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Instructions for authors

Scope: We will accept papers written in English or Spanish, by any kind of public (amateurs and professionals), with a scientific and naturalist style. This means that we accept descriptive works, including direct observations made in the field, as well as works of broader content. The scope of the publication includes issues on systematics, diversity, ecology, general biology, ethology, biogeography, etc. Among these topics, we prioritize studies about character analysis, morphological variability at different levels, identification guides, catalogs or synopsis of organisms groups, biological established collections catalogs, and in general, all work devoted to facilitate species identification. In addition, studies of diversity, geographic range extensions, aspects of species conservation biology, general observations, etc. Therefore, we encourage the use of all available support tools (*e.g.* digital photography, computer programs of all kinds).

We will not publish dubious, incomplete or lack of seriousness observations. We do not publishing collection catalogs that do not show permanence in time, and/or professional techniques of conservation and management of material.

The articles are classified into the following types:

Letters to the editor: we will receive letters relating to issues of contingency in biological sciences. These may not exceed two pages.

Briefs notes: address specific issues or limited in scope issues, not exceeding two pages.

Research Articles: includes original research work between 2 and 20 pages, dealing with different topics.

Reviews: work without page limit, reviewing, updating and/or abstracting the knowledge of a topic.

News: works with different types of information related to biodiversity in general and not original contributions. Examples: new lists of references and/or publications of interest to the knowledge of biodiversity, lists of new taxa for an area, book reviews and miscellaneous topics.

Additionally we have the following sections: Identification tools (devoted to any kind of tool for the identification of species in a group), and Medical and Sanitary Zoology (devoted to publish any kind of new information about species of medical and/or sanitary interest).

Will be privileged those works to contribute to a better understanding of poorly studied taxonomic groups or whose knowledge is outdated.

The contributions published in the Boletín de Biodiversidad de Chile (BBChile) have no charge for authors.

Writing articles

Manuscripts should be sent to general editor to *jperezsch@gmail.com*, requesting evaluation of the work. This message should state explicitly the consent of all authors for publication of the work and that it has not been sent for review, and is not published in another journal. Additionally, indicate if the manuscript must be submitted to **pre-evaluation committee**. This commission has been created to support amateur researchers in the process of development and preparation of manuscripts, before entering the formal evaluation process.

Please strictly follow these instructions to avoid unnecessary delays in the evaluation process. Manuscripts that do not fully comply with these instructions will be returned to authors for correction. For doubt we suggested review the format in previous issue of the journal.

Format of manuscripts

Papers must be submitted in Word format with the following basic features:

- Sheet in letter size (21.59 X 27.94 cm), with margins of 2.5 cm
- justified text (left aligned subtitles), with font Palatino Linotype. Size of general text 11; main title and subtitle in bold, with sizes 14 and 12 respectively. Interlined 1.5 points and spacing 6 points (format, paragraph), without any bend.

General Instructions

The following sections will be included: 1. Title, 2. Introduction, 3. Materials and methods, 4. Results, 5. Discussion, 6. Conclusions 7. Acknowledgements, 8. References 9. Figures and Tables.

Results, discussion and conclusion can be merged into one section. In the case of brief notes, sections and news you can use a continuous text format, without subtitles, except Introduction, Acknowledgements and References.

1. Title.

The **title** should be short and informative, clearly indicating the issue of the work. It should be written in small caps, centered, bold and 14 sized. In parentheses should be included higher taxa to which belongs the group of study (*e.g.* Phaeophyta: Laminariales). All scientific names would be cited in full, including author and year (*e.g.* *Ammonia beccarii* (Linnaeus, 1758)) for animals, the author without date for plants (*e.g.* *Tropaeolum speciosum* Poeppig & Endlicher).

Under the title should indicate the **name of the author(s)** (size 12, bold, left aligned), followed by each author's full address and e-mail at least for the principal author (size 10, italic and left aligned).

Abstract will be written under the title, in font size 10, should give a clear idea of the work content. Therefore should include background information, results and conclusions. This must include the geographical coordinates of the locations studied. Abstract should not exceed 250 words.

Keywords will be placed following the abstract and in the same style. Include up to 8 words referring to the work.

A **Spanish title** should be written below the key words, with size 12 and bold, without small caps.

The **resumen** (Spanish abstract) is an accurate translation of the abstract and should be written in the same style.

The **palabras claves** will be a translation of key words, written in the same style.

2. Introduction

The **introduction** should include enough reference theoretical information to certify the knowledge of the author(s) about the issue (especially important in the case of amateur authors). Consequently, the entire contents should be backed with valid references and included in the bibliography of work (see this section.). An exception to this rule constitute the paragraphs that include general background of general domain.

