

## INSTRUCTIONS TO AUTHORS

• *Iberus* publishes research papers, notes and monographs devoted to the various aspects of Malacology. Papers are manuscripts of more than 5 typed pages, including figures and tables. Notes are shorter papers. Monographs should exceed 50 pages of the final periodical, and may be published as Supplements. Authors wishing to publish monographs should contact the Editor. Manuscripts are considered on the understanding that their contents have not been published or simultaneously submitted for publication elsewhere.

• Manuscripts and correspondence regarding editorial matters must be sent to: Serge Gofas, Editor de Publicaciones, Departamento de Biología Animal, Universidad de Málaga, Campus de Teatinos, s/n, 29071, Málaga, Spain and/or to the e-mail <sgofas@uma.es>.

• Manuscripts may be written in Spanish, English, Italian, French or Portuguese.

• Manuscripts must be typed double spaced (including the references, figure captions and tables) on one side on A-4 (297x210 mm) with margins of at least 3 cm. Submissions may be made through e-mail remittance containing the article written with a current Windows or Macintosh word processor, or alternatively by mail with original and two printed copies, together with a word processor version on a CD. When a paper has joint authorship, one author must accept responsibility for all correspondence, and all authors must declare their consent for publication.

• The authors must include a list of at least 4 possible referees; the Editor can choose any others if appropriate.

• Papers should conform the following layout:

*First page.* This must include a concise but informative title, with mention of family of higher taxon when appropriate, and its Spanish translation. It will be followed by all authors' names and surnames, their full address(es), an abstract (and its Spanish translation) not exceeding 200 words which summarizes not only contents but results and conclusions.

*Following pages.* These should content the rest of the paper, divided into sections under short headings. Whenever possible the text should be arranged as follows: Introduction, Material and methods, Results, Discussion, Conclusions, Acknowledgements and References. Unusual abbreviations used in the text must be grouped in one alphabetic sequence after the Material and methods section.

• Notes should follow the same layout, without the abstract.

• Footnotes and cross-references must be avoided. The International Codes of Zoological and Botanical Nomenclature must be strictly followed. The first mention in the text of any taxon must be followed by its authority including the year. In systematic papers, when synonyms of a taxon are given, they must be cited with the author (without small capitals) and date of the publication where they were described, and the type localities in square brackets when known. Follow this example (please note the punctuation):

*Dendrodoris limbata* (Cuvier, 1804)

Synonyms

*Doris limbata* Cuvier, 1804: 468-469 [Type locality: Marseille].

*Doris nigricans* Otto, 1823: 275.

*Dendrodoris limbata* (Cuvier, 1804) - VALDÉS ET AL., 1996: 5-8.

These references must be included in the Bibliography. If a full list of references of the taxon is to be given immediately below it, the same layout should be followed but subsequent authors may be written with SMALL CAPITALS. However, authors cited as authority of a taxon without having been otherwise cited in the text or in a synonymy list should not be written with small capitals and should not appear in the Bibliography.

• Only Latin words and names of genera and species should be given in italics. In Spanish manuscripts, decimal numbers must be separated with a comma (,), NEVER with a dot (.) or upper comma ('); in English manuscripts and in the English translation of the figure captions, English usage (i.e. dot for decimals) will be followed.

• References in the text should be written in small letters or Small capitals: Fretter and Graham (1962) or FRETTER AND GRAHAM (1962). The first mention in the text of a paper with two or three authors must include all of them [Smith, Jones and Brown (1970)], thereafter use *et al.* [Smith *et al.* (1970)] for those by three authors. References to papers by four or more authors should be cited using *et al.* from the start. If an author (or a group of authors cited under the form [Smith *et al.*]) has published more than one paper in the same year, refer to them with letters: (Davis 1989a; Davis 1989b). Avoid *op. cit.*

• The references in the reference list should be in alphabetical order and include all the publications cited in the text but only these. ALL the authors of a paper must be included. These should be written in small letters or Small capitals. The references need not be cited when the author and date are given only as authority for a taxonomic name. Titles of periodicals must be given IN FULL, not abbreviated. For books, give the title, name of publisher, place of publication, indication of edition if not the first and total number of pages. Keep references to doctoral theses or any other unpublished documents to an absolute minimum. See the following examples (please note the punctuation):

Fretter V. and Graham A. 1962. *British Prosobranch Molluscs*. Ray Society, London, 765 pp.

