

INSTRUCTIONS FOR AUTHORS

General notes

Zoologia Caboverdiana is a peer-reviewed open-access journal that publishes original research articles, as well as review articles and short notes, in all areas of Zoology, Paleontology, Biogeography, Ethnozooology and Conservation in the Cabo Verde Islands. We also publish research articles and reviews with a broader geographic scope if focusing on some native Cabo Verdean animals with broader geographic range. Contributions may be written in English or Portuguese (with summaries in both language), but English are the preferred language. If necessary, assistance may be provided by the Editor. Manuscripts are peer-reviewed by the editor and colleagues with expertise in the field for clarity of presentation and content as well as formatting. Manuscripts are approved for publication by the editor and independent reviewers.

Submission

Manuscripts should be submitted electronically to zoologiacaboverdiana@gmail.com. Figures, tables, and captions should be submitted at the end of the text and also sent separately in the case of the figures. Contributions should be concise and clearly written as for publication (see editorial style and standards below). The corresponding author should declare that: 1) all authors agree to its submission and the corresponding author has been authorized by co-authors; 2) the manuscript has not been published before and is not concurrently being considered for publication elsewhere; 3) the manuscript does not violate any copyright or other personal proprietary right of any person or entity and it contains no abusive, defamatory, obscene or fraudulent statements, nor any other statements that are unlawful in any way. For further clarification and additional information on editorial policy, please contact the Editor-in-chief.

Editorial style and standards

Style should conform the latest issue of *Zoologia Caboverdiana*. However, please consider the following basic points:

- Concise and clear title.
- Avoid unnecessary divisions and sub-division of text. Keep the following division for original articles: Resumo/ Abstract, Palavras-chave/ Keywords, Introduction, Material and Methods, Results, Discussion, Concluding Remarks, Acknowledgements, and References. For Short Notes keep only Keywords, Acknowledgements, and References.
- Text in English should include also an abstract in Portuguese (spelling conventions of 1945) and those in Portuguese should be sent together with an English translation of the abstract.
- Citations in text should be presented as follows:
(Barcellos 1899) or Barcellos (1899); (Duarte & Romeiras 2009) or Duarte & Romeiras (2009); (Jones 1987, Smith & Brown 1991) (i.e. in order of the year of publication)
Citations with more than two should be presented in the text as Cunha *et al.* (2005) or (Cunha *et al.* 2005)
- Citations (only those mentioned in the text) should be listed at the end of the text in alphabetical order of author's names as follows:

Peer-reviewed papers:

Burr, M. (1927) Notes from Cape Verde Islands. *Entomological Record*, 31, 91–95. Cunha, R.L., Castilho, R., Rüber, L. & Zardoya, R. (2005) Patterns of cladogenesis in the venomous marine gastropod genus *Conus* from the Cape Verde islands. *Systematic biology*, 54, 634–650.

Books:

Barcellos, C.J. de S. (1899) *Subsídios para a História de Cabo Verde e Guiné: Memória apresentada á Academia Real das Sciencias de Lisboa*. Academia Real das Sciencias, Lisboa, Portugal, 246 pp. Book chapters:

Duarte, M.C. & Romeiras, M.M. (2009) Cape Verde Islands. In: Gillespie, R. G. & Clague, D. A. (Eds), *Encyclopedias the Natural World. Encyclopedia of Islands*. University of California Press, USA, pp. 143–148.

Freitas, R., Hazevoet C. & Vasconcelos, R. (2015) Geografia e geologia/ Geography and geology. In: Vasconcelos, R., Freitas, R. & Hazevoet, C.J. (Eds), *Cabo Verde – História Natural das ilhas Desertas/ The Natural History of the Desertas Islands – Santa Luzia, Branco and Raso*. Sociedade Caboverdiana de Zoologia, Portugal, pp. 14–36.

In the case of scientific journals, refer volume number only, except when page numbering of the various issues of the same journal volume is not continuous. In that case, give volume and issue number as follows: 12 (3), 6–10. Titles of journal should be given in full; page ranges should be connected by a dash.

Specifications for publication

- Manuscripts: Word file (or equivalent), non-edited, Times New Roman size 11, double spaced, broad margins (3cm laterals and 2cm superior and inferior), and with a maximum of 2000 words (excluding keywords, abstract and references). Short notes should have less than 500 words (excluding keywords, abstract and references) and 15 references.
- Abstracts: no longer than 200 words (only for full articles).
- Key-words: six at most and different from the title.
- Paragraphs: begin at the left hand-side margin (not indented) after a blank line.
- Acknowledgements: include in the end of the paper, preceding the reference section.
- Figures and tables: maximum of three figures of high quality to keep clarity and readability at up to 60% reduction; send separately, each with a clear indication of the author's name and article's title (one in the case of short notes). Up to two tables should be provided in Excel (one in the case of short notes).
- Photographs: provide photographers' name and copyright.
- Captions: sent separately, each caption bearing a clear indication of its corresponding figure.
- Running head suggestion are welcome.

Copyright

On acceptance of their manuscript for publications, authors automatically transfer copyright to the *Sociedade Caboverdiana de Zoologia*. References to contributions in *Zoologia Caboverdiana* can be made in others scientific texts, however, citations of extensive parts of texts or figures need the Editor-in-chief's written permission and prior consultant with the corresponding author. A full embargo applies to submitted papers for other journals, websites or citations.

Proof

At proof stage, only minor and absolutely essential changes can be accepted. Proofs should be returned to the Editor-in-chief within 24 hours after receipt.