

## INSTRUCTIONS FOR AUTHORS

The Journal *Bioikos* publishes original scientific studies, reviews and scientific communications of many biological areas. In 2010, *Bioikos* was divided into broad areas for publication, with specific associated editors for each area. The areas are the following:

- **Molecular Biology**, covering:
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  - Physiology and Pharmacology
  - Biochemistry and Biophysics
  - Genetics and Molecular Biology
  
- **Environmental**, covering:
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  - Ecology
  - Zoology
  - Fishing Resources
  
- **Teaching**, covering:
  - Education, Society and Environment
  - Teaching of Sciences and Biology

We kindly ask the authors to indicate the area and subarea of the study according to the divisions above when submitting articles to the journal.

### EDITORIAL PROCEDURES

#### 1. Assessment of the manuscript

Manuscripts submitted to the journal in agreement with the editorial policy and instructions for authors are preselected by the editors according to the scientific merit of the contribution. If the article does not meet the requirements or standards of the journal, the authors will be asked to make the necessary changes and/or attach the missing documents, such as an introduction letter.

It is strongly recommended that the author(s) seek(s) professional linguists and/or translators certified in the Portuguese, English or Spanish languages before submitting articles with possible grammar, morphological, syntactic, idiomatic and/or stylistic errors.

Poorly written original articles containing mistakes and/or morphological or syntactic errors are returned to the authors before assessment of their merit or of publication convenience.

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The journal uses the blind review system, that is, both the referees and the authors remain anonymous to each other. Therefore, the authors are asked to avoid including information in the text that may uncover their identity.

If any of the referees report a conflict of interest, the editorial committee will send the article to another *ad hoc* referee.

The referees will either (a) accept the article in full; or (b) accept the article but request changes; or (c) refuse the article. The authors will always be notified of the outcome. However, the editors will make the final decision on whether to publish the article. They will also make adjustments if necessary. Texts with problems are returned to the authors for corrections. The authors are asked to return the article to the publishing department within the established deadline.

**Accepted manuscripts** may return to the authors for approval if changes are made during editing and formatting to meet the style of the journal.

**Hard proofs** are sent to the authors for correction of possible printing mistakes. Please return the hard proofs to the publishing department before the deadline. Other changes in the manuscript cannot be made during this phase.

#### 2. Submission of manuscripts

When submitting articles, the authors are asked to (a) indicate three referees and their respective professional and contact information; (b) include a letter describing the type of study, declaring that the manuscript is only being submitted to *Bioikos* and agreeing to transfer the copyright ownership to *Bioikos*. This letter must be signed by all authors (original or electronic signatures). Also include the full name, address, telephone numbers, and e-mails of the corresponding author in the letter; (c) If figures or tables published elsewhere are used, please attach the authorization from the respective publisher(s) to use them; (d) include four hard copies of the article using line spacing of 1.5 and Arial font size 11; (e) include a labeled CD-ROM or DVD with an electronic copy of the manuscript in *doc* or *docx* format (Microsoft Word version 97-2003 or newer). The label should contain the name(s) of the author(s) and file.

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*Bioikos* Journal publishes original and review articles and scientific notes. Manuscripts may be in Portuguese, Spanish or English and be 15 to 20 pages long. Number all pages, starting at the title page, which should be page 1. Use A4 paper with upper

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Use blue font to make the requested changes to the text. Include a new letter addressed to the editor confirming your continued interest in publishing the manuscript and listing the changes. The letter should also contain the title and code of the manuscript and, in case of disagreement with the referees' recommendations, arguments that justify your position.

Include the following information in the title page:

- a. Complete title – should be concise and avoid excess words, such as “assessment of...,” “considerations about...,” “exploratory study...;”
- b. Short title with up to forty characters with spaces in English and Portuguese or Spanish;
- c. Full name of all authors indicating their institutional affiliations. Only one title and affiliation will be accepted per author. The author(s) are free to choose which title and affiliation they prefer. Do not abbreviate the titles or affiliations.
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**Abstract:** Articles submitted in Portuguese or Spanish must have an abstract in the respective language and one in English. The abstract should have at least 150 words and at most 250 words. Articles submitted in English should include an abstract in Portuguese in addition to the abstract in English. Include in the abstract the objective(s), method(s), information about location, population and sample of the study, and most important results and conclusions, considering the objectives of the study. Also make suggestions for future studies. Abstracts should not contain citations, acronyms or abbreviations. Abstracts may have from three to six keywords.

**Text:** original articles (but not reviews or scientific notes) should follow the formal structure of scientific papers:

- The **Introduction** should contain a current literature review, pertinent to the theme, appropriate to the presentation of the problem and emphasizing its importance. It should not be extensive, except in review articles.

- The **Material and Methods** should contain a clear and succinct description of the method(s) used followed by the

corresponding literature references, including procedures, universe, sample, measurement instruments and, when applicable, validation method and statistical treatment. Demonstrate that the statistical procedures were not only appropriate for testing the hypotheses but were also correctly interpreted. Indicate the significance levels used (e.g.  $p < 0.05$ ;  $p < 0.01$ ;  $p < 0.001$ ). If animals are used in the study, indicate if the guidelines of institutional or domestic research committees or domestic laws regarding the care and use of laboratory animals were followed. Also include the number of the approval process.

