



Instructions for Authors

Scope

Contributions to Zoology (CTOZ) solicits high-quality papers in all systematics-related branches of comparative zoology (including paleontology). Preference will be given to manuscripts dealing with conceptual issues and to integrative papers (e.g., paleozoology *and* biodiversity, morphology *and* phylogeny *and* character state evolution, phylogeny *and* historical biogeography, systematics *and* bioinformatics, habitat disturbance *and* biogeography, etc.). Reviews and alpha-taxonomic contributions are considered for publication, but acceptance will depend on their high quality and exceptional nature.

Open Access

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Naturalis employees receive a discount and should contact the Editor-in-Chief at time of final acceptance.

Ethical and Legal Conditions

The publication of a manuscript in a peer-reviewed work is expected to follow standards of ethical behavior for all parties involved in the act of publishing: authors, editors, and reviewers. Authors, editors, and reviewers should thoroughly acquaint themselves with Brill's publication ethics, which may be downloaded here: brill.com/page/ethics/publication-ethics-cope-compliance.

Animal Ethics

Submission of a manuscript implies that any experimental research that is reported has been performed with the approval of the ethics committee of the institution where the work was carried out. Research carried out on humans must be in compliance with the [Helsinki Declaration](#), and any experimental research on animals must follow national legislation and internationally recognized guidelines. A statement to this effect must appear in the Methods section of the manuscript, including the name of the body which gave approval, with a reference number where appropriate. Manuscripts will be returned to the author without review if the editorial office considers that the research has not been carried out within an ethical framework.



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Online Submission

Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: editorialmanager.com/ctoz.

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. During registration, you can fill in your username and password. If you should forget your Username and Password, click on the "send login details" link in the login section, and enter your e-mail address exactly as you entered it when you registered. Your access codes will then be e-mailed to you.

Prior to submission, authors are strongly 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.

The general process of online submission is explained in the "Instructions for Authors."

In brief, during the online submission you should be prepared to enter the following information:

- Article Type (Original article/Review)
- Title
- Authors (First names, initials of middle names and last names - in that order - of all authors)
- Abstract (max. 250 words); Keywords (in alphabetical order, max. 6)
- Additional Information:
 - Confirm that the manuscript was checked by a qualified native English speaker
 - Confirm that the article conforms to the journal's style guide and instructions
 - Indicate whether you have an image available for consideration as journal cover
- Comments (this can also be uploaded as a cover letter file). Here you can also indicate whether you want to share the link of your manuscript's evaluations in Peerage of Science (peerageofscience.org).
- Suggest Reviewers (min. 6)
- Oppose Reviewers (optional)
- Attach Files (Manuscript, Cover letter, Table, Figure, Supplementary material, Suggested cover image)

Contact Address

Editorial inquiries, proposals and suggested special issue topics should be sent to the Editor-in-Chief, Dr. R. Vonk: contributionstozoology@naturalis.nl. For questions about the Editorial Manager system, authors can also contact the Brill EM Support Department at: em@brill.com.



Instructions for Authors

Submission Requirements

Language

Contributions to *Contributions to Zoology* should be written in English. Spelling (British or American) should be consistent throughout. The journal office does not offer extensive English-language editing services. However, should it be necessary or required the authors may contact the publisher for assistance with sourcing an appropriate copyeditor or translator. Manuscripts in which English grammar and/or style are difficult to understand will be returned to the author for revision before scientific review.

Length

Contributions should be approximately 5,000 – 12,000 words. However, at the discretion of the Editor-in-Chief this length can be modified.

Manuscript Requirements

General

Manuscripts submitted for publication should be typewritten, using a standard Roman font, with double spacing and broad margins. The pages *and* lines must be numbered continuous, starting on the title page. The title page should contain: full title, name(s) of author(s) (first name fully written, only using capitals for the first letter), name(s) and address(es) of the institute(s) where the study was carried out. Author names should be separated by commas and between the last two names by ‘&’ (ampersand symbol); references to the authors’ institutes and addresses (if more than one) should be indicated with superscripted numbers next to the authors as well as preceding the institute’s name in ascending order. The institutes where the work has been done should be indicated under the authors, first letters of major words in capitals. Please make sure that the full contact details of the corresponding authors (name, postal address and e-mail address) to whom decisions, proofs and a PDF file of the paper should be directed are included, and mark the corresponding author with an asterisk (*). E.g., John Smith^{1*} and John R. Doe;^{1,2} ¹Centre for Zoological Science, ²Institute for Integrative Biology. Authors are strongly encouraged to consult a recent issue of *Contributions to Zoology* to familiarize themselves with style and lay-out of the journal. A summary of style requirements follows below.