Ponder W.F. 1988. The Truncatelloidean (= Rissoacean) radiation - a preliminary phylogeny. In Ponder W.F. (Ed.): *Prosobranch Phylogeny. Malacological Review*, suppl. 4: 129-166.

Ros J. 1976. Catálogo provisional de los Opisthobranchios (Gastropoda: Euthyneura) de las costas ibéricas. *Miscelánea Zoológica*, 3 (5): 21-51.

- Figures must be original and provided preferably in electronic format and adjusted to page format and column size. These should be one column (57 mm) or two columns (121 mm) wide and up 196 mm high, or be proportional to these sizes. Two columns format is recommended. It is essential that all figures be supplied in their original format (e.g. photographs as high-grade .jpg or as .tif files, graphs as Excel spreadsheets or Corel-Draw files), as the files inserted into WORD documents cannot be used for printing. Digital images must be given their final printing size with a resolution at least 300 dpi for colour and halftones, and at least 600 dpi for black/white.

Take into account possible reduction in lettering drawings; final lettering must be at least 2 mm high. In composite drawings, each figure should be given a capital letter; additional lettering should be in lower-case letters. A scale line, labelled with SI units, must be used to indicate size; magnification ratio must be avoided as it may be changed during printing. UTM maps are to be used if necessary. Figures must be submitted on separate sheets, and numbered with consecutive Arabic numbers (1, 2, 3,...), without separating 'Plates' and 'Figures'. Legends for Figures must be typed in numerical order on a separate sheet, and a Spanish translation (or English translation if the manuscript is in Spanish) must be included. Follow this example (please note the punctuation):

Figure 1. *Neodoris carvi*. A: animal crawling; B: detail of a rhinophore; C: gill.

Figura 1. *Neodoris carvi*. A: animal desplazándose; B: detalle de un rinóforo; C: bránquia.

If abbreviations are to be used in illustrations, they should be included in the figure captions.

Authors wishing to publish illustrations in colour should consult with the editor and will be charged a contribution of 30 € per page. They should otherwise follow the same standards as black and white prints.

If the authors want to send Figures in printed format, it is essential to supply good quality originals. Half-tone images must be of good contrast, and should be submitted in the final printing size. When mounting photographs in a block, ensure spacers are of uniform width. Remember that grouping photographs of varied contrast results in poor reproduction. Computer graphics must be printed on high quality white paper with a laser printer.

- Tables must be numbered with Roman numbers (I, II, III,...) and each typed on a separate sheet. Headings should be typed on a separate sheet, together with their English translation. Complex tables should be avoided. As a general rule, keep the number and extension of illustrations and tables as reduced as possible.

- Manuscripts that do not conform to these instructions will be returned for correction before reviewing.

- Authors submitting manuscripts will receive an acknowledgement of receipt, including receipt date, and the date the manuscript was sent for reviewing. Each manuscript will be critically evaluated by at least two referees. Based on these evaluations, the Editorial Board will decide on acceptance or rejection. Anyway, authors will receive a copy of the referees' comments. If a manuscript is accepted, the Editorial Board may indicate additional changes if desirable. Acceptable manuscripts will be returned to the author for consideration of comments and criticism; a finalized manuscript must then be returned to the Editor, together with a CD containing the article written with current Windows or Macintosh word processor. Dates of reception and acceptance of the manuscript will appear in all published articles.

- Proofs will be e-mailed to the author for correcting errors and must be returned corrected within one week. At this stage no stylistic changes will be accepted. Pay special attention to references and their dates in the text and the Bibliography section, and also to numbers of Figures and Tables appearing in the text.

- Fifty reprints per article and a pdf file will be supplied free of charge. Additional reprints must be ordered when the page proofs are returned, and will be charged at cost. NO LATER orders will be accepted. Authors may post a pdf file of their papers on a personal or institutional webpage, with the condition that it should be a non-profit website.