

Guidelines for Manuscript Preparation and Submission

Summary

Manuscripts must:


- 1) be written in English.
- 2) be of letter quality (laser printed or 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).

Tips for electronic submission

- Do not use multiple **tabs** or **spaces** to separate columns in tables.

Either use the table feature of your word processor, a spreadsheet program (e.g. Excel), or separate columns with a **single tab**.

Table 1. Example of improper use of multiple tabs to separate columns in a table.



Column 1	Column 2	Column 2	Column 2
12.4 <tab><tab><tab>	43321.5<tab><tab>	9.1<tab><tab><tab><tab>	0.01
12.1 <tab><tab><tab>	91020.4<tab><tab>	0.6<tab><tab><tab><tab>	0.02

- Do not type authors names in all capitals in literature cited.
- Do not use two spaces following a period, or for any other purpose.
- Do not attempt to recreate the format of the journal in your manuscript.

Please use only simple formatting limited to *italics*, **boldface**, and underline.

Manuscripts failing to meet these criteria will be returned without review 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. The editors encourage titles that summarize the main findings of the article.

Names and Addresses

The names and addresses of all authors must be complete enough to allow postal correspondence. Please include email and World Wide Web addresses if applicable.

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 "I examined three female snakes."

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

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.

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.

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 not type in all capital letters.**

Introduction

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

Material and 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.

Manuscript Preparation

Overview

Please do not attempt to replicate the formatting style of AHR in your manuscript. All formatting except italics will be removed in the production process. Bold and underlined text should be used only to identify section heading levels (see below). Extraneous formatting is counterproductive and increases the production costs of the journal. There are a few simple guidelines that authors must follow.

Section Headings

Articles will be published using three section heading styles. All heading levels must be on their own line, and left justified. For the purposes of manuscript submission, Level 1 heading is **bold**, and generally reserved for Introduction, Material and Methods, Results, and Discussion; Level 2 is *italic*, and Level 3 is underlined.

Figures

Figures **must** be referenced in order in the text. Each figure illustration (line art or photograph) submitted must be "camera ready" for publication with no modifications necessary other than reduction. AHR does not publish "plates"; please refer to these as figures numbered sequentially. Do not write on figure; do not mount more than one figure to a sheet. AHR cannot be responsible for redrawing, touching up, or otherwise modifying figure illustrations for authors. In addition, figure illustrations submitted must:

- 1) be of publication quality with typeset text.
- 2) be mounted on a separate 21.5 x 28 cm (8.5 x 11 inch) sheet with figure number on back.
- 3) be on a separate sheet from figure legend.
- 4) not have poor type or handwriting on the face of the figure.
- 5) The TIFF file format is preferable for electronic versions of figures, but Photoshop, JPEG, or PICT formats are acceptable. Resolution of electronic versions of figures must be at least 600 dpi for line art, or 300 dpi for gray-scale and color images.
- 6) Figures will be reduced to either 1 column (3.25") or two columns (6.5").

Times Roman typeface is preferred. In order to avoid wasted effort, please follow the above instructions carefully. Please note: AHR will not alter or lay out figures for publication. Any figure requiring modification will be returned, and may cause significant delay in publication.

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:

Figure 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.

Color Figures. AHR may publish color figures at the discretion of the editors. AHR is now published both on paper and electronically. Printing costs of color figures may be required for the paper version of AHR. Color figures will be published free of charge in the electronic version. If you submit color figures, please indicate if you wish them to be considered for publication in color in the paper version. Otherwise, they will be converted to black and white in the paper version.

Tables

Tables **must** be referenced in order in the text. Each table should be typewritten, double spaced on a separate sheet. For electronic submission, prepare tables as columns separated by one tab only. Do not use spaces to separate columns. End rows with a single carriage return.

Typeface

Twelve point type is preferred. Supply a detailed list of special characters (greek letters, male or female symbols, etc.) that are not part of a standard font.

Literature Cited

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 Uygur Autonomous Region, China.

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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, Zip disks, or 3.5" magneto-optical (MO), containing Adobe FrameMaker, Word Perfect, Microsoft Word, Claris Works, Macwrite, Write Now, or text files, or 3.5" MS/PC DOS diskettes, Zip disks, or 3.5" MO with Adobe FrameMaker, Word Perfect, Microsoft Word, RTF, or ASCII files are preferable. Please indicate author, computer, file format, and file name in writing on the disk. The TIFF file format is preferable for electronic versions of figures, but Photoshop, JPEG, or PICT formats are acceptable. Resolution of electronic versions of figures must be at least 600 dpi for line art, or 300 dpi for grayscale and color images. Figures will be reduced to either 1 column (3.25") or two columns (6.5").

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.

Send manuscripts by postal mail to Editors, Asiatic Herpetological Research, Museum of Vertebrate Zoology, 3101 Valley Life Sciences Building, University of California, Berkeley CA 94720-3160 USA.

Send manuscripts by Internet email to asiaherp@berkeley.edu as a *MIME* attachment with *binhex* or *uuencode* encoding. If you use email to submit, an editor will acknowledge receipt of your manuscript. Please note that it is possible for your email message to disappear on the Internet without being delivered. If your message is returned, or not acknowledged, you may want to try again or to send your manuscript by postal mail.