INSTRUCTIONS FOR AUTHORS

REVISTA IBÉRICA DE ARACNOLOGÍA / (IBERIAN JOURNAL OF ARACHNOLOGY)

FREQUENCY: 2 issues/year.
LANGUAGES: Spanish (preferable), without excluding others such as Portuguese, English, French, Italian, etc.
SCOPE: Any work related to any field of Arachnology, including the taxa Acari and Pycnogonida. There are no limitations on geographic range or discipline (Systematics, Ecology, Biogeography, Palaeontology, etc.).
AUTHORS: GIA membership is not required to publish in the RIA.
STRUCTURE: Editor-in-Chief plus, associated editors and external referees.
REPRINTS: Every senior author of each article will receive 25 reprints free of charge.

JOURNAL SECTIONS:

1) **ARTICLES AND NOTES:**

Articles must report novel scientific work and must conform to the general and specific Instructions given below. Each submitted manuscript will undergo double peer review (internal and/or external).
Notes and reviews: brief notes of limited scope, synthetic works not necessarily reporting novel findings, and, in general, contributions of interest that do not fit in the article category. The Editorial Board will decide upon the system of review to be employed in each case. Notes and reviews have to conform to the general and specific Instructions below.
The editorial board will decide whether a submitted manuscript fits better as an article or as a note or review.

2) **BULLETIN:**

This section will include general information about activities, projects and events related to Arachnology; GIA social affairs; literature reviews and information about available electronic resources; news and announcements; and an open forum. It will also include educational articles, bibliographic compilations, practical advice, etc.

GENERAL INSTRUCTIONS

-Units of measurement must be abbreviated according to the International Measurement System.
-Geographic names should follow the updated official terminology.
-The rules of the International Code of Zoological Nomenclature (ICZN) apply, and, with the exception of well-justified cases, the ICZN recommendations should be followed.
-Common taxa names should start in lower case (arachnids, scorpions, gnaphosids, etc.).
-Scientific taxa names should start in upper case (Arachnida, Scorpiones, Gnaphosidae, etc.).
-Use *italics* for genera, species and subspecies
-New taxa should be distinguished from the rest: **gen. n.** (new genus), **sp. n.** (new species), **ssp. n**. (new subspecies), **syn. n.** (new synonymy), **comb. n.** (new combination), **stat. n.** (new status). See 'New species and taxonomic revisions'.
-When new taxa are described, the author should indicate the features of the type material: sex, number of specimens, institution in which it is deposited, and all the data on the labels.
-It is preferable to reserve the use of italics, bold, small capitals, underlining, etc. for the cases indicated in these instructions.
-When cited in the paper for the first time, the species name should include the complete genus name. It can be abbreviated thereafter.
-A taxon cited for the first time should include complete information about the describer, including the year of description. This information should not be included thereafter.
-Any literature citation should include the first author's last name as well as the year of publication. The abbreviation '**op. cit**' should not be used. Repeat the citation of the year instead. In papers by three or more authors, only include in the text the first author followed by '**et al.**' and the year of publication.
-When studying material from different centres of precedence, a list of such centres, along with the abbreviations used in the text, should be included.
-Avoid the use of different font types, font sizes, indentations, spaces, etc.

NEW SPECIES AND TAXONOMIC REVISIONS (4TH EDITION OF THE INTERNATIONAL CODE OF ZOOLOGICAL NOMENCLATURE)

1. DESCRIPTION OF NEW TAXA:

1.1. A written description should be included.
1.2. An explicit mention to its novelty should be included (i. e., **fam. nov**., **gen. nov**., **sp. nov**.).
1.3. A name-bearing type should be designated which:
1.3.1. Within the family level, should be an available **genus**;
1.3.2. Within the genus level, should be an available **species**;
1.3.3. If the species level is being named, it should be a **holotype** specimen (which can be included together with **paratypes**) or a series of **syntypes** which will be explicitly outlined along with the collection in which it is deposited, which must be indicated.

2. TYPE DESIGNATION:

2.1. When assigning a species-level name in which the name-bearing type is a series of syntypes, one of the syntypes can be the name-bearing type (**lectotype**), and the remaining syntypes become **paralectotypes**, which do not have name-bearing value. The purpose is to clarify the application of a name to the taxon, and this purpose should be made explicit in the text.
2.2. Alotypes have been excluded from the ICZN and they are no longer acceptable.
2.3. Only in cases in which there is a serious taxonomic discrepancy, a **neotype** can be designated for replacing a lost holotype or lost syntypes. If there is an obvious way to identify the species, the ICZN does not allow the neotype designation. The neotype must be deposited in a publicly accessible collection.

3. NOMENCLATURAL ACTS:

3.1. Nomenclatural acts must follow the **Principle of the First Reviser**; that is, the first author to do it has the priority.
3.2. Nomenclatural acts are: the designation of a lectotype or neotype, the selection of precedence between two homonyms or synonyms published in the same date, the selection between two or more variant spellings of the same name, the designation of *nomina protecta* and *nomina oblita*.

