



*Herpetologica and Herpetological Monographs* Instructions for Authors – 2023

CONTENTS

<b>General Information .....</b>	<b>2</b>
<b>Manuscript Submission and Processing .....</b>	<b>2</b>
Online Data Repositories and Pre-publication Figure Verification .....	3
Reprints, Proofs, and Revisions .....	3
Publication Charges.....	3
<b>Manuscript Preparation .....</b>	<b>4</b>
<b>Manuscript Sections and Formatting .....</b>	<b>4</b>
Sample title page .....	5
Body of manuscript .....	6
Headings .....	6
Sample headings.....	7
Acknowledgments .....	7
Guidelines for in-text citations .....	7
Guidelines for the Literature Cited section .....	8
Formatting for most common types of references.....	9
Sample references.....	13
Citing Tables and Figures in the Text .....	14
Sample table .....	15
Figure captions .....	15
Figure graphics .....	16
Figure graphics .....	17
<b>General Style and Usage Guidelines .....</b>	<b>17</b>
Dashes and Hyphenation .....	18
Italics .....	18
Numbers .....	18
Punctuation for Mathematical Symbols .....	19
Measurement Units and Abbreviations .....	19
Statistical abbreviations.....	20
Other common abbreviations .....	20
<b>Special considerations for taxonomy papers.....</b>	<b>21</b>
<b>Literature Cited.....</b>	<b>28</b>

## GENERAL INFORMATION

*Herpetologica* and *Herpetological Monographs* publish original papers dealing largely or exclusively with the biology of amphibians and reptiles. Manuscripts are especially encouraged that quantitatively test important hypotheses, address important theoretical issues, and carefully analyze the diversity, systematics, and evolution of amphibians and reptiles. *Herpetologica* publishes manuscripts that are usually 45 or fewer pages, including title, text, appendices, tables, captions, and figures. This total page count does not include files that will be supplemental online-only files.

*Herpetological Monographs* publishes lengthy manuscripts that are monographic in scope and usually longer than 45 manuscript pages.

*Herpetologica* and *Herpetological Monographs* do not publish notes or short communications, although short manuscripts may be considered for *Herpetologica* by the Editor on a case-by-case basis. Submitted manuscripts will be evaluated for the appropriateness of the topic for the journal and on their scientific merit, including the importance of hypotheses or theories addressed and quality of the experimental design and writing.

Cover letters are required when submitting a manuscript. Cover letters should briefly summarize the scientific scope, importance, and appropriateness for the journal. Cover letters should also indicate that all contributors observed appropriate ethical and legal guidelines and regulations for the acquisition and use of study animals. All relevant permit and protocol numbers should be cited in both the cover letter and Acknowledgments of the manuscript. Applicable guidelines and regulations include: (1) the ASIH-HL-SSAR Guidelines for Use of Live Amphibians and Reptiles in Field Research (Beaupre 2004); (2) state, federal, and international laws concerning the collection and transport of live or preserved specimens; (3) legal acquisition of animals from reputable dealers; and (4) Institutional Animal Care and Use Committee approval for the care of animals and study procedures used. Submitted studies that deviate from acceptable practices are subject to rejection.

## MANUSCRIPT SUBMISSION AND PROCESSING

**Manuscripts must be submitted electronically** using the online submission system:

For *Herpetologica*: <https://www.editorialmanager.com/herpetologica/>

For *Herpetological Monographs*: <https://www.editorialmanager.com/herpmonographs/>

In preparing the manuscript and graphics, follow the guidelines given below.

Manuscripts ready for submission should be uploaded in MSWord (\*.doc or \*.docx)-

If any figures accompany the manuscript, each must be uploaded as an individual graphics file, separate from the manuscript text file. Acceptable figure file types include TIFF, GIF, JPG, Postscript, EPS format, and PDF. Figure files should be in correct numerical order, and clearly labeled. Do not include any caption information within figure files: Captions for any figures should be included at the end of the manuscript file, in a final section with the primary heading "Figure Captions." Authors should retain a copy of the original manuscript file and all original artwork and photographs until the review and decision process is complete.

Authors who have attractive or interesting images (such as photographs or photographs overlaid with data figures) that relate to their manuscripts may suggest their use on the cover of the journal. Write separately to the Editor for consideration of such material after acceptance of the manuscript.

We also encourage submission of supplemental material associated with a manuscript to an online database or repository. Whenever possible, accession or catalog numbers for such materials should be given in the manuscript. The supplemental material should not be essential for inclusion in the manuscript, but should be beneficial to readers. Examples of such materials include more detailed methods, data sets, additional tables or figures (including color images), video and audio files, etc.

### Online Data Repositories and Pre-publication Figure Verification

Our publisher, KnowledgeWorks Global Ltd. (KGL), provides an online repository, as do other web sites such as GenBank, Dryad, etc. Our publisher also offers complimentary access to figure-verification software online. VeriFig™ v12.04 allows editors and authors to quickly determine if digital images are correctly prepared for production according to press publication specifications. Visit the [VeriFig](#) site for further information.

### Reprints, Proofs, and Revisions

Once accepted manuscripts have been typeset, page proofs are sent to the corresponding author prior to publication. The corresponding author should distribute the proofs to coauthors. Each author should carefully check the proofs against the edited manuscript. The authors assume all responsibility for detecting errors at this stage. Revision of content, wording, or style should not be made in the proofs; all such revisions should be made prior to the proofing stage. Authors will be invoiced for charges resulting from changes in proofs other than correction of printer's and editor's errors.

Reprints and high-quality PDF files of articles may be purchased from the publisher, using information provided to the corresponding author at the time that page proofs are received.

**Publication Charges.**-Authors who are not members of HL are required to pay full page charges of \$75<sup>00</sup> per page of published article. In the case of multi-authored papers, at least one of the authors must be a member of HL before a manuscript is finally accepted in order to be eligible for the reduced page charges or waiver of page charges for members. All authors are assessed costs for any special handling that may be required for their illustrations, such as color photographs. The charge is \$450<sup>00</sup> for each figure containing color content. Color figures may be published online at no charge.

Authors may opt to purchase "Open Access" for their article. For HL members, the price for open access is \$2,000<sup>00</sup> per article. For nonmembers, the price is \$2,500<sup>00</sup> for open access. Open access fees are paid in lieu of page charges; that is, authors will pay either open access fees or page charges, but not both.

## MANUSCRIPT PREPARATION

## Overall Document Format

All manuscripts must use American English spelling and grammar conventions. Use active voice consistently throughout the manuscript. Submit the manuscript as a Word (\*.doc or \*.docx) document, having the following format:

- North American letter page size (8.5 by 11 inches; 21.6 by 27.9 cm).
- Portrait page orientation unless landscape orientation is needed to accommodate wide tables.
- 1-inch (2.5 cm) margins on all sides.
- 12-point font size.
- Double-spacing throughout the entire manuscript (including the literature cited, table captions and contents, and figure captions).
- Continuous line numbers throughout the entire manuscript.
- Each normal text paragraphs indented 0.5 inch (1.25 cm) and left-justified.
- No additional spaces or line breaks between paragraphs.
- No automatic hyphenation.
- All pages, including appendices, tables, and figure captions, should be labeled in the upper right-hand corner with the author name(s) and page number (i.e., using the header function in word-processing software).
- If an author submits a supplemental file that will be posted online only, the file must be in final format. Neither the Editors nor press staff will make any changes to the content or format of any supplemental file. If the article is accepted, the supplemental file will be posted online “as is.”