3. Materials and methods

This section should provide detailed and orderly methodology, both during sampling and during its analysis. When using complex methodologies previously employed in other works, it will make a brief explanation and cite a reference for looking up a paper seeking details. There should be consistency between the materials and methods used and results obtained.

In detailing the biological material, indicate **how studied specimens was identified** (*e. g.* literature, consultation with specialists, compared with specimens identified in collections, taxonomic keys, etc.). In case of doubtful identification may use Latin expressions *confer* (*cf.*) (= compare with...) or *affinis* (*aff.*) (= related to...). It is recommended that the identification is accompanied by a brief discussion of the characteristics that justify it, except in diversity studies, where you can use the morphospecies approach and include species without reference to taxonomic names (*e. g.*, species 1, species 2, etc.).

The studied biological material will be deposited in a public or private collection, properly labeled and individualized to allow for consultation and/or future revisions. This requirement will be particularly considered in case studies that did not include a detailed analysis or taxonomy of the species (*e.g.*, diversity studies, reports of collections).

4. Results

Should be strictly based on observations made through the materials and methods used. It should only include observations, without adding any additional trial, except when this section be merged with the discussion and/or conclusion.

5. Discussion

Should be based strictly on results and include arguments supported by citations included in the references.

6. Conclusions

These should be written, where possible, from the previous sections, trying to highlight the contribution of the work. No conclusions should be included that are not exclusively derived from the results and discussion. However, general comments can be issued if those are supported by additional background included in the discussion. This section, along with results and discussion can be presented merged into a single subtitle.

7. Acknowledgements

These may include all persons, institutions and/or projects that contributed in some way to the development of work. Acknowledgements should not exceed 100 words.

8. References

Will be drafted in 10-point font and should include all full references of works cited in the article. Valid references are those belonging to papers published in scientific journals with an editorial board, avoiding where possible, and the use of non-refereed or popular publications. The inclusion of references to web sites will be considered only where it is noted the seriousness of it. This will also be applied to any other publications. The inclusion of references to "unseen", "unpublished" or "personal communications" should be evaluated by the editors.

The citation of references in the text will look as follows: (Kuribayashi, 2004; Morino & Karaman, 1998, Barnard *et al.*, 1974).

The format for writing references is:

Articles:

Kuribayashi, K., S. F. Mawatari & S. Ishimaru, 1996. Taxonomic study on the genus *Sternomoera* (Crustacea: Amphipoda) with redefinition of *S. japonica* (Tattersall, 1922) and description of a new species of Japan. *Journal of Natural History*, 30(1): 1215-1237.

Books:

Barnard, J. L. & C. M. Barnard, 1983. *Freshwater Amphipoda of the world*. Associates Hayfield, Mount Vernon Virginia, 830 pp.

Book chapters:

Humphreys, W. F., 1999. Relict stygofaunas living in sea salt, karst and calcrete habitats in arid northwestern Australia contain many ancient lineages. pp. 219-227. In: Ponder, W. & D. Lunney (eds) *The other 99%. The Conservation and Biodiversity of Invertebrates*: Transactions of the Royal Zoological Society of New South Wales 5.

The "In" before the names of the authors of the book will be replaced by "En" in manuscripts written in English.

Web sites with general format similar to book references

Author, Year of publication. Web site name. Institutional affiliation, if any. Website address (no hyperlink, italic).
Date of last access.

Platnick, N. I., 2007. *The World Spider Catalog*. American Museum of Natural History.
<http://research.amnh.org/entomology/spiders>. Last accessed August 30, 2009.

9. Figures and Tables

Should be cited in sequence in the text as follows: (Figure 1), (Table 1).

Figures should be included to illustrate the following aspects of the work: distribution maps or location of study sites, general appearance of the species, morphological details of importance in identification, graphics, recording habitat, behavior, color patterns, etc.

Is it possible to use color photographs. It is suggested, where possible or necessary, include images of the studied organisms and their habitats (only photographs of specimens used in the study or the same population. We do not accept images of the same species from other sources).

Each figure should bear a legend in the language of the article and other in the alternative language, Spanish or English as appropriate. Shall be located at the bottom of the image, font size 10, bold header (except in legend alternative language), centered and spaced 0.

Figure 1. Physical parameters of the water column.
Figura 1. Parámetros físicos de la columna de agua.

