

## INSTRUCTIONS TO AUTHORS

*Copeia*, the journal of the American Society of Ichthyologists and Herpetologists (ASIH), invites submissions of original work dealing with the biology of fishes, amphibians, or reptiles or using those organisms as models for testing hypotheses of broad significance. Appropriate topics include, but are not limited to, such areas as ecology, conservation, life history, evolution, systematics, taxonomy, biogeography, phylogeography, and physiology. Principal criteria for acceptance of articles are quality and significance of research, breadth of interest, and clarity and conciseness of expression. The journal does not publish range extensions, listings of species inhabiting geographic areas, teratological notes, or unsolicited review articles. Final acceptance of a paper for publication requires compliance with the style and format of the journal. Manuscripts cannot have been published or submitted elsewhere. Only members of ASIH are eligible for waiver of page charges and subsidy of figure charges. Membership can be obtained by visiting the main membership page ([www.asih.org/membership](http://www.asih.org/membership)).

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Authors are encouraged to contact the Editor at [copeia@selu.edu](mailto:copeia@selu.edu) with any questions or assistance needed. All aspects of publishing in *Copeia* are electronic, including submission, review, and correspondence. Manuscripts must be submitted online via the “*Copeia* Submit” link located on the ASIH website ([www.asih.org](http://www.asih.org)). Format stipulations are listed as “Instructions for Authors” under the “Publications” link. Manuscripts will be returned without review if not properly formatted.

The Editorial Office will pre-screen each manuscript upon submittal. If deemed appropriate, the manuscript will then be reviewed by an Associate Editor and selected outside reviewers. Acceptance will be based upon the quality of the science and the appropriateness of the manuscript for the journal.

### FOUR CATEGORIES ARE AVAILABLE FOR MANUSCRIPT SUBMISSION

**Research Articles** are peer-reviewed reports of the results of empirical research.

**Reviews** are typically solicited by Editorial Staff and usually provide “state of the art” perspectives offered by ASIH members. These reviews are subjected to peer review. Those seeking to submit an unsolicited review should contact either the Editor or an appropriate Associate Editor.

**Symposium Proceedings** are also subjected to the peer review process. Symposium organizers should contact the Editor prior to submission.

**Announcements** are in subjects of interest to *Copeia* readers. These may be edited, are not peer reviewed, and need to be received four months before issue date.

### MANUSCRIPT REQUIREMENTS

The format of the submitted manuscript must strictly follow *Copeia* style and format. Non-adherence to format suggests

two things to reviewers: there was a low level of scholarship in preparing the submission; and/or this manuscript was formatted for a different journal where it has already been rejected. Both issues give editors and reviewers motivation to find the flaws and weaknesses in the submission. The Editor reserves the right to reject a manuscript without review if formatting is not followed.

All pages must be numbered, all aspects left justified (no right justify) and double-spaced throughout, and all lines numbered continuously (i.e., number sequence not restarted each page; in MS Word line numbering is selected under “Page Setup,” “Layout” menus). All measurements must be in SI units and abbreviations (except for common ones pertaining to measurement, time, or statistical test) must be defined at first use. Footnotes (other than in tables) are not permitted. Generic and specific names (and nothing else except secondary headings, genetic loci, and some statistical abbreviations) are italicized, and taxonomic authorship should appear only when nomenclatural issues or ambiguity are involved. Recognized common names of organisms specify unique singulars, are regarded as proper nouns, and must be capitalized. Institutional abbreviations used in text and in Material Examined must follow the ASIH standard code designations (Sabaj Pérez, 2014) listed on the ASIH website ([www.asih.org/resources](http://www.asih.org/resources)). Authors using such abbreviations are encouraged to insert the following sentence in their Materials and Methods section: “Institutional abbreviations follow Sabaj Pérez (2014).”

Authors that are not native English writers are encouraged to have their manuscripts inspected by a native English speaking colleague prior to submission. All submissions must be in English and consist of cover letter, article file, tables, and figures. Article files are arranged in the following order, each of these sections begin on a new page: cover page, abstract, body of text (including acknowledgments at end), literature cited, figure captions, author addresses, appendices (if any). Tables and figures must be submitted as separate, independent files (one file per table or figure) and not included as part of the article file.