## MANUSCRIPT SECTIONS AND FORMATTING

Manuscripts are usually arranged in the following order: title page, abstract and key words, narrative text (usually comprised of an introduction, materials and methods, results, and discussion sections, as described below), literature cited, appendices, tables, and figure captions. Figures are submitted as separate files, as described below.

**Title Page.**—Include the manuscript title, author’s name(s), author’s address(es), a footnote for any necessary updates to address information, a correspondence footnote, and suggested right running head text (RRH). No periods are used at the end of any line. A page break should be used to separate the title page from the body of the manuscript.

- The title is centered text, bold font style, in title case (i.e., each major word begins with a capital letter; not all-caps). This should be brief and informative, ideally  $\leq 15$  words. Any genus or species names should be italicized, and standard common names should be treated as plural proper nouns (i.e., capitalized).
- Author names follow on a new line, in centered text, small-caps font style, and title case (i.e., first letter of each name in large cap, remaining letters in small caps). Commas appearing outside any superscript numbers (if used).

- The corresponding author should be indicated with a superscript number linked to a “Correspondence:” footnote, as described below. This should always be the final numbered note.
- Author address information is centered text, in title case (major words capitalized), using postal codes and abbreviations for states, with no periods used in state or country abbreviations; country names are listed last; abbreviate United States of America as USA.
  - If there are multiple author addresses, addresses should be matched to the correct author’s name using superscript numbers. If there is also updated address information included, this should be linked with an additional superscript number matched to a “Present address:” footnote, as described below.
- Footnotes on the title page are used to designate any updated address information for authors (as needed), and to provide a corresponding author’s email address.
  - A present address footnote should begin with the superscript number matched to the correct author’s name, then the heading “Present address:” in small-caps font, and then the address information.
  - The correspondence note should be the final numbered note on the title page, beginning with the final superscript number matched to the corresponding author, then the heading “Correspondence:” in small-caps font, followed by the word “email,” and the corresponding author’s email address (no underline or hyperlink).
- The right running head (RRH) is the final item on the title page. The RRH should be in small-caps font, include author name(s), an en-dash, and then an abbreviated title as a suggested heading for the manuscript. The RRH should not exceed 80 characters, including spaces. The final RRH text may be edited for length and clarity.

**Sample Title Page:**

**Effects of Population Density on Patterns of Movement and Behavior of Gopher**

**Tortoises (*Gopherus polyphemus*)**

CRAIG GUYER<sup>2</sup>, VALERIE M. JOHNSON<sup>1</sup> AND SHARON M. HERMANN

Department of Biological Sciences, Auburn University, Auburn, AL 36849, USA

<sup>1</sup> PRESENT ADDRESS: U.S. Geological Survey, Western Ecological Research Center,  
6924 Tremont Road, Dixon, CA 95687, USA

<sup>2</sup> CORRESPONDENCE: email, [guyercr@auburn.edu](mailto:guyercr@auburn.edu)

RRH: GUYER ET AL.—BEHAVIORAL ECOLOGY IN *GOPHERUS*

**Abstract.**—The abstract follows the title page, and a single paragraph limited to 400 words. It should state the major points of the paper as clearly and concisely as possible without referencing the text, and without in-text citations or detailed statistical results. The abstract paragraph should be indented text, with the heading in small caps, followed by a colon—e.g., “ABSTRACT: Patterns of habitat selection ...”). A second abstract in any modern language may be included after the Acknowledgments section, at the end of the manuscript narrative.

**Key words.**—The key words paragraph separates the abstract from the introduction. Close attention should be given to choosing key words because they will be used to index the article in online databases that are used by potential readers to find the article. Key words should not include any words or phrases already appearing in the manuscript title.

The phrase “Key words:” is set in bold font style, including the colon; the key words paragraph should be indented .5 inch like a normal text paragraph; key words are listed in alphabetical order; each key word or phrase is separated by a semicolon; only the initial word in each phrase is capitalized—e.g., “**Key words:** Density dependence; Home range; Overlap; Reproductive costs”

**Body of the manuscript.**—The text should begin after the key words. The text usually includes sections for the introduction (without a heading), Materials and Methods, Results, Discussion, and Acknowledgments. However, some manuscripts work best with a different arrangement of sections (e.g., separate headings for multiple experiments if they use substantially different methods from one another); authors should use their best judgment in this matter.

- Introduction: No heading is used for the introduction section. The first word should be capitalized and highlighted using small-caps font style. If the first word is very brief, then also use small-caps for a second word, as needed—e.g., “DEFENSIVE behaviors ...,” “ENERGY use ...,” but “A METHOD for ...” or “ONE CONCEPTUAL framework ...”
- Section headings: Three levels of headings are allowed.
  - Primary: Centered, in small-caps font and title case (i.e., each major word begins with a capital letter and all other letters are small caps—e.g., “MATERIALS AND METHODS”). This level is usually reserved for the primary text sections, including Materials and Methods, Results, Discussion, and Literature Cited (but also Species Accounts, etc., for some manuscripts).
  - Secondary: Centered text in title case (i.e., each major word capitalized—e.g., “Statistical Analyses,” “Genetic Divergence and Monophyly Tests”). This level is usually reserved for major subsections of the primary sections listed above.
  - Tertiary: Indented .5 inch like a normal text paragraph, heading in bold font style, and sentence case (i.e., only first word begins with a capital letter), followed by a period a long em dash—e.g., “**Mountain area.**—This site is...” This level is used to distinguish important subtopics within secondary sections, and is also always used for the Acknowledgements section.

- Sample headings:

MATERIALS AND METHODS

Experimental Condition 1: *Anaxyrus americanus*

**Collection and maintenance.**—We collected 50 adults of ...

- Acknowledgments: The acknowledgments paragraph typically recognizes those who have contributed direct or indirect technical help in preparing the final research manuscript but who are not also authors. This can include acknowledgment of grants, fellowships, and other funding organizations or supportive institutions, and thanks to helpful supervisors, reviewers, colleagues, or field, laboratory, or administrative support staff. The acknowledgments should also include all relevant permit and protocol numbers for the legal and ethical acquisition and use of study animals.
  - The acknowledgments paragraph should follow the Discussion section and precede the Literature Cited.
  - Use a tertiary heading for this paragraph, regardless of whether a secondary heading has been used within the Discussion section.
  - Be as concise as possible.
  - Use initials instead of first names for individuals
  - Example: “**Acknowledgments.**—We thank K. Wadsworth...” not “*Acknowledgements.*—We would like to thank Katherine N. Wadsworth...””)

**In-text citations and the Literature Cited section.**—The Literature Cited section follows the Acknowledgments. All in-text citations, including those of taxonomic authorities, must be provided in the Literature Cited section, and all references in the Literature Cited section must be cited somewhere in the manuscript. Confirm that dates and spelling of in-text citations correspond with the Literature Cited entries. Authors should adhere to the following set of guidelines when formatting references, precisely and in their entirety.