It will accept images in color or scientific black and white line drawings of good quality. Digital photographs must have a minimum of 3 megapixels, with good focus and brightness. The drawings must adequately represent the objects, keeping the proportions and made, when possible, through a means that ensures the fidelity of the representation (e.g., camera lucida, reproduced from photographs, through the measurement of proportion, and so on. Is suggest consult the book "Biological Techniques" Knudsen, 1966). The final drawing will be scanned with "black and white" and in the case is rendered several more specific structures, you should write a plate where each part will be individualized by letters (e.g., Figure 1A, 1B, etc.). It is recommended to draw large figures (e.g., legal size for each structure) and fine point Rapidograph pen to ensure a high quality final presentation, with thin and well defined lines. If necessary, perform a "cleansing" of each figure (we suggest using Photoshop or Paint programs) to remove stains or unintentional mistakes. Graphics should be made with programs (e.g., Excel, SigmaPlot), avoiding extravagant aspects or very strongly colored. In each photograph or drawing is preferable to include a reference scalebar (in cm, microns, etc.) to get an approximation to the real bodysize or structure shown, although alternatively, it may indicate the size in the text of the Figure legend (e.g. **Figure 1.** *Orchestoidea tuberculata* Nicolet, 1849. Total length 23 mm. Habit of a male specimen.).

Figures should be submitted along with their legends at the end of manuscript, to facilitate the evaluation process. Additionally, the figures must be submitted separately in at least 400 dpi, in JPG format, in separate files named by the figure number.

The **tables** are used to provide additional information to help understand the text (e.g., species lists and numbers, test results, etc.). Be made using the tools provided by Word and will be cited in appropriate places and presented at the end of the manuscript. Tables should include only three horizontal dividing lines (black, no special effects), in top and bottom of the header and at the end of the table. There may be

exceptions to this rule, when this will contribute to facilitate the visualization of data. The text within the table must be of size 10. The first word of the column headings and rows should begin with a capital letter (do not use italic, except for scientific names).

Each table shall bear a legend in the language of the article and another in the alternative language (English or Spanish as appropriate), both located at the top, with the following format: font size 10, bold header (except the legend alternative language), centered, spacing 0.

Table 1. Community parameters of the studied stations.
Table 1. Parámetros comunitarios de las estaciones estudiadas.

Station	Richness (S)	Diversity index (H')	Dominance index (D')	Evenness index (J')
A-R1	2	1,000	0,487	1,000
A-R2	1	---	1,000	---
B-R1	2	1,000	0,474	1,000
B-R2	1	---	1,000	---

General Recommendations

The units and abbreviations should follow the International System of Units, so do not use points after these abbreviations (eg, g, mm, m, km, ha, l).

Dispersion measures must be identified by their abbreviations (*e.g.*, standard deviation and standard error are indicated as DE and EE, or SD, SE, in Spanish or English, respectively).

Describe the results of any statistical test analysis indicates (you may use approved acronyms, eg, ANOVA or ANOVA), symmetry (one or two lines), the test statistic and its value, degrees of freedom (as a subscript of the test statistic) and/or sample size (depending on the convention of the test), and the value of P. Enter exact values of P (in this case up to four decimal places) for both significant and insignificant results except for P values less than 0.0001, which should be described as "P <0.0001"

Only the names of genera, species and greco-latin words (*e.g.*, *et al.*, *in situ*, *op. cit.*) should be in italics. Apart from the above, do not use any special font or text. Abbreviations such as sp., sp. nov., spp., etc. are not proper names and are not italicized.

Binomial names are written in full, including author and year (*e.g.* *Elphidium williamsoni* Haynes, 1973), in the titles and as they are reported for the first time in the text. Note that between the binomial and the author name is a space without a comma, but between the author and the year there is coma. Taxonomic information submitted should adhere strictly to the **international codes of biological nomenclature** for. Where there is no consensus regarding the classification of a group of organisms, must include the citation to endorse the alternative used in the article.

When an abbreviation or acronym is used for the first time it should be preceded by the corresponding full term (*e.g.*, Centre for Biodiversity Studies (CEBCh)). After this clarification, the abbreviation or acronym

may be freely used in the entire manuscript. This mechanism does not apply to the standard abbreviations for measurement units (kg, m, etc.).

Geographic locations should include geographic coordinates (except in exceptional cases), it is recommended to use GPS or alternatively Google Earth program. Example coordinates: 53°08'22"S, 70°53'36"W. Note the use of spaces between the coordinates and the cardinal and the use of a semicolon to separate latitude and longitude. The meters above sea level (altitude), are written as follows: 30 masl. Note that being a unit of measurement has no points, or capitalization, or plural.