



Instructions for Authors

Scope

Amphibia-Reptilia (AMRE) is a leading European multi-disciplinary journal devoted to most of the aspects of herpetology: ecology, behaviour, evolution, conservation, physiology, morphology, palaeontology, genetics, and systematics of amphibians and reptiles. *Amphibia-Reptilia* publishes high quality original papers, short-notes, reviews, book reviews and news of the Societas Europaea Herpetologica (SEH).

The SEH website is located at: seh-herpetology.org.

Thomson Scientific's Journal Citations Report for 2011 ranks *Amphibia-Reptilia* with an Impact Factor of 1.056.

Ethical and Legal Conditions

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Online Submission

AMRE uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: amre.editorialmanager.com/. First-time users of EM need to register first. Go to the website and click on the "Register Now" link in the login menu. Enter the information requested.

When you register, select e-mail as your preferred method of contact. Upon successful registration, you will receive an e-mail message containing your Username and Password. If you should forget your Username and Password, click on the "Send Username/Password" link in the login section, and enter your first name, last name and email address exactly as you had entered it when you registered. Your access codes will then be e-mailed to you.

Prior to submission, authors are encouraged to read the 'Instructions for Authors'. When submitting via the website, you will be guided stepwise through the creation and uploading of the various files.

A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail.

Choosing Editors in EM

During the submission process, authors will be requested to select one of the two co-editors of the journal, according to the subject area of the manuscript:



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General Biology, Genetics and Systematics of Amphibians

Prof. Dr. Sebastian Steinfartz

Department of Animal Behaviour, Unit Molecular Ecology and Behaviour, University of Bielefeld

s.steinfartz@tu-bs.de

General Biology, Genetics and Systematics of Reptiles

Dr. Sylvain Ursenbacher

Department of Environmental Sciences, Section of Conservation Biology, University of Basel

s.ursenbacher@unibas.ch

Each co-editor can assign the manuscripts to himself, to another co-editor or to an associate editor. When handled by an associate editor, all communications finally go through the co-editor in charge of the manuscript. Editors must be contacted using Editorial Manager.

File Formats

The submission must consist of a single text file (.doc, .docx, .odt) for the text, tables and figure legends. For figures, .eps, .jpeg, .tiff, .gif, .pdf or .doc files should be used (with one figure per page).

Figures should not be embedded in an MS Word file but in their initial software. A figure containing several parts must be saved as a single file. To guarantee good resolution in printing, colour figures should be saved as an original .tiff or .eps file with an original resolution of 600 or 1200 dpi. Files for colour figures should be submitted in CMYK and not in RGB format.

If tables create problems with their placement within the main MS Word file, they can be uploaded separately. All hyperlinks and field codes (e.g., from bibliographic databases) must be removed.

Manuscripts in which the track change procedure of MS Word was used must be carefully checked for final acceptance of all corrections and removal of marginal comments.

One pdf of all the separate files will be automatically generated by Editorial Manager.

Review Process

All manuscripts that are not editorially rejected or sent back for correction according to the instructions for authors are sent out for peer review. Manuscripts are usually reviewed by at least two external reviewers, one of the two co-editors and possibly an associate editor. Both external reviewers and members of the advisory editorial board can be selected to review a paper. Reviewers are given five days to take in charge a manuscript and then a maximum of three weeks to return their comments via the web platform. The first decision is usually made within one to two months of receipt. Authors must resubmit their manuscript within six weeks of receipt of the decision letter (4 weeks for subsequent submissions), except in cases of personal arrangements made with the co-editors. In sending their revision, authors must provide a separate letter (reply to referees letter) in which they paste the



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comments of the reviewers and their responses directly under each point raised. Revised manuscripts can be sent to reviewers again.

The average time from submission to publication is currently only 6 months. It is expected to be even shorter in the near future, when individual articles will be become available online in advance of the journal issue.

Supplementary Media / Data Files

To support and enhance your manuscript, *AMRE* accepts electronic supplementary material, including supporting applications, high-resolution images, background datasets, sound or video clips, large appendices, data tables and other items that cannot be included in the article PDF itself. Authors should submit the material in electronic format together with the other manuscript files and supply a concise and descriptive caption for each file. In order to ensure that your submitted material is directly usable, please provide the data in one of the broadly accepted file formats for video, audio, etc. and limit the file size (e.g., for video: max. 3 GB). Supplementary files supplied will be published online at FigShare (www.figshare.com), to which reference is made in the published article on Brill Online Books and Journals, and vice versa.

