

# Revista Mesoamericana de Biología Journal of Mesoamerican Biology

## Journal of Mesoamerican Biology Manuscript Template

**General Instructions on using this template:** Using this template and following the guidelines below will help you in assembling your manuscript to meet *Mesoamerican Biology Journals* format and will help us in processing your paper.

**When you are ready to submit, please delete the text on this introductory page.**

Submit the entire manuscript, including figures and tables, as a single Microsoft Word document (\*.doc or \*.docx). **Do NOT submit papers as pdf files.**

You can submit your paper via email. Contact the *Journal of Mesoamerican Biology* Office at [mesobiology.biovs@unah.edu.hn](mailto:mesobiology.biovs@unah.edu.hn) if you have any questions or need assistance.

### MANUSCRIPT FORMAT

1. Use 8.5" x 11" page size (letter size) with a 1" margin on all sides. Align left and do not justify the right margin. Number all pages starting with the title page and include continuous line numbers.
2. Double space throughout the manuscript, including tables, figures and title legends, abstract, and literature cited
3. Use Times New Roman 12-point font throughout except in figures, for which Arial is preferred.
4. Use the abbreviations provided in Section D (below) throughout the text.
5. Assemble manuscripts in this order:
  - a. **Title**
  - b. **Authors**
  - c. **Affiliations**
  - d. **Abstract (s)**
  - e. **Key words**
  - f. **Text**
  - g. **Acknowledgments**
  - h. **Data availability statement**
  - i. **Literature cited**
  - j. **Supplementary Information**

## A. TITLE, AUTHORS AND AFFILIATION

### Title

Where species names are given in the title, it should be clear to general readers what type(s) of organism(s) are being referred to, either by using Family appellation or common name when using species include original descriptor :

‘Invasion of Riverine systems by the Invasive armored catfish *Pterygoplichthys pardalis* (Castelnau, 1855)’ **OR** ‘Invasion of Riverine systems by *Pterygoplichthys pardalis* Loricaridae, (Castelnau, 1855)’

Titles that include a **geographic locality** should make sure that this is clear to the general reader:

‘Effect of habitat fragmentation on large mammal distribution, Merendon, Honduras’, **NOT** ‘Effect of habitat fragmentation on large mammal distribution in Merendon’.

**Authors:** Below title, include the author(s) name(s), affiliation(s), and unabbreviated complete address(es). Use superscript number(s) following author(s) name(s) to indicate current location(s) if different than above. In multi-authored papers, additional footnote superscripts may be used to indicate the corresponding author and e-mail address. Although geographical place names should use the English spelling in the text (e.g., San Pedro Sula, Antigua, San José), authors may use their preferred spelling when listing their affiliation (e.g., Zürich, Firenze, Brasil).

Corresponding author. Clearly indicate who will handle correspondence at all stages of review and publication, also post-publication. This includes answering any future queries about Methodology and Materials. Make sure that the e-mail address is given and that contact details are kept up to date by the corresponding author

## b. ABSTRACT PAGE

1. **Abstracts:** Abstracts have maximum of 250 words for papers and reviews and 50 words for Notes. There is no abstract for Commentary papers.
2. The Abstract should include brief summaries of the objectives, materials and methods, results, and significance of findings. Do not use abbreviations or citations in the abstract.
3. **Authors must provide a, “Resumen extendido”, a comprehensive summary of the article in Spanish or in English if submitting in Spanish.** This 1–2 page expanded abstract will include the following: one paragraph summary of background/justification of the study, 1–2 paragraph summary of the methods and materials, 1–2 paragraph summary of the results, and 1–2 paragraph summary of the discussion and implications of the results. ”
4. Optionally, authors may elect to provide a **Visual Abstract:** a figure developed from the paper that is meant to stand-alone as a representation of the key findings.

## c. KEY WORDS

1. **Key words:** Provide 6-10 key words after the abstract, separated by a semi-colon (;). Key words should be in English (with the exception of taxonomic information) and listed alphabetically.
2. Include the location of the study as a key word if it is not already mentioned in the title (see example below). Key words should *not* repeat words used in the title. Avoid words that are too broad or too specific. (e.g., *Key words: Zamiaceae; Zamia zandovalii; propagation; Honduras; tropical wet forest*).

## d. MANUSCRIPT PREPARATION

### *DOUBLE BLIND PEER REVIEW*

This journal follows a double-blind reviewing procedure. Authors are therefore requested to submit two versions of their manuscript:

- a. The full version including all author names and affiliations.
- b. A blinded manuscript without any author names and affiliations in the text or on the title page. Self-identifying citations and references in the article text should either be avoided or left blank.

### *TEXT FORMATTING*

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.

- Send editable tables .
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions)
  1. Headings: please use no more than 3 levels of displayed headings
    - a. Leave one blank line between main heading and text
  2. When using previously published data in analyses please cite both the data archive(s) and the original manuscript(s) for which they were collected in the text: “We used previously archived data (Bruna et al 2011a,b) in our simulations.”, where a is the data archive and b is the publication. Be sure both citations are included in the literature cited (see below for an example):
  3. Do not use footnotes in the main text.

