

# Zoosystema

## 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. The specimens examined must be deposited in institutional collections. *Zoosystema* does not publish fauna lists without mentioning the specimens examined. *Zoosystema* publishes articles on current biodiversity; articles on recent fossils or directly related to current taxa can however be taken into account by the review.

There is no limitation of the number of pages; long, important articles are 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 the depository location, should be indicated.

Each manuscript will be reviewed by at least two referees. Articles already evaluated on pre-print sites are not accepted.

### FORMAT OF THE JOURNAL

*Zoosystema* is published online only since early 2018 (PDF file on the journal website). The journal has retained the A4 dimensions (21 × 29.7 cm). Article reprints and thematic issues will soon be available via a print-on-demand system.

### SUBMISSION

Submitted manuscripts, with illustrations, should strictly comply with the present instructions (including for lists of material examined, taxonomy of the species studied, illustrations and bibliographic references). The preferred method of submission is by email. Manuscripts should be prepared with double spaced lines, margins of at least 3 cm, plus all pages and lines numbered.

Submissions should include a text-only DOC file of the article and a PDF comprising all figures, tables and appendices.

**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; including 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.) i.e., taxa in order of hierarchy; geographic information; references to new nomenclatural acts;
- mots clés in French (exact translation, 5 to 10 max.) following the same order as the English keywords;

- 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 table of contents; papers dealing with a large number of taxa may include an index;
- acknowledgements should mention the names of the reviewers and if necessary, material collection and export permits;
- the text of the article must not include footnotes.

The editorial staff of *Zoosystema* takes care of contacting Zoobank to register the names of the new taxa and obtain LSIDs. It also ensures, for specimens deposited in the MNHN collections, the digital link between the inventory number of each specimen and its page in the MNHN collection databases.

## SYSTEMATIC TREATMENT

- Each systematic description should be arranged as follows: name of the taxon with author and date, original reference of the description, taxonomic history, with synonymy, type material, etymology, material examined, type locality, diagnosis and/or description, remarks; for each existing species;
- 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; for each new species, a diagnosis *and* a description should be provided;
- descriptions must be written without conjugated verbs;
- 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.

## MATERIAL CITATIONS

In accordance to the policy of the Muséum national d’Histoire naturelle for FAIR data & Open Science policy, the citation of material examined in zoology articles published by the publications of the MNHN is standardized, so as to allow automatic harvesting and submission of the data to international biodiversity databases, such as GBIF, the Catalogue of Life, DiSSCo, etc. Authors are encouraged to prepare their manuscripts according to this model prior to submission, but they will also be given the opportunity to comply upon acceptance of the article.

The fine-grain formatting of the material citations is not compulsory: if an author decides not to comply or the material is not appropriate, *Zoosystema* will perform reduced formatting during production. In this case, the majority of the material citations data will not be identified, extracted or disseminated to scientific databases.

**Country** • **specimen(s)** [e.g. “1 ♂”]; **geographic/locality data** [from largest to smallest]; **geographic coordinates**; **altitude/elevation/depth** [using alt. / elev. / m a.s.l., etc.]; **date** [format: 16.I.1998]; **collector**[followed by “leg.”]; **other col-**

**lecting data** [e.g. micro habitat / host / method of collecting / “DNA voucher specimen”/ “vial with detached elements”, etc.]; **barcodes/identifiers** [e.g. “GenBank: MG779236”]; **institution code and specimen code** [e.g. “CBF 06023”].

This standardized format is presented and explained in the article:

CHESTER C., AGOSTI D., SAUTTER G., CATAPANO T., MARTENS K., GÉRARD I. & BÉNICHOU L. 2019. — EJT editorial standard for the semantic enhancement of specimen data in taxonomy literature. *European Journal of Taxonomy* 586: 1-22. <https://doi.org/10.5852/ejt.2019.586>

## ILLUSTRATIONS

The figures of the articles should 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).** Electronic (resolution 1200 dpi, TIFF file) or vectorial formats (AI or EPS file) are preferred. Line drawings should be prepared in Indian ink (or identical technics), if not, they will be treated as half-tone figures, and their print definition will be reduced to 300 dpi. It is also possible to send the original pictures to the editorial office, where the images can be digitized then returned to the author upon 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 or 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

A CSL style sheet for Zotero is available (<https://www.zotero.org/styles/zoosystema>).

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; *Telothyris 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 whenever possible. The addition of a permanent URL to content hosted on BHL (Biodiversity Heritage Library, [www.biodiversitylibrary.org](http://www.biodiversitylibrary.org)) is also encouraged.

**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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