

## AUTHOR GUIDELINES AND SUBMISSION CHECKLIST

### EDITORIAL REVIEW AND ACCEPTANCE

The acceptance criteria for all papers are the quality and originality of the research and its significance to our readership. Except where otherwise stated, manuscripts are double-blind peer reviewed by two anonymous reviewers and the Editor. Final acceptance or rejection rests with the Editorial Board, who reserves the right to refuse any material for publication.

Manuscripts should be written so that they are intelligible to the professional reader who is not a specialist in the particular field. They should be written in a clear, concise, direct style. Where contributions are judged as acceptable for publication on the basis of scientific content, the Editor and the Publisher reserve the right to modify typescripts to eliminate ambiguity and repetition and improve communication between author and reader. If extensive alterations are required, the manuscript will be returned to the author for revision.

### SUBMISSION OF MANUSCRIPTS

All articles submitted to the Journal must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication.

The original manuscript should be submitted either in hardcopy to:

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or electronically as a Word document (not PDF) via email to: [inz@ioz.ac.cn](mailto:inz@ioz.ac.cn)

All manuscripts should be double-spaced and include line numbers, preferably within the page. All pages should be numbered consecutively in the top right-hand corner, beginning with the title page. The top, bottom and side margins should be at least 30 mm. Hard copy submissions should be printed on one side only of ISO A4 paper and laser quality print is essential.

#### Covering letter

Papers are accepted for publication in the Journal on the understanding that the content has not been published or submitted for publication elsewhere except as a brief

abstract in the proceedings of a scientific meeting or symposium. This must be stated in the covering letter.

The covering letter must also contain an acknowledgment that all authors have contributed significantly, and that all authors are in agreement with the content of the manuscript.

Authors must declare any financial support or relationships that may pose conflict of interest.

If tables or figures have been reproduced from another source, a letter from the copyright holder (usually the Publisher), stating authorization to reproduce the material, must be attached to the covering letter.

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Authors must state that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the institution within which the work was undertaken and that it conforms to the provisions of the Declaration of Helsinki (as revised in Edinburgh 2000), available at <http://www.wma.net/e/policy/b3.htm>. Integrative Zoology retains the right to reject any manuscript on the basis of unethical conduct of animal studies.

Any experiments involving animals must be demonstrated to be ethically acceptable and where relevant conform to national guidelines for animal usage in research.

In taxonomic papers, type specimens and type depositories must be clearly designated and indicated. Authors are recommended to deposit the name-bearing type material in internationally recognized institutions.

When the research is carried out in areas for which research permits are required (e.g. nature reserves), or when it deals with organisms for which collection or import/export permits are required (e.g. protected species), the authors must clearly detail obtaining these permits in the Acknowledgments section.

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form, and must sign the form or agree that the corresponding author can sign on their behalf. Articles cannot be published until a signed form has been received.

## STYLE OF THE MANUSCRIPT

**Spelling.** The Journal uses US spelling and authors should therefore follow the latest edition of the Merriam–Webster’s Collegiate Dictionary. For example, behavior not behaviour; fertilization not fertilisation.

**Units.** All measurements must be given in SI or SI-derived units. For example 400 m, 23.4 s, 87 km, etc.

**Abbreviations.** Abbreviations should be used sparingly – only where they ease the reader’s task by reducing repetition of long, technical terms. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.

**Zoological nomenclature.** All papers must conform to the latest edition of the International Code of Zoological Nomenclature. Upon its first use in the title, abstract and text, the common name of a species should be followed by the scientific name (genus, species and authority) in parentheses. Genus names should not be abbreviated at the beginning of paragraphs.

**Genetic nomenclature.** Standard genetic nomenclature should be used. For further information, including relevant websites, authors should refer to the genetic nomenclature guide in Trends in Genetics (Elsevier Science, 1998).

Nucleotide sequence data can be submitted in electronic form to any of the three major collaborative databases: DDBJ, EMBL or GenBank. It is only necessary to submit to one database as data are exchanged between DDBJ, EMBL and GenBank on a daily basis. The suggested wording for referring to accession-number information is: ‘These sequence data have been submitted to the DDBJ/EMBL/GenBank databases under accession number U12345.’

Addresses are as follows:

*DNA Data Bank of Japan* (DDBJ) <http://www.ddbj.nig.ac.jp>

*EMBL Nucleotide Sequence Submissions* <http://www.ebi.ac.uk>

*GenBank* <http://www.ncbi.nlm.nih.gov>

## PARTS OF THE MANUSCRIPT

The length of an article (including references and tables) should not exceed 10 000 words.

Manuscripts should be presented in the following order: (i) title page, (ii) abstract and key words, (iii) text, (iv) acknowledgments, (v) references, (vi) figure legends, (vii)

tables (each table complete with title and footnotes) and (viii) figures. Footnotes to the text are not allowed and any such material should be incorporated into the text as parenthetical matter.

### *Title page*

As articles are double-blind reviewed, material that might identify authorship of the paper should be placed on a cover sheet; this will be detached before the paper is sent to referees.

