

## Instructions to authors

## MAMMALIAN BIOLOGY

### 1. Manuscripts

Mammalian Biology (formerly *Zeitschrift für Säugetierkunde*) is an international scientific journal edited by the Deutsche Gesellschaft für Säugetierkunde (German Society of Mammalogy). The journal is devoted to the publication of research on mammals (see aims and scope of the journal). We publish original research papers, short communications and occasionally review articles that generate a significant contribution to the field of mammalogy. Manuscripts should be submitted electronically via internet through Elsevier Editorial System (EES) which can be accessed at <http://ees.elsevier.com/mambio>.

#### Editorial note on the use of taxon names

We strongly discourage the use of non-phylogenetic taxon names such as Insectivora, Fissipedia or Artiodactyla. These names do not refer to monophyletic groups and are thus obsolete. If you want to refer to a para- or polyphyletic assemblage that shares a certain behaviour or adaptation etc., please use other expressions, e. g. terrestrial carnivores (instead of Fissipedia) or terrestrial cetartiodactyls (instead of Artiodactyla). „Insectivorous mammals“ is acceptable if you refer to mammals that feed on insects *irrespective of their phylogenetic relationships* (i. e. anteaters as well as shrews) but not if you refer to the groups formerly falsely combined into „Insectivora“.

**Form of the manuscript:** Pages and lines must be numbered. Script type should be uniform throughout the manuscript and double-spaced. Use of bold print, italics and spaced-letters must be avoided. Scientific names of organisms should be indicated in italics. Page footnotes are not allowed. Authors should indicate the approximate location in the text for illustrations and tables.

The **first page** of the manuscript should contain the following information:

- title (in case of a long title, a running title not exceeding 72 characters must additionally be provided)
- name(s) of author(s): full first name(s) for all authors (an excessively large number of co-authors should be avoided)
- department(s), university affiliation(s), city and country
- e-mail address, phone and fax number of the corresponding author
- word count including tables, figure legends and references

**Content of the manuscript:** Manuscripts can be published as original investigations, short communications or reviews. The total length should not exceed 7000 words including references, tables and figure legends. In the case of longer articles (in particular reviews) please contact the managing editor before submission.

**Original investigations:** In addition to the text, original investigations should include illustrations, tables and references. The text should be divided into: Abstract, Introduction, Material and methods, Results, Discussion (or together as Results and Discussion), Acknowledgements, References.

**Short communications:** Short communications should include an Abstract. They should not include subheadings (Introduction, Material and methods etc.) but should be organized according to this form.

**Reviews:** Manuscripts that review and integrate the current state of knowledge in a special field of mammalian biology are also welcome. The text must provide an Abstract, special headings depending on the subject, Acknowledgements, References.

**Keywords:** Up to 5 informative keywords, starting with the taxonomic unit(s), must be given following the Abstract or at the beginning of the text in Short communications.

**References:** In-text citations to the literature should be cited chronologically by author's surname followed by year of publication: Trueb and Hanken (1990), Cassone (1992), Wittmann et al. (1993); or (Trueb and Hanken, 1990; Cassone, 1992; Zachos et al., 2007). When references are made to more than one paper by the same author published in the same year, they should be indicated as (O'Connor, 1975a, b). References to unpublished data are not accepted. If a reference to a personal communication is necessary for the study, this reference must be accompanied by a written statement from the referred person that agrees with the author's statement.

Please list the publications in alphabetical order in the References section according to the following examples:

#### Journals:

Renaud, S., 2005. First upper molar and mandible shape of wood mice (*Apodemus sylvaticus*) from northern Germany: ageing, habitat and insularity. *Mamm. biol.* 70, 157–170.

Zachos, F.E., Cirovic, D., Rottgardt, I., Seiffert, B., Oeking, S., Eckert I., Hartl, G.B., 2007. Geographically large-scale genetic monomorphism in a highly successful introduced species: the case of the muskrat (*Ondatra zibethicus*) in Europe. *Mamm. biol.* 72, 123–126.

#### Book citation:

Lever, C., 1985. *Naturalized Mammals of the World*. Longman, London and New York.

#### Book chapter citation:

Hutterer, R. 2005. Order Soricomorpha. In: Wilson, D.E., Reeder, D.M. (Eds.), *Mammal Species of the World. A Taxonomic and Geographic Reference*. The Johns Hopkins University Press, Baltimore, 3rd edition, pp. 220–311.

**Tables:** Confirm that all tables have been cited in the text, and indicate where they are to appear. Tables should be numbered consecutively. Table titles should be complete but brief. Information other than that defining the data should be presented in a footnote. Footnotes to a table should be typed directly beneath the table and numbered 1, 2, 3, etc.

**Figures:** Confirm that all figures have been cited in the text, and indicate where they are to appear. Figures, including charts and graphs, must be numbered consecutively. Photographs or drawings mounted together as a group may be given separate figure numbers. However, if they are closely related it is preferable to assign them a single figure number and letter the individual prints (a, b, c, etc.). For review purposes, figure legends may be placed on the same page

beneath the figures. However, in the final revised version, the figure legends should be on separate pages.

## 2. Illustrative materials

**Illustrations:** Illustrations should be submitted in review quality with the manuscript. High quality files of figures will be requested after final acceptance of the paper. Submit illustration files separately from text files. Files for full color images must be in a CMYK color space. All illustration files should be in TIFF or EPS formats. Journal quality reproduction will require greyscale and color files at resolutions yielding approximately 300 dpi. Bitmapped line art should be submitted at resolutions yielding 600–1200 dpi. For detailed information on artwork instructions, please refer to <http://www.elsevier.com/artworkinstructions>.

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**Movies/videos:** Additional material can be published online; this includes extensive table work, copies of movies or videos. Please contact the editorial office for detailed information.

## 3. Reviewing process

After submission, each paper enters the pre-review stage. The aim of this process is to identify papers which do not fit into the scope of Mammalian Biology, are too descriptive, or only have low relevance to a broader readership and thus have a low probability of being accepted. This policy saves authors' time and reduces effort of reviewers and editors. Manuscripts, which will pass this stage then go into peer-review.

Each manuscript submitted to "Mammalian Biology" will be reviewed independently by at least two experts covering the field of the article. Authors may suggest up to five colleagues with expertise in the scientific field of the contribution, which do not and did not belong to the authors' institution. These might be considered as referees.

The corresponding authors are informed on the editorial procedure. Papers may be returned for modification or revision.

Revised manuscripts should be returned to the editorial office within 90 days after receipt of the reviews, otherwise they will be treated as new submissions.

## 4. Proofs and reprints

**Proofs:** The authors will be asked to review manuscript proofs prior to publication. Page and illustration proofs will be sent to the author in a PDF file format via the internet.

All corrections should be clearly marked directly on the page proofs. Revisions other than corrections of printing errors will be charged to the corresponding author.

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