



Editorial Guidelines
Mammalogy Notes

Editorial Committee
Sociedad Colombiana de Mastozoología
Version – 2022

Instructions for authors

Focus and scope

Mammalogy Notes (MaNo), is a scientific journal dedicated to the publication of notes, reviews and articles derived from research work on aspects related to mammals from any discipline. The journal is edited and published by the Colombian Society of Mammalogy (SCMas), and receives contributions in Spanish or English, throughout the year. Mammalogy Notes is bi-annual and publishes two issues a year. **Mammalogy Notes is completely open access and does not charge for submitting, processing or publication.**

Types of contributions

Mammalogy Notes (MaNo) accepts five types of contributions:

Editorial

The editorial is not restricted to the focus and scope of the journal, but must be linked to one of the scientific fields related to mammals. These contributions will be generated mainly by invitation of the Editorial Committee; however, the journal receives proposals from both editors and external authors. Who should express their interest and send a proposal to the Editor in Chief, or the Editorial Committee email (editorial.scmass@gmail.com).

Notes

The notes are the backbone of Mammalogy Notes and are based on unpublished observations, field data, and any contributions related to the study of mammals. All notes will be handled by a section editor or a guest editor and will be reviewed by two external peers, in a double-blind system. All disputes arising from external peer review will be resolved by the section editor or guest editor. The notes are divided into the following topics:

- *Distribution extensions*

New records on the extension of the distribution area of mammalian species. The records will be corroborated by means of specimens (tissue or DNA) deposited in duly endorsed biological collections, good photographs, acoustic records or clear evidence that allows an accurate identification of the species in question. The note must clearly incorporate the extension of the distribution or the specific reasons for the registration to be considered as an extension. It must include the exact location of the record (with coordinates) and information related to the habitat and the locality. The note should not exceed 1,000 words in text (without references), and may include a table and up to two figures, we suggest including a map and a photograph of the record, ideally of the locality compared to the known distribution.

- *Natural history*

Novel information on natural history, including, but not restricted to diet, behaviors, habits, vocalizations, habitats, predation, among others. The identification of the species(s) and the justification for being an innovative contribution for the species or group must be clearly indicated. The natural history note should not exceed 1,000 words in text (without references) and may include a figure and a table.

- *Species inventory*

Systematic inventories of mammal species, in little explored areas or of little known species in well sampled areas. It will include specific data on the methods and taxonomy of the species recorded, as well as a detailed description of the study area (e.g., exact location, type of habitat, etc.). The text should not exceed 1,500 words (without references), and may include up to two figures and a table (ideally with the list of species). Additionally, as Supplementary Information, details on the taxonomic identification of the species (particularly for small mammals) may be included. In the case of photo-trapped inventories, authors will be asked to send the raw data as supplementary material. In case of collection, catalog numbers and the name of the collection where the specimens were deposited must be provided. Mammalogy Notes will only receive contributions based on specimens deposited in duly registered and endorsed collections. The respective collection permits and/or corresponding research permits or endorsements must be included in the text or acknowledgments. In addition, photographic support of the identified species, taxonomic description used for the identification and any other pertinent information for the publication must be provided.

Book reviews

It refers to short reviews of recently published mammalogy books. The review should not exceed 500 words and will not include tables or figures. Revisions may be reviewed by a member of the editorial committee. Please contact us if you would like us to review your book.

Articles

Original contributions in the field of mammalogy derived from scientific research, including topics related to morphology, physiology, ecology, paleontology, conservation, taxonomy, systematics, biogeography, evolution, and any other aspect related to mammalian research. They will have a maximum of 6,000 words and will be structured in IMRD format (INTRODUCTION, MATERIALS AND METHODS (divided into subsections; Study Area and Methodology), RESULTS, DISCUSSION, ACKNOWLEDGMENTS and REFERENCES). In case of collection or review of specimens, the catalog numbers and the name of the biological collection where the specimens are deposited must be provided. In addition, photographic support of the identified species, and other pertinent information for the publication should be provided, as far as possible. Articles may include various figures and tables plus supplementary material. All articles will be managed by a section editor or a guest editor and will be reviewed by two external peers, in a double-blind system. All disputes arising from external peer review will be resolved by the section editor or guest editor.

Correspondence

Short and original contributions of opinion or review in the field of mammalogy, including topics related to species identification, legislation, morphology, physiology, ecology, conservation, taxonomy, systematics, biogeography, evolution, and any other aspect related to mammalian research. They will have a maximum of 1,500 words (without references).

Correspondence contributions may discuss articles published in Mammalogy Notes or in other journals and also topics of general interest related to the practice of mammalogy.

