



## Instructions for authors

### Articles and Short Notes for *Galemys*

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*Galemys*, *Spanish Journal of Mammalogy*, is the official journal of the Spanish Society of Mammalogy (SECEM). It publishes original results on all aspects of the systematics, biology, ecology and conservation of mammals, mainly from the Iberian Peninsula, Balearic and Canary Islands. The text must be written in Spanish or, preferably, English.

Articles should present original research studies, as well as bibliographical or methodological reviews, always following the structure indicated in the instructions for authors. Short notes are recommended for minor studies, such as data on expansion of species' distribution, atypical behavior patterns, fur coloration, teeth, food studies, etc.

#### **Submission of manuscripts**

All papers should be submitted to the Editor-in-Chief ([galemys@secem.es](mailto:galemys@secem.es)), who will assess the general content of the article and its adherence to these instructions. He will designate an Associate Editor and the manuscript will be read critically by at least two referees. Before submitting a manuscript, authors should check to ensure that the following instructions have been followed. Manuscripts that differ from the specifications will be returned for correction before review. If the authors are uncertain about the appropriateness of a manuscript, they can contact the Editor before submission, sending him the title and abstract for a preliminary review. Authors will be notified, with referees' comments, on acceptance, rejection or need for revision, within two months.

#### **Preparation of manuscripts**

Electronic submission of papers is required. The preferred format is Microsoft Word (.doc). All figures and tables must be readable by Word, and should be embedded at the end of the manuscript. In addition, figures should be submitted in separate attachment files in .jpg or .tif format.

#### **General format and length**

Manuscripts must use a DIN A-4 page size. Full length papers should not exceed 25 pages. Short Notes should not exceed 10 pages. Please use Times New Roman 12 point size, double spaced throughout, with margins of 2.5 cm. Line numbering in all the manuscript will be added.

The drafting of the manuscript must be clear, concise and grammatically correct, avoiding phrases or excessive subordinate constructions. Non-English speakers are encouraged to have their manuscripts checked by a native speaker before submission. The passive tense is recommended. All the pages of the manuscript must be numbered sequentially and a new page must be started for each of the sections below:

1. **TITLE PAGE.** Include the TITLE of the manuscript (concise and informative); AUTHOR(S) (Name and Surname, if there are two surnames separate by a hyphen); ADDRESS(ES) of all authors. The corresponding author should be clearly identified and give an email address.
2. **ABSTRACT PAGE.** Include the TITLE; RUNNING TITLE (40 characters maximum); ABSTRACT (max. 250 words) and its Spanish translation as a RESUMEN; KEYWORDS (up to 5 sorted alphabetically, excluding words included in the title) and its Spanish translation as PALABRAS CLAVE. The Abstract should briefly describe the objectives, methods, main results and most important conclusions of the paper. Do not include bibliographic citations or references to tables or figures. Short Notes should not include this page.
3. **TEXT** with various optional sections: INTRODUCTION, MATERIAL AND METHODS, RESULTS, DISCUSSION AND ACKNOWLEDGEMENTS. Paragraphs should not be numbered and they should have only a single level of subparagraph. If the authors prefer, the RESULTS and DISCUSSION sections can be merged. The ACKNOWLEDGEMENTS section should be concise and basically reflects financial support for the research. Short Notes should not be divided into sections. You must take into account the following rules for drafting:
  - a. When a species is cited for the first time in the text, both common and scientific name (in italics) and authority must be indicated, for example: Algerian Mouse *Mus spretus* Lataste, 1883 (take into account the rules on the use of brackets in the International Code of Zoological Nomenclature). Thereafter, you can simply use the common or abbreviated scientific name (*M. spretus*).
  - b. The metric system must be used and SI units are required, with a full stop used as the decimal separator.
  - c. Complex formulae with denominators should be included in a single paragraph, in the same font as the text and in italics.
  - d. References to papers in the text should use initial capitals: Cabrera (1928); Gosàlbez & Sans-Coma (1982); Delibes *et al.* (1990); (López-Fuster & Ventura 1989); (Ruiz-Olmo *et al.* 1995). Where more than three authors are responsible, use *et al.* in the text, but give all the authors in the References. Where multiple references appear consecutively, include them in chronological order, never alphabetical, and separated by commas. Where more than one reference by the same author(s) appears in the same year, use consecutive letters (e.g. Palomares 1993a, 1993b) in both text and references.
4. **REFERENCES.** Only cited sources should be listed, ordered alphabetically by authors, with surname and initial(s). To join the last author “&” should be used. If the publication has a DOI reference, it must be added ([www.crossref.org](http://www.crossref.org)). Titles of periodical publications must be given in full (not abbreviated). Unpublished data should be cited in the text as (unpublished). Works in press should be cited as (in press) instead of the year, only if they

have been accepted at the time of the publication. It is possible to include works accepted but only available on-line.

References should be presented as in the following examples:

- **Journal articles:**

Román J. 2011. What do otters eat where there is no fish? *Mammalian Biology*, 76: 237-239. DOI:10.1016/j.mambio.2010.08.005

Barros T. & Fonseca C. 2011. Expansão do sacarrabos *Herpestes ichneumon* (Linnaeus, 1758) em Portugal. *Galemys, Spanish Journal of Mammalogy*, 23 (NE): 9-15.