Title

Only use a capital letter for the first letter of the title and any words, such as genus and family names, that require a capital.



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Abstract and Keywords

Manuscripts should be preceded by an abstract containing a summary of the background, motivation/research question, methods, results, conclusion and impact of the study. The abstract should not exceed 250 words, and should be followed by a list of keywords (alphabetically ordered, max. 6), separated by semicolons.

Headings

Main section headings should be in **bold** (Abstract, Introduction, Material and methods, Results, Discussion, Acknowledgements, References or other variants, if appropriate). Use capitals only for the first letter of the heading and first letters of proper names, separated by white lines from text.

Subheadings are in **bold italics**, aligned left, with capitals only for the first letter of the subheading and first letters of proper names, followed by an empty line.

Sub-subheadings should be indented and in Roman, with capitals only for first letter of the sub-subheading and first letters of proper names, followed by a period and the text on the same line.

Headings should not be numbered in any way.

Statistics

Means should be reported with their standard errors/standard deviations (and medians and interquartile ranges/confidence limits) and their associated sample sizes. Give full details of statistical analysis either in the text or in tables or figure legends. This information should include the type of test, the data to which it was applied, the value of the relevant statistic, the sample size and/or degrees of freedom, and the probability level (use italics for F , P , N and other variables). For example:

ANOVA: $F_{2,22} = 8.79$, $P = 0.012$ (note the two degrees of freedom in the subscript to F)

Paired t test: $t_{12} = 1.89$, $P = 0.06$ (note the degrees of freedom are here in the subscript)

Chi-square test: $X^2 = 0.20$, $N = 12$, $P = 0.92$

Spearman rank correlation: $r_s = 0.97$, $N = 25$, $P < 0.001$

Mann-Whitney U test: $U = 95$, $N = 27$, $P < 0.05$

Post hoc significance should preferably be indicated with small letters a, b, c, etc.

Italics

The use of italics other than in scientific names, (sub) headings, and variables, as well as spacing of text and phrases, should be avoided.

Figures and Tables

Do not represent results both in a figure and a table. Instead, choose the most effective way for displaying your data. The words "figure, fig., figs., table, tables" should be put in the text in lower case, except at the beginning of a sentence and at the beginning of a legend or heading. They should be numbered in the order as they appear in the text.



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Tables

Tables must be numbered consecutively in Arabic numerals. They should carry a heading line *above* the table and a legend text *below* the table briefly stating the nature of the facts assembled. Abbreviations and/or symbols included in the table need to be listed below the table in alphabetical order, separated by semi-colons (e.g., “Abbreviations and symbols: Ap, appendix; No, number; arrow, lumen; *, $P < 0.05$ ”). Each table must be on a separate manuscript page.

Figures

Figure files must be submitted separately, as figure files (.tif, .jpeg, etc.) and *not as word files*. If submitted as word files, the submission will be returned to the author for correction.

Authors are responsible for taking care of reproduction fees, if any, see point 6 of the legal conditions listed above.

Full-color figures are accepted and can be included in the digital version of the final paper. There is no charge for full color images or figures in either the print or electronic edition. Upon acceptance of the paper, authors are encouraged to submit a high-quality photograph of the animal(s) on which the work was conducted, for consideration as a cover image for the issue.

Figures should be uploaded as separate source files as .jpeg, or .tif (not .pdf). Figures must be numbered consecutively in Arabic numerals in the order as they appear in the text. When a figure has several parts or panels, these should be labelled with capital letters A, B, C, etc. (small letters a, b, c, etc. are reserved for indicating significant differences, see above).

Figures must be in final form for printing. Small figures should be apt for reproduction at 6 cm width. Figures needing a large size should not exceed a width of 11.5 cm, or a length of 18 cm; enough space should be left below each figure for the caption. Lines, lettering and symbols should be suitable for the required reduction. Lettering and labels should be in Arial font.

The quality of the figure must be suitable for printing - the resolution should be a minimum of 300 dpi and minimally 600 dpi for line art. The image itself must be sharp, and any text in the figure should be legible (at least font size 8 or larger when printed in its final size, see dimensions above).

