

1

2

INSTRUCTIONS TO AUTHORS

3

4 *Copeia*, the journal of the American Society of Ichthyologists and Herpetologists

5 (ASIH), invites submissions of original work dealing with the biology of fishes,

6 amphibians, or reptiles or using those organisms as models for testing

7 hypotheses of broad significance. Appropriate topics include such areas as

8 ecology, conservation, life history, evolution, systematics, taxonomy,

9 biogeography, phylogeography, and physiology. Principal criteria for

10 acceptance of articles are quality and significance of research, breadth of

11 interest, and clarity and conciseness of expression. The journal does not

12 publish range extensions, listings of species inhabiting geographic areas,

13 teratological notes, or unsolicited review articles. Final acceptance of a paper

14 for publication requires compliance with the style and format of the journal.

15 Manuscripts cannot have been published or submitted elsewhere. ASIH retains

16 copyright to all materials and works published in *Copeia*.

17

18 All aspects of publishing in *Copeia* are electronic, including submission, review,

19 and correspondence. Manuscripts must be submitted online via the "*Copeia*

20 Submit" link located on the ASIH website (www.asih.org). Format stipulations

21 are listed as "Instructions for the Author" under the "Publications" link.

22 Manuscripts will be rejected without review if not properly formatted.

23

24 The Editorial Office will pre-screen each manuscript upon submittal. If deemed
25 appropriate, the manuscript will then be reviewed by an Associate Editor and
26 selected outside reviewers. Acceptance will be based upon the quality of the
27 science and the appropriateness of the manuscript for the journal. Each
28 manuscript must stand on its own merits and be a substantial contribution to
29 the field.

30

31 *THREE CATEGORIES ARE AVAILABLE FOR MANUSCRIPT SUBMISSION:*

32

33 *Research articles* are peer-reviewed reports of the results of empirical
34 research. Manuscripts may not exceed 50 pages and 10 figures without
35 the prior approval of the Editor.

36 *Comments* are most often critiques of data and/or interpretations
37 published in *Copeia* (or elsewhere). These can be either extemporaneous
38 or solicited and may be subjected to peer review at the discretion of the
39 Editor. Extended commentary about general topics of interest may be
40 considered for a review article; contact the Editor prior to submission.

41 *Announcements* are in subjects of interest to *Copeia* readers. These are
42 edited and must be received four months before issue date.

43

44 *MANUSCRIPT REQUIREMENTS*

45

46 The format of the submitted manuscript must strictly follow *Copeia* style and

47 format, or it will be returned to authors without review. Each submission
48 receives a *Copeia* Checklist associated with the online article files that details
49 format problems that require correction prior to acceptance. Manuscripts will
50 be rejected if these problems remain uncorrected in subsequent revisions.

51

52 All pages must be numbered, all aspects left justified (no right justify) and
53 double-spaced throughout, and all lines numbered **continuously** (i.e., number
54 sequence not restarted each page; in MS Word line numbering is selected under
55 "Page Setup", "Layout" menus). Page setup must use US-Letter page length of
56 28 cm, 2.5 cm (1 in) margins on all sides of each page, proportional-spaced font
57 style is preferred and font size may be no smaller than 11-point. Do not use
58 two spaces after periods, colons, or anywhere else in the manuscript. Do not
59 use back-to-back [")("] parentheses; use brackets within parentheses. All
60 measurements must be in SI units and abbreviations (except for common ones
61 pertaining to measurement, time, or statistical test) must be defined at first
62 use. Footnotes (other than in tables) are not permitted. Generic and specific
63 names (and nothing else except secondary headings, genetic loci, and some
64 statistical abbreviations) are italicized, and taxonomic authorship should
65 appear only when nomenclatural issues or ambiguity are involved. Recognized
66 common names of organisms specify unique singulars, are regarded as proper
67 nouns, and must be capitalized. Institutional abbreviations used in text and in
68 Material Examined must follow ASIH standard code designations as listed on the
69 ASIH website under "Standard Institutional Codes" or as published in Leviton et

70 al., *Copeia* 1985:802--832 (Authors using such abbreviations are encouraged to
71 insert the following sentence in their Materials and Methods section:

72 "Institutional abbreviations are as listed at <http://www.asih.org/codons.pdf>").