Contact Address

For any questions or problems relating to your manuscript please contact: amre@brill.com. For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: em@brill.com.

Submission Requirements

Types of Contributions

There are three categories of papers:

Reviews must be written by specialists in the field and focus on hot topics or subjects not reviewed recently in the literature.

Manuscripts that are solely descriptive; purely faunistic (e.g., species check-list); based only on captive breeding; consisting only of a juxtaposition of non-connected fields; based on a too small a sample size; or contain reports of work that appear to contravene accepted principles of conservation or ethical standards, may be rejected without external review. Moreover, the research must adhere to the legal requirements of the country in which the work was carried out. Papers describing new species are more likely to be considered if they offer broad discussion, present several new species, and are based on a sufficient number of specimens. Otherwise editorial rejection may apply.

Manuscripts that do not follow the editorial style will not be considered for publication and will be sent back to the authors.



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Language

Manuscripts should be in English, using British spelling and grammar. Spelling should be consistent throughout. If English is not an author's first language, authors may consult an English native speaker to improve and check the language of their manuscript.

Length

Articles cannot be longer than 8000 words (with 6 tables or figures), short notes are limited to 3000 words (2 tables or figures) and reviews to 12 000 words.

If authors feel that manuscripts intended as an article will suffer severely from the requested word count threshold, they should contact one of the respective co-editors prior to submission (pre-submission inquiry) in order to find out whether an exception is justified or not in a specific case.

Manuscript Structure

General

Manuscripts must be formatted using double-spacing, with wide margins (3 cm), and with continuous page and line numbering throughout the entire text.

It is mandatory that each manuscript is accompanied by a cover letter in which the authors state why their findings are new and important, and therefore should be published in *Amphibia-Reptilia*.

The first page of all manuscripts must contain the title in lower case letters, the first and last names of all authors (no initials; a comma separates each author name, including the two last ones), the affiliation and address of each author, including the e-mail address of the corresponding author (manuscripts without a valid e-mail address will not be considered), the type of manuscript (article, short-note or review) and the total number of words in the whole manuscript (reference list, captions, and tables included), and in the abstract.

Short notes must be prepared without dividing the text into sections, but must contain an abstract.

Articles should be assembled in the following order (after the title page): abstract, keywords, introduction, materials and methods, results, discussion, acknowledgements, references, tables, figure legends (grouped together), figures (one per page). Figures should not be embedded in the manuscript file (see below).



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Abstract

The abstract should present a brief summary of the topic, including its aims, results and the relevance of the work. It should be presented in only one language (English) and be no longer than the recommended length (maximum 250 words for articles and reviews, 150 words for short notes).

Keywords

Four to eight keywords must be presented after the abstract. They should be different from the words used in the title of the manuscript.

Headings

The main headings are written in *bold*, the second level headings in *italics*.

New Paragraphs

Paragraphs must be indented (except after headings) and not separated from each other by an empty line.

Italics

The scientific names of species should be in italics.

Introduction

The introduction should clearly state the objectives of the study and place it within the context of previous publications. Conceptual introductions are preferred over descriptive texts. The introduction should not merely describe a study species or group but give an overview of a more general topic in herpetology and possibly other organismic groups. In other words, a paper cannot be justified just because a species is threatened or because natural history data are lacking.

Materials and Methods

These should be presented in a smaller font than the rest of the manuscript (e.g., Times New Roman 10 vs 12). Furthermore, they should be explained in enough detail to allow replication. The sample sizes and the number of independent replicates should be clearly stated. For experimental work details on both housing and observational conditions should be stated. Environmental conditions should be controlled as much as possible to avoid biased results. The exact dates or period of sampling and observation must be given. For studies based on a small number of study sites, the geographic coordinates must be indicated. Statistics should be explained in the methods, particularly when complex models are used.



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Results

Anecdotal results should not be presented unless they are of primary importance. Instead, they should be stated in the discussion section as personal observations. Results should focus on the main argument(s) of the manuscript. Comparisons should be tested statistically. Sample sizes should be clearly presented.

