

AUTHOR GUIDELINES

Manuscripts

Manuscripts will be written in Spanish or English and occasionally in a different language, at the discretion of the Editorial Board. All works must include in Spanish and English, and the possible third language, title, keywords (8 maximum), and an abstract (about 250 words).

Contributions should not exceed 25 UNE-A4 pages, font size 12, double-spaced, including figures and tables. Only in exceptional cases, the editors may consider the publication of longer articles.

Headings should be numbered, with first level headings in small caps (e.g., 3. LOS RÍOS DE LA SIERRA DE GUADARRAMA), second level headings in italics (e.g., 3.1. *El funcionamiento de los ríos de montaña*), and third level headings in normal type (e.g., 3.1.1. Variables meteorológicas).

Mentioned taxa should include the author and the year of description (e.g., *Gryphaea gigantea* Sowerby, 1823), at least the first time mentioned.

Footnotes should be numbered consecutively. They can be used to give additional information which may include a citation from the reference list but should never include the bibliographic details of the reference.

All papers must comply with the Code of Ethics and Good Publishing Practice, available on the website of the Real Sociedad Española de Historia Natural (RSEHN, <http://www.rsehn.es>).

Manuscripts describing taxa must also comply with the recommendations of nomenclatural codes of each specialty. Those which include genetic or molecular sequences must have GenBank or similar accession numbers and must comply with requirements derived from international conventions and relevant national legislation. Precise information on nomenclature acts or the use of sequences is detailed in the RSEHN Code of Ethics and Good Practice.

Figures and tables

Figures should be numbered consecutively with Arabic numerals. When a figure consists of several separate elements, each of them must be identified with a capital letter (e.g., Figure 5A, 5B). Figures should include a graphic scale if needed.

If the included figures have previously been published elsewhere, permission must be granted to authors from the copyright owner(s) for both print and online formats.

Tables should be numbered consecutively with Roman numerals (e.g., Table IV). All letters, numbers and symbols included in figures and tables should have a minimum size of two millimeters when reduced to the dimensions of the publication (box of 16.5 or 7.5 x 22.5 cm).

Bibliographic references

Authors names in text references should be written in small caps, as follows: (BOLÍVAR, 1878), BOLÍVAR (1878) or BOLÍVAR (1878:65), when reference is made to a specific page. If there are two authors, their names should be separated by & (e.g., GOY & GÓMEZ, 2008). When three or more authors, the name of the first author will be followed by et al., (e.g., SANDERS et al., 1977). When references are made to more than one work by the same author, published in

the same year, they will be designated in the text and in the bibliographic list as follows: BOLÍVAR (1878a, b, c).

The reference list (BIBLIOGRAPHY) will include, and only, all the works that are cited in the manuscript in the following style:

Article published in a journal: AUTHOR/S. Year. Article title. *Journal* [with full title in italics], Volume (Number): Initial page-end page.

E.g.: COMPANY, M., SANDOVAL, J. & TAVERA, J.M. 2003. Ammonite biostratigraphy of the uppermost Hauterivian in the Betic Cordillera (SE Spain). *Geobios*, 36 (6): 685-694.

Book: AUTHOR / EDITOR. Year. *Book title* [in italics]. Editorial, City.

E.g.: GUINOX, M. 1960. *Geology statistique*. Masson & Cie, éditeurs, Paris.

Book chapter: AUTHOR/S. Year. Chapter title. In: EDITOR/COORDINATOR, Ed./Coord. *Book title*. Editorial, City: Initial page-end page. [or *Book title*. Series, Volume: Initial page-end page.]

E.g., Non-serial publication: ANANJEVA, N.B. & ORLOV, N.L. 1986. The anlage and development of egg teeth in Squamata. In: ROČEK, Z., Ed. *Studies in herpetology*. Charles University, Prague: 319-322.

E.g., Serial publication: JOHNSON, C.C. 1999. Evolution of Cretaceous surface current circulation patterns, Caribbean and Gulf of Mexico. In: BARRERA, E. & JOHNSON, C.C., Eds. *Evolution of the Cretaceous ocean-climate system*. Geological Society of America Special Paper, 332: 329-344.

Academic work: AUTHOR. Year. *Work title*. Type of job. Editorial, City.

E.g.: MADRAZO, G. 2007. *La evolución del paisaje forestal en la vertiente segoviana de la Sierra de Guadarrama*. Tesis doctoral. Departamento de Geografía de la Universidad Autónoma de Madrid, Madrid.

Article published online: AUTHOR/EDITOR [if indicated]. Year. *Title*. Editorial or Institutional resource. <Web address> [Accessed: day-month-year].

E.g.: CHAPMAN, A.D. 2005. *Principles of Data Quality*. Global Biodiversity Information Facility. <<http://www.gbif.org/resources/2829>> [Accessed: 18-11-2013].

References should be arranged alphabetically by the name of the authors. Once in alphabetical order, references of a same author will be arranged in chronological order, from oldest to most recent, placing first those in which there is just one author, secondly, in which the author is the first of two, and thirdly, those works in which the author is the first of three or more.

For several references of the same author, a long hyphen (—) and the publication year will be used.

Submission of papers

Manuscripts should be sent by e-mail to the Editor of the Boletín de RSEHN (boletin@historianatural.org), indicating the section of the journal in which they wish to be published, or to the Editor of Aula, Museos y Colecciones de Ciencias Naturales (aula@historianatural.org), including separately text (Word or RTF file), and figures (Jpg or Tiff) with minimum resolution of 300 DPI.

These files can be sent with a complementary Excel, including the data used in the research.

It is advisable to send illustrations in colour, as they will be included in the electronic version, nevertheless authors should consider that the printed version could be published in black and white.

Manuscripts which do not follow these instructions will be returned to the authors

Review and publication

In order to be published, the original works will be subjected to review by the Editor, the Editorial Board and, at least, two specialized reviewers.

Once reviewed and accepted, the files (Pdf) of the article will be published, in open access and with DOI number, on the website of the Real Sociedad Española de Historia Natural (<http://www.rsehn.es>). When a sufficient number of papers has been accepted, the printed version of the journal will be published and distributed.