
GUIDE FOR AUTHORS

This guide for authors has been modified and will be take effect from Volume 10 (2015).

INTROPICA is a scientific peer-reviewed journal that provides a space for the publication of contributions that study and interpret, in an integrated way, tropical ecosystems and the environmental problems arising from the anthropogenic intervention on the territory. It appeared in 2004, supported by the Editorial of the University of Magdalena, and by the initiative of a group of academics and researchers of the Tropical Research Institute.

INTROPICA is available for free on digital version (<http://intropica.unimagdalena.edu.co>) and in printed version (ISSN 1794-161X) and it is distributed to specialized libraries from academic, governmental and non-governmental institutions.

Submission:

Authors should register to submit manuscripts online in the website <http://intropica.unimagdalena.edu.co> or can submit their electronic manuscripts by email to revistaintropica@unimagdalena.edu.co. Receipt of manuscripts is permanent. The submission must include figures-graphs in separate files, and a letter of approval signed by all the authors certifying its originality and that it has not been submitted or been published elsewhere. The letter must indicate the type of contribution (Scientific article, Review article, Reflection article or scientific note) and two potential reviewers with the contact information. While all contribution are subject to prior review, the responsibility for its content lies with the authors and not on the editors, editorial advisory committee or the University of Magdalena. The format of the submission letter can be downloaded from the Journal website.

Types of contributions:

a. Scientific and technological research article. Corresponds to full results from studies on the topics addressed by the journal. Manuscripts should have a maximum of 30 pages, including tables and figures. The research paper should follow the following order: Title, Author (s), mailing address, Abstract and Keywords both in Spanish and English, Introduction, Materials and Methods, Results, Discussion, Conclusions (optional), Acknowledgements (optional), References, table(s) with relevant legend (s), list of figures legend. Figures should be submitted in separate files in a graphical format (tif, gif, eps).

b. Review article. Refers to critical summaries of recent insights in specific research areas that provide systematic and substantial coverage of subjects, and point out research lines to follow. The maximum length of the manuscript is 40 pages, including tables and figures. They must contain at least 50 references. Review articles can be written in a free style, however they should include Abstract, Keywords, Acknowledgements (optional), and References.

c. Reflection article. It presents the author's perspective, based on scientific literature, as a contribution to the knowledge on topics published by the journal. Manuscripts must have a maximum of 30 pages, including tables and figures. It must include Abstract and Key words in Spanish and in English, Acknowledgements (optional), and References.

d. Scientific note. Includes brief descriptions of limited research, experimental procedures, and technical or applied operations. In any case, they must be fully documented with reference to the literature, and indicating the experimental procedures used. This type of manuscript should have a maximum of 10 pages, including tables and figures. The Scientific Note should not have subtitles, but must include Abstract and Keywords both in Spanish and English, Acknowledgements (optional), and References.

Evaluation procedure/Peer review process

The editorial board will make a first evaluation of the manuscript, conceptualizing its relevance and adequacy and it will be submitted for evaluation by at least two specialists in the field (double-blind review process). These specialists will act as reviewers of the manuscript, they may make recommendations or request clarification and will have a maximum of one month to issue a concept on the manuscript. Subsequently, the suggestions of the editors and reviewers will be communicated to the authors, who have a one month to respond the suggestions. After that deadline, they will be treated as newly submitted manuscripts. The editors will decide whether to accept the manuscript for publication or not. The editors can be supported by the editorial advisory committee, when considered pertinent.

Prior to the final printing of manuscripts accepted for publication, the editors will send to the corresponding author (principal author) so that they perform the revision of galley proof, in order to make corrections for typing errors only. Major changes or additions to the edited manuscript are not allowed.

In case plagiarism is proved or the copyright violation, publishers will order the cancellation of the editorial process.

Manuscript format:

The text should be in Word or RTF format with a short name to identify the manuscript and the first author (eg Hifomicetos_López.doc). You must use double-spaced and the lines numbered through the text (including tables), Times New Roman font, size 12 and 2 cm margins on all four sides. Manuscripts in Spanish or English are accepted. All pages must be numbered consecutively. Tables are included in word format at the end of the manuscript (not paste them as pictures). Figures should be included in a separate document.