Figure captions should be added on a separate sheet at the end of the main text. Abbreviations and/or symbols included in the figure need to be listed alphabetically, separated by semi-colons (e.g., “Abbreviations and symbols: Ap, appendix; No, number; arrow, lumen; *, $P < 0.05$ ”).

Footnotes

Footnotes and abbreviations should be avoided as much as possible.

Supplementary Material /Data Files

To support and enhance your manuscript, Contributions to Zoology 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



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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 Fig Share (www.figshare.com), to which reference is made in the published article on Brill Online Books and Journals, and vice versa.

For these text files, text should be preceded by a centered title header including the following on separate lines:

- Contributions to Zoology (Times New Roman, italics, 9 pt)
- Article title (Times New Roman, bold, 14 pt)
- First name + initial + family name of each author, with several authors separated by commas and the last one preceded by “and” (Times New Roman, bold, 10 pt) The heading "Supplementary material" (right-aligned, Times New Roman, bold, 12 pt) should then be followed by the supplementary text, tables and figures. Main text should be single spaced, concise, justified-aligned, in font type Times New Roman at size 12 pt. The supplementary file should be submitted in DOC(X) format and will be published online in PDF format.

Text Citations

References in the text should be cited in chronological order and in the following form: White & Kinney (1974) or (Kinney, 1974; White & Kinney, 1974). Where there are more than two authors, only the first should be named, followed by et al. (not in italics): Doe et al. (2011) or (Doe et al., 2011). A comma must be inserted between author and year, or between et al. and year, unless the year is between parenthesis; references should be separated by semicolons. Both the introduction and discussion must include an adequate number of citations for effective arguments to be established.

References

In the list, references should be listed in alphabetical, and then chronological order, under the first author's name and should only include publications cited in the text. Journal names must be abbreviated according to their official abbreviation and should be in italics. No space must be inserted between the initials of the first names. No empty lines must be inserted between references. The year of publication should be between parentheses. Volume numbers are not written in bold (and issue numbers of a volume should not be included). The two last authors or editors in a citation are separated by “&”. Abstracts of conferences should not be listed in the reference list, but cited in the text as unpublished data, personal observation or personal communication. See below for examples of how references should be cited:

Journal Article

References must be typed in the following order and form, respectively:
Anderson, 2002



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Anderson, 2003

Anderson & Bateman, 2002

Anderson, Bateman & Jones, 2001

Ketterson, E.D., Nolan, V., Wolf, L. & Ziegenfuss, C. (1992) Testosterone and avian life histories - Effects of experimentally elevated testosterone on behavior and correlates of fitness in the dark-eyed Junco (*Junco hyemalis*). *Am. Nat.*, 140, 980-999.

Book

Hill, R.W., Wyse, G.A. & Anderson, M. (2008) *Animal Physiology. Second Edition*. Sinauer Associates, Sunderland.

Chapter in a Book

Brown, J.H. (1975) Geographical Ecology of Desert Rodents. In: M.L. Cody & J.M. Diamond (Eds) *Ecology and Evolution of Communities*, pp. 315-341. Belknap Press, Cambridge, MA.

Web References

If unavoidable, references to websites can be used. In that case, the full URL as well as the date when last accessed should be given. If available, further information should also be given (e.g., DOI, author names, dates, reference to a source publication, etc.). Web references can be listed within the reference list.

Data Repositories

When it is not possible to publish a data set as a supplementary file, *Contributions to Zoology* encourages authors to deposit the data set on which the results are based in a publicly-accessible data repository (examples are: DRYAD, GenBank, UniProt; and model organism databases such as FlyBase, Wormbase, etc.). This section is only when a data set is available in a repository and the text should then include: 1. the name of the repository; 2. the permanent identifier, accession number and/or persistent hyperlink for the data set. The following phrasing is recommended:

"The data set supporting the results of this article can be found in the [name of the repository] repository under permanent identifier [permanent identifier, accession number and/or persistent hyperlink for the data set]."

Publication

Proofs

Upon acceptance, a PDF of the article proofs will be sent to authors by e-mail to check carefully for factual and typographic errors. Authors are responsible for checking these proofs and are strongly urged to make use of the Comment & Markup toolbar in a PDF editor to note their corrections directly on the



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