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

- (1) title of manuscript, using title capitalization. New taxonomic names may not appear in the title.
- (2) names of authors [firstname, middle initial(s), lastname; multiple entries use trailing superscript Arabic numeral (see 5 below) and are comma-delimited]
- (3) suggested running head
- (4) six keywords not found in the title
- (5) author address(es), to include department, institution, postal address, and email. For multiple authors, format individual entries on separate and use leading superscript Arabic numeral to associate author with address entry. Author to receive reprint requests may be specified with “Send reprint requests to this address.”
- (6) Example:

<sup>1</sup> Department of Biological Sciences, 524 Exeter Hwy, Alphabeta University, Normal, Illinois 60607; Email: [somebody@alphabeta.edu](mailto:somebody@alphabeta.edu).

<sup>2</sup> Division of Paraphyletic Vertebrata, Dead Museum of Natural History, 1899 Eigenmann, Santa Rosalia, California 95524; Email: [jdhaseman@dmnh.org](mailto:jdhaseman@dmnh.org). Send reprint requests to this address.

ABSTRACT is required of all submissions and must present a concise summary of the investigation—what was done, observed—and interpretations/significance of the findings and not simply list the topics discussed or preface the Introduction. The abstract is untitled in the text and must be limited to a single paragraph. A non-English translation of the English version is permitted. Literature citations in the abstract are not permitted.

BODY OF TEXT may employ named sections at three levels (i.e., primary, secondary, and tertiary) and cannot be lettered or numbered. Primary sections are all caps, bold font, left justified, and employ the following heads: MATERIALS AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, LITERATURE CITED, and figure legends. Note that the Introduction is not titled in the article file text. If appropriate, MATERIAL EXAMINED follows DISCUSSION, and appendices follow figure legends.

If only two heading levels are used, follow this format:

## MATERIALS AND METHODS

### *Study site.*—

If three levels are used, follow this format:

## MATERIALS AND METHODS

### Study Sites

#### *Study site a.*—

#### *Study site b.*—

Papers that include taxonomic accounts, such as taxonomic reviews and new species descriptions, may substitute the following standard presentation for the RESULTS section: (1) taxonomic name in bold font, common name(s), table and figure appearances of new name (these left justified and each appear on separate line); (2) holotype, paratype(s), non-type material; (3) diagnosis (*Copeia* requires diagnosis by demonstration—a true differential diagnosis that specifies the features that serve to differentiate the new taxon from all others at rank, along with the taxa that share the alternative state(s) is preferred); (4) description; (5) supplementary notes, such as coloration, ecology, distribution, comparisons, etc. as appropriate; (6) etymology. Items 2–6 are formatted as second-level sections. Listing of specimen material must follow standard style and order of presentation; see a recent issue for examples.

All new taxa must include ZooBank identification numbers. Authors should consult the ZooBank website ([www.zoobank.org](http://www.zoobank.org)) to find the information needed to register new names. The site includes several video tutorials ([www.zoobank.org/VideoGuide](http://www.zoobank.org/VideoGuide)) that familiarize you with the website, show you how to create an account, and show you how to register a publication and a new name.

*Copeia* encourages the use of digital repositories, e.g., Dryad, for data files and supplemental data files, including images and video formats. Any repository reference should provide a DOI address. *Copeia* uses two formats for citing these data files.

- (1) As an “In text citation.” For example:

The aligned data file in nexus format was deposited in the Dryad Digital Repository (DRYAD; Smitty et al., 2011).

This text would typically appear in the Materials and Methods. If using this format, please be sure to include the reference in the Literature Cited section. For example:

**Smitty, C., M. T. Thompson, and C. B. Franks.** 2011. Data from: The use of rattlesnakes in mind control: an experiment using graduate students. Dryad Digital Repository. <https://dx.doi.org/11.5160/dryad.594q43>

or

- (2) At the end of the Discussion, and just immediately prior to Acknowledgments. For example:

Data accessibility. Data are available from the Dryad Digital Repository: <https://doi.org/11.5160/dryad.594q43>.

