

## INSTRUCTION TO CONTRIBUTORS

### *Scope and Manuscript Categories*

*Current Herpetology* is the official English journal of the Herpetological Society of Japan, and publishes Reviews, Original Articles, and Short Notes dealing largely or exclusively with the biology and diversity of amphibians and reptiles.

Reviews are usually invited by the Managing Editor. Those who wish to submit Reviews should consult with the Managing Editor in advance. Original Articles are full-length reports usually greater than nine manuscript pages. Short Notes are more limited in scope and usually fewer than 10 manuscript pages. Manuscripts may be moved from one category to another at the discretion of the Managing Editor.

### *Manuscript Submission*

Submissions of papers from both members and non-members of the Society are welcome. Authors should submit their manuscripts online. Please connect directly to the site and upload all of your manuscript files following the instructions given on the screen.

<https://www.editorialmanager.com/c-herp>

Authors who are submitting a manuscript online for the first time should read the Author Manual on the Editorial Manager site.

Files created by MS Word (for cover letter and main manuscript), MS Excel or Word (for tables and appendices),

and JPEG or PDF (for figures) are required. The Managing Editor or an appropriate Associate Editor will assign each manuscript to two or three reviewers. Then, the manuscript will be judged on the basis of its scientific merit.

### *Manuscript Format*

#### *General*

Authors wishing to submit manuscripts to *Current Herpetology* should carefully consult recent issues of the journal and instructions given here for the manuscript format. **Manuscripts not following the official format may be returned to the authors without review.**

Manuscripts should be typed on A4 size format (297×210mm) with 12 point font size. Typing should be double-spaced with 2.5cm margins on all sides. Words should not be broken at the end of a line. Each of the following divisions should be begun on a separate page: cover letter, title page, abstract, main text, references, figure legends, each table, each figure, and each appendix. Except for the cover letter, tables, figures, and appendices, all pages should be consecutively numbered. Consecutive line numbers from abstract to references should be also presented.

#### *Cover letter*

The cover letter should be prepared as a separate file and should provide the following information.

- (1) The title, and name and postal address of the corresponding author to whom communications regarding the manuscript should be directed with his/her e-mail address.

(2) The date of submission, the number of pages of main manuscript (from title page to figure legends), and the numbers of tables, figures, and appendices.

*Title page*

The title page should show the title, and the name(s), affiliation(s) and address(es) of the author(s) in order. The title should be brief and informative. It should appear centered on the top of this page, with the initial letter of each major word capitalized: e.g.,

Phylogenetic Relationships of Geoemydine Turtles  
(Reptilia: Bataguridae)

The author's name should be centered, with all letters capitalized. In the case of more than one author, indicate the one to whom communications regarding the paper after publication should be directed, with his/her e-mail address. Affiliation(s) and address(es) of the author(s) should be centered, and in italics with only the initial letter of each major word capitalized: e.g.,

YUICHI YASUMOTO<sup>1\*</sup>, RENTARO HIRATA<sup>2</sup>, AND TOMU HIKITA<sup>3</sup>

<sup>1</sup>*Tropical Biosphere Research Center, University of the Ryukyus, Nishihara, Okinawa 903-0213, JAPAN*

<sup>2</sup>*Department of Information, Teikyo Heisei University, Uruido 2289, Ichihara, Chiba 290-0193, JAPAN*

<sup>3</sup>*Department of Zoology, Graduate School of Science, Kyoto University, Sakyo, Kyoto 606-8502, JAPAN*

\*Corresponding author.

E-mail address: kamekame@sci.ryudai.ac.jp

*Abstract page*

The abstract page should contain an abstract consisting of less than 250 words, followed by one blank line and by key words in order. The abstract should state the major points of the paper as clearly and concisely as possible without the need for reference to the text and without citation of references. The word "Abstract" should not be indented, and should be followed by a colon: e.g.,

Abstract: Monophyly of the batagurid subfamily Geoemydinae was evaluated .....

The term, "Key words", should not be indented, and should be followed by a colon and then by up to five key words in alphabetical order, separated from each other by semicolons, that identify the major aspects of the manuscript: e.g.,

Key words: Bataguridae; *Geoemyda* group; Geoemydinae; *Mauremys* group; Phylogeny

*Main text*

Texts of most manuscripts are efficiently arranged in order of introduction, materials and methods, results, discussion, and acknowledgments; however, some manuscripts, particularly of reviews and short notes, profit by other arrangements of topics, so the author(s) should use good judgment in this matter. Italics should be used only for scientific names of genera, species and/or subspecies, and for appropriate headings (see below). Commonly used words of

non-English origins should not be italicized (e.g., et al., not *et al.*).