## ARTICLE STRUCTURE

1. *Introduction* State the objectives of the work and provide background, avoid a detailed literature survey or a summary of the results. Prior work based on the same project and/or data must be referenced, a final paragraph stating the unique contribution of the new submission must be explicitly described.
2. *Methods or Methodology* Include study area description if applicable. Clearly describe procedure used to obtain results, avoid using “following method used in”. Avoid including results,
3. *Results* Results should be clear and concise.
4. *Discussion* This should explore the significance of the results of the work, not repeat them. No extensive citations and discussion of published literature should be included.
5. *Conclusions* The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

### e. ABBREVIATIONS

Abbreviations should be defined first and then used consistently through out the paper

### f. ACKNOWLEDGMENTS

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full

### g. DATA AVAILABILITY STATEMENT

A Data Availability Statement follows the Acknowledgements and must have the following format.

**Data Availability:** The data used in this study are archived at the Dryad Digital Repository (<http://dx.doi.org/10.5061/dryad.h6t7g>) and Genbank (accession numbers FJ644654.1- FJ644660.1).

Authors waiting for article acceptance to archive data can insert the DOI or Accession Numbers

when submitting the final accepted version. However, the article will not be published until the data availability statement is complete.

#### h. LITERATURE CITED

Please ensure that every reference cited in the text is also present in the reference list (and vice versa) The author is responsible for the accuracy of the references. References should be numbered consecutively in the order in which they are first cited. References given in tables or figure legends must be numbered in sequence with those in the text. References should be listed in numerical order in the reference section of the manuscript. Only works referred to in the text and already accepted for publication can be included:

Articles from journals: Names(s) and initials of all author(s): full article title. Journal name as abbreviated in Index Medicus, Volume number: first and last page numbers, year of publication.

Bozzetti, M., & Schulz, U. H. (2004). An index of biotic integrity based on fish assemblages for subtropical streams in southern Brazil. *Hydrobiologia*, 529(1), 133–144.  
<https://doi.org/10.1007/s10750-004-5738-6>

Articles from electronic publications: Names(s) and initials of all author(s): full article title. Journal name as abbreviated in Index Medicus, DOI number, and publication date.

Canada Centre for Inland Waters, & Chemical Institute of Canada. Analytical Chemistry Division. (1975). Water quality parameters: a symposium. Retrieved from <https://books.google.co.th/books?id=0hBSAAAAMAAJ>

Books: Name(s) and initials of all author(s): full book title, edition, place of publication: publisher, year of publication

Bussing, W. (1998). *Peces de las Aguas Continentales de Costa Rica*. (E. de la U. de C. Rica, Ed.) (2nd ed.).

**We strongly recommend using reference management software such as Mendeley, EndNote, CITAVI or similar to simplify building the literature cited and to minimize mistakes.**

- Avoid citation of manuscripts as ‘in prep.’ or ‘submitted’– they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication. Articles or book chapters cited as ‘In press’ must be accepted for publication; please include the journal or publisher.
- List works by the same author chronologically, beginning with the earliest date of publication.
- Use journal name abbreviations, which can be looked up here: <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>. If in doubt use the full journal

name.

- Article in books, use: AZY, B. 1982. Title of book chapter. *In* G. Yaz (Ed.). Book title, pp. 24–36. Springer Verlag, New York, New York.
- For theses and dissertations use: ‘PhD Dissertation’ and ‘MSc Dissertation’.

#### i. TABLES

- Should be inserted in the manuscript
- Please submit tables as editable text and not as images
- All tables are to be numbered using Arabic numerals. (e.g., Table 1, Table 2, etc.).
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

#### j. FIGURES

- All figures and photographs are referred to as ‘Figures’ in the text
- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in the text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article/chapter and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, “A1, A2, A3, etc.” Figures in online appendices (Electronic supplementary Material) should, however, be numbered separately.

#### *Figure Captions*

- Figures should be inserted throughout the text.
- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Label multiple plots/images within one figure as A, B, C etc., and please ensure the panels of each plot include these labels and are referred to in the legend (e.g., FIGURE 1. Fitness of *Medusagyne oppositifolia* as indicated by (A) seed set and (B) seed viability’, making sure to include the labels in the relevant plot.)
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

### *Figure Placement and Size*

Figures should also be submitted separately from the text as well with high resolution in JPEG format.

Maps of field sites are generally included in the Supplementary Information unless they also present the results of analyses.

Final figures will be reduced. To ensure all text will be legible when reduced to the appropriate size use large legends and font sizes. We recommend using Arial for labels within figures without bolding text.

## **k. SUPPORTING INFORMATION**

1. We ask authors to place maps of field sites and figures and tables that do not have central relevance to the manuscript as online Supporting Information (SI). The SI can also be used for species lists, detailed technical methods, photographs, mathematical equations and models, or additional references from which data for figures or tables have been derived (*e.g.*, in a review paper). All such material must be cited in the text of the printed manuscript.

## **l. COPYRIGHT TRANSFER**

Authors will be asked to transfer copyright of the article to the Publisher (or grant the Publisher exclusive publication and dissemination rights). This will ensure the widest possible protection and dissemination of information under copyright laws.

## **m. PROOF READING**

The purpose of the proof is to check for typesetting or conversion errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, *e.g.*, new results, corrected values, title and authorship, are not allowed without the approval of the Editor.

## **n. ENGLISH LANGUAGE EDITING**

For editors and reviewers to accurately assess the work presented in your manuscript you need to ensure the English language is of sufficient quality to be understood.