Discussion

The results should be discussed in the context of the existing literature. The discussion should not focus only on the study species or group, but should be placed into the context of arguments about other model species to render it in a more conceptual and broad concept. The literature should be covered in sufficient detail for both the topic and the study group. Each paragraph should focus on a different idea, but very short paragraphs should be combined with other paragraphs. The discussion must not be overly long. Speculation should be avoided.

References

Text Citations

These should be presented in chronological order as follows: Petranka (1998) or (Griffiths, 1996; Michimae and Wakahara, 2001; Schmidt, Feldman and Schaub, 2005). Where there are more than three authors, only the first should be named, followed by "et al." (not in italics). Both the introduction and discussion must include an adequate number of citations for effective arguments to be established.

Reference List

In the list, references should be listed in alphabetical, and then chronological order, under the first author's name and should refer only to publications cited in the text. List references with three or more author names must be placed after those with two. Journal names must be abbreviated according to the official abbreviation. Many abbreviations are, for instance, available at: cassi.cas.org/search.jsp. No space must be inserted between the initials of the first names. No empty lines must be inserted between references. Volume numbers are written in bold. The two last authors or editors in a citation are separated only by a comma. Abstracts of conferences should not be listed in the reference list, but cited in the text as unpublished data or personal observation. The references of the species description (e.g. Linnaeus, 1758) are not necessarily included in Reference List.

References must be typed in the following order and form, respectively:

- Arnold 2002
- Arnold 2003
- Arnold, Peterson 2002
- Arnold, Pfrender, Jones 2001



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- Myers, E.M., Zamudio, K.R. (2004): Multiple paternity in an aggregate breeding amphibian: the effect of reproductive skew on estimates of male reproductive success. *Mol. Ecol.* **13**: 1951-1963.
- Kiesecker, J.M. (2003): Invasive species as a global problem. Toward understanding the worldwide decline of amphibians. In: *Amphibian Conservation*, p. 113-126. Semlitsch, R.D., Ed., Washington, Smithsonian.
- Zug, G.R., Vitt, L.J., Caldwell, J.P. (2001): *Herpetology. An Introductory Biology of Amphibians and Reptiles*, 2nd Edition. San Diego, Academic Press.

The use of bibliographic software such as Endnote is recommended to format the references correctly. An example of Endnote style file for *Amphibia-Reptilia* is available at seh-herpetology.org/amphrept/instructions.htm. However, all Endnote fields (appearing in grey) must be removed from the text before submission. Independently of using such software, all references must be checked one by one accordingly to our guidelines. In particular, a great deal of attention needs to be paid to the abbreviations of journal names, as they do not depend directly on the downloadable style sheet.

Acknowledgements

These should be kept brief, but funding agencies should be listed. If legal requirements are necessary for the study, the collecting permits must be cited with reference to the institution who issued them. Individuals are identified by their last name and the initials of their first name.

Statistics

Means and standard errors (SE) / deviations (SD) or medians and quartiles or ranges should be given as: mean \pm SE = 5.3 \pm 0.3 mm. If equations or special symbols such as the mean are used, the module MS Equation in MS Word must be used (available in "Insert Object"). Statistical symbols, such as *n*, *F*, *t*, *U*, *Z*, *r* must be indicated in italics. Degrees of freedom are indicated as a subscript to the test statistic ($F_{2,265}$, t_{17}). The name of the test should be given on its first appearance in front of the symbol (e.g., ANOVA, Mann-Whitney). The same test should be applied to the same kinds of analyses throughout the manuscript. *P* values for significant results should be quoted as below a threshold significance value ($P < 0.05$, $P < 0.01$, $P < 0.001$). Exact probabilities should be given for non significant results (e.g. $P = 0.76$). Multiple post-hoc tests must be used with caution to avoid experimental error by chance alone. When transformations are used, they should be stated in the materials and methods. The multiple use of individuals should be controlled for or avoided. Multivariate analyses are usually requested when several explanatory variables are tested for one dependent variable or when one explanatory variable is expected to explain several dependent variables.



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Abbreviations

The International System of Units should be used. Do not employ unexplained abbreviations for institutions, etc.

