

## CCB MANUSCRIPT SUBMISSION GUIDELINES

Manuscripts prepared without careful attention to journal formatting requirements will be returned without review for reformatting. Authors who seek to publish in *Chelonian Conservation and Biology* must adhere to the instructions below. Please note that CCB charges \$100 per journal page for each published article. The Foundation depends on the payment of page charges to offset the cost of publication. Authors lacking institutional support and wishing to have page charges discounted or waived must make requests at the time of initial manuscript submission. Requests will be considered on a case-by-case basis.

**Open Access:** Open access charges for CCB articles are \$1500 for articles that are 1–4 published pages and \$2000 for articles that are 5 or more published pages. Page charges are automatically waived for all authors paying for open access; additional charges, e.g., color figures and excessive page proof changes, are the financial responsibility of the authors. Journal articles are published in hard-copy print version and are posted at CRF Online Journals ([www.chelonianjournals.org](http://www.chelonianjournals.org)) and BioOne ([www.bioone.org](http://www.bioone.org)). Page charges and open access fees are billed prior to publication.

**Submission:** Submit manuscripts via email to CCB Executive Editor Jeffrey Seminoff ([ccbjournal@gmail.com](mailto:ccbjournal@gmail.com)). Please include a cover letter with reviewer recommendations, the manuscript file, and a completed copyright form (see below).

**Manuscript File:** Only electronic submissions will be considered for publication. Manuscripts should be submitted as Microsoft Word (.docx) files via email attachment; please do not mail printed copies of the manuscript.

**Copyright:** It is a prerequisite that submitted manuscripts have not been published elsewhere and are not simultaneously submitted to other journals. By submitting a manuscript, the authors agree that the copyright for their article is transferred to the publisher (except for employees of the United States Government) if and when the article is accepted for publication. All submissions must be accompanied by a filled out and signed copy of the Copyright Assignment and Author Disclosure Form. This form can be downloaded from the journal website: [http://www.chelonianjournals.org/page/author\\_instructions](http://www.chelonianjournals.org/page/author_instructions)

**Contact Information:** Each manuscript must include full names and complete addresses (including email address) of all authors, in addition to the telephone number of the senior or designated corresponding author.

**Language:** Contributions are acceptable in English only, but at the author's discretion may include a pertinent foreign language translation of the Abstract below the English Abstract. Articles with numerous English spelling and/or grammatical errors will be promptly returned to the submitting author and not considered for publication.

**Species Names:** Common names should not be capitalized, and are not required to follow any standardized naming conventions (e.g., US herpetological associations' "official" common names); they should represent common usage in the area of study (local vernacular names are

acceptable) and/or be given in English as the reasonably commonly used name (see <http://www.iucn-tftsg.org/checklist/>). Scientific names are required and should follow the most recent checklist published by the Turtle Taxonomy Working Group of the IUCN Tortoise and Freshwater Turtle Specialist Group (<http://www.iucn-tftsg.org/checklist/>). If author wishes to use a scientific name that is different from the name in the checklist, a footnote at first usage should briefly indicate the rationale for the nomenclature, with appropriate supporting citations.

**Formatting:** All manuscript pages must be numbered and double-spaced, including main text, literature cited, tables, and figure captions. All text lines must be left justified and numbered to facilitate the review process. All text font must be in 12 pt. Times or Times New Roman. All figures must use a sans serif font (e.g., Arial, Calibri) for all in-figure text. All manuscript pages should have 1-inch margins on the left and right.

**Statistical Notation:** Preferred common statistical notation includes  $n$ ,  $p$ ,  $t$ ,  $r$ ,  $F$ , and  $\chi^2$ . For  $F$  statistics, degrees of freedom should be indicated with subscript numbers, e.g.,  $F_{3,18}$ .

**Abbreviations:** Standard abbreviations should be used for common metric measurements (e.g., mm, cm, m, km, g, kg, ml, l, m<sup>2</sup>, ha) and units of time: sec (seconds), min (minutes), hrs (hours, including time of day, e.g., 0900 hrs), and yrs (years).

**Sections and Headings for Articles:** Full-length Articles must be accompanied by a detailed Abstract and a list of Key Words to summarize the results and conclusions, and must be separated into logical sections, such as Introduction (no heading), Methods, Results, Discussion, Acknowledgments, and Literature Cited. Additional or different sections or subheadings may be utilized as applicable at the discretion of the author. Articles are generally more than 5000 words. Headings should be centered and boldface in ALL CAPS (except Acknowledgments, which should be in SMALL CAPS). Subheadings should be indented, italicized, and followed by a period and an em dash (—), with spaces before and after the em dash.

**Shorter Contributions:** Notes and Commentaries must be accompanied by a short, 3-sentence maximum Abstract (but no Key Words) and may or may not be separated into sections, at the discretion of the author. Shorter contributions are generally fewer than 5000 words. The Editors reserve the right to designate individual contributions as either an Article or a Note.

**Accents and Diacritical Marks:** Careful attention should be paid to use the appropriate accents and diacritical marks on foreign words, both in the main text and in foreign-language citations in the Literature Cited section.

**Acknowledgments:** Acknowledgments should be brief. Funding agencies should be listed, as appropriate. If permits were necessary for the study, the permit numbers must be cited with reference to the issuing agency. For studies that required surgery, anesthesia, or unusual or invasive manipulation of study animals, authors must provide acknowledgment that appropriate Institutional Animal Care and Use Committee (IACUC) approval (or similar local ethical approval in foreign countries) was granted along with details of the institution providing authorization. Failure to do so will result in editorial rejection of the submission without additional review.