Delibes-Mateos M., Delibes M., Ferreras P. & Villafuerte R. 2008. Key role of European rabbits in the conservation of the western Mediterranean Basin hotspot. *Conservation Biology*, 22: 1106-1117. DOI:10.1111/j.1523-1793.2008.00993.x
- **Books:**

Vargas A. (ed) 2009. *Conservación Ex situ del lince ibérico: un enfoque multidisciplinar*. Fundación Biodiversidad, Madrid. 532 pp.

Ruiz-Olmo J. & Delibes M. (eds) 1998. *La nutria en España ante el horizonte del año 2000*. SECEM, Málaga. 300 pp.
- **Chapters in book:**

Virgós E. 1996. Ecología espacial de carnívoros: revisión de hipótesis. Pp. 183-190. In: R. García-Perea, R. Baquero, R. Fernández-Salvador & J. Gisbert (eds). *Carnívoros. Evolución, Ecología y Conservación*. MNCN y SECEM, Madrid.
- **Thesis:**

López-Martín J. M. 2003. *Comparación de la ecología de la marta (Martes martes) y de la garduña (Martes foina) en el NE ibérico: interacciones con la gineta (Genetta genetta)*. Doctoral Thesis, University of Barcelona, Barcelona. 281 pp.
- **Congress articles:**

Bonet-Arbolí V., Llimona F., Anna P., Rafart-Plaza, E., Padrós, J. & Rodríguez-Tejeiro J.M. 2000. Evolució de la cacera de porc senglar (*Sus scrofa*) al Parc de Collserola. Pp. 225-232. In: F. Llimona, J.M. Espella, J.C. Guix, E. Mateos & J.D. Rodríguez-Tejeiro (eds.). *I Jornades sobre la recerca en els sistemes naturals de Collserola: Aplicacions a la gestió del parc*. Consorci Parc de Collserola, Barcelona.
- **Congress abstracts:**

Fonseca C., Carvalho J., Santos J., Torres R., Rodrigues R. & Ramos P. L. 2010. Seguimiento de una población de ciervo (*Cervus elaphus*) en el NE de Portugal. *Resúmenes X Congreso SECEM, Fuengirola (Málaga)*, pp. 50.
- **Unpublished report:**

Torre I., Freixas L., Ribas A. & Arrizabalaga A. 2011. *Programa de seguiment de petits mamífers comuns al Parc Natural del Montseny (Xarxa SEMICE 2010)*. Diputació de Barcelona, 29 pp.

- **On line publications:**

IUCN 2011. IUCN Red List of Threatened Species. Version 2011.2.  
<[www.iucnredlist.org](http://www.iucnredlist.org)>. Downloaded on 20 January 2012.

5. **TABLES & FIGURES.** Include these after the References. Each table or figure should be on a separate page, with corresponding headers and footers.

**Table format**

Tables must be numbered in Arabic numbers, in the order in which they appear in the manuscript and should be double-spaced and in MS Word format. To create columns and rows in the text editor please use the specific tools for tables, not tabs or spaces. Tables should retain their legibility when reduced to 16 cm in width (7.5 cm if the layout is in a column). Information contained in the tables should not repeat that contained in any figure or in the manuscript. Tables should be cited in the text as Table 1, Tables 1 and 2, Tables 1, 2 and 3 if they are contained in the text or as (Table 1, Tables 1 and 2, Tables 1, 2 and 3) when they are added as a reference.

**Figure format**

Each figure should be included on a separate page. They should be in black and white (not in colour), numbered in Arabic numbers and in the order in which they appear in the manuscript. In addition, all figures should be attached to the e-mail submission in their original format. We accept image formats such as JPEG and TIFF in good quality, in black & white (600 dpi) or grayscale (300 dpi). Please, avoid shading, gradient effects or patterns that may not reproduce well. Font size must be uniform in all the figures and Times New Roman should be used. Figures should retain their legibility when reduced to 7.5 cm in width. In the case of maps contained in figures, the geographical situation must be perfectly identifiable with respect to borders or boundaries. In the case of photos we recommend situations with clear subjects with good black and white contrast. Figures should be cited in the text as Figure 1, Figures 1 and 2, Figures 1, 2 and 3 if they are contained in the text or as (Fig. 1, Fig. 1 and 2, Fig. 1, 2 and 3) when they are added as a reference.

**Review of the manuscript and proofing**

The corresponding author will be informed by the Editor when a decision has been made on 1) acceptance, 2) rejection or 3) need for revision of the manuscript. Papers subjected to revision must be returned to the Editor within three months after the author has been notified.

The final text will be edited and proofs will be sent by e-mail to the corresponding author in Adobe Acrobat PDF format. The proofs should be carefully checked for printer's errors, not for extensive changes. Authors must send any corrections within 15 days. The corresponding author will receive the final version, in PDF format.

**Permits and legal authorizations**

Manuscripts reporting studies that, according to national laws on the protection of animals or animal experimentation, require licences or administrative authorizations in their respective jurisdictions must specify it in the ACKNOWLEDGEMENTS section.

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