The title page should contain (i) the title of the paper, (ii) the full names of the authors and (iii) the addresses of the institutions at which the work was carried out together with (iv) the full postal and email address, plus facsimile and telephone numbers, of the author to whom correspondence about the manuscript should be sent. The present address of any author, if different from that where the work was carried out, should be supplied in a footnote.

The title should be short, informative and contain the major key words. Do not use abbreviations in the title. A short running title (less than 40 characters) should also be provided.

### *Abstract and key words*

All articles must have a brief abstract that states in 250 words or fewer the purpose, basic procedures, main findings and principal conclusions of the study. The abstract should not contain abbreviations or references.

Five key words (for the purposes of indexing) should be supplied below the abstract in alphabetical order.

### *Text*

Authors should use the following subheadings to divide the sections of their manuscript: Introduction, Materials and Methods, Results and Discussion.

### *Acknowledgments*

The source of financial grants and other funding must be acknowledged, including a frank declaration of the authors’ industrial links and affiliations. The contribution of colleagues or institutions should also be acknowledged. Personal thanks and thanks to anonymous reviewers are not appropriate.

### *References*

The Harvard (author date) system of referencing is used (examples are given below). In the text give the author’s name followed by the year in parentheses: Smith (2000). If there are two authors use ‘and’: Smith and Jones (2001); but if cited within parentheses use ‘&’: (Smith & Jones 2001). When reference is made to a work by three or more

authors, the first name followed by et al. should be used: MacDonald et al. (2002). In the reference list, references should be listed in alphabetical order, then chronologically.

In the reference list, cite the names of all authors when there are six or fewer; when seven or more, list the first three followed by et al. *Do not use ibid. or op cit.* Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g. Smith A, 2000, unpublished data). All citations mentioned in the text, tables or figures must be listed in the reference list.

Authors are responsible for the accuracy of the references.

### **Journals**

Currie PJ, Chen PJ (2001). Anatomy of *Sinosauropteryx prima* from Liaoning, northeastern China. *Canadian Journal of Earth Science* **38**, 1705–27.

### **Books**

Ringsven MK, Bond D (1996). *Gerontology and Leadership Skills for Nurses*, 2nd edn. Delmar Publishers, Albany, NY.

### **Chapter in a book**

Hull DL (1988). Interactors versus vehicles. In: Plotkin HC, ed. *The Role of Behavior in Evolution*. MIT Press, Boston, pp. 19–50.

### **Conference proceedings**

Kimura J, Shibasaki H, eds (1996). Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 15–19 Oct 1995, Kyoto, Japan. Elsevier, Amsterdam.

### **Web page**

Diabetes Australia. *Prevalence of Diabetes in the Australian Population*. [Cited 5 Jun 1996.] Available from URL: <http://www.diabetes.org.au>

### **Tables**

Tables should be self-contained and complement, but not duplicate, information contained in the text. Number tables consecutively in the text in Arabic numerals. Type tables on a separate page with the legend above. Legends should be concise but comprehensive – the table, legend and footnotes must be understandable without reference to the text. Vertical lines should not be used to separate columns. Column headings should be brief, with units of measurement in parentheses; all abbreviations must be defined in footnotes. Footnote symbols: †, ‡, §, ¶, should

be used (in that order) and \*, \*\*, \*\*\* should be reserved for P-values. Statistical measures such as SD or SEM should be identified in the headings.

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Original slides and unmounted high-resolution photographs can be submitted by post if the author does not have access to scanning facilities. Hard-copy figure should be labelled on the back indicating name of author(s), figure number and orientation. Individual photographs forming a composite figure should be of equal contrast, to facilitate printing, and should be accurately squared.

Magnifications should be indicated using a scale bar on the illustration.

All figures must be supplied in camera-ready format.

Colour figure files should be set up as CMYK (cyan, magenta, yellow, black) and not as RGB (red, green, blue) so that colours as they appear on screen will be a closer representation of how they will print in the Journal.

**Figure legends.** Type figure legends on a separate page. Legends should be concise but comprehensive – the figure and its legend must be understandable without reference to the text. Include definitions of any symbols used and define/explain all abbreviations and units of measurement.

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It is essential that corresponding authors supply an email address to which correspondence can be emailed while their article is in production.

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## SUBMISSION CHECKLIST

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- A title page including all authors and their affiliations and email addresses.
- Check the title and keywords of your study: Do they attract researchers in your field and more broadly?
- An abstract of 250 words or less that effectively summarizes your study and engages other researchers.
- Check that the manuscript follows the Author Guidelines for *Integrative Zoology* and that the sections are in the correct order.
- Check you have indicated the ethics approval system under which your study was conducted in the manuscript.
- Cross-checked all referencing and checked the formatting of these both in the text and references section.
- Ensure your manuscript is in DOC (Microsoft Word) format.
- All tables and figures are presented at the end of the text.
- Check that only SI values have been used throughout the manuscript.
- At least one colleague has read through your manuscript.