

## GUIDELINES FOR MANUSCRIPT PREPARATION AND SUBMISSION

### Summary

Manuscripts must:

- 1) be written in English.
- 2) be of letter quality (typewritten on bond paper).
- 3) include camera ready figures (if any).
- 4) include complete and accurate literature citations.
- 5) include complete and accurate localities with latitude and longitude.
- 6) include a camera ready map illustrating regions discussed (when applicable).

Manuscripts failing to meet these criteria will be returned for correction.

### Purpose and Content

*Asiatic Herpetological Research* publishes articles concerning but not limited to Asian herpetology. The editors encourage publications from all countries in an attempt to create an open forum for the discussion of Asian herpetological research.

Articles should be in standard scientific format and style. The following sections should be included:

**Title.** The title should reflect the general content of the article in as few words as possible. A poor title may cause readers to read no further.

**Names and Addresses.** The names and addresses of all authors must be complete enough to allow postal correspondence.

**Abstract.** The abstract should briefly summarize the nature of the research, its results, and the main conclusions. Abstracts should be less than 300 words.

**Key Words.** Key words provide an index for the filing of articles. Key words provide the following information (when applicable): 1) Taxonomy (e.g. Reptilia, Squamata, Gekkonidae, *Gekko gecko*). 2) Geography (e.g. China, Thailand). 3) Subject (e.g. taxonomic validity, ecology, biogeography). The order of taxonomy, geography, and subject should be observed.

**Text.** Manuscripts must be in English and spelling must be correct and consistent. Use *Webster's New International Dictionary* for reference. For clarity, use active voice whenever possible. For example, the following sentences in active voice are preferable to those in passive voice.

**Active voice:**

"Lizards were extremely common on the site." and "The three snakes examined were female."

**Passive voice:**

"Lizards were observed to be extremely common on the site." and "Three snakes were examined and were found to be female."

**Abbreviation.** Do not abbreviate unless the full phrase has already appeared. Scientific names may be abbreviated only if they have appeared fully in the same paragraph. Never begin a sentence with an abbreviation of a scientific name.

### *Standard Format*

Manuscripts following standard format should include introduction, methods, results, and discussion sections. While other formats are acceptable, the editors encourage the use of standard format. **Please do note type in all capital letters** (headings, Fig., Table, and authors names in the Literature Cited section).

*Introduction.* The introduction typically states the significance of the topic and reviews prior research.

*Methods.* This section should clearly state where, when, and how research was carried out. Include sample sizes. Protocols designed by other investigators must be properly cited. Research materials and their manufacturers should be listed. The reader must be able to replicate the methods of the author(s).

*Results.* This section states the results and their significance to the investigation. Figures and tables may be used to clarify, but not to replace, results statements in the text. Statistics should be used when applicable. Large amounts of data should be avoided, or included as an appendix at the end of the article.

*Discussion.* The discussion is a synthesis of the introduction and the results. No new information should be discussed unless it was presented in the results section. New findings should be discussed in relation to prior research. The author(s) should feel free to present several possible interpretations of the results. The editors particularly encourage suggestions of future research in Asian herpetology.

### *Section Headings*

Articles will be published using three section heading styles. Level 1: text is bold and centered. Level 2: text is italic and centered. Level 3: text is italic and at the beginning of the first paragraph. Authors should take this style into account when writing manuscripts.

### **Statistics**

Statistics must be accompanied by sample sizes, significance levels, and the names of any tests. Investigators should pay careful attention to independence and applicability of tests, and randomness of samples. One of the most frequent examples of nonindependence is the use of multiple, paired t-tests instead of analysis of variance (ANOVA). **In general, multiple tests on the same data set are not valid.** Descriptive statistics are in many cases more appropriate than inferential statistics.

### **References**

Accurate and standard references are a crucial part of any article. This is especially important when dealing with publications from many different countries. The reader must be able to precisely identify any literature cited. References in the text must be checked for consistency with references in the literature cited section. **All references cited in the text must be in the literature cited section. The literature cited section may not contain any references not mentioned in the text.** Articles containing inaccurate or inconsistent literature citations will be returned for correction.

### *References in Text*

- 1) References to articles by one or two authors must include both surnames in the order they appear in the original publication. References to articles by more than two authors must include the first author's surname, followed by "et al."
- 2) The year of article follows the authors, separated only by a space.
- 3) References with the same author and year are distinguished by the lower case characters "a, b, c, ..."

#### 4) References cited in text are listed in **alphabetical order by first author.**

For example, "My results also incorporate literature records (Marx et al., 1982; Marx and Rabb, 1972; Mertens, 1930; Pope, 1929; Wall, 1909, 1910a, 1910b, 1910c)."

