

INSTRUCTIONS TO AUTHORS

- *Iberus* publishes research papers, notes and monographs devoted to the various aspects of Malacology. Papers are manuscripts of at least 6 printed pages, including figures and tables. Notes are shorter papers. Monographs should exceed 50 printed pages, and may be published as Supplements. Authors wishing to publish monographs should make prior arrangement with 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, to the e-mail <sgofas@uma.es>.

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

- Manuscripts submitted for publishing must be initially sent as a single Word file, which must include all tables and figures. 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). Abstract should synthesize, together with the title, the results and the conclusions of the article; a length of 100-200 words is suggested.

Following pages. These include 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.

- 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, unless a table listing all cited taxa, their authorities and dates is included.

- In taxonomic papers, the examined material must be cited using the format of European Journal of Taxonomy, which allows automated reading and subsequent incorporation of the cited material into databases such as GBIF and OBIS. This format is as follows, with fields separated by semicolons in this order: COUNTRY • item (s) [for example "1 ♂"]; geographic data [ordered from most to least inclusive]; geographic coordinates, using the symbol "°" [unicode: 00B0, do not confuse with the similar symbol used in "n°"]; altitude/depth; collection date [format: 16 Jan. 1998]; collector [name followed by "leg."]; Museum and catalog number where the specimen is deposited. The bullet symbol "•" [unicode: 2022] marks the beginning of the data in one lot. For more details and examples see <<https://doi.org/10.5852/ejt.2019.586>>.

- Only Latin words and names of genera and species should be italicized. The units to be used must belong to the Metric System, together with their correct abbreviations. In Spanish manuscripts, decimal numbers must be separated with a comma (,), NEVER with a period (.) nor upper comma ('); in English manuscripts and in the English translation of the figure captions, English usage (i.e. period for decimals) will be followed.

- References in the text should be written in capitalized lowercase 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). Do not use "*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. Author names should be written in capitalized lowercase or small capitals, without a comma between surname and name. The references need not be cited when the author's name appears only as the authority for a taxonomic name. Titles of periodicals must be given IN FULL, not abbreviated. For books, please give the title, name of publisher, place of publication, indication of edition if not the first and total number of pages. Please keep references to doctoral theses or any other unpublished documents to an absolute minimum. See the following examples (please note the punctuation):

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

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

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

Web site: WoRMS Editorial Board. 2020). World Register of Marine Species. Available at <<http://www.marinespecies.org>>, accessed December 9, 2020.

- Figures must be original and provided 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 CorelDraw or Illustrator 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.

Possible reduction must be taken into account 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 MS units, should be used to indicate size, not a magnification ratio which may be changed during printing.

Figures must be numbered consecutively (1, 2, 3, ...), without distinguishing 'Plates' and 'Figures'. Legends for figures must include a Spanish translation (or English translation if the manuscript is in Spanish). 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 explained 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.

- Manuscripts that do not conform to these instructions or have important linguistic flaws will be returned for correction, without being sent to reviewers.

- Authors submitting manuscripts will receive an acknowledgement of receipt, including receipt date. Each manuscript will be critically evaluated by at least two referees. Based on these evaluations, the Editorial Board will decide on acceptance or rejection. In any case, 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 and all the original figures (see above for details) must then be returned to the Editor. Date of reception (i.e. the date of receipt of the final version) 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 extensive changes will be accepted. Please give 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.

- A high-resolution PDF file will be sent to authors. This may be posted on a personal or institutional webpage, with the condition that it should be a non-profit website.