- Guidelines for in-text citations:
  - Limit citation strings to three or four key references.
  - Whenever possible, place citations at the end of the sentence rather than interspersed between phrases.
  - Do not use formatted text (no bold font style, italics, etc.).
  - Cite references in chronological order, using a semicolon to separate citations by different authors—e.g., “(Smith 1975; Jones 1987).”
  - Use a comma only to separate multiple citations by the same author—e.g., “(Wallace 1858a,b; Mayr 1985, 1993).”

- Provide surnames for up to two authors—e.g., “(Gould and Vrba 1982).” For three or more authors, provide the surname of the first author, followed by "et al."—e.g., “(Williams et al. 1963).” Note that et al. is not italicized.
  - Papers accepted for publication should be cited as “(Smith, in press)” and a full reference should appear in the Literature Cited.
  - Do not cite unpublished data or manuscripts. Any observations, data, or manuscripts that have not been accepted for publication or published should be cited as personal observations—e.g., “(A.B. Clark, personal observation).” These citations should not appear in the Literature Cited.
  - Citation of non-peer-reviewed sources, such as meeting abstracts and most web sites, should be avoided whenever possible.
  - Dissertations and theses should be cited, unless the information has also been published in a peer-reviewed source.
  - For all commercially available software mentioned in the text, specify the exact version used for your analyses, and list the software publisher and locale—e.g., in the case of SPSS “SPSS (v22; IBM Corp., Armonk, NY).” Do not include these citations in the Literature Cited.
  - For all other software, provide a citation in the text where appropriate—e.g., in the case of R package lme4 “(Bates et al. 2015)”—and provide the full reference in the Literature Cited section—e.g., “Bates, D., M. Maechler, B. Bolker and S. Walker. 2015. Fitting linear mixed-effects models using lme4. *Journal of Statistical Software* 67:1–48. DOI: <http://dx.doi.org/10.18637/jss.v067.i01>.”
  - For commercial equipment used, provide details of the model and manufacturer—e.g., “Thermochron iButton DS1921 Kit (Maxim Integrated).” Do not include these as references in the Literature Cited.
  - Peer-reviewed electronic resources should be cited in the same manner as print-based publications.
- Guidelines for references included in the Literature Cited section:

This section is a frequent source of errors in formatting. Follow all format instructions listed here, and confirm that all included entries are cited within the body of the manuscript, or in an appendix, table, or figure caption. Consult a recent issue of *Herpetologica* or *Herpetological Monographs* for additional examples, or contact an Editor if further guidance is needed.

- Entries in the Literature Cited section should be formatted using hanging indents of 0.5 inch. In hanging indent format the first line of text is aligned with the left-margin, and following lines are indented (moved toward right) by an equal amount. Do not use manual line breaks or tabs to format hanging indents. Instead, use the ruler in a word-processing application.
- Do not use bold font style, underlining, or italicized text (other than for scientific names or statistical abbreviations).
- Entries in the Literature Cited are ordered alphabetically by 1<sup>st</sup> author’s surname.
- When multiple papers have the same 1<sup>st</sup> author, list sole-author references first in chronological order. Two-author references are listed next in alphabetical order. References with three or more authors are listed in chronological order, regardless of the name or number of subsequent authors.



- When two publications would have the same in-text citation—e.g., “Smith 2001”—then the in-text citation should distinguish these as “Smith 2001a” and “Smith 2001b.” The designation of a, b, c, etc., and the order in which these references are to be listed in the Literature Cited, is determined by which publication is cited earliest in the text.
  - First author names should be presented as “Smith, A.B.” (with author initials following the surname); subsequent author names are presented as “R.A. Jones” (with author initials preceding surnames). Spell out all author surnames, even if they are repeated from a previous reference. For all references with more than two authors, the last author’s name should be preceded by “and” (no comma).
  - If an author name includes a generational title (e.g., Jr., III, etc.) those suffixes should be included in Literature Cited entries only (not in-text citations)—e.g., “Brodie, E.D., III and E.D. Brodie, Jr. 1999. Costs of exploiting poisonous prey:...” but “Brodie and Brodie 1999” in text.
  - If there are more than 10 authors for a single reference, abbreviate the author list by using an ellipsis following the surname of the 3<sup>rd</sup> author, and then include only the name of the last author, omitting all others—e.g., “Gibbons, J.W., D.E. Scott, T.J. Ryan, ... C.T. Winne. 2000. The global decline of reptiles, ...”
  - Follow author names with the year of publication—e.g., “Darwin, C. 1859.” “May, P.G., and T.M. Farrell. 2012.” If you cite a reprinted version, indicate this by listing both years, giving the reprint date within brackets—e.g., “Gates, D.M. 1980 [reprinted 2003].”
  - For articles that have been accepted for publication, list “In press” in place of the year of publication, and provide the article title and the name of the journal—e.g., “Smith, A.B. In press. How green is your frog? Herpetological Miscellanea.”
- Formatting for most common types of references:
    - Article in a print journal
      - Include author name(s), year of publication, article title (in sentence case), journal name (in title case, no punctuation after the name), volume number followed by a colon, and page range (no spaces).
      - Provide the names of journals in full—do not abbreviate journal names. Include volume numbers, but not issue numbers. Page ranges should use an en-dash to indicate the range of values, rather than a hyphen.
      - Example:
 

May, P.G., and T.M. Farrell. 2012. Growth patterns of Dusky Pygmy Rattlesnakes (*Sistrurus miliarius barbouri*) from central Florida. Herpetological Monographs 26:58–79.
    - Article in an online-only journal
      - Follow the format as above, but also provide the digital object identifier (DOI) for the article.
      - Example:

Linkem, C.W., and R.M. Brown. 2013. Systematic revision of the *Parvosцинus decipiens* (Boulenger, 1894) complex of Philippine forest skinks (Squamata: Scincidae: Lygosominae) with descriptions of seven new species. *Zootaxa* 3700:501–533. DOI: <http://dx.doi.org/10.11646/zootaxa.3700.4.1>.

○ Books and edited volumes

- Following author names(s), provide year of publication, and the complete title (in title case) with any volume or edition information, the name of the publisher, and the country of publication (but not the city or state).
- Book example:

Stebbins, R.C., and N.W. Cohen. 1995. *A Natural History of Amphibians*.  
Princeton University Press, USA.

- Edited volume example:

Gans, C., A.d'A. Bellairs and T.S. Parsons (eds.). 1969. *Biology of the Reptilia*,  
Volume 1, Morphology A. Academic Press, USA.

○ Chapter in a book

- Include the chapter author name(s), year of publication, chapter title (in sentence case), the page range the chapter appears on, the complete book title (in title case) with any volume or edition information, then the editor(s), and the publisher and country of publication (but not the city or state).
- Example:

McDiarmid, R.W., and R. Altig. 2010. Morphology of amphibian larvae. Pp. 39–  
53 in *Amphibian Ecology and Conservation: A Handbook of Techniques*  
(C.K. Dodd, Jr., ed.). Oxford University Press, UK.