73

74 All submissions must be in English and consist of letter of submission, article
75 file, tables, and figures. Article files are arranged in the following order, each
76 of these sections begin on a new page: cover page, abstract, body of text
77 (including acknowledgments at end), literature cited, figure captions,
78 appendices (if any), author addresses. **Tables and figures must be submitted**
79 **as separate, independent files (one file per table or figure) and not included**
80 **as part of the article file.** All aspects must be double-spaced.

81

82 **COVER PAGE** is mandatory as the first page of the **article file** and must contain
83 the following entries in order:

84 (1) title of manuscript, using title capitalization. New taxonomic names
85 may not appear in the title.

86 (2) names of authors [firstname, middle initial(s), lastname; multiple
87 entries use trailing superscript Arabic numeral (see 5 below) and are
88 comma-delimited]

89 (3) suggested running head (35 characters max.)

90 (4) six key words not found in the title

91 (5) author address(es), to include department, institution, postal

92 address, and e-mail. For multiple authors, format individual entries

93 on separate line as hanging indent, use leading superscript Arabic
94 numeral to associate author with address entry. Author to receive
95 reprint requests may be specified with "Send reprint requests to this
96 address".

97 Example:

98 ¹ Department of Biological Sciences, 524 Exeter Hwy, Alphabeta University,
99 Normal, Illinois 60607; E-mail: somebody@alphabeta.edu.

100 ² Division of Paraphyletic Vertebrata, Dead Museum of Natural History, 1899
101 Eigenmann, Santa Rosalia, California 95524; E-mail:
102 jdhaseman@dmnh.org. Send reprint requests to this address.

103

104 **ABSTRACT** is required of all submissions and must present a concise summary
105 of the main facts, ideas, and conclusions of the paper and not simply list the
106 topics discussed or preface the Introduction. The abstract is untitled in the text
107 and must be limited to a single paragraph. A non-English translation of the
108 English version is permitted. Literature citations in the abstract are not
109 permitted.

110

111 **BODY OF TEXT** may employ named sections at only two levels (i.e., primary
112 and secondary), and cannot be lettered or numbered. Primary sections are all
113 caps, bold font, left justified, and employ the following heads: MATERIALS AND
114 METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, LITERATURE CITED, and
115 figure legends. Note that the Introduction is not titled in the article file text. If

116 appropriate, MATERIAL EXAMINED follows DISCUSSION, and appendices follow
117 figure legends. Text following primary section heads begins on a new line, is
118 left justified, and is NOT indented. Secondary sections are italicized, bold font,
119 left justified, conclude with a period and an em-dash (or triple hyphen), and
120 are followed immediately by text. Subsequent paragraphs under both primary
121 and secondary sections are indented. Papers that include taxonomic accounts,
122 such as taxonomic reviews and new species descriptions, may substitute the
123 following standard presentation for the RESULTS section: (1) taxonomic name in
124 **bold font**, common name(s), table and figure appearances of new name (these
125 left justified and each appear on separate line), (2) holotype, paratype(s), non-
126 type material, (3) diagnosis (Copeia requires diagnosis by *demonstration*-- a
127 true differential diagnosis that specifies the features that serve to differentiate
128 the new taxon from all others at rank, along with the taxa that share the
129 alternative state(s) is preferred), (4) description, (5) supplementary notes,
130 such as coloration, ecology, distribution, comparisons, etc. as appropriate, (6)
131 etymology. Items 2--6 are formatted as second-level sections. Listing of
132 specimen material must follow standard style and order of presentation; see a
133 recent issue for examples.