- The **Results** should be presented in self-explanatory tables or figures with statistical analyses whenever possible. The data in tables and figures should not be repeated in the text. Tables, charts and figures should be limited to five in all and numbered consecutively and independently with Arabic numerals, in concordance with the order in which they are mentioned in the text. Use one page for each item (table, figure, chart, etc.) and indicate their location in the text. Always include the location and year of the study in their titles. Keep the titles short. Use open side borders for charts and tables. The author(s) are responsible for the quality of the figures (drawings, illustrations, tables, charts and graphs). It should be possible to resize them without loss of resolution (size of one or two columns, 7.6 and 16.2 cm respectively). Landscape format is not accepted. **Digital figures** should be in JPEG with a minimum resolution of 300 dpi. Printing of **color images**, if technically viable, is paid by the authors. If the authors are interested, *Bioikos* will provide a quote of the costs which will vary according to the number of images, number of pages the color images will occupy and whether other authors also requested printing of color images.

**Figures** should be sent in high quality print, in black and white and/or shades of gray and/or hatches. **Graphs** should be sent separately in WMF files (Windows metafile) and in the format of the program that generated them (SPSS, Excel) accompanied by their quantitative parameters in tables containing the names of all variables. **Satellite images** and **photographs** should be submitted in the following formats: TIFF (Tagged Image File Format) or BMP (Bitmap). Use a minimum resolution of 300dpi (dots per inch) and a minimum width of 16.2cm. Payment is due as soon as the quote is received, if agreed with. Authors are asked to pay by wire transfer or bank deposit. Account information will be duly provided.

The **Discussion (this section can be merged with Results):** should discuss the results appropriately and objectively and compare them with other published results.

The **Conclusion** should contain pertinent conclusions, i.e., considering the objectives of the study, and make suggestions for future studies. Do not make citations here.

**Acknowledgments** are accepted in a separate paragraph and should contain no more than three lines naming the institutions or individuals who in fact collaborated with the study.

Include the **scientific names** of the studied species in the captions of the illustrations (figures, tables and charts), abstract, and introduction. Abbreviations are accepted elsewhere.

Only include **attachments** if they are essential for text comprehension. Their publication will be decided by the editors.

Use standard **abbreviations and acronyms** and only those used conventionally or sanctioned by use. The first time the term is

mentioned in the text, it must be written in full accompanied by the abbreviation or acronym. Do not use abbreviations or acronyms in the title or abstract.

List **References** alphabetically at the end of the manuscript, according to the first author's last name and chronologically by author. All authors should be cited in references with two to six authors; if more than six authors, only the first six should be cited followed by *et al.* Include the full name of the journals. Citations and/or references of undergraduate monographs, summaries of works presented in congresses, symposiums, workshops, meetings, among others, and unpublished articles (for example, classes, among others) will not be accepted. Citations of dissertations and theses should be avoided as much as possible. If an unpublished work, that is, an article in press, of one of the authors of the manuscript is cited, include the letter of acceptance of the journal that will publish the article. If unpublished data obtained by other researchers are cited in the manuscript, include a letter from the original authors authorizing their use.

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### Examples of references

#### Journal

##### Two authors

Thatcher, V.E. & Brasil-Sato, M.C. (2008). *Ergasilussalmi* sp. nov. (Copepoda: Ergasilidae) a branchial parasite of "dourado", *Salminus franciscanus* from the upper São Francisco River, Brazil. *Revista Brasileira de Zoologia*, 25(3):555-7.

##### More than two authors

Rafael, J.A.; Silva, N.M. & Dias, R.M.N.S. (2008). Baratas (Insecta, Blattaria) sinantrópicas na cidade de Manaus, Amazonas, Brasil. *Acta Amazônica*, 38(1):173-8.

#### Book

Ângelo, C. & Mayr, E. (2008). *Isto é biologia: a ciência do mundo vivo*. São Paulo: Companhia das Letras.

##### More than two authors

Alberts, B.; Bray, D.; Lewis, J.; Johnson, A.; Raff, M.; Roberts, K. *et al.* (2007). *Fundamentos da biologia celular*. 2.ed. Porto Alegre: Artmed.

#### Book chapter

Alterthum, F. (2005). Crescimento bacteriano. In: Trabulsi, L.R. & Alterthum, F. *Microbiologia*. 4. ed. São Paulo: Atheneu. Biblioteca Biomédica.

#### Dissertations and theses

Silva, A.B. (2008). *Planejamento experimental e modelagem estatística do efeito do uso do lodo de esgoto em solos*. Dissertação em Desenvolvimento de Processos Ambientais, Universidade Católica de Pernambuco.

#### Works presented in congresses and the like

Tubino, R.A.; Paes, E.T. & Monteiro-Neto, C. (2007). Determinação objetiva de guildas ecológicas de peixes da região costeira de Itaipu, Niterói-Rj, Brasil. *Anais do XII Congresso Latino Americano de Ciências do Mar - COLACMAR*, 2007, Florianópolis. v.1.

**Web pages:** include the URL: <<http://www...>>. (accessed on June 4, 2008).

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