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 reduced cost of color reproduction. Membership can be obtained by visiting the main membership page (http://www.asih.org/membership).

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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 the 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 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. The importance of proper formatting cannot be understated. The review process is
already rigorous. Our reviewers naturally examine manuscripts carefully for flaws. 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 reviewers motivation to find the flaws and weaknesses in the submission. To give your submission a full chance to survive the review process, please ensure that you have completely followed *Copeia* style and format. 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). Page setup must use US-letter page length of 28 cm, 2.5 cm (1 in) margins on all sides of each page, proportional-spaced font style is preferred and font size may be no smaller than 11 point. Do not use two spaces after periods, colons, or anywhere else in the manuscript. Do not use back-to-back [“)(“] parentheses; use brackets within parentheses. 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 Perez, 2014) listed on the ASIH website (http://www.asih.org/resources). Authors using such abbreviations are encouraged to insert the following sentence in their Materials and Methods section: “Institutional abbreviations are as listed at http://www.asih.org/resources.”

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 letter of submission, 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. All aspects must be double-spaced.

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 (35 characters max.)
4. six key words not found in the title
(5) author address(es), to include department, institution, postal address, and e-mail.

For multiple authors, format individual entries on separate line as hanging indent, 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:

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

2 Division of Paraphyletic Vertebrata, Dead Museum of Natural History, 1899 Eigenmann, Santa Rosalia, California 95524; E-mail: 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.

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

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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: http://doi.org/11.5160/dryad.594q43.

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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:


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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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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