocene of Europe. *Journal of Human Evolution* 67: 1-18. <https://doi.org/10.1016/j.jhevol.2013.11.001>

Digital identifiers. DOIs (Digital Object Identifiers) must be indicated in the bibliographic references and provided with the revised version. The editorial office will enter the meta-data of the article in Zoobank (taxonomic and nomenclatural novelties, articles and authors if needed).

Examples of publications. Authors can ask for examples of publications to the editorial office: synonymy lists, bibliography, lists of

material examined, organization of the figure plates, etc. Previous articles, already published, are available on the website of the journal, and should be used as extend examples of our publications.

REVISED VERSION

Revised manuscripts should be sent to the editorial office with a summary of the modifications applied on the text. Any modification rejected by the author should be justified. The revision tracking system of the software used to prepare the article can also be used.

PROOFS

Proofs will be sent in PDF format to the corresponding author for correction and must be returned within eight days. Authors will be charged for excessive corrections.

A high definition PDF file of the article will be available on the journal's website the day of publication. Authors will be able to order printed versions of their article via a Print-on-demand system.

DISTRIBUTION

Zoosystema articles are available for free on the journal's website (<http://www.zoosystema.com>); last issues of the journal are still available in the book shop of the Scientific Publications (36 rue Geoffroy Saint-Hilaire, 75005 Paris, FRANCE) and through the website of the Museum (<http://sciencepress.mnhn.fr>).

Digital versions of the articles are also distributed by the BioOne portal (<http://www.bioone.org>) to which more than 2500 universities have access to our journals.

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