Requirements for submitting manuscripts

As part of the submission process, the authors must verify that their submission complies with all the elements shown below. Those contributions that do not meet any of the following guidelines will be returned to the authors:

1. The manuscript has not been previously published, nor has it been submitted for consideration in any other journal (or an explanation has been provided in the Comments to the editor).
2. The submission file is in word processing software format (OpenOffice, Microsoft Word or RTF), following the templates (available [here for Notes](#) and [here for Articles](#)).
3. The manuscript follows the guidelines of the journal according to the type of contribution: Editorials, Notes, Book Reviews, Articles or Correspondence, which appear in the Submissions section of the journal's website.

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Instructions for the preparation of manuscripts


All manuscripts must be submitted in Microsoft Word (.doc or .docx), OpenOffice or RTF format (including tables and figures in the same file). The file to be submitted must be in the format of the template for [Notes](#) and [Articles](#) maintaining the IMRDAR structure for Articles. For Natural History, Distribution Extensions and Species Inventories notes, at least one introductory paragraph, a methods paragraph, a results paragraph and a discussion paragraph will be included, without the respective headings, but headings will be used for Acknowledgments and References. Contributions from Editorials, Book Reviews and Correspondence will not have any headings. The font is Fira Sans in uppercase and bold, size 14, for headings, in lowercase and bold, size 12 for second order headings, and in Fira Sans Light font, size 11 for the document text and size 10 for references. Fonts are included in the template. Margins and spacing should follow the format of the templates.

The text in general for the different contributions (alignment, line spacing, font, size, etc.), will be based on the design of the template. Scientific names of generic or lower category should be written in italics (e.g., genus *Tamandua*, species *Tamandua mexicana*) and expressions such as «i.e.» and «e.g.», should be written in normal text. Common names referring to a particular species will be capitalized (e.g. Ocelot).

Title

All contributions must include a concise, clear and explanatory (focused) title of the work, no longer than 20 words. Standard title: Subject – species (Order: Family) – location (e.g., Distribution range of *Leopardus tigrinus* (Carnivora: Felidae) in the department of Antioquia, Colombia; Predation of waterfowl by *Mustela frenata* (Carnivora: Mustelidae) in the department from Cundinamarca, Colombia).

Authors

The authors of the contribution will be listed separated by commas and with a consecutive number in superscript associated with their current affiliation following the template; do not include positions or academic titles. All authors must have [ORCID](#) and this must be included as a hyperlink by editing the icon attached to each author (i.e., right click on the respective icon - , click on “Edit link”, and the address field adds the full ORCID address of each author, eg, <http://orcid.org/0000-0002-7002-2200>). In the case of the corresponding author, an asterisk will be added in front of the name and the contact email will be indicated in the space indicated in the template.

Resumen / Abstract

A single paragraph that does not exceed more than 10% of the length of the manuscript, and with a maximum length of 200 words for Notes and 300 for Articles. Three to five Keywords and Keywords will be included, which have not been used in the title. The Abstract must be the true English translation of the Resumen and must not include bibliographical references.

Tables and Figures

Their position in the text should be indicated, in consecutive order (e.g., Table 1, Figure 1). The figures and tables must be sufficiently explanatory to be interpreted without the need to add too much text in the table headers or figure footers. The tables must be in an editable format, not as an image, and will only include horizontal lines. Figures can be in color, in JPG or TIFF format, with a minimum resolution of 300 dpi.

TABLE 1. Example of a table. It must be guaranteed that the elements are easy to read for any reader.

Order	Family	Genus	Species	Specimens
Didelphimorphia	1	8	17	141
Paucituberculata	1	1	1	7
Cingulata	2	2	4	27
Pilosa	3	4	4	28
Sirenia	–	–	–	–
Eulipotyphla	1	1	3	69
Chiroptera	7	51	112	2210
Carnivora	6	18	20	120
Perissodactyla	1	1	2	2
Artiodactyla	3	5	7	30
Cetacea	–	–	–	–
Primates	5	9	10	28
Rodentia	10	33	46	583
Lagomorpha	1	1	2	40

In case of including photographs, they must be sent without editing and reframing, as it has been generated by the camera, and in the original format (RAW, JPG or TIFF), with the minimum size (cm), and resolution (dpi). of the magazine. It is optional to submit a written or imaged suggestion of how the author wants the photo to appear (framing, character highlighting, etc.; the style and production editor may adjust the image without prior suggestion). The legend of the figure must be sent to contextualize the image, as well as the identification with the lowest possible taxonomic category. Figure and table footnotes must be formatted according to the template.

