

INTERNATIONAL JOURNAL OF TROPICAL BIOLOGY AND CONSERVATION / REVISTA DE BIOLOGÍA TROPICAL  
**AUTHORS' GUIDE**

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### Journal scope

Our journal publishes feature articles in all fields of tropical biology and conservation. Selection criteria are the amount and quality of new information and interest to a general readership. Studies with a strong experimental design; prolonged field work; or taxonomic-systematic studies of whole groups are considered (new species: only vertebrates). We also welcome quality reviews that critically review what is known and what remains to be done in any field of tropical biology. Notes, short communications, species lists, range extensions, new records and other preliminary or short studies are no longer accepted, or highly specialized reports of limited interest.

### Format and page charges

Text must be clear, brief and without repetitions according to CSE norms ([www.cbe.org](http://www.cbe.org)). Use International System (SI) units and abbreviations (m, km, kg, ml, s; details in [www.bipm.fr/en/si/](http://www.bipm.fr/en/si/)).

Page charges: There is no compulsory page fee for the first ten printed pages. Additional pages will be charged \$50 each. A document that corresponds to the maximum length published free of charge typically has about 5 000 words, two figures and two small tables.

### Tables

Avoid very small or very large tables (half a page is usually a good size). Table headings must be brief. Do not use bold font, words completely spelled in upper case or separation lines. All symbols and abbreviations must appear as footnotes.

### Figures

Attach sharp photographs at 300 DPI and illustrations at 600 DPI (we accept JPG TIFF, PNG and Photoshop). Labels: Helvetica 10 points.

### References

Present the list of references and citations within the text in APA 6<sup>th</sup> Edition format. We recommend freeware: [zotero.org](http://zotero.org) and [mendeley.com](http://mendeley.com)

### Stages in manuscript processing

Manuscripts that follow our scope and format indications are sent to three external reviewers who make recommendations to improve them or qualify them as unacceptable. The second draft is corrected by our staff and returned with instructions to prepare the final version for the printer. The Editorial Board has the final word on acceptance.

### Legal and ethical requirements

Follow all format details from a recent issue or check examples in [biologiatropical.ucr.ac.cr](http://biologiatropical.ucr.ac.cr). Include a submission letter certifying that all coauthors agree with its publication and made significant contributions; that there is no conflict of interest; that they followed all pertinent ethical and legal requirements (including the Helsinki Ethical Norms if human research is involved, [onlineethics.org](http://onlineethics.org)); that the study is scientifically valid; that it has not been published before and was not sent simultaneously to another journal. Also state that you share non-exclusive printed and electronic publication rights with the Journal and that you accept to comply with all Journal norms regarding procedure, format, decision, and other pertinent aspects; that you understand that only ten printed pages are published for free; that you can publish any additional material for free as digital appendices, and that you have the option of paying to print longer articles for a fee of \$50 per additional page.

Include the names and e-mail addresses of three possible objective reviewers, and attach to your manuscript the scanned submission letter, signed by all coauthors:

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Contact us if you do not hear from us in two days.



## ETHICS

The journal publishes only original work that makes a clear and strong contribution of new information in its field. When authors submit a manuscript they legally imply that they followed all pertinent legislation and ethical principles (including informed consent and proper treatment of nature according to UNESCO Recommendation on Science and Scientific Researchers; Committee on Publication Ethics and Helsinki Ethical Norms, [onlineethics.org](http://onlineethics.org)); that all coauthors participated in the main aspects of research and agree to publication; and that the study is original; scientifically valid; has not been published before, and was not sent simultaneously to another journal. Board and staff members can publish in the journal but are excluded from all decisions regarding their manuscripts.

Authors, reviewers, board members and staff must report conflicts of interest as soon as they arise. Any cases of error, citation manipulation, piracy, plagiarism, duplicate submission, republication, fabrication or falsification of data, and financial conflict must be informed to the Editorial Board, which will investigate them even if the report is from anonymous sources. Articles found in fault can be rejected, retracted or be added errata.

## MANUSCRIPT PROCESSING AND TRANSPARENCY

Manuscripts are sent to three external anonymous reviewers who act as referees and include an ethics assessment in their opinion (we apply plagiarism software to all manuscripts). Reviewers will know the identity of authors but not vice versa. The evaluation forms are public ([vnielsen.rbt@gmail.com](mailto:vnielsen.rbt@gmail.com)).

The decision of acceptance or rejection rests with the Editor, who is based on the opinions of referees and is backed by the support of an Editorial Board and an International Scientific Board. Authors can appeal Editor's decisions once to the Editorial Board and that decision is final. Board meeting proceedings are stored in the University Archive as public documents.

The journal publishes about 130 articles per year, not including the occasional supplements. The rejection rate is 28 % *ad portas* and 38 % after peer review (2018 data).

Considering both boards, 82 % of members are external to the publishing institution and foreign authors and institutions represent 78 % of articles in normal issues and 12 % of supplements (2018 data). All processing is documented in OJS.

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