Scientific names and Latin phrases should be italicized. Do not include underlined words or indentation. In case of citation of a specific taxon or lower level, you must cite the scientific name including the author. Both authors and publishers shall be guided by the rules governing biological nomenclature, as agreed in the “International Code of Botanical Nomenclature,” the “International Code of Nomenclature of Bacteria” and the “International Code of Zoological Nomenclature “. The author and year of publication of taxa are given only the first time the taxon is cited in the main text.

1. Title. Concise and informative. It must be provided in Spanish and English. Both the title of the manuscript and the titles of their main sections (rank one headings) should be capitalized and centrally placed. Rank two headings should be in lower-case and centrally placed. Ranked three should also be in lower-case but left-aligned. All titles and subtitles must be in boldface. In addition, the authors must provide an abbreviated title of maximum 80 characters including spaces.

2. Name (s) of the Author (s). Name each author in upper and lower case. For multi-authored papers, the main author's name should be placed at first.

3. Author (s) addresses. Provide the authors' affiliation, the full postal address of each affiliation, including phone numbers, and the e-mail address of the corresponding author.

4. Abstract and “Resumen”. The abstract must be written in Spanish (Summary) and English and should not exceed 300 words. The abstract should state briefly the objectives of the research, the experimental design (including sample sizes), the principal results and major conclusions that can be drawn from the findings. References should not be included in the abstract and this should be written in a single paragraph. The Abstract should be a faithful translation of the “Resumen”.

5. Keywords. Immediately after the Summary and the Abstract, 3 to 6 keywords must be provided in Spanish and English, respectively, for indexing purposes.

6. Introduction. A revision of the updated references related to the work must be submitted (properly referenced sources), to support the hypothesis and show the objectives proposed.

7. Materials and Methods. The main materials must be included, in a clear and concise manner, as well as the methods used, so that another researcher can replicate the experiment. This section may be further divided into subsections, each with a concise subheading, as appropriate. Do not describe a method if it is already published; indicate the respective reference in that case and only relevant modifications should be described.

8. Results. This section should be clearly and concisely presented, including tables, figures, and statistical analysis, if necessary.

9. Discussion. The results should be contrasted with the background knowledge, highlighting the contribution of the article to the understanding of the subject addressed. The conclusions drawn from the work should be consistent and related to the results presented. A combined Results and Discussion section can be presented.

10. Acknowledgements. If deemed necessary by the authors, appreciation for financial contributions, advisories, donations or another type of collaboration relevant to the work may be included.

11. References. Any references cited in the text must be given in full and should be in alphabetical order according to the first author's last name. Authors are responsible for the accuracy of references. INTROPICA follows the Harvard style citation system, so that we encourage you to consider the following guidelines:

- The manuscript should be carefully checked to ensure that the spelling of authors' names and years are exactly the same in the text as in the reference list.
- The references cited in the text should refer to the name(s) of author(s) and publication year. For example, "Rodríguez (1998) found that ..." "A multinomial technique is described for estimating the variance associated with proportions (Kent and Lane, 2004)".
- If a work has more than two authors, cite the first author's name only, followed by "et al." without italics. In the reference list, the names of all authors must be mentioned.
- More than one reference from the same author(s) in the same year must be identified by consecutive letters placed after the respective year of publication. If there are several works by the author (s) in the same year, it will be cited with a letter to identify the respective year (example: García et al., 1998a, b, c).
- Citations in the same sentence should be arranged chronologically. For example, "Biological indicators are widely used for environmental analysis (Platt, 1964; Arias and Pérez, 1980; Klimm et al., 2000)."
- The scientific journal titles should be complete, not abbreviated and italicized.
- The title of the references must retain the original language.
- "Unpublished results" and "personal communication" are not recommended in the reference list, but may be mentioned in the text.