134

135 **ACKNOWLEDGMENTS** identify individuals by first initial and full surname and
136 do not list professional titles. Institutional affiliation may be provided where
137 acknowledging institutional (rather than personal) support. It is *Copeia* policy
138 that neither ASIH editors nor reviewers, in the conduct of their duties, be

139 acknowledged for improvement of manuscripts. Collecting permits,
140 Institutional Animal Care protocols, accession numbers for molecular data and
141 voucher specimens (if not listed elsewhere) must be cited in Acknowledgments.

142

143 **LITERATURE CITED** is double-spaced and formatted identically for all
144 manuscripts. Names of authors use **bold, standard font** (do NOT use 'SMALL
145 CAPS'), titles of journals are provided in full without terminal punctuation.

146

147 Examples:

148 **Fink, W. L.** 1981. Ontogeny and phylogeny of tooth attachment modes in
149 Actinopterygian fishes. *Journal of Morphology* 167:167-184.

150 **Menezes, N. A.** 2003. Família Synphobranchidae, p. 34. *In*: Catálogo das
151 Espécies de Peixes Marinhos do Brasil. N. A. Menezes, P. A. Buckup, J. L.
152 Figueredo, and R. L. Moura (eds.). EDUSP, São Paulo, Brazil.

153 **Taylor, R., and C. C. Van Dyke.** 1985. Revised procedures for staining and
154 clearing small fishes and other vertebrates for bone and cartilage study.
155 *Cybium* 9:107-119.

156

157 Manuscripts submitted, abstracts, in-house or intra-agency reports, and any
158 works not readily obtainable through normal library channels may not be
159 placed in Literature Cited, but must instead be cited in text as unpublished
160 work ("unpubl.") or personal communication ("pers. comm."). Commercial and
161 readily-available software cited in the text must specify the version and source

162 (author/publisher) and follow the following guidelines:

163 (1) when the software is identified by author name(s) AND where there
164 exists a *published reference* (e.g., MEGA3) OR an *unpublished on-line*
165 *reference* to the software (e.g., PAUP*), the author/date is cited in text
166 as for a standard text citation (e.g., "Kumar et al., 2004"; "Swofford,
167 2002") and a corresponding full citation is entered in the LITERATURE
168 CITED section using standard Copeia style:

169 **Kumar, S., K. Tamura, and M. Nei. 2004. MEGA3: Integrated software**
170 **for Molecular Evolutionary Genetics Analysis and sequence**
171 **alignment. Briefings in Bioinformatics 5:150-163.**

172 **<http://www.megasoftware.net>**

173 **Swofford, D.L. 2002. PAUP*. Phylogenetic Analysis Using Parsimony (***
174 **and Other Methods), version 4.0b10, Sinauer Associates,**
175 **Sunderland, MA. <http://paup.csit.fsu.edu>**

176 (2) when the software is identified by product name only (e.g., JMP, ver.
177 6.0), the commercial source with url (when available) is specified in
178 parentheses (e.g., SAS Institute, Inc., Cary, NC; <http://www.jmp.com>)
179 **and there is no corresponding entry in the LITERATURE CITED section.**

180

181 Multiple text citations appear in chronological order, are delimited by
182 semicolons, and must agree with Literature Cited. Citations strings should be
183 limited to the minimum necessary to support the given statement; over-citation
184 for the appearance of scholarship is not permitted.

185

186 **TABLES** (numbered in Arabic) must each appear with a short heading beginning
187 "Table x. " on a separate sheet and be double-spaced, use bold font and title
188 capitalization, left justified, with no associated graphics or vertical lines.
189 Tables must be numbered consecutively in the order of their reference in the
190 text, citation style is "(Table 1)", and location of each table should be
191 indicated in the right margin of text as "T1," "T2," etc. Standard tab-delimited
192 text is required. Tables may NOT be submitted as MS Excel spreadsheet files or
193 be composed as "draw table" items within cells in MS Word.