Up to three sets of headings are allowed. The major heading, all capitalized, should be centered. The subheading should be centered and italicized, with initial letter of each major word capitalized. The sub-subheading should be set at the left margin and italicized, with only the first letter of the first word capitalized. When only one and two sets of headings are needed, use the major heading, and major heading and sub-subheading, respectively. In the ordinary text arrangement of an Original Article (see above), INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, and ACKNOWLEDGMENTS should be given as major headings.

#### *References*

The reference section following the main text should begin with the major heading, LITERATURE CITED, and list all and only the publications cited in the manuscript in alphabetical order according to the senior authors' surnames. When there are several papers by the same senior author with various co-authors, they should be listed in alphabetical order by second and subsequent authors, regardless of the number of authors. Following are examples for the format and order of listing of references.

AOKI, R. 2001. *Wani To Ryu [Crocodiles and Dragons]*.

Heybonsa, Tokyo.

FROST, D. R. 2015. *Amphibian Species of the World: An Online Reference, version 6.0*. American Museum of Natural History.

- <http://research.amnh.org/herpetology/amphibia/index.php>  
(accessed 7 June 2015)
- FUKADA, H. 2002. A brief history of the Herpetological Society of Japan. *Bulletin of the Herpetological Society of Japan* 2002: 13-17.
- GLAW, F. AND VENCES, M. 2007. *A Field Guide to the Amphibians and Reptiles of Madagascar. 3rd Edition.* Vences and Glaw Verlag GbR, Köln.
- HIRATE, K. 2000. Species Composition, Sex Ratio, Size Distribution, and Seasonal Fluctuation of the Sea Turtle Assemblage in the Eastern Off-shore of the Central Part of Okinawajima. *Unpublished master's thesis.* University of the Ryukyus, Nishihara.
- JOB, G. 2011. TREEFINDER, version of March 2011. Available via <http://www.treefinder.de>
- KAMEZAKI, N. 1989. The nesting sites of sea turtles in the Ryukyu Archipelago and Taiwan. p. 342-348. In: M. Matsui, T. Hikida, and R. C. Goris (eds.), *Current Herpetology in East Asia.* Herpetological Society of Japan, Kyoto.
- LEVITON, A. E. AND GIBBS, R. H., JR. 1988. Standards in herpetology and ichthyology. Standard symbolic codes for institution resource collections in herpetology and ichthyology. Supplement no. 1: additions and corrections. *Copeia* 1988: 280-282.
- LEVITON, A. E., GIBBS, R. H., JR., HEAL, E., AND DAWSON, C. E. 1985. Standards in herpetology and ichthyology: part I. Standard symbolic codes for institutional resource collections in herpetology and ichthyology. *Copeia* 1985: 802-832.
- MATSUI, M. 1987. Isozyme variation in salamanders of the *nebulosus-lichenatus* complex of the genus *Hynobius* from

- eastern Honshu, Japan, with a description of a new species. *Japanese Journal of Herpetology* 12: 50-64.
- MATSUI, M., IWASAWA, H., TAKAHASHI, H., HAYASHI, T., AND KUMAKURA, M. 1992a. Invalid specific status of *Hynobius sadoensis* Sato: electrophoretic evidence (Amphibia: Caudata). *Journal of Herpetology* 26: 308-315.
- MATSUI, M. AND MIYAZAKI, K. 1984. *Hynobius takedai* (Amphibia, Urodela), a new species of salamander from Japan. *Zoological Science* 1: 665-671.
- MATSUI, M., SATO, T., TANABE, S., AND HAYASHI, T. 1992b. Electrophoretic analyses of systematic relationships and status of two hynobiid salamanders from Hokkaido (Amphibia: Caudata). *Herpetologica* 48: 408-416.
- MOODY, S. M. 1980. Phylogenetic and Historical Biogeographical Relationships of the Genera in the Family Agamidae (Reptilia: Lacertilia). *Unpublished doctoral dissertation*. University of Michigan, Ann Arbor.
- OTA, H. 1986. Snake really an able hunter?: Predatory behavior of Japanese striped snake, *Elaphe quadrivirgata*, in the field. *Journal of Ethology* 4: 69-71.
- TAKENAKA, T. In press. Extinction of the naturalized freshwater turtle in Chichijima-Island of Ogasawara (Bonin) Islands, South Japan. *Bulletin of the Herpetological Society of Japan*.
- ZHAO, E. AND ADLER, K. 1993. *Herpetology of China. Contribution to Herpetology, 10*. Society for the Study of Amphibians and Reptiles, Oxford.