○ Thesis or dissertation

- Include author name, year of publication, title (in title case), and indicate the degree and university. Include the state only when needed to distinguish a university from others with similar names.
- Example:

Magnusson, W.E. 1978. *Nesting Ecology of *Crocodylus porosus* Schneider*, in  
Arnhem Land, Australia. Ph.D. dissertation, University of Sydney, Australia.

- Software
  - For all software employed in your analyses, commercial and non-commercial, provide the exact version number used as part of your in-text citation, e.g., “SPSS (v22; IBM Corp., Armonk, NY)”;
  - For commercial software, there is no need to include a full reference in the Literature Cited.
  - For all other software, provide a named citation to the definitive description of the software in the text, and include a full reference in the Literature Cited.
  - Example:
    - For Program MARK, in-text citation: “White and Burnham 1999”
    - Full reference in Literature Cited:

White, G.C., and K.P. Burnham. 1999. Program MARK: Survival estimation from populations of marked animals. *Bird Study* 46(Supplement):120–138.”
- Cite non-peer-reviewed technical reports only when unavoidable. Provide complete publication information for all reports, including any subtitles, editors, publication or report numbers, and name a publishing authority.
  - Example:

Reed, R.N., and G.H. Rodda. 2009. Giant Constrictors: Biological and Management Profiles and an Establishment Risk Assessment for Nine Large Species of Pythons, Anacondas, and the Boa Constrictor. Open-File Report 2009–1202. U.S. Geological Survey, USA.
- Cite non-peer-reviewed print media only when unavoidable.
  - Example:

Guam Economic Review. 1998. Statistical highlights. *Guam Economic Review* 20:11–32.
- For citations of web sites, provide complete reference information whenever possible.
  - Include site author name(s), year of publication, page title, a current functional URL, and the date that you accessed or downloaded the information (whenever possible), as well as listing any publisher or hosting authority.
  - Example:

Frost, D.R. 2016. Amphibian Species of the World: An Online Reference.

Available at <http://research.amnh.org/herpetology/amphibia/index.html>.

Accessed on 18 May 2016. American Museum of Natural History, USA.

- If using a citation management software application when incorporating literature into your manuscript (e.g., EndNote, ProCite, etc.), be certain to remove the field codes that these applications often generate within the manuscript file.
- Additional sample references are provided on the next page, and at the end of this document.

- Additional sample references:

- AmphibiaWeb. 2014. AmphibiaWeb: Information on Amphibian Biology and Conservation. Available at <http://amphibiaweb.org/>. Accessed on 24 January 2014. University of California, USA.
- Baird, T.A. 2004a. Reproductive coloration in female collared lizards, *Crotaphytus collaris*, stimulates courtship by males. *Herpetologica* 60:337–348.
- Baird, T.A. 2004b. Natural history notes: *Crotaphytus collaris* (homing after displacement). *Herpetological Review* 35:167.
- Corn, P.S., and R.B. Bury. 1990. Sampling Methods for Terrestrial Amphibians and Reptiles. USDA Forest Service Pacific Northwest Research Station, General Technical Report PNW-GTR-256. United States Department of Agriculture, USA.
- Greene, H.W. 1997. Snakes: The Evolution of Mystery in Nature. University of California Press, USA.
- Peterson, J.C., J.C. Adamski, R.W. Bell, J.V. Davis, S.R. Femmer, D.A. Freiwald and R.L. Joseph. 1998. Water Quality in the Ozark Plateaus, Arkansas, Kansas, Missouri, and Oklahoma: 1992–95. Circular 1158. United States Geological Survey, USA.
- R Core Team. 2021. R: A Language and Environment for Statistical Computing, Version 4.1.0. Available at <http://www.R-project.org/>. R Foundation for Statistical Computing, Austria.
- Savitzky, A.H. 1974. The Relationships of the Xenodontine Colubrid Snakes Related to *Ninia*. M.S. thesis, University of Kansas, USA.
- Shine, R. 1993. Sexual dimorphism in snakes. Pp. 49–86 in *Snakes: Ecology and Behavior* (R.A. Seigel and J.T. Collins, eds.). McGraw-Hill, USA.

**Appendices and supplemental materials.**—Detailed information not essential to the text should be placed in appendices or in a separate supplemental materials file.

Appendices follow the Literature Cited section. When used, use the primary heading APPENDIX (with Roman numerals I, II, etc., only when there are two or more). A secondary heading such as “Experimental Protocols” may follow the primary heading. Appendices containing specimens examined have special formatting requirements described later in the section on taxonomic papers.

Supplemental materials appear online only. Examples of supplemental materials include more detailed methods, data sets, additional tables or figures, and any video or audio files, etc. Supplemental materials should be cited in the text as, e.g., “Supplemental Tables S1, S2, available online” at the first mention in the text, and referenced as, e.g., “Tables S1, S2” for subsequent citations. Neither the Editors nor press staff will make any changes to the content or format of any supplemental files. If the article is accepted, the supplemental material will be posted online “as is.”

- Guidelines for citing tables and figures in the text:
  - In addition to the guidelines listed here, see examples of published tables and figures in a recent issue of *Herpetologica* or *Herpetological Monographs*.
  - Capitalize but do not abbreviate the word table in in-text citations—e.g., “(Table 1).” Capitalize and abbreviate the word figure—e.g., “(Fig. 1)”—except when used at the beginning of a sentence—e.g., “Figure 1 shows....”
  - When two figures or tables are cited, use a comma to separate numbers—e.g., “(Tables 2, 3; Figs. 6, 7).” When a range of figures or tables are cited, use an en dash to indicate the range of numbers—e.g., “(Tables 2–4; Figs. 6–9).”

**Table format.**— Each table should appear on a new page within the manuscript file itself. Tables should not be included as separate files. Each table should be double-spaced and begin on a new page. Use page breaks to separate tables; use section breaks if necessary to include tables in landscape page orientation. A new section break can be used each time you need to include a page with a different orientation to the previous page.

- The table caption should appear at the top of the page and should be indented.
- Table captions begin with the word table in small-caps font style, followed by the table number, a period, and an em dash, then the caption text. Example: “TABLE 1.—Mean weekly temperatures....” The table should begin on the same page as the table caption (see example below).
- In the table row and column headers, capitalize only the initial letter of the first word (e.g., “Grand mean”).
- Use horizontal borders only, above and below the column headers (1<sup>st</sup> row), and at the end of the table. Further horizontal borders can be used to isolate column labels where subgroups of columns require additional headers. Do not use any vertical borders, or place a plot frame around table content.
- Footnotes (indicated by superscripted symbols or numbers) may be used in tables when detailed information is needed; the footnotes are placed below the table and are indented.

- Sample table (note the formatting details, such as use of horizontal borders only, centered data column headings, indented footnote, etc.):

TABLE 1.—Number of female and male first authors publishing in three of the subdisciplines covered by North American herpetological journals. *P*-values are based on chi-square comparisons between genders within time periods.

Subdiscipline	Time period	Gender <sup>a</sup>		<i>P</i>
		Females	Males	
Systematics	1973–1982	30	482	0.07
	1983–1993	52	541	< 0.01
Ecology and evolution	1973–1982	90	1007	0.80
	1983–1993	226	978	< 0.01
Anatomy and physiology	1973–1982	33	289	0.22
	1983–1993	53	308	0.84

<sup>a</sup> Data adapted from Wilson (1998).