**Animal Welfare Policy and Permitting:** All manuscripts that report on studies of live animals must include the appropriate information on their ethical treatment of animals as per guidelines recognized by a major scientific society (e.g., <http://www.asih.org/sites/default/files/documents/resources/guidelinesherpsresearch2004.pdf>) and/or as approved by an Institutional Animal Care and Use Committee (IACUC). The Acknowledgments section must include the numbers of all collection or research permits required at the study location, as well as export and import permits required to move specimens or samples across country borders, and IACUC approval for the care of animals and study procedures used. Submitted studies that deviate from acceptable practices, that do not fully document adherence to norms of animal welfare, or that do not provide the necessary permitting information will be rejected.

**Tables, Figures, and Appendices in Original Submission:** Each table, figure, and appendix should appear on a separate page embedded in the MS-Word (.docx) file following the Literature Cited. Captions for tables and appendices should appear above the item and captions for figures should appear below the figure. All photos should include attribution to the photographer. Text footnotes are not acceptable except as necessary in Tables and under “Species Names” above.

**Figures for Publication:** Upon manuscript acceptance, all figures, illustrations, and photographs should be submitted as separate electronic .jpg or .tif files of at least 300-dpi resolution.

**Color Photo and Figure Costs:** Publication of color photos or figures in individual articles are encouraged if authors agree to pay color publication fees. Color photos and figures in the PDF version only are \$75 per figure. Color photos and figures in the PDF and hard-copy print version are \$600 for the first color figure and \$450 for each additional color figure.

**Cover Photograph:** Authors are encouraged to submit high-quality color digital photos or illustrations of their study species to be considered for the journal cover image. The photo chosen for the cover need not be identical to one of those included in an article, but may simply represent an unusually attractive or interesting photo of the study species. Photos showing full-body turtles in their natural environment will be given preference for inclusion as cover art.

**In-Text Citations:** All articles must be fully referenced and citations in a string must be chronological and separated by semicolons: (Williams 1950; Carr et al. 1974; Wermuth and Mertens 1977). Authors’ first names in the Literature Cited section should only be given as initials. Multiple citations by the same author should be separated by a comma rather than a semicolon: (e.g., Williams 1950, 1957; Ernst 1971a, 1971b).

**Literature Cited:** Citation format for references should be as follows, providing full journal titles without abbreviations and authors names and initials in the SMALL CAPS (not ALL CAPS) font. A hanging indent should be used without extra line spaces between citations. For page ranges, an en dash (–) is used to separate page numbers, issue numbers are not included for consecutively-numbered volumes of journals, and there are no spaces in the volume number and page number portion of a cited journal article. Multiple citations to the works of a single author should be spelled out in full each time, i.e., a line or “ibid” should not replace the duplicated

author's name(s) in the second and subsequent citations. All authors' names, including second and subsequent authors, are given last name first, then initials. Citations with two or more authors have all authors listed last name first and separated by commas (MACK, J.S., SCHNEIDER, H.E., AND BERRY, K.H. 2018. Title. Reference). There is no comma following the first author's initials for a citation with two authors (SOUZA, F.L. AND ABE, A.S. 1995. Title. Reference).

Journal article: GAFFNEY, E.S. 1979. Comparative cranial morphology of recent and fossil turtles. *Bulletin of the American Museum of Natural History* 164:65–376.

Book: COGGER, H.G. 1975. *Reptiles and Amphibians of Australia*. Sydney: A.H. and A.W. Reed, 660 pp.

Chapter in an edited volume: PRITCHARD, P.C.H. 1979. Taxonomy, evolution, and zoogeography. In: Harless, M. and Morlock, H. (Eds.). *Turtles: Perspectives and Research*. New York: John Wiley and Sons, pp. 1–42.

Thesis or dissertation: LAHANAS, P.N. 1982. Aspects of the life history of the southern black-knobbed sawback, *Graptemys nigrinoda delticola*. MS Thesis, Auburn University, Auburn, AL.

Web page: IUCN RED LIST OF THREATENED SPECIES. Loggerhead turtle (*Caretta caretta*). <http://www.iucnredlist.org/apps/redlist/details/4615/0> (11 October 2009).

Unpublished report: MORTIMER, J.A. 1990. Recommendations for the management of the green turtle (*Chelonia mydas*) population nesting at the Turtle Islands of Sarawak. WWF Report, 25 pp.

**Submission of Revised Manuscript:** Authors receiving notification of acceptance, or those being invited to submit a revised manuscript have 3 months (90 days) to submit their final or revised manuscripts. If not submitted within this time frame, manuscripts may be subject to re-entry in the review pool and/or be treated as a new submission.

**Revisions:** All revisions should be captured in the final MS-Word (.docx) document. Revisions should not be made in proofs; more than five changes in proofs other than correction of printer's and editor's errors will be charged to authors at the rate of \$5.00 per correction. Authors are invoiced for line charges and figure remakes. Until invoices are paid, subsequent manuscripts from delinquent authors will not be considered for review in any Allen Press publication.

**Submission of Final Accepted Manuscript:** Authors submitting final manuscripts should submit all text components (including tables and figure captions) in a single MS-Word (.docx) file. All figures must be submitted as individual .jpg or .tif files of at least 300-dpi resolution.

**Publication Fees:** There is a US\$100 charge per printed page that will be invoiced to authors prior to the article appearing on the website or published in the print version. **AUTHORS THAT WISH TO HAVE PAGE CHARGES DISCOUNTED OR WAIVED MUST MAKE SUCH REQUESTS AT THE TIME OF INITIAL MANUSCRIPT SUBMISSION.**

Page charge waiver and discount requests will be considered on a case-by-case basis.

*Guidelines Revised September 2019*