194

195 **FIGURES** must be submitted as separate files, not embedded in text files or as
196 a single PDF. When several drawings or photographs are grouped as a single
197 "plate", they must be arranged as one unit on a single page, and each lettered
198 with an uppercase block letter in the upper corner of each element. Figures
199 must not include numbering or identification. Figure legends are listed
200 sequentially beginning with "Fig. x.", use bold font, double-spaced, and are
201 included in the article file following the Literature Cited. Figures are numbered
202 consecutively in the order of their reference in the text, citations style is "(Fig.
203 x)", and the intended location of each figure relative to the text should be
204 clearly indicated in right text margin as "F1," "F2," etc.

205

206 Only digital files can be used for publication. Figures for initial
207 submission/review may be submitted as lower resolution PDF for faster upload;

208 however, a PDF is 1200 dpi by default and source images converted from lower
209 resolutions will be interpolated and may suffer pixelation and other
210 consequences. Prior to final acceptance, low resolution files should be replaced
211 by publication-quality files in TIFF or Jpeg formats; however, for optimal
212 appearance in both the printed paper journal, in author reprint pdfs, and in the
213 online journal, we highly recommend that all images be submitted as TIF files
214 (see below). To ensure that images are reproduced at the highest quality,
215 please follow these guidelines for the final submission of figures for accepted
216 manuscripts:

217

218 • Halftone images (e.g., color, grayscale, or black and white
219 images/photographs prepared with software such as Adobe Photoshop) should
220 be submitted as TIF (.tif) files with a resolution of at least 300 dpi, although
221 600 dpi is preferred for optimal results. If the figure contains text (beyond
222 figure part labels), the file must be at least 400 dpi.

223

224 • Vector or line drawings (e.g., cladograms or files prepared with software
225 such as Adobe Illustrator [.ai] or Corel Draw [.cdr]) and graphs should be
226 submitted as TIF (.tif) files. Use of EPS or PDF files is strongly discouraged, as
227 we find that these images do not reproduce well when converted to PDF for the
228 online version of *Copeia* and for author reprints at standard (screen) resolution.
229 We also discourage use of Microsoft Powerpoint and Excel for creation of
230 figures because these programs do not save to TIF or JPEG formats.

231

232 Figures will be published at either one column (=87 mm, 3.43 in) or two column
233 (=183 mm, 7.2 in) widths at the discretion of the Editor. Maximum column
234 length is 245 mm. Because the relationship between image resolution, file size,
235 and dimensions can be confusing, it is perhaps helpful to think about the
236 number of pixels required across the image at a given resolution as guide for
237 preparing figures:

238

239 one column width, 3.43 inches x 400 dpi = approx. 1370 pixels across

240 one column width, 3.43 inches x 600 dpi = approx. 2060 pixels across

241 two column width, 7.2 inches x 400 dpi = approx. 2880 pixels across

242 two column width, 7.2 inches x 600 dpi = approx. 4320 pixels across

243

244 Authors are encouraged to submit figures at final publication dimensions. Do
245 not submit color artwork unless color reproduction at cost to author is
246 intended. Ensure that black-and-white versions prepared from color originals
247 are saved in grayscale mode and not as RGB or CMYK files with color discarded.
248 The cost of color reproduction is \$300 per plate for ASIH members, \$800 per
249 plate for non-members. Color images selected for the outside cover of *Copeia*
250 are published in the article file at no cost to authors. To ensure a high quality
251 reproduction of your color image(s), it is recommended that you submit a hard
252 copy of the color image(s) printed from an inkjet printer, color laser printer, or
253 photograph to the Editor immediately after final acceptance of your
254 manuscript. Most color monitors are not properly calibrated to the same color

255 and gamma standards as employed in production. In the absence of hardcopy
256 color print, authors will be billed for post-proof color balance modifications
257 that are not attributable to printer error.