**Figures.**—An electronic file of each individual figure should be submitted along with the manuscript file. Figures should never be pasted as images into the manuscript \*.doc or \*.docx file.

In preparing graphics for your figure files, follow the guidelines from our publisher (summarized below). Before submission, authors should print figures and inspect them carefully to ensure they are clear and readable at the appropriate size for print publication.

- **Figure captions**

- Captions for figures should appear within the manuscript file, grouped together on a final separate page (following any tables), with the primary heading “FIGURE CAPTIONS.”
- Each caption is indented and double spaced, like a normal text paragraph, with two lines of space between captions.
- Captions begin with the abbreviated word “FIG.” in small-caps, followed by the figure number, a period, and an em dash with no spaces, then the caption information—e.g., “FIG. 1.—Mean weekly temperatures...”
- Caption content: Be brief, but provide enough content to allow the interpretation of the figure independent of the manuscript narrative.

- **Figure graphics**

- In preparing graphics, please follow these guidelines to ensure that graphic files are prepared to achieve accurate, timely publishing, without additional costs. You can also use our publisher's [VeriFig](#) application to confirm suitability if you have any uncertainty about the quality of your images. Login to [VeriFig](#) using your own email address and the password "figcheck."
  - **Accepted File Formats:** pdf (Portable Document Format)\*, jpg (JPEG), tif (TIFF), eps (Encapsulated Postscript), psd (Photoshop), ai (Illustrator).
  - **Color:** Use CMYK color space for print images and RGB for online images. Images in RGB color space may have a color shift when printed.
  - **Resolution:** Resolution is accurate only if the image is at the size intended for publication. Quality will decrease if image must be enlarged.
    - Color or grayscale: Minimum 300 dpi. Larger than 600 dpi is unnecessary and may slow down file transfer.
    - Combination, color, or grayscale with text: Minimum 600 dpi.
    - Line/bitmap, text, and lines: Minimum 600 dpi, 1200 dpi optimal.
  - **Text:**
    - Vector format: Embed or outline fonts to avoid text display errors. Fonts will be replaced with our fonts if they are not embedded or outlined.
    - Raster format: Save/export at a minimum resolution of 300–600 dpi.
  - **Multipart Figures:** Combine panels into one image file. If your caption contains panel identifiers such as "A", "B", "C", include them in the image panels.
- Ideally, all figures should be in grayscale. Although color figures and photographs will appear in color for free in the electronic version, there is a cost to printing color figures in the printed version of the article. Therefore, unless authors wish to pay to produce their figures in color, they should ensure figure legibility in grayscale. This means pairing color with different symbols, or using strongly contrasting colors that are distinguishable in grayscale
- If a figure includes more than one image or panel, then the images should be arranged together in one electronic file, with adjacent images butted together, and each image identified by a capital letter (A, B, C) set in 10-point text and placed at the lower left corner. Each image or panel should be identified clearly in the figure caption. Do not separate photos in a single figure with narrow white lines or margins.
- All lettering of figures should be in a sans serif font such as Arial or Helvetica.
- Figures should be planned to fit the width of one or two columns in *Herpetologica* or *Herpetological Monographs*. Resize figures for one-column (90 mm wide) or two-column (180 mm wide) placement before submitting manuscripts so that reviewers and editors can check for readability and size of lines and text. Authors should ensure that lines are one point thick, letters and symbols are a minimum of 1.5–2.0 mm high (6–10 point font), and decimals are visible after reduction.
- Overlapping symbols should be counter-shaded (i.e., surround each overlapping solid black symbol with a 1-point thick white line). Solid circles, squares, triangles, diamonds, and hexagons are preferred symbols. Illustrations with more symbols might contain open versions of these same shapes. The figure (not the caption) should contain a key to the symbols.
- Plot frames should not be used to surround any type of figure except a map.
- Include a scale to indicate distance or size when appropriate.



- Ordinarily, text indicating the magnitude of scale bars should appear in figures rather than captions.
- All axes of graphs should be labeled in title case.
- Abbreviations on figures should follow the conventions given in these instructions, such as for measurement units and statistical abbreviations (detailed below).
- **Maps**
  - Frequently authors submit maps that have been scanned or downloaded from internet sources. These types of maps are rarely if ever acceptable for publication and may violate copyright laws. Maps should be redrawn in an appropriate illustration program and the scanned base map discarded from the figure.
  - Use shades of gray for topographic features such as areas above 1000 and 2000 m in mountainous regions or water in maps depicting the distributions of insular taxa.
  - Ordinarily, do not include a small inset map showing the area enlarged in the map. For example, a map showing mountains in SE Brazil should not have an inset map of South America.
  - Orient the map so that north is at the top. Do not include a compass symbol showing north, south, east, and west.
  - Maps should be enclosed in a doubled frame (each line 1 point thick) and have tick marks and numerical labels for latitude and longitude. Use a small font (6–7 points) for degrees latitude and longitude and place numerals adjacent to the tick marks, just outside of the inner frame.
  - Add a scale bar to the map, showing distance in km.

**Footnotes.**—Footnotes are used only to denote present address of an author and email address for correspondence on the title page, and to clarify content of tables. Other footnotes should be avoided.

## GENERAL STYLE AND USAGE GUIDELINES

This section provides general guidance for common word usage, style, punctuation, the use of numbers and mathematical symbols, abbreviations, etc.

### Scientific and Standard Names

Standard English names are given as proper plural nouns (de Quieroz 2011) and should follow the nomenclature of Crother (2017). Scientific names that are valid under the International Code of Zoological Nomenclature (<http://www.iczn.org>) may be used as needed for each paper. In formatting scientific names, the genus is capitalized and italicized; the specific epithet is lower case and italicized (e.g., *Drymobius margaritiferus*). Unless the binomial is used at the start of a sentence, the genus can be abbreviated after first use (e.g., *D. margaritiferus*) unless another genus is mentioned that starts with the same letter.

**Citation of scientific names.**—Traditionally, *Herpetologica* and *Herpetological Monographs* have not required manuscripts to provide the author of each scientific name. If an author chooses to include authorship of scientific names, they have three options:

- (1) Include the author but not the date at first mention of the name in the paper—e.g., “We found specimens of *Bothrops jonathani* Harvey above 2000 m.”
- (2) Place the date after the author (do not separate it with a comma)—e.g., “We found specimens of *Bothrops jonathani* Harvey 1994 above 2000 m.”
- (3) Enclose the date within parentheses—e.g., “We found specimens of *Bothrops jonathani* Harvey (1994) above 2000 m.”

*The Code (ICZN)* recommends Option 2. If authors elect to use option 2 or 3, in which citations are dated, a full reference must be included in the Literature Cited.

Please note that if a species has been transferred to a different genus, then the authorship must appear inside parentheses, with or without the date, and always omitting a comma—e.g., either “*Rhinocerothis jonathani* (Harvey 1994)” or “*Rhinocerothis jonathani* (Harvey).”