Maps and geographic coordinates

The design of the maps must be orderly and contain the key spatial elements for the representation of the context that is being described in the text, avoiding the saturation of information in the image. The minimum components that the map must have are: coordinates, geographic north, graphic scale and legend or symbols. The format of the coordinates should coincide with those described in the text and should preferably be in decimal degrees (i.e., 4.7438, -72.5674), under the WGS84 reference system. The fonts and symbols that are included must be legible. It is suggested that institutional names or map designers be recorded in acknowledgments. If necessary, the sources or inputs of cartographic information (i.e., satellite images, vegetation covers, registros de especies, entre otros), deberán incluirse en la sección de materiales y métodos o en el pie de la imagen, con la correspondiente cita y no como parte de la figura.

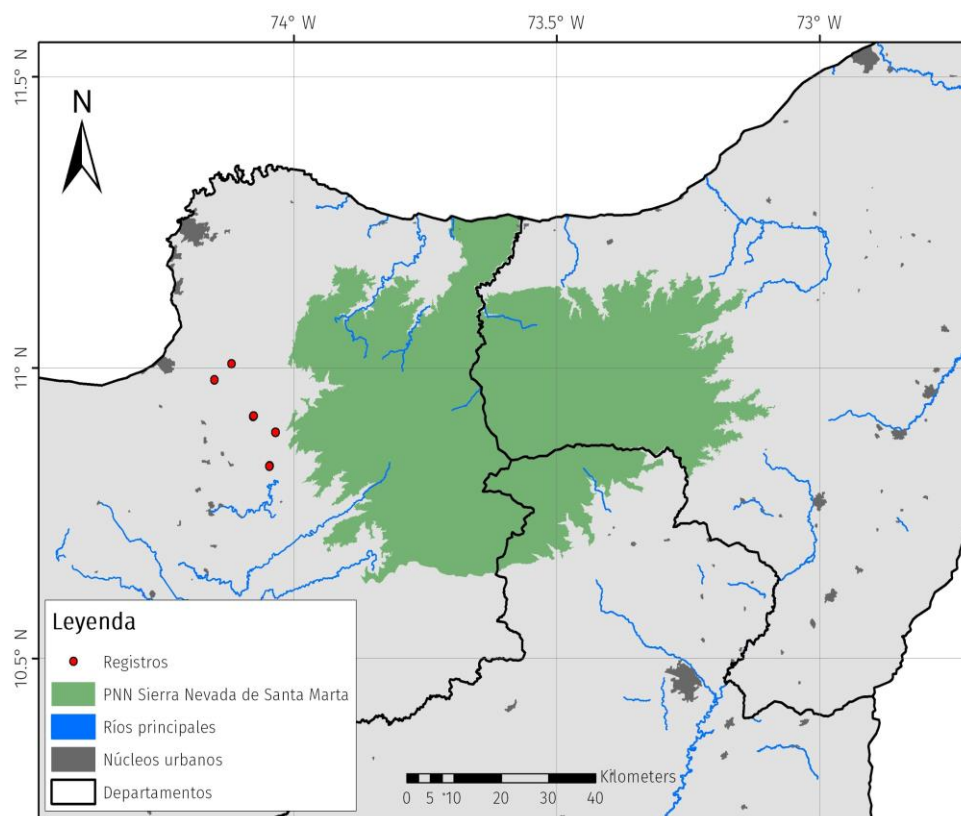


FIGURA 1. Los mapas deberán contar con una escala, norte geográfico, leyenda y coordenadas en los ejes X / Y. Asegúrese que todo el texto tenga suficiente tamaño para ser legible (mínimo 12 puntos).

Results

The results must clearly and concretely present the main findings of the work. They do not usually include bibliographic citations. It must describe the products of the methodological process or, in the case of Records and Observations Notes, it must include the precise details of said observations.

Discussion

The results will be analyzed in terms of relevance, context of the findings and their potential explanation, arguing with bibliographical references. It must include the main conclusions derived from the work and close with the main message derived from the work in accordance with the objectives or hypotheses raised and the pertinent recommendations derived from it.

Acknowledgments

Simple and short text that includes the relevant acknowledgments, i.e., institutions, permissions, funding sources, editors, reviewers or other people and entities that the authors consider should be mentioned.

Other requirements

- Numbers from one to ten will be written in letters (e.g., one, two, three...), and later as numbers (e.g., 11, 12, 50, 100).
- For decimal figures, use a comma (e.g., 26.8) and thousands point (e.g., 1,000).
- To indicate the time, the 24-hour system must be used (e.g., 02:30 or 18:45).
- For elevation above sea level, indicate it as meters above sea level for short (e.g., 1,200 masl).
- Symbols such as percentage or units should have a space between the number and the symbol (e.g., 10%).
- It is mandatory to use the template, including the header styles, and the formats included for the other sections.