In the text, references to papers by one or two authors should give their surnames; papers with more than two

authors are referenced by the first author's surname followed by "et al.". Strings of references should be placed in chronological order. When there are two or more references published in a same year, they should be arranged in alphabetical order. Two or more references by the same senior author (for papers by one or more than two authors) or by the same senior and junior authors (for papers by two authors) with the same year of publication should be designated by lowercase letters: e.g., (Matsui et al., 1992a,b). See above for example of listing of such references in LITERATURE CITED.

For references that are in the course of publication (i.e., already accepted for publication but not published yet), cite "In press" in the place of publication year and leave the place of page numbers blank. References of unpublished master's theses and unpublished doctoral dissertations are not encouraged, but are allowed when their citations are definitely needed (see above for example of listing of such references in LITERATURE CITED). The other manuscripts that are neither "In press" nor published should not be cited either in the text or in LITERATURE CITED.

### *Appendices*

Detailed information not essential to the text but important to subsequent evaluation (such as that regarding specimens examined) may be placed under the major heading, APPENDIX, and an appropriate sub-subheading. When institutional abbreviations are used in APPENDIX, and/or in the main text, it is recommended, as far as possible, to follow Leviton et al. (1985) or Leviton and Gibbs (1988) (see example of references above for detailed information on these publications) with an explicit statement in APPENDIX



(or otherwise, in MATERIALS AND METHODS of the main text):  
e.g.,

## APPENDIX

### *Specimens examined*

Catalogue numbers of specimens deposited in the zoological collection of Kyoto University Museum are preceded by KUZ. The other acronyms are those suggested by Leviton et al. (1985).

*Geoemyda japonica*: Okinawajima, Okinawa Pref., Japan, KUZ R36720, NSMT H02083-02086; Kumejima, Okinawa Pref., Japan, KUZ R36721, OMNH-R3334. *G. spengleri*: Vietnam, NSMT H9999, .....

Use major headings with consecutive Roman numerals, APPENDIX I, APPENDIX II, APPENDIX III, APPENDIX IV, etc., when two or more appendices are needed.

### *Tables*

Each table should be typed, double-spaced, on a separate sheet. Its appropriate position in the text should be marked in the right-hand margin (usually at the place where the table is first mentioned). The legend for a table should follow the table number (e.g., TABLE 1. Measurements of specimens of .....) and should be on the same page as the table. Within the table, only the initial letter of the first word should be capitalized (e.g., "Adult males"). Vertical ruled lines should be avoided. Footnotes (indicated by symbols \*, or, \*1, \*2, \*3, etc.) may follow a table when detailed information is needed.

### *Figures*

Figures will be reduced in size to accommodate into B5 size papers (257×182cm). Each figure should be carefully planned to accommodate reduction to a final width of one or two columns in *Current Herpetology*; lettering should be ≥1.5mm high and decimals should be visible when printed in a hard copy after reduction in size. When several drawings or photographs are to be reproduced as one figure, they should be mounted on a single page in the desired (camera-ready) arrangement and each of them should be lettered (A, B, C, etc.). Include a scale of distance or dimension where appropriate. High resolution figure files (≥300dpi) should be prepared, especially for photographs.

Figure legends, each beginning with a fully capitalized abbreviation and a consecutive number (e.g., FIG. 1. Dorsal (A) and lateral (B) views of holotype of .....), should be typed in double space and grouped together on a separate sheet with one line of space between them. Denote in the right-hand margin of the text where each figure should be printed (usually at the first mention of a figure). In the text, "Figure" should be also abbreviated, but with only the initial letter capitalized (e.g., Fig. 1) except when beginning a sentence.

The author(s) is expected to pay for the cost for color reproduction of a figure (or figures). The cost can be defrayed by the Society for the first page, but only when the author(s) requests exemption and the Managing Editor decides, on the basis of advice from an Associate Editor and/or reviewer(s), that the color reproduction is essential in clarifying points of arguments to readers. Cost of color reproduction will be charged to the author from the second page irrespective of its effect in presentation.