4. MODIFICATIONS:

4.1. If a species or subspecies name that is usually placed within a genus is combined with a different genus (and not merely being a change in subgenus), it is considered a new combination, which should be mentioned as **comb. nov.**
4.2. If a name is the most modern homonym, it is not valid and should be replaced by the first available synonym. If a synonym is unavailable, the author can propose a replacement name, which should be indicated as **nom. nov.**
4.3. The abbreviation **stat. nov**. should be used exclusively to indicate that an infrasubspecific taxon (and therefore not available) has been promoted to species or subspecies; the author and date should be those that made the taxon available.

SPECIFIC INSTRUCTIONS FOR ARTICLES AND NOTES

-Each submitted work should include three copies of the manuscript, including text and figures, on A4 paper, double spaced and typed only on one side, or electronic copy of the text and figures (on 3.5" floppy disk or via e-mail).
-Upon acceptance for publication (after review), an electronic copy of the text will be requested (on 3.5" floppy disk or via e-mail). Acceptable formats are Word, WordPerfect, RTF, or similar.
-The mansucript should include the following sections:

(**1**) Title.
(**2**) Name and address of all authors.
(**3**) Abstract in Spanish not exceeding 10 lines.
(**4**) Key words in Spanish (Palabras clave): 10 or fewer. First list the words relative to the studied taxa (Order, Family, Genus, etc.) and then the Geographic range (ordered from large to small scale).
(**5**) Taxonomy: list of species and taxonomic revision. For example, sp. n., new synonymia, etc.
(**6**) Abstract in English. It will start with the title of the article in English.
(**7**) Key words: List of keywords in English according to directions in section (4).
(**8**) Taxonomy: like section (5), but in English.
(**9**) Optional: If the manuscript is written in a language other than Spanish or English, an abstract in that language can be included along with the keywords.
(**10**) Text: In general include the following sections and in the order recommended: a) Introduction, rationale of the work presented and brief literature review; b) Material and Methods, explaining the techniques and methods used; c) Results and Discussion, in which the results and conclusions of the work should be treated.

(**11**) Cited references. Only those references that are cited in the manuscript. The references must be sorted alphabetically by author, and chronologically for each author. In cases in which the same author is cited for more than one publication in the same year, a lower case letter should be included following the year (e.g. 1990a, 1990b ...).

The style for citing a journal article is:
AUTHOR/S. Year. Title. *Journal* **Issue**: pp-pp.
SIMON, E. 1879. Arachnides nouveaux de France, d'Espagne et d'Algérie. *Bulletin de la Société Entomologique de France*, **4**: 251-263.
A book should be cited as:
AUTHOR/S. Year. *Title*. Publisher. City.
BELLÉS, X. 1987. *Fauna Cavernícola i Intersticial de la Península Ibèrica i les Illes Balears*. C.S.I.C. Mallorca.
A book chapter:
AUTHOR/S. Year. Chapter title. In: *Book title*. Editor/s. Publisher. City. Pages.
ZARAGOZA, J.A. 1986. Distribucion de los Pseudoscorpiones cavernicolas de la peninsula Iberica e islas Baleares (Arachnida). En: *Actas X Congreso Internacional de Aracnologia, Jaca*, Vol. **1**: 405-411.

(**12**) Other references: Non-published work should be cited in the text as 'unpublished data'. Doctoral theses should be cited only if of great relevance for the manuscript. In general, it is preferable to refer to theses as 'unpublished data' as well.
(**13**) Figures: All drawings, maps, graphs, pictures, etc., should be of high quality for reproduction in black and white. Any colours like blue, red, dark green, etc. in the original will change to black or dark grey after reproduction. Every figure should be numbered in the text (e.g. Fig. 5). All figures, independently of type, should be numbered consecutively in the text. After the manuscript has been accepted, the illustrations should be sent to the Editor in Chief. These should be correctly labeled and saved in TIF format with a minimum resolution of 300 ppp if they are in color or in gray scale, or 600 ppp if they are in black and white. In case the authors are not able to send digital figures they should contact the Editor in Chief for further instructions.
(**14**) Tables. Numbering should be independent for that of figures, and Roman numerals (I, II, III, etc.) should be used.
(**15**) Figure legends and table legends: Include the legends of figures and tables at the end of the manuscript. Legends should be included in the same language in which the manuscript has been written, with the additional option to include them in English as well.
(**16**) Appendices: The extended list of geographic citations, coordinates, etc., should be included in Appendices at the end of the manuscript rather than in the body of the text.

SPECIFIC INSTRUCTIONS FOR THE BULLETIN

A electronic copy (3.5" floppy disk or via e-mail) should be submitted. With the exception of information about events and activities, the name of the author should be included. In general, the contents of the Bulletin will be written in Spanish or Portuguese.

COLOR PICTURES

As a general rule the Revista Ibérica de Aracnología is published in black and white. Nevertheless, each journal issue is linked to a web site in which a full-colour version of each published black and white picture can be included. The authors of accepted manuscripts that provide the Journal with colour pictures can ask that their pictures appear in full colour in the web site. Similarly, any additional graphic material can be submitted for publication in the RIA'S web site. This additional material will be published in the web depending on its interest and technical quality.

SIMULTANEOUS ELECTRONIC PUBLICATION

Submission of articles or notes for publication in RIA automatically gives the GIA the right to include the title, abstract (in any language), key words and taxonomic section in the GIA web page, once the article or note has been accepted for publication.

SEND MANUSCRIPTS TO:

The manuscripts will be sent directly to the editor in Chief

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