Ethics

Authors should explain and justify, in a cover letter and in their manuscript, all techniques which have resulted in injuries or death of animals. Failing to do so will necessitate editorial rejection of the paper. In the Materials and Methods section of the manuscript, authors should detail as precisely as possible the conditions of maintenance, transport, anaesthesia, and marking of animals. When available, references should be added to justify that the techniques used were not inappropriately invasive. When alternative techniques exist to euthanasia, but were not used, the manuscripts may not be considered for publication.

Tables

These should be numbered consecutively with Arabic numbers (in bold font) and submitted on separate pages. The table must be drawn using a table editor. This means that the space or tab function cannot be used. A recently published table should be used as a reference for constructing tables in the correct style. Vertical lines are not allowed and horizontal lines must be limited to the minimum. According to their size, tables should be assembled to fit into one (66 mm) or two columns (139 mm) of a journal page. Very small tables should be avoided and their results placed in the text.

Figures

All illustrations should be drawn to fit into one (66 mm) or two columns (139 mm) of a journal page. Lettering and numbering should be large enough to be clearly visible when the illustration is reduced to published size. When several graphs are presented in the same figure, they should be as homogeneous as possible (i.e., the same range of values on the axes; avoidance of repetition in the different graphs). Maps must include geographic coordinates, the indication of North, and a graphic scale. All symbols should be explained within the figure or in the legend.

Authors should upload figure files as separate files. These figure files must be uploaded as source files (.jpeg, or .tif), and not .pdfs. The quality of the figure must be suitable for printing - the resolution should be a minimum of 300 dpi (minimum 600 dpi for line art). The image itself must be sharp, and any text in the figure should be legible (at least corps 7 or larger). Figures to be printed in grey scale must not contain colour. Poor quality figures may compromise acceptance.

The number of illustrations should not be too excessive given the length of the text.



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Figures can be included in colour free of charge in both the print and electronic versions.

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Supplementary Material

Supplementary text, tables and figures, movies and sounds should be prepared in their final intended format by the authors. For these text files, text should be preceded by a centred title header including the following on separate lines:

- Amphibia-Reptilia (Times New Roman, italics, 9 pt)
- Article title (Times New Roman, 14 pt)
- First name + initial + family name of each author, with several authors separated by commas (Times New Roman, 12 pt)
- Authors affiliations as in the main document (Times New Roman, 9 pt)

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In the main text of the document, these should be referred to as "supplementary table/figure/text/movie/sound S₁" upon first mention, and subsequently "table/figure/text/material S₁". The supplementary file should be submitted in .doc(x) format and will be published online in .pdf format. In the case of supplementary movie or audio files, please contact the editor for details.

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More on the Editorial Style, or How to Avoid not Having a Ms Sent Directly for Peer Review

When a manuscript does not conform to the Instructions for Authors, it will be sent back to authors. To avoid this type of time loss in the submission process, authors are kindly requested to carefully check the Instructions for authors *before* submission of their manuscript.

The main reasons that render a manuscript unsuitable in reference to the editorial style of *Amphibia-Reptilia* are listed hereunder, although this list is not exhaustive:

- Incorrect style of references in the text or in the reference list (e.g. no "and" between authors, volume number must be in bold, journal names must be abbreviated, mismatches between references in the text and the list; in the text: et al. for papers of more than three authors, not two).
- Incorrect style for n, P and statistical symbols (all must be in italics).
- Lack of keywords.
- Lack of abstract.
- List of authors and addresses on the title page not correctly formulated.
- Absence of double line spacing.
- Presence of empty lines between paragraphs.
- Pages and lines not numbered.
- Tables not presented as in the published papers (no vertical lines, use the table function in Word).
- Low resolution pictures (72 instead of 300-600 dpi).
- Figures that do not accord with the defined style (for maps: coordinates, North; for all figures: all symbols explained, a font that is not too small).
- Absence of acknowledgements for capture permit.
- Failure to remove comments from the right-hand column, presence of endnote fields or of automatic footnotes.

We recommend that junior, inexperienced and first time authors to consult the .pdf of the editor workshop, which provides helpful hints for manuscript preparation and submission; see brill.com/files/brill.nl/specific/brochures/journals/AMRE_WCH7_workshop.pdf or the supplementary online material.

The Editors

Sebastian Steinfartz, Sylvain Ursenbacher