### *Numerals*

Numbers of 10 or larger should be typed as Arabic numerals except at the beginning of a sentence. Numbers one to nine should be spelled out unless they precede units of measurement (e.g., 5 mm), are designators (e.g., experiment 3), or are separated by a figure dash (e.g., 5-7 individuals). The 24-hour clock is used to indicate times of day (e.g., 1900 h); dates should be given by day, month, year in this order (e.g., 5 July 2002). Decimals should not be naked (e.g., 0.5, not .5).

### *Abbreviations*

Weights and measures follow the International System of Units (SI), and such abbreviations should be used throughout the manuscript. Abbreviations used in *Current Herpetology* without being defined at first usage include:

$\bar{x}$  (mean), n (sample size), N (chromosome number, but see below for the use to refer to "north latitude"), no. (number), yr (year[s]), mo (month[s]), wk (week[s]), h (hour[s]), min (minute[s]), s (second[s]), P (probability), df (degrees of freedom), SD (standard deviation), SE (standard error), NS (not significant), l (liter), kg (kilogram), g (gram), m (meter), cm (centimeter), mm (millimeter),  $\mu\text{m}$  (micron), °C (Celsius), asl (above sea level; given as, e.g., 100 m asl), °, ', and " (degrees, minutes, and seconds in geography, respectively), N, S, E, and W (north and south latitudes, and east and west longitudes, respectively, but only when preceded by values with appropriate geographical units; e.g., 15°25'15"N, 121°43'07"E).

In figures and tables, names of months can be abbreviated as: Jan (January), Feb (February), Mar (March), Apr (April), May (May), Jun (June), Jul (July), Aug (August), Sep (September), Oct (October), Nov (November), Dec (December). In the text, however, they should be fully spelled.

Other abbreviations, such as SVL (snout-vent length), Myr (million years), and MyrBP (million years before present), can also be used, but define them at first usage. Do not use symbols, ♂ and ♀, for male and female, respectively.

#### *Reprints and pdf file*

The Society supplies 50 free reprints and high quality pdf file to the corresponding author of an invited Review, and high quality pdf file to each of corresponding authors of articles in other categories. Additional reprints can be purchased in multiples of 10. The Treasurer of the Society will inquire of the corresponding author about reprint order when the first set of the galley proofs is ready.

#### *Proofs*

Only the first set of the galley proofs will be sent to the corresponding author. Each proof should be checked carefully and promptly and should be returned to the handling editor without delay. The following changes can be made on the proof: corrections of typographical errors, addition of publication information for a reference previously in an "In press" state, and addition of the present address of the author due to the change of his/her address after acceptance of a manuscript. Other changes may be charged to the author.

### *Copyright assignment*

If your paper is accepted, the corresponding author will receive the copyright assignment form for your article. This form must be signed by **all** coauthors as well as the corresponding author.

No systematic distribution of the article, e.g., posting on a listserv, website, or automated delivery (including uploading for free access in ResearchGate, Academia, etc.) is allowed until the Herpetological Society of Japan starts to permit the author(s) to upload the article in his/her/their institutional repository or repositories two whole years after publication.

### *Open access*

After being accepted for publication, some articles are selected as Open Access Papers by the editorial committee. Selected articles are uploaded as Open Access Papers without any charge by the author(s) on BioOne platform (<http://www.bioone.org/toc/jche/37/1>), and pdf files of the Open Access Papers are allowed to be posted on a listserv, website, or automated delivery, including uploading for free access in ResearchGate, Academia, etc. If author(s) do not wish his/her/their article to be selected for this category, please inform the Handling Editor when the galley proof is returned to the Editor.

### *Animal welfare*

When reporting experiments on animals, author(s) should indicate whether the international, national, and/or institutional guidelines for the care and use of animals have been followed, and that the studies have been approved

by a research ethics committee at the institution or practice at which the studies were conducted.

*Taxonomic articles*

In manuscripts dealing with taxonomic/nomenclatural topics, each of the scientific names for species and subspecies appeared in the main context should accompany full authorship at its first appearance in the text. When necessary, use "&" instead of "et" or "and" in each authorship. Authorships of scientific names should be omitted in manuscripts of other categories.

New taxonomic names described in articles published in Current Herpetology will be obligatorily registered in ZooBank by the Editorial Committee.