ACKNOWLEDGMENTS identify individuals by first initial and full surname and do not list professional titles. Institutional affiliation may be provided where acknowledging institutional (rather than personal) support. It is *Copeia* policy that neither ASIH editors nor reviewers, in the conduct of their duties, be acknowledged for improvement of manuscripts. Collecting permits, Institutional Animal Care protocols, and accession numbers for molecular data and voucher specimens (if not listed elsewhere) must be cited in Acknowledgments.

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

Examples:

**Fink, W. L.** 1981. Ontogeny and phylogeny of tooth attachment modes in actinopterygian fishes. *Journal of Morphology* 167:167–184.

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

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

Manuscripts submitted, abstracts, in-house or intra-agency reports, and any works not readily obtainable through normal channels may not be placed in Literature Cited, but must instead be cited in text as unpublished work (“unpubl.”) or personal communication (“pers. comm.”). Commercial and readily available software cited in the text must specify the version and source (author/publisher) and follow the following guidelines:

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

**Kumar, S., K. Tamura, and M. Nei.** 2004. MEGA3: integrated software for molecular evolutionary genetics analysis and sequence alignment. *Briefings in Bioinformatics* 5:150–163. <http://www.megasoftware.net>

**Swofford, D. L.** 2002. PAUP\*: phylogenetic analysis using parsimony (\*and other methods), version

4.Ob10. Sinauer Associates, Sunderland, Massachusetts. <http://paup.csit.fsu.edu>

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

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

TABLES (numbered in Arabic) must each appear with a short heading beginning "Table x" on a separate sheet and be double-spaced, use bold font and title capitalization, left justified, with no associated graphics or vertical lines. Tables must be numbered consecutively in the order of their reference in the text; citation style is "(Table 1)". Tables must not be submitted as images. Tab-delimited text or MS Excel files are preferred.

FIGURES must be submitted as separate files, not embedded in text files or as a single PDF. Figures must have numbering or identification. Figure legends are listed sequentially beginning with "Fig. x." and are included in the article file following the Literature Cited. Figures are numbered consecutively in the order of their reference in the text, citations style is "(Fig. x)."

Only digital files can be used for publication. We highly recommend that all images be submitted as TIF files (see below). To ensure that images are reproduced at the highest quality, please follow these guidelines for the submission of final-version figures for accepted manuscripts:

- Halftone images (e.g., color, grayscale, or black and white images/photographs prepared with software such as Adobe Photoshop) should be submitted as TIF (.tif) files with a resolution of at least 400 dpi, although 600 dpi is preferred for optimal results. If the figure contains text (beyond figure part labels), the file must be at least 400 dpi.
- Vector or line drawings (e.g., cladograms or files prepared with software such as Adobe Illustrator [.ai] or Corel Draw [.cdr]) and graphs should be submitted as TIF (.tif) files. We also discourage use of Microsoft Powerpoint and Excel for creation of figures because these programs do not save to TIF or JPEG formats.

Labels on figures should be sufficiently large (at least 2.0 mm high after reduction) to guarantee optimal results. Lettering within figures (e.g., axis titles, labels, etc.) should be in lowercase type with the first letter capitalized, without full stop, and using a sans-serif font (e.g., Arial, Helvetica). Parts of figures should be indicated by bold, upright (not italic), uppercase letters in a sans-serif font without periods or parentheses. When several drawings or photographs are grouped as a single "plate," they must be arranged as one unit on a single page, and each lettered with an uppercase block letter. Genus and species names must be in italics. Measures should have a single space between the number and the unit, and follow SI nomenclature or the nomenclature common to a particular field. Unusual units or abbreviations must be defined in the figure legend. Scale bars rather than magnification factors should be used, with the length of the bar

defined in the legend or materials and methods section, rather than on the bar itself.

Figures will be published at either one-column (587 mm, 3.43 in) or two-column (5183 mm, 7.2 in) widths at the discretion of the Editor. Maximum column length is 245 mm. Because the relationship between image resolution, file size, and dimensions can be confusing, it is perhaps helpful to think about the number of pixels required across the image at a given resolution as guide for preparing figures:

- one-column width, 3.43 inches X 400 dpi = approx. 1370 pixels across
- one-column width, 3.43 inches X 600 dpi = approx. 2060 pixels across
- two-column width, 7.2 inches X 400 dpi = approx. 2880 pixels across
- two-column width, 7.2 inches X 600 dpi = approx. 4320 pixels across

Authors of papers having one or more color illustrations will have the option of publishing color illustrations in the online version of *Copeia* (<https://www.asihcopeiaonline.org>) when electing to publish those same figures in grayscale in the paper journal. Artwork is subject to the same criteria for acceptance via peer review as applied to illustrations appearing in the paper version.