258

259 Labels on figures should be sufficiently large (at least 2.0 mm high after
260 reduction) to guarantee optimal results. Lettering within figures (e.g., axis
261 titles, labels, etc.) should be in lowercase type with the first letter capitalized,
262 without full stop, and using a sans-serif font (e.g., Arial, Helvetica). Parts of
263 figures should be indicated by bold, upright (not italic), uppercase letters in a
264 sans-serif font without periods or parentheses. Genus and species names must
265 be in italics. Measures should have a single space between the number and the
266 unit, and follow SI nomenclature or the nomenclature common to a particular
267 field. Unusual units or abbreviations must be defined in the figure legend. Scale
268 bars rather than magnification factors should be used, with the length of the
269 bar defined in the legend or materials and methods section, rather than on the
270 bar itself.

271

272 *EDITORIAL POLICIES*

273

274 The American Society of Ichthyologists and Herpetologists endorses the
275 principle that experimental use of live animals should only be for the purpose
276 of advancing knowledge and must conform with National Institutes of Health
277 (NIH) animal care guidelines. If organisms are maintained in the laboratory, or

278 if experimental procedures are performed in the field, then requisite
279 Institutional Animal Care and Use Committee (IACUC) protocol numbers must
280 be cited in Acknowledgments. Reports involving sampling or removal of
281 organisms from natural populations must indicate, in text, the depository and
282 catalog numbers or other identifier of voucher specimens and, in
283 Acknowledgments, the numbers of requisite permits and licenses. Analyses
284 based on molecular sequence data must cite the relevant GenBank accession
285 numbers in the text. Holotypes of taxa described in *Copeia* as new to science
286 must be deposited in National or International Centers [designated in Poss and
287 Collette, *Copeia* 1995(1)]. Secondary types of these taxa should be distributed
288 among several museums.

289

290 Page charges are billed to the corresponding author upon initial distribution of
291 page proofs and are assessed at \$110 per printed page. Page charges are
292 waived when one or more authors are current ASIH members. Contact the ASIH
293 Business Office for membership rates and payment procedures.

294

295 Authorship implies responsibility. All authors should have played a significant
296 role in designing and performing the research and in writing the manuscript.
297 Those whose roles were limited solely to providing materials (to include
298 financial support), collecting data, or reviewing the manuscript, should be
299 recognized in Acknowledgments. Honorary authorship must be avoided.

300

301 *ON-LINE SUBMISSION PROCEDURE*

302

303 Before submitting a manuscript, please gather the following information:

- 304 • All Authors
- 305 ○ First Names, Middle Names/Initials, Last Names
- 306 ○ Postal Addresses
- 307 ○ Work Telephone Numbers
- 308 ○ E-mail Addresses
- 309 • Title and running head (you can cut and paste this from your
- 310 manuscript)
- 311 • Abstract (you can cut and paste this from your manuscript). This is
- 312 for descriptive purposes only and does not stand for or replace the
- 313 Abstract section of the article file.
- 314 • Article file in MS Word (contact the Editor in advance regarding
- 315 other formats).
- 316 • Tables/Data files in Tab Separated form.
- 317 • Figures as separate files in TIFF or JPEG format (but NOT
- 318 imbedded in article file).

319

320 After pressing the "Continue" button, you will be presented with five screens

321 that gather detailed information about your manuscript and allow you to

322 upload the pertinent files. The sequence of screens is as follows: (1) form

323 asking for author, title, abstract, and file quantities; (2) form asking for the

324 actual file locations on your computer (via an open file dialog). After
325 completing this screen, your files will be uploaded to our server; (3) form
326 asking you to select the order in which the files should appear in the merged
327 PDF created for the reviewers; (4) a completion screen that will provide you
328 with a manuscript tracking/identification number; (5) an approval screen that
329 will allow you to verify that your manuscript was uploaded and converted
330 correctly. Once the files have been converted (this step may be lengthy,
331 depending on file sizes), you MUST EXAMINE AND APPROVE the new PDF files
332 before the submission is complete. If you do not explicitly approve the PDF
333 files, your manuscript will not be submitted. You may return at a later time to
334 approve these files, OR you can check for completion of file conversion and
335 approve the PDF files by pressing the "Continue" button at the bottom of this
336 screen, and following the links with the red arrow on the next screen.