

# INSTRUCTIONS TO AUTHORS

## ABOUT THE JOURNAL

*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, paleontology, 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. ASIH members receive a waiver of page charges and a subsidy toward figure costs. Membership can be obtained by visiting the main membership page (<http://www.asih.org/membership>).

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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.

### Online Submission Procedure

Before submitting a manuscript, please gather the following information:

- All Authors
  - o First Names, Middle Names/Initials, Last Names
  - o Postal Addresses
  - o Work Telephone Numbers
  - o 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 Word or Excel.
- Figures as separate files in TIF or PDF format (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:

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## MANUSCRIPT SUBMISSION CATEGORIES

**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 must contact the Editor prior to submission.

**Announcements** are in subjects of interest to *Copeia* readers. These may be edited and are not peer reviewed.

## MANUSCRIPT REQUIREMENTS

The format of the submitted manuscript must follow *Copeia* style and format. All pages must be numbered, double-spaced throughout, and all lines numbered continuously. *Copeia*

style generally follows the *Chicago Manual of Style*. Use of the Oxford or serial comma is encouraged. 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 are italicized; italics are not used for emphasis or for abbreviations such as “e.g.,” “i.e.,” or “et al.” Scientific names may not be used as adjectives (use “populations of *Aspidoscelis*,” not “*Aspidoscelis* populations”). 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 Standard Symbolic Codes for Institutional Resource Collections in Herpetology & Ichthyology (Sabaj, 2016) listed on the ASIH website (<http://www.asih.org/resources/standard-symbolic-codes-institutional-resource-collections-herpetology-ichthyology>). Authors using such abbreviations are encouraged to insert the following sentence in their Materials and Methods section: “Institutional abbreviations follow Sabaj (2016).”

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, figures, and supplemental files 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:

- Title of manuscript, using title capitalization. New taxonomic names may not appear in the title.
- Full names of all authors in the order of authorship; multiple entries use trailing superscript Arabic numeral for institutional affiliations.
- Suggested running head of 140 characters or fewer.
- Six keywords not found in the title.
- Author address(es), to include department, institution, postal address, and email. For multiple authors, format individual entries separately 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.”
- Twitter handles may be provided for any author who wishes to be tagged or referenced in social media postings regarding the article.

**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, DATA ACCESSIBILITY,

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 heading levels are used, follow this format:

## MATERIALS AND METHODS

### Study sites

**Study site a.**—

**Study site b.**—

**Taxonomic Accounts:** 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 (<http://www.zoobank.org>) to find the information needed to register new names. The site includes several video tutorials (<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.

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With any use of supplemental material, a primary section with the heading DATA ACCESSIBILITY should be included following the Discussion and before the Acknowledgments. This section should include the DOI of the supplemental material and any other identifying information.

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The correct URL will be added by the editorial office prior to publication.

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**Literature Cited** is double-spaced and formatted identically for all manuscripts. Titles of journals are provided in full without terminal punctuation. Names of authors use bold, standard font. References are listed alphabetically by author surname. When there is more than one article with the same first author, organize references alphabetically by second (then third, or fourth, etc.) author surname. If there are more than 15 authors, list the first 14 authors, add an ellipsis (...), and add the last author name. See examples of formatting below.

#### More than 15 authors

Alföldi, J., F. Di Palma, M. Grabherr, C. Williams, L. Kong, E. Mauceli, P. Russell, C. B. Lowe, R. E. Glor, J. D. Jaffe, D. A. Ray, S. Boissinot, A. M. Shedlock, C. Botka, K. Lindblad-Toh. 2011. The genome of the green anole lizard and a comparative analysis with birds and mammals. *Nature* 477:587–591.

#### Journal article

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

#### Chapter in an edited book

Bevier, C. R. 2016. Physiological and biochemical correlates of calling behavior in anurans with different calling strategies, p. 63–79. *In*: Amphibian and Reptile Adaptations to the Environment: Interplay between Physiology and Behavior. D. V. de Andrade, C. R. Bevier, and J. E. de Carvalho (eds.) CRC Press, Boca Raton, Florida.

#### Authored book

Nelson, J. S., T. C. Grande, and M. V. H. Wilson. 2016. *Fishes of the World*. Fifth edition. John Wiley and Sons, Inc., Hoboken, New Jersey.

#### Edited book

Caira, J. N., and K. Jensen (Eds.). 2017. Planetary Biodiversity Inventory (2008–2017): Tapeworms from Vertebrate Bowels of the Earth. University of Kansas, Natural History Museum, Special Publication No. 25, Lawrence, Kansas.

#### Unpublished dissertation

Baldwin, C. R. 1992. Larvae and relationships of epinepheline serranids (Teleostei: Percoidae). Unpubl. Ph.D. diss., College of William & Mary, Williamsburg, Virginia.

#### Website

IUCN. 2017. The IUCN Red List of Threatened Species. Version 2017-3. <http://www.iucnredlist.org> (Accessed 5 December 2017).

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.

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Bouckaert, R., J. Heled, D. Kühnert, T. Vaughan, C-H. Wu, D. Xie, M. A. Suchard, A. Rambaut, and A. J. Drummond. 2014. BEAST 2: a software platform for Bayesian evolutionary analysis. *PLOS Computational Biology* 10:e1003537.

R Core Team. 2016. R: a language and environment for statistical computing. R Foundation for Statistical Computing, Vienna, Austria. <http://www.R-project.org/>

- (2) when the software is identified by product name only (e.g., SigmaPlot, version 14.0), the commercial source with URL (when available) is specified in parentheses (e.g., Systat Software, Inc., San Jose, CA; [www.systatsoftware.com](http://www.systatsoftware.com)), and there is no corresponding entry in the Literature Cited section.

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#### TABLES

Tables (numbered in Arabic) must each appear with a short heading beginning “Table x” and be double-spaced, use bold font and title capitalization, and have 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. Word or Excel files are preferred.

## FIGURES

Figures must be submitted as separate files, not embedded in text files or as a single PDF. 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; citation style is "(Fig. 1)".

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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.

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