Use the following format in the References section:

- Periodical publications or journals:
Pérez, R., Condit, R., Aguilar, S., Hernández, A. and Villareal, A. 1996. Inventario de la vegetación de la isla de Coiba, Panamá: Composición Florística. *Revista de Biología Tropical* 44: 31-40.
Cubides-Guerrero, P.A. and Ramírez-Franco, J.H. 2014. Adsorción de Cr VI sobre residuos de café. *Revista Mutis* 4(2): 18-25 <http://revistas.utadeo.edu.co/index.php/mutis/article/view/953/992>. Accessed January 2, 2015
- Books
Longhurst, A. and Pauly, D. 1987. *Ecology of tropical oceans*. Academic Press, San Diego.



- Book chapters:
Bucker, D. 1989. Histology. En: Austri, D., Editor. *Methods for the Microbiological Examination of Fish and Shellfish*. Wiley, New York.
- Thesis
Gil, A. 2000. Evolución bioquímica de los endosimbiontes en insectos asociados con el maíz en el sur de México. Doctoral thesis, Universidad Agrícola, Mérida, Yucatán, México.
- Websites
Alexander, J. and M.A. Tate. 2001. *Evaluando las Fuentes Electrónicas*. Widener University._URL:_http://www2.widener.edu/Wolfgram-MemorialLibrary/webevaluation/webeval.htm. Accesed october 9, 2012.

12. Tables

- Do not embed “graphically designed” tables, but prepare these using the wordprocessor’s facility.
- Tables should be numbered according to their sequence in the text with Arabic numerals including a brief and descriptive caption at the top. It is recommended to use clear and informative table captions, avoiding consulting the text to understand the table.
- Each table should appear on a separate page at the end of the text and before the figure legends.
- Information showed in the tables should not appear repeatedly in the figures.
- The column headings should be brief but explanatory.
- Do not use bold fonts.
- Write in parentheses the standard abbreviations of measurement units.
- Do not use vertical lines to separate columns; instead, include extra spaces between them.
- Any additional explanation for the understanding of the table should be supplied as a table footnote.

13. Figure captions

- Include at the end of the text, in a separate page, a list with the figure captions.
- Do not use bold fonts.
- It is recommended that the legends be informative, so the reader does not need to search in the text what the figure shows.
- It is recommended that required explanations be written in the legend to prevent text inside the figures.

14. Figures

- Figures (drawings, maps, films, photographs and computer graphics) should be sent in separate files, graphic high quality digital format (tiff, bmp, jpg or gif), with a minimum resolution of 300 dpi. If possible, we recommend sending vectorial graphics files.
- Figure files should be named using the first author name followed by the figure number. Example: López fig.1.jpg.
- Figures shall be numbered with Arabic numerals according to their sequence of appearance in the text.
- The original size of the figure should allow a reduction of 50% without loss of clarity.
- Composite figures with multiple images are listed consecutively. Example: Figure 1a, 1b, 1c, etc.
- Use the same kind of letter for all the illustrations and follow the style of the journal.

15. Units

The measures must be expressed in units of the international system, a space between the number and the unit of measurement is allowed and must not use full stop following the abbreviation (15 m, 10 %, 20 °C, 7 kg). The abbreviation of units of measurements should be used only if they are preceded by numbers. Salinity values should be expressed without units or symbols.

16. Formulas

- Mathematical equation must be written as a editable text and not as an images
- Provide the meaning of all symbols immediately after the equation in which they are first used.
- For simple fraction used the symbol “/” instead of the horizontal line, Example: Sy/Xm instead of $\frac{Sy}{Xm}$
- Equations referenced in the text must be numbered on the right side in parenthesis.
- The statistical significance must be indicated with the letter “p” in lowercase and without no space between the sing and the value of significance

17. Decimals

The authors must use a comma (,) in the case of contribution written in Spanish and dot (.) when the manuscript is submitted in English.

Submission preparation Checklist

As part of the submission process, authors are required to check the following items:

1. The manuscript has not been previously published, nor has been submitted to another journal.
2. The file is sent in Open Office, Microsoft Word, RTF, or WordPerfect format.
3. The text is double-spaced; the font size is 12 points; employs italics, rather than underlining and all tables are at the end of the text. Figures are in separate files in the appropriate formats.
4. The text follows to the style and bibliographic requirements outlined in the Author Guidelines which can be found in the Journal webpage. (See: <http://intropica.unimagdalena.edu.co>).
5. Web addresses have been added for the references if possible.

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