Ethical statement In the case of works that involve field work, human participants, manipulation, capture or sacrifice of animals, it is necessary to add a paragraph or sentence at the end of methods, stating that the techniques used have been reviewed and approved by an ethics committee, or animal welfare of the author's main affiliation entity, as well as the corresponding research permits and consents. It is also suggested that the protocols be consistent or compatible with the available guide for mammalian research published by the American Society of Mammalogist (available [here](#)).

Citations and bibliographical references Mammalogy Notes recommends using the free services of reference managers [Mendeley](#) o [Zotero](#), which allow you to create your own searchable library, quote as you type, generate end-of-text references, and read and annotate PDF files on any device. Errors in the citation and reference format may delay the publication process and the technical editors may return the manuscript to the authors for the respective adjustment. The citation and reference format will follow the instructions of the Council for Science Editors in the author year system (CSE Style Manual 8th Edition N-Y) which can [download here](#).

Citations in the text will be as follows: for one author (Allen 1904), two authors (Allan & Jones 1999), and three or more authors (Ahumada et al. 2011). In the case of more than one citation in the same sentence, they will be separated by semicolons and will be in ascending

chronological order (i.e., Aconcha-Abril et al. 2009; Arias-Alzate & Acevedo-Quintero 2014; Ramírez-Chaves 2016). References will go at the end of the manuscript, in alphabetical order. In case of having several citations by the same author, they should be recorded in ascending chronological order. All authors of citations should be mentioned with «et al.». In the references, the Digital Object Identifier (DOI) must be included as a complete URL address including the resolver (<https://doi.org/>), prefix and suffix i.e., <https://doi.org/10.47603/mano.v7n2.253>

Depending on the source of information, the format for references is as follows:

Articles:

- Amori G, Chiozza F, Patterson BD, Rondinini C, Schipper J, Luiselli L. 2013. Species richness and distribution of Neotropical rodents, with conservation implications. *Mammalia* 77:1-19. <https://doi.org/10.1515/mammalia-2012-0050>
- Arias Alzate A, Acevedo-Quintero JF. 2014. Registros notables del Oso de Anteojos *Tremarctos ornatus* (Carnivora: Ursidae) en el norte de Antioquia, Colombia. *Mammalogy Notes* 1:5-6. <https://doi.org/10.47603/manovol1n1.5-6>
- Ceballos G. 2007. Conservation priorities for mammals in megadiverse Mexico: the efficiency of reserve networks. *Ecological Applications* 17:569-578. <https://doi.org/10.1890/06-0134>

Book:

- Baillie JEM, Griffiths J, Turvey ST, Loh J, Collen B. 2010. *Evolution lost: Status and trends of the world's vertebrates*. Oxford, UK: Zoological Society of London.
- Wilson DE, Mittermeier RA. 2009. *Handbook of mammals of the world. Volume 1: Carnivores*. Barcelona, Spain: Lynx Editions.

Book chapter:

- Lizcano DJ, Ahumada JA, Nishimura A, Stevenson PR. 2014. Population viability analysis of woolly monkeys in western Amazonia. In: Defler T, Stevenson PR, editors. *The woolly monkey*. New York, USA: Springer. p. 267-282. https://doi.org/10.1007/978-1-4939-0697-0_15
- Koprowski JL, González-Maya JF, Zárrate-Charry DA, Spencer C. 2019. Local approaches and community-based conservation. In: Koprowski JL, Krausman PR, editors. *International wildlife management: Conservation challenges in a changing world*. Baltimore, MD, USA: Johns Hopkins University Press. p. 198-207.

Software:

- Environmental Systems Research Institute. 2013. ArcGIS 10.2.1. Redlands, California, USA.: Environmental Systems Research Institute.
- R Team Development Core. 2019. R: A language and environment for statistical computing. Vienna, Austria: R Foundation for Statistical Computing. <https://www.R-project.org>

Web page:

- Wieczorek J. 2001. Mammal networked information system MANIS. <http://manisnet.org>. Accessed on 15 January 2020.

IUCN evaluation:

- Lizcano DJ, Amanzo J, Castellanos A, Tapia A, Lopez-Malaga CM. 2016. *Tapirus pinchaque*. The IUCN Red List of Threatened Species 2016: e.T21473A45173922. <https://dx.doi.org/10.2305/IUCN.UK.2016-1.RLTS.T21473A45173922.en>. Accessed on 15 April 2020.