#### EDITORIAL POLICIES

The American Society of Ichthyologists and Herpetologists endorses the principle that experimental use of live animals should only be for the purpose of advancing knowledge and must conform with National Institutes of Health (NIH) animal care guidelines. If organisms are maintained in the laboratory, or if experimental procedures are performed in the field, then requisite Institutional Animal Care and Use Committee (IACUC) protocol numbers must be cited in Acknowledgments. Reports involving sampling or removal of organisms from natural populations must indicate, in text, the depository and catalog numbers or other identifier of voucher specimens and, in Acknowledgments, the numbers of requisite permits and licenses. Analyses based on molecular sequence data must cite the relevant GenBank accession numbers in the text. Holotypes of taxa described in *Copeia* as new to science must be deposited in large collections (e.g., National or International Centers, such as those identified in Poss and Collette, *Copeia* 1995[1]). Secondary types of these taxa should be distributed among several museums.

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

#### ONLINE SUBMISSION PROCEDURE

Before submitting a manuscript, please gather the following information:

- All Authors
  - First Names, Middle Names/Initials, Last Names
  - Postal Addresses
  - Work Telephone Numbers
  - Email Addresses

- Title and running head (you can cut and paste this from your manuscript)
- Abstract (you can cut and paste this from your manuscript). This is for descriptive purposes only and does not stand for or replace the Abstract section of the article file.
- Article file in MS Word (contact the Editor in advance regarding other formats).
- Tables/Data files in Tab Separated form.
- Figures as separate files in TIF or JPEG format (but NOT embedded in article file).

After pressing the "Continue" button, you will be presented with five screens that gather detailed information about your manuscript and allow you to upload the pertinent files. The sequence of screens is as follows: (1) form asking for author, title, abstract, and file quantities; (2) form asking for the actual file locations on your computer (via an open file dialog). After completing this screen, your files will be uploaded to our server; (3) form asking you to select the order in which the files should appear in the merged PDF created for the reviewers; (4) a completion screen that will provide you with a manuscript tracking/identification number; (5) an approval screen that will allow you to verify that your manuscript was uploaded and converted correctly. Once the files have been converted (this step may be lengthy, depending on file sizes), you MUST EXAMINE AND APPROVE the new PDF files before the submission is complete. If you do not explicitly approve the PDF files, your manuscript will not be submitted. You may return at a later time to approve these files, OR you can check for completion of file conversion and approve the PDF files by pressing the "Continue" button at the bottom of this screen, and following the links with the red arrow on the next screen.

## COSTS

Page charges are billed to the corresponding author upon initial distribution of page proofs and are assessed at \$110 per printed page. Page charges are waived when one or more

authors are current ASIH members. Contact the ASIH Business Office (<http://psfebus.allenpress.com/eBusASIH/MEMBERSHIP.aspx>) for membership rates and payment procedures.

Figure production continues to be one of the most expensive parts of journal production. Traditionally *Copeia* subsidized all grayscale images and some of the costs associated with color images for society members. To encourage publication of color images where beneficial and to more accurately reflect the relative cost of figure production, we have transitioned to an explicit cost structure for authors wishing to include figures in their manuscripts.

The charge for each figure is as follows:

- Grayscale online/print: \$100
- Color online/grayscale print: \$150
- Color online/print: \$300

Manuscripts that include an ASIH member as an author receive a subsidy of \$1500. Manuscripts that include an ASIH student member as lead author receive a subsidy of \$2000. The subsidy can be applied to any combination of color or grayscale figures, with authors being responsible for any balance.

Contributors are not charged for images chosen for the cover of each issue. Non-members of ASIH receive no subsidy. Color figures intended for online publication only must be included in the original submission even when opting for grayscale in the paper version. The accompanying cover letter to the Editor must clearly specify the author intentions for color reproduction. Contact the Editor for further details.

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