### Dashes and Hyphenation

- “Non” words are not hyphenated except where necessary to prevent misreading or ambiguity—e.g., “nonparametric,” but “non-peer-reviewed journal.” Also, a hyphen is not used in “email.”
- Other common prefixes such as neo-, co-, and re- are not hyphenated except where necessary to prevent misreading or ambiguity (e.g., “co-occur” vs. “cooccur”).
- Avoid using long hyphenated phrases as adjectives.
- Use a hyphen (dash) for modifiers and two-word phrases used as an adjective—e.g., 20-mL syringe, 24-h clock, *t*-test results, or life-history strategy.
- Use the longer en dash (available in the symbol menu of word processing software) when indicating the minus sign, in place of the word “to” in ranges of values (e.g., “15–20 mm”; “1999–2021”), and in hyphenated phrases in which both words are equal in importance rather than one word modifying the other (e.g., true–false, presence–absence, product–moment correlation).
- Use the long em dash to separate independent clauses for emphasis within a sentence, as in “The town—more of a village—was the nearest encroachment to the sampled transect.” Also use an em dash to separate a tertiary heading from the initial text, and as part of table and figure captions.

### Italics

- Used italics only for names of genera and species, and for common statistical abbreviations (e.g.,  $n = 10$ ,  $P < 0.05$ ).
- Common foreign words are not italicized (e.g., “sensu” or “et al.”).

### Numbers

- Always spell out a number used at the beginning of a sentence (e.g., “Twenty species...”).
- Spell out all whole numbers less than 10, except as noted below.
- Use Arabic numerals:

- for numbers of 10 or greater
- when the number is followed by a unit of measurement (e.g., 9 mm; 5°C)
- when the number is a designator (e.g., “Experiment 2”)
- when the number is separated by a dash, as in a range of values (e.g., “2–3 scutes”)
- when numbers of 10 or more are compared to numbers less than 10 within a sentence (e.g., “We collected 7 frogs, 9 salamanders, and 20 lizards...”)
- for decimal values; if decimal value is less than one, always use a leading zero (e.g., “0.5”)
- Include commas for values having four or more digits (e.g., “1,280”).
- Numbers or letters in a list should be fully enclosed in parentheses—e.g., “(1)..., (2)..., (3)...”
- Subscripts are useful for reporting sample sizes upon which a statistic is based—e.g., “Males have longer tails than females ( $t_{35,66} = 2.55, P < 0.001$ ).” Note that reporting the statistic and probability allows you to omit the phrase “statistically significant”—i.e., do not write “Size differences between the sexes were statistically significant.”
- Geographic coordinates can be in any standard format (e.g., decimal degrees, or degrees minutes seconds), without spaces between numbers (e.g., 38.965667°N, 95.226639°W; datum = WGS84).
- The datum must be specified for geographic coordinates because the same coordinates can have different locations when they are based on different geodetic networks.

#### Punctuation for Mathematical Symbols

- Mathematical operators are separated by spaces (e.g., “ $\alpha = 0.05; P < 0.025$ ”).
- A plus sign or minus sign (en dash) is separated from text by spaces when used to indicate mathematical operation (e.g., “ $1 + 1 = 2$ ”); no space is used when the symbol indicates positive or negative values (e.g., “...a value of +2”).
- A plus-or-minus sign ( $\pm$ ) is separated from text by spaces when used to indicate a mean  $\pm$  a measure of variation (e.g., “ $12 \pm 0.02$ ”).
- Symbols for “similar to” or “nearly equal to” are not followed by space (e.g., “ $\sim 12, \approx 24$ ”).

#### Measurement Units and Abbreviations

- Follow the International System of Units (SI) and use SI abbreviations in the text, tables, and figures for units of measured variables or data. Common measurement units and their abbreviations include:
  - Millimeters = mm
  - Centimeters = cm
  - Meters = m
  - Kilometers = km
  - Milliliters = mL
  - Liters = L
  - Grams = g
  - Seconds = s
  - Minutes = min
  - Hours = h
  - Days = d (or day)

- Week = wk
- Month = mo
- Years = yr
- Time of day should be indicated using a 24-hour clock without a colon (e.g., “1300 h”)
- Dates should be indicated using a Day Month Year format without commas (e.g., “7 May 2006”)
- Temperatures should be indicated in degrees Celsius, with a degree symbol and no spaces (e.g., “30°C”)
- Statistical abbreviations
  - $n$  = sample size; lower case and italicized
  - $\bar{X}$  = mean; capitalized and italicized; or use the word "mean"
  - SD = standard deviation, SE = standard error; often indicated as “± 1 SD,” “± 3 SE,” etc.; not italicized
  - $r$  or  $r^2$  (Pearson product–moment correlation),  $R^2$  (coefficient of determination from regression analysis),  $F$ ,  $t$  (from  $t$ -test),  $U$ ,  $W$  = statistical symbols; all italicized
  - Greek letters are not italicized—e.g., “ $\phi$ ,  $\chi^2$ ”
  - df = degrees of freedom, lower case; not italicized
  - $P$  = probability; capitalized and italicized
  - NS (not significant); capitalized, not italicized, no periods between letters
- Other common abbreviations
  - ca. = "circa" (meaning “around”); lower case, not italicized, followed by period
  - cf. = "compare with"; lower case, not italicized, followed by period
  - e.g., = "for example"; lower case, not italicized, period after each letter, followed by comma
  - i.e., = "that is"; lower case, not italicized, period after each letter, followed by comma
  - N = chromosome number; capitalized, not italicized
  - no. = number; lower case, not italicized, followed by period
  - Ph.D., M.A., M.S., M.Sc., A&M
  - sp. nov. and gen. nov. = "new species" and "new genus"; lower case, no comma before these terms
  - SVL = snout–vent length; define this and similar abbreviations at first usage
  - vs. = "versus"; can be abbreviated in lower case without italics, or can be spelled out
- Do not abbreviate “male” or “female,” “personal communication,” “personal observation,” dates, or undefined terms.
- States are usually abbreviated using standard postal abbreviations, but can be spelled out; use must be consistent throughout manuscript.

## SPECIAL CONSIDERATIONS FOR TAXONOMIC PAPERS

Consult the International Code of Zoological Nomenclature (<http://www.iczn.org>) for rules regarding formation, conservation, and application of zoological names. Also, consult the section on scientific names in this [guide](#). The information below is intended to standardize the overall style and format of taxonomic descriptions appearing in *Herpetologica* and *Herpetological Monographs*. In some cases, it might be preferable or necessary to diverge from this format.

Taxonomic papers in *Herpetologica* and *Herpetological Monographs* generally follow the standard sequence of sections (Introduction, Materials and Methods, Results, and Discussion). In the Materials and Methods section, authors should include a version of the following statement: “We use the museum acronyms of Sabaj-Perez (20##)” and only define any museum acronyms that are absent from that source. In the Results section, describe the results of analyses (e.g., morphometric, morphological, molecular) that support the proposed taxonomy. The formal description(s) may be included in the Results section or may follow the Results as a separate section entitled Species Account(s) or Systematic Accounts (use a primary heading format for these sections).

Many systematists prefer telegraphic style for diagnoses and descriptions. Text in telegraphic style should be devoid of articles and verbs. Ordinarily, one or more modifying terms follow a noun—e.g., “ventrals smooth, 167–189” (not “167–189 ventrals”). Commas are used to separate modifiers, and semicolons are used to separate nouns plus their modifiers. Periods are only used at the end of paragraphs. For example, “...head wider than long, round in dorsal and lateral aspects; canthus rostralis sharp;...” In this style, paragraphs are used to organize descriptive information about regions of the organism. For example, the first paragraph might describe the head, the second might describe the body, etc. A change in style from telegraphic style to narrative containing complete sentences necessitates the addition of parentheses, a new section, or a new paragraph.

