

HOW TO PREPARE MANUSCRIPTS

The Revista de Biología Tropical offers authors and readers:

Stringent peer reviewing: The acceptance rate, close to 30%, allows a careful selection of papers by importance and subject. The two organs of evaluation and support, the Editorial Board and the International Scientific Board (see inside cover) have renowned world class experts.

True international circulation: The printed version of the journal is found in libraries of 64 countries where there is significant scientific activity. The **journal** is also available to millions of Internet users through the World Wide Web.

High impact: If you consult anything from specialized papers to serious books on the Neotropics, you will frequently find the **journal** cited as the source of information, and it is included in key references such as *Biological Abstracts*, *Zoological Record*, *Current Contents*, *Bulletin Signaletique*, *Scielo* and *Latindex*.

1. The journal is part of the “scientific mainstream” according to the Institute for Scientific Information and maintains a high level of quality by judging manuscripts solely on scientific merit. We encourage authors to suggest possible reviewers and to include copies of the opinion letters of colleagues who read the draft previous to submission.
2. The journal discourages submission of unnecessarily subdivided reports of a single study. Similarly, the number of authors is expected to correlate with the amount of work required for the study.
3. We will acknowledge reception as soon as your paper arrives. Manuscripts accepted for review by the Editorial Board will be sent to three internationally recognized specialists.
4. Senior author will receive a journal copy and an electronic reprint (PDF) for academic distribution. Excess pages will be charged a fee. Submission of long monographs and supplements requires previous consultation with the Editor. Files are discarded three months after publication, we cannot accept responsibility thereafter.

HOW TO PREVENT DELAYS

Many manuscripts take longer to process because they do not follow the correct format. The easiest way to conform to our style is by studying the type of letter case, order of citations, format of references, tables and figure captions, etc. in a recent issue. If your manuscript looks like a published paper in this format (except for the use of two columns per page which you must NOT use), it is probably correct. Never underline words: use italics.

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INTERNATIONAL JOURNAL OF TROPICAL BIOLOGY AND CONSERVATION

You may print this checklist to make sure your manuscript is ready for submission.

The manuscript has the following characteristics:

- ☐ It presents original biological information on tropical organisms and fits the following format.
- ☐ Detailed field study, done for more than a year, or in depth laboratory study, about several related topics; (range: 8 001-20 000 words).

General instructions

Follow the standard structure of a scientific paper (do not merge results with discussion) and include a note for the Editor to prepare a Spanish Abstract (*Resumen*) if you cannot provide one.

Submit the manuscript in .doc, .rtf or .pdf format to rbt@cariari.ucr.ac.cr together with an e-mail stating that the manuscript is original and that all authors agree with publication.

Apply an automatic spell checker, and state the total number of words at the foot of the first page. Send professional quality illustrations (300 dpi of resolution, 14 cm width and **high definition images**. Font captions in Times New Roman 16 points.

Introductory section

- ☐ The title is not capitalized throughout (only the appropriate letters), is short and includes Order and Family (botanical papers: only Family).
- ☐ Taxonomic authority (Author, year) for each taxon appears only once: in the main text, the first time the taxon is mentioned. Genera of binomials are written in full only the first time each is used, in the Abstract, main text, *Resumen* and keys.

- ☐ The address for correspondence is short but complete; if there are several, they must be numbered. Include e-mail for all coauthors.
- ☐ The Abstract (350-450 words) must describe the problem being addressed, how the study was performed, the salient results (often with means and sample sizes) and what the authors concluded. It must be a single paragraph. The same applies to the more succinct (200 words) Spanish *Resumen*, which can be added by the Journal upon request.
- ☐ Key words (five to seven) are separated by commas and will allow retrieval of the paper in the international databases featuring the journal.
- ☐ The Material and Methods section presents only the information required to repeat the study. Previously published methods are referenced and briefly described. Do not include a map of the study area; instead, provide the geographic coordinates.
- ☐ Voucher specimens must be deposited in at least one museum and the details and catalogue numbers given under Material and Methods. Normally, studies without vouchers are not accepted.

Central part

- ☐ Quantitative data were evaluated with appropriate statistical tests, which are cited only after each result and in parentheses.

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Example: Height and speed were correlated (Spearman, $p < 0.05$).

- ❑ Acronyms are spelled in full the first time.
- ❑ Units appear as follows: litres l, grams g, kilograms kg, seconds s, minutes min, hours hr, millimeters mm, centimeters cm, meters m, kilometers km; units are not capitalized and have no period. Decimals are indicated with a period, thousands and millions with a space. *e.g.* 12 523 235.15
- ❑ When not followed by units, integers from zero to ten are written in full (one, two etc., not 1, 2 etc.).
- ❑ Citations in the text are ordered chronologically and strictly follow the format of this example: (Smith 1978, Richards 1982, 1985, Walker and Barnes 1992, Robbins *et al.* 2000). Note use of commas. For more than two authors, an italicized *et al.* is used.
- ❑ Only cited publications appear under References and vice versa. Unpublished papers do not appear under References: they are mentioned in the text as in this example: (J. Smith, unpublished).

FIGURES AND TABLES

- ❑ Isolated figures have been avoided by grouping related photographs and illustrations. Symbols and scales appear as a caption in the figure (never as a footnote). Labels are at least 5 mm from the image border.
- ❑ Very long or very short tables have been avoided (half a page is a good size) and no vertical or horizontal lines have been used. All symbols and abbreviations used appear only in the footnotes.

Final part

- ❑ Only persons who gave very significant assistance are mentioned by name under Acknowledgments. “Dr.”, “Prof.”, “Mrs.”, etc. are not used.
- ❑ References are ordered alphabetically and strictly follow this format, including details such as spacing, commas, underlining, capitals, etc.:

Article

Domínguez R., L.F., F. Zamora & G. Fuentes. 2005. Demography of the parasite *Gnathostoma binucleatum* (Spirurida: Gnathostomatidae) during a ten year period. *Rev. Biol. Trop.* 53: 1235-1246.

Book, report or proceedings

Robinson, J.S. 2005. *Ichthyology*. Winsley, New York, New York, EEUU. 1200 p.

Chapter in multiauthored book

Peters, W.H. 2005. Sediments, p. 7-41. *In* R. Smith & J.A. Mead (eds.). *Tropical ecosystems*. Van der Meet, The Hague, Holland.

Thesis

Stern, G. 2005. Evolution of DNA sequences in Neotropical cambarids (Crustacea: Decapoda). Ph.D. Thesis, Uppsala, Sweden. 289 p.

- ❑ Internet references: If possible, avoid Internet references, they are considered less valuable than printed references, mostly because they disappear easily. If you must use them, apply the same format of all other citations, *e.g.*: (Anonymous 2004).

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At the end of the References section, create a sub-section titled "Internet References" with the following format:

Anonymous. 2004. Population genetics in tropical birds. Institute for Avian Research, Perth, Western Territory, Australia. (Downloaded: December 23, 2005, www.iar.net.autropical.htm).

NOTE: References with both paper and electronic versions are included in the standard references section, using the standard format,

but you must add URL address, *e.g.*:

Perez, J. & K. Smith. 2005. Ultrastructural correlations in tropical cambrian epifauna. *Rev. Biol. Trop.* 53: 907-932 (also available on-line: www.tropiweb/53/2/perez.htm).

NOTE: include publisher, city, state or province, and country; shorten printer's name (*e.g.* write Wiley instead of Wiley and Sons Publications, Inc., do not write "Press", "Verlag" and equivalent words). Do not state edition number.