#### *References in Literature Cited*

- 1) References must include all authors, in the order that they appear in the original publication; **"et al." is never used in a literature cited section.**
- 2) The first author is listed surname first, initial(s) last. All other authors are listed initial(s) first, surname last.
- 3) References with the same author and year are distinguished by the lower case characters, "a, b, c, ..."
- 4) References cited are listed in alphabetical order by first author.
- 5) **Names of journals are not abbreviated.**

See below for examples:

#### *Journal article.*

Dial, B. E. 1987. Energetics and performance during nest emergence and the hatchling frenzy in loggerhead sea turtles (*Caretta caretta*). *Herpetologica* 43(3):307-315.

#### *Journal article from a journal that uses year instead of volume.*

Gatten, R. E. Jr. 1974. Effect of nutritional state on the preferred body temperatures of turtles. *Copeia* 1974(4):912-917.

#### *Journal article, title translated, article not in English.*

Ananjeva, N. B. 1986. [On the validity of *Megalochilus mystaceus* (Pallas, 1776)]. *Proceedings of the Zoological Institute, Leningrad* 157:4-13. (In Russian).

Note that for *Acta Herpetologica Sinica*, the year must precede the volume number. This is to distinguish between the old and new series, and between 1982-1987, Vols.1-6 (new series) and 1988 with no volume number, numbers 1 and 2 (new series).

Cai, M., J. Zhang, and D. Lin. 1985. [Preliminary observation on the embryonic development of *Hynobius chinensis* Guenther]. *Acta Herpetologica Sinica* 1985, 4(2):177-180. (In Chinese).

#### *Book.*

Pratt, A. E. 1892. *To the snows of Tibet through China*. Longmans, Green, and Co., London. 268 pp.

#### *Article in book.*

Huey, R. B. 1982. Temperature, physiology, and the ecology of reptiles. Pp. 25-91. *In* C. Gans and F. H. Pough (eds.), *Biology of the Reptilia*, Vol. 12, *Physiological Ecology*. Academic Press, New York.

#### *Government publication.*

United States Environmental Data Service. 1968. *Climatic Atlas of the United States*. Environmental Data Service, Washington, D. C.

#### *Abstract of oral presentation*

Arnold, S. J. 1982. Are scale counts used in snake systematics heritable? SSAR/HL Annual Meeting. Raleigh, North Carolina. [Abstr].

#### *Thesis or dissertation.*

Moody, S. 1980. Phylogenetic and historical biogeographical relationships of the genera in the Agamidae (Reptilia: Lacertilia). Ph.D. Thesis. University of Michigan. 373 pp.

#### *Anonymous, undated.*

Anonymous. Undated. Turpan brochure. Promotion Department of the National Tourism Administration of the People's Republic of China, China Travel and Tourism Press, Turpan, Xinjiang Uyghur Autonomous Region, China.



Xinjiang Uygur Autonomous Region, China.

## Figures and Tables

Figures and tables should be referenced in order in the text. Each table should be typewritten, double spaced on a separate sheet. See below for instructions for figures.

### Plates

All figure plates submitted must be of publication quality, and should ideally be camera ready. **All text in figures must be of typeset quality.** Times Roman typeface is preferred.

If typeset quality lettering is not possible for the author(s), *Asiatic Herpetological Research* will accept figure plates without lettering. The following instructions must be followed precisely:

- 1) Carefully label figures in pencil, on the back, or attach a photocopy or an additional sheet with instructions.
- 2) Do not submit figures with poor type or handwriting on the face of the figure.

Substandard figures will be returned for correction. In order to avoid wasted effort, please follow the above instructions carefully.

### Figure Legends

Figure legends should be typed on a separate sheet. Legends should explain the figure without reference to the text. A figure and legend should make sense if separated from the rest of the article. For example:

FIG. 2. Lateral view of live *Psammodynastes pulverulentus* holding a prey lizard (*Anolis carolinensis*). Note buccal tissue surrounding the enlarged anterior maxillary and dentary teeth of the snake.

## Copyright

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## Submission of Manuscripts

Authors should submit letter quality, double spaced, single-sided manuscripts both in English and in the original language on 21.5 x 28 cm (8.5 x 11 inch) white bond paper. If possible, include a computer diskette containing the manuscript. Macintosh diskettes with Macwrite, Write Now, Microsoft Word, or text files, or MS/PC DOS diskettes with Word Perfect, Wordstar, Microsoft Word, RTF, or ASCII files are preferable. Computerized manuscripts should include italic, bold, and centered text only. Additional formatting is not necessary or desirable.

Manuscripts will be reviewed. The editors will attempt to choose reviewers whose research knowledge most closely matches the content of the manuscript.

*Asiatic Herpetological Research* requests \$25 US per printed page from authors with funds available. Please indicate if funds are available.