In studies where the discovery and description of the new species is based on a broad review of molecular or morphological variation in a group (e.g., revision of a species complex or analysis of variation in widespread species), it is preferable for such a review to be presented in the manuscript prior to the presentation of the formal species description(s), in which case the analysis of variation can serve as a justification for the recognition of new species.

Species accounts generally contain the following subsections:

- **Heading Containing a New or Existing Taxon**

*Herpetologica* and *Herpetological Monographs* use two formatting conventions to identify new names. The new name(s) should be in bold font and followed by the designator sp. nov., gen. nov., fam. nov., unranked clade, or similar. The designators should follow the new name only at the beginning of the taxon’s formal description and if the new name(s) appears in the key words, but they should not appear anywhere else in the manuscript, including in tables, captions, and illustrations.

An example of the heading format for a new taxon appears below.

## SPECIES ACCOUNTS

*Bus orientalis* sp. nov.

(Figs. 14, 16)

*Aus phillipsi*: Sanders and Bright 1977:55. [In part, misidentification.]*Aus philipsi*: Houston 1987:2. [Misspelling and misidentification.]*Aus tejanus*: Jones 2014:447. [Misidentification.]

**Synonymies and chresonymies.**—Synonymies should be presented as a series of paragraphs, using hanging indentations (i.e., the format should be similar to that of the Literature Cited).

Authors should include a remark inside brackets to indicate whether they actually examined the type specimen. Authors may then supply short additional comments inside the brackets if necessary. Longer remarks regarding the nomen should be placed in a separate "Remarks" section at the end of the species account.

If the synonymy also contains a list of subsequent uses of that name (i.e., a chresonymy), then the list of references should begin after any remarks in brackets. References in the chresonymy should be separated by semicolons.

Authors should present true synonyms and subsequent uses of the name using the following format:

*Genus species* Author(s) Date:page number. Holotype sex (museum acronym number) from

"quote of published locality" (=corrected locality if necessary). [examined/not examined; short additional comments if needed]. Author Date:page number; Author Date:page number.

To distinguish other nomina such as unjustified emendations, misspellings, and misidentifications from true synonyms, a complete nominal-complex is not used. Instead, a colon and reference(s) follow these names and the authors and dates of the names are omitted. Authors should add a remark explaining why the name appears in the synonymy; i.e., what kind of nomen the name is:

*Genus species*: Author Date:page number; Author Date:page number. [misspellings].

*Genus species*: Author Date:page number; Author Date:page number. [in part, misidentifications].

Finally, authors should use bold font for remarks that make taxonomically important changes to existing synonymies, such as **new synonymy**.

An example of a synonymy follows:

*Bus australis* (Smith and Jones), comb. nov.  
(Figs. 14, 16)

*Aus connorsi*: Georges 1945:206. [Nomen nudum.]

*Aus australis* Smith and Jones 1960:133. Holotype male (USNM 112233) from “Santacruz, Bolivia” (=Santa Cruz de la Sierra, Bolivia). [Examined.] Jones 1963:400; Johnson 1964:28, their Fig. 3b.

*Aus borealis* Goode 1984:156. Holotype female (KU 332211) from “2 km N of Hwy 21, Texas, U.S.A.” [examined; **new synonymy**]. Chambers 1980:10 (in part); Daniels 1989:224, 336.

*Aus australus*: Jerry 1980:445; Jensen et al. 1999:299. [Misspellings.]

*Aus phillipsi*: Sanders and Bright 1977:55. [In part, misidentification.]

*Cus australis* (Smith and Jones): Sanchez 2010:11; Tornillo et al. 2011:656.

*Cus australum*: Bridges 2012:344. [Unjustified emendation.]

In the example, note the format used for *Cus australis*. Taxonomists frequently transfer species into different genera. In this example, Sanchez (2010) moved *Aus australis* into the genus *Cus*. Note also that the authors of the original name are included here, because the name is not a misspelling or unjustified emendation.

**Holotype.**—This brief section identifies the holotype and provides the specimen’s sex, museum number, basic locality information, and collector: “An adult male (FMNH 112233; field number HKV 2233) collected at locality on date by J.A. Smith (Fig. #).”

**Paratypes.**—The list of paratypes may be organized by sex or locality, whichever is most concise and clear. See recent journal issues for examples using relevant taxa.

**Referred specimens.**—List nontype specimens examined here if the list is brief, or in an Appendix if the list is lengthy.

**Diagnosis.**—State clearly and concisely those characters that distinguish the new taxon from others within the same clade (e.g., species complex or genus).

**Comparisons.**—Make comparisons to any species with which the new species might be confused—e.g., “Unlike species B (characters in parentheses), the new species has a wider head (narrower), 167–178 ventrals (180–199), ...”

**Description.**—Authors may provide a single section containing a detailed description of the type series or separate sections for description of the holotype and variation. This section should provide concise descriptions of as many characteristics as needed to give a clear mental picture of the organism. Sections on coloration and measurements of the holotype are usually included at the end of the description. Rather than introduce new tertiary headings, authors should begin the first paragraphs on these topics with “Measurements of holotype (in mm):...” and “Coloration:...”

**Variation.**—When the description of the holotype is not combined with the description of the entire type series, authors should add a summary of evident variation among the paratypes and other referred specimens, including reference to sexual dimorphism, geographic variation, and/or ontogenetic changes.

**Etymology.**—A brief description of the derivation and meaning of the new name and, perhaps, the rationale for choosing it. The etymology section should explicitly state the gender of the new name and whether it is a noun in apposition, a patronym, or an adjective. A suggested name in English or the author’s native language may be included, but is not necessary.

**Distribution and natural history.**—Relevant summary of and commentary on the distribution, habits, habitat, life history, and ecology of the new taxon. An alternate heading name may be used, such as “Distribution and ecology.”

**Larva.**—Description of the tadpole or larval stage of a new species of amphibian, following recent style and format for the group being described.

**Remarks.**—Concise discussion of any additional aspects of the new taxon that are deemed important.

- **Registration of New Names**

To minimize risks of taxonomic piracy, authors of manuscripts that propose new or revised scientific nomenclature are required to complete the following steps: Do so only after the Editor returns the original draft with a request for revisions:

- Register the new name(s) with ZooBank.org (follow instructions available at that website). As a result, the author will be issued a life science identification (LSID) number for the manuscript that contains the proposed name(s). When completing this step, only a single LSID should be obtained for each article, even if multiple names are proposed therein.
- At the time that the LSID number is issued, the author must designate the manuscript as being accepted, but unpublished. The issued LSID number is static, and does not change even as the manuscript transitions to being a published article.
- As soon as you receive the LSID number for your manuscript, please add that information as part of the requested revisions, in the following manner:
  - Insert a hard return after the last entry in the Literature Cited section, then add two lines of text as follows:
  - **“ZooBank.org registration LSID: ###”** [replace # symbols with the LSID number for the publication, not the LSIDs of each new name. Note use of bold font in these entries]
  - **“Published on XX Month 20XX”**
- The author is responsible for updating the entry with ZooBank throughout the publication process. Once a published, the author(s) should update the ZooBank entries accordingly.



