

Revista de **BIOLOGÍA TROPICAL**

International Journal of **TROPICAL BIOLOGY** and **CONSERVATION**

SUBMISSION CHECKLIST

The manuscript has the following characteristics

- It presents original information on the biology or conservation of tropical organisms.
- Detailed field study (typically, field studies, done for more than a year are more likely to be accepted), or in depth laboratory study (range: 8 001-20 000 words).

General instructions

Follow the standard structure of a scientific paper (do not merge results with discussion) and include a note for the Editor to prepare a Spanish Abstract (Resumen) if you cannot provide one.

Apply an automatic spell checker, and state the total number of words at the foot of the first page. Send professional quality illustrations. Images must measure 14 cm in breadth; label with Helvetica 16 pts.

Submit the manuscript in DOC, RTF or DOCX format to biologiatropical@ucr.ac.cr together with an e-mail stating that the manuscript is original and that all coauthors agree with publication. Include e-mail addresses of three possible reviewers

Introductory section

- The title is not capitalized throughout (only the appropriate letters), is short and includes Order and Family (botanical papers: only Family).
- Taxonomic authority (Author, year) for each taxon appears only once in the main text: the first time the taxon is mentioned.

Genera of binomials are written in full only the first time each is used, in the Abstract, main text, *Resumen* and keys.

- The address for correspondence is short but complete; if there are several, they must be numbered. Include e-mail for all coauthors.
- The Abstract (350-450 words) must describe the problem being addressed, sample size, sampling dates, how the study was performed, the salient results and what the authors concluded. It must be a single paragraph. The same applies to the more succinct (200 words) Spanish *Resumen*, which can be added by the journal upon request.
- Key words (five to seven) are separated by commas and are more general than title or abstract words.
- The Material and Methods section presents only the information required to repeat the study. Previously published methods are referenced and briefly described. Do not include a map of the study area location; instead, provide the geographic coordinates.
- Voucher specimens must be deposited in at least one museum and the details and catalogue numbers given under Material and Methods. Normally, studies without vouchers are not accepted.

Central part

- Quantitative data were evaluated with appropriate statistical tests, which are cited only after each result and in parentheses. Example: Height and speed were correlated (Spearman, $p < 0.05$).
- Acronyms are spelled in full the first time.

THE REVISTA DE BIOLOGÍA TROPICAL OFFERS AUTHORS AND READERS

- ❑ Units appear as follows: litres l, grams g, kilograms kg, seconds s, minutes min, hours hr, millimeters mm, centimeters cm, meters m, kilometers km; units are not capitalized and have no period. Decimals are indicated with a period, thousands and millions with a space, eg. 12 523 235.15
- ❑ When not followed by units, integers from zero to ten are written in full (one, two etc., not 1, 2 etc.).
- ❑ Citations in the text are ordered chronologically and strictly follow the format of this example: (Smith 1978, Richards 1982, 1985, Walker and Barnes 1992, Robbins *et al.* 2007). Note use of commas. For more than two authors, *et al.* is used.
- ❑ Only cited publications appear under References and vice versa. Unpublished papers do not appear under References: they are mentioned in the text as in this example: (J. Smith, unpublished).

Figures and tables

- ❑ Isolated figures have been avoided by grouping related photographs and illustrations. Symbols and scales appear as a caption in the figure (never as a footnote). Labels are at least 5 mm from the image border.
- ❑ Very long or very short tables have been avoided (half a page is a good size) and no vertical or horizontal lines have been used. All symbols and abbreviations appear only in the footnotes. No bold font, or words fully written in upper case, are used.

Final part

- ❑ Only persons who gave very significant assistance are mentioned by name under Acknowledgments. “Dr.,” “Prof.,” “Mrs.,” etc. are not used.
- ❑ Present the list of References in APA format or any other format from your reference management software that starts with first author’s family name.

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We will acknowledge reception as soon as your paper arrives. Manuscripts accepted for review by the Editorial Board will be sent to three internationally recognized specialists.

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