- **Specimens Examined**

Long lists of specimens examined should be placed in an appendix. Each species should be placed in a separate paragraph. Authors shall use all caps for country; small caps for state, department, or province; and regular font for locality. Authors are encouraged to include latitude and longitude in their locality entries. Museum numbers for any specimens from the locality should be placed in parentheses. Use commas, semicolons, and periods as in the following example:

APPENDIX

Specimens Examined

*Aus bus* (4). UNITED STATES OF AMERICA: TEXAS: 2.5 km W of Marfa on State Hwy 27 (UTA 3333, 3334, TCWC 456); 6.0 km N of College Station, 23.567°N, 106.345°W (CAS 3478).

*Aus cus* (1). MEXICO: JALISCO: ca. 2 km N of junction of Hwy 150 and Hwy 100 (KU 44444).

## ETHICS POLICY FOR PUBLICATIONS OF THE HERPETOLOGISTS' LEAGUE

- **For Researchers**

Researchers should seek to minimize any adverse effects of their research. In conducting research, they should comply with all applicable standards, rules, and laws enacted to protect researchers or study organisms. This includes obtaining institutional Animal Care & Use Committee (IACUC) permits, collection permits, export and import permits, etc. Authors using human, animal or fetal tissue in their experiments should refer to their university/institution's policies on those subjects. If the research involves people, medical records, or human tissues, the researchers should receive documented review and approval from their Institutional Review Board.

- **For Authors**

All manuscripts (ms) will be submitted for peer-review to the Editor, who will assign them to an Associate Editor and, subsequently, independent outside reviewers.

Each author should:

1. Take responsibility for at least one component of the work.
2. Have access to the raw data and figure files for his/her component of the work.
3. Be able to identify who is responsible for other components.
4. Be confident in their co-authors' ability and integrity.

Authors' names cannot be added or removed without their agreement. No author can be named on a ms unless s/he has approved the final version of the ms. One author, usually the corresponding author, must be thoroughly familiar with the original data for the entire study and be responsible for the integrity of the entire work. If the paper or any portion of it is found to be faulty or fraudulent, however, all co-authors share that responsibility. The corresponding author understands that s/he signs the cover letter that accompanies the submitted ms on behalf of the other authors.

The institutional affiliations of all authors must be disclosed in the by-line of the ms. All funding sources supporting the work and in the ms, and information on any conflicts of interest (personal or financial) must be noted by the author(s) in the Acknowledgments section of the ms.

- **Duplicate or Prior Publication, Plagiarism, and Fraud**

When submitting an article, the corresponding author should disclose in the cover letter any related manuscripts that have been submitted to, or are in press with, another journal.

- The following are not permitted under any circumstances:
  - The taking of material from another's work and submitting it as one's own (plagiarism).
  - The taking of material, including tables, figures, or data from the authors' own prior publication(s) (self-plagiarism).
  - Fabricating a report of research (fraud).
  - Suppressing or falsifying data to agree with one's conclusions (fraud — this includes altering graphical depictions of data so as to obscure, move, or introduce information).

- Important exceptions:
  - Reuse of control data in experimental studies might not be considered duplicate publication providing that the methodology is identical.
  - Doctoral dissertations and Master's theses that are made available in institutional repositories are not considered prior publication.
  - Republishing data to make a direct, illustrative comparison with new findings might be appropriate when the purpose of republication is to provide explicit comparisons with the new information.

If an author reuses images, tables or a significant amount of material from another author or previously published manuscript, permission from the copyright holder is required at the time of submission.

To avoid taxonomic piracy, any author of a manuscript concerning a taxonomic revision(s) or description(s) of new species will not have online versions of their work made available ahead of publication; nor should those author(s) submit the manuscript to a preprint server. Authors with further questions on this issue should consult the International Code of Zoological Nomenclature.

- **For Editors and Reviewers**

The Editor, Associate Editor, and reviewers will treat manuscripts under review as confidential, recognizing them as the intellectual property of the author(s). Editors and reviewers will not make decisions on papers for which they might have any conflict of interest.

Reviewers may not purposefully delay publication of another person's manuscript to gain advantage over that person. Reviewers have a responsibility to report any suspected misconduct (including fraud or inappropriate animal care) to the Editor.

Any concerns about scientific misconduct raised during the review process will be investigated by the Editor. If the misconduct is confirmed, the Editor will reject the paper and write a letter to the author explaining why the paper was not suitable for publication.

- **Misconduct Discovered in a Published Article**

If the Herpetologists' League (HL) or any member of the editorial staff receives a complaint about misconduct in a published article, the Editor will notify the author(s) and investigate the allegation in an impartial manner. If it appears there has been scientific misconduct, the Editor will notify the HL Board of Trustees.

After deliberation, the HL Board of Trustees will determine what action should be taken:

1. A society representative might be authorized to send the author a letter of reprimand.
2. If the infraction is severe enough, the appropriate official at the author's institution(s) will be notified. A Notice of Retraction will be published in the next available issue of the appropriate journal, and will be linked to the article in the online version.
3. If, through the author's actions, the society has violated the copyright of another journal, the Editor and HL President will send a joint letter of apology to the other journal.
4. The HL Board of Trustees might decide to ban the author(s) from future submissions to any of its journals &/or revoke membership to the society.

**Ethics Policy References:**

This policy is adapted from several sources, including:

- Council of Science Editors:  
<http://www.councilscienceeditors.org/i4a/pages/index.cfm?pageid=3331>
- Herpetologists' League: <http://www.herpetologistsleague.org/en/ethics.php>
- International Commission on Zoological Nomenclature: <http://iczn.org/code>
- Office of Research Integrity: <http://ori.dhhs.gov/>
- Society for the Study of Amphibians and Reptiles: <http://www.ssarherps.org/pages/ethics.php>
- U.S. Federal Policy on Research Misconduct:  
<http://www.aps.org/policy/statements/federalpolicy.cfm>

LITERATURE CITED

- Beaupre, S.J. (ed.). 2004. Guidelines for Use of Live Amphibians and Reptiles in Field and Laboratory Research, 2<sup>nd</sup> edition. American Society of Ichthyologists and Herpetologists, USA.
- Crother, B.I. (ed.). 2017. Scientific and Standard English Names of Amphibians and Reptiles of North America North of México, with Comments Regarding Confidence in Our Understanding, 8<sup>th</sup> edition. SSAR Herpetological Circular 43:1–102.
- de Queiroz, K. 2011. Plural versus singular common names for amphibian and reptile species. Herpetological Review 42:339–342.
- Sabaj, M.H. (ed.). 20##. Standard Symbolic Codes for Institutional Resource Collections in Herpetology and Ichthyology: An Online Reference (v#. #). Available at <http://www.asih.org/resources>. American Society of Ichthyologists and Herpetologists, USA.
- Wilson, D.S. 1998. Patterns in publishing in three North American herpetological journals: Gender biases. Herpetologica 54(Supplement):S35–S42.