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Hystrix Editorial Board

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<http://www.italian-journal-of-mammalogy.it/public/journals/3/authguide.pdf>

Version 1.0, January 2006, dgp - Preliminary draft

Version 1.1, August 2007, dgp, law, sb - Revised version

Version 2.0, November 2010, dgp - Revised starting from version 1.1, reflecting switch to full Open-Access policy and migration to Open Journal Systems version 2.

Added Editor's Guide

Reformatted code to compile parts as separate documents.

Version 2.1, November 2010, dgp - Fixed some minor typos, maintenance release.

Version 3.0, December 2011, dgp - Changed layout, fixed some minor typos, added Associate Editor's Guide

Version 4.0, November 2015, si, rc, dgp - Shortened text, reviewed policies.

The present document contains Hystrix, the Italian Journal of Mammalogy policies and guidelines and has been published by the Journal Editorial Board and approved by Associazione Teriologica Italiana Board of Governors on November 2015.

For any information please contact

editor@italian-journal-of-mammalogy.it

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Part I.

Author's Guide

1. Aims and scope

Hystrix, the Italian Journal of Mammalogy (ISO short Journal name: Hystrix, JCR short Journal name: HYS-TRIX, ISI Impact Factor 2015: 4.333) is a peer-reviewed journal that publishes at least twice per year papers on original research in basic and applied mammalogy.

Since 1986 Hystrix publishes papers on original research in basic and applied mammalogy, on fossil and living mammals, with special reference to biology, conservation, ecology, management and systematics of fossil and living mammals.

The main aim of the journal is to publish both theoretical and applied research on mammals, also promoting circulation of data from grey literature (e.g. technical reports, bachelor and PhD thesis), in revised and synthetic form.

Originality, scientific importance and interest to both theriologists and a wider biological audience are the main criteria determining the acceptability of a manuscript.

Hystrix, the Italian Journal of Mammalogy is published both in paper and electronic format. In its electronic format, Hystrix guarantees:

- fast publication time of less than 2 months from submission to on-line publication;
- large amount of space to publish extensive papers;
- free use of colour figures on the electronic online version;
- the possibility to publish supplemental material as original datasets or small sound or video files.
- full (“green”) Open Access, with no charges of any kind both for authors and readers.

Hystrix, the Italian Journal of Mammalogy is Open Access Journal, certified since 2011 by the Directory of Open Access Journal.

Hystrix, the Italian Journal of Mammalogy publishes field studies, analytical and modelling studies, theoretical papers and review articles. Manuscripts can be published as *full papers* or *short notes*, as well as *commentaries*, i.e. reviews on methods or theoretical issues related to mammals. Investigations of local or regional interest, new data about species distribution and range extensions or confirmatory research can be considered only when they have significant implications, e.g. they have important consequences for the definition of species ranges on a macrogeographical level or support the understanding of specific processes or patterns. Such studies should preferably be submitted as short notes.

Manuscripts bearing only a local interest will not be accepted.

Full papers have no limits in length as well as in figure and table number and are abstracted in English.

Authors are encouraged to add supplemental material in form of colour figures, original datasets and/or computer program source code. Supplemental material and colour figures will appear only in the online edition.

Short notes must be about 16000 characters long (including title, author names and affiliations, abstract and references), and do not include supplemental material. They are abstracted in English.

Proceedings of symposia, meetings and/or workshops, and technical reports can be published as special supplements to regular issues, under the approval by the Editor in Chief and the Associate Editors.

There are no page charges.

Privacy statement The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party, as provided by the Italian Law no. 675, 31/12/1996. No notification to the Warrant is needed, as provided in art. 7, sec. 5ter, a), f), Italian Law no. 675, 31/12/1996.

1. Aims and scope

Open Access Policy This journal provides open access to all of its content on the principle that making research freely available to the public supports a greater global exchange of knowledge. Such access is associated with increased readership and increased citation of an author's work.

For more information on this approach, see the Public Knowledge Project (<http://pkp.sfu.ca>), which has designed this system to improve the scholarly and public quality of research, and which freely distributes the journal system as well as other software to support the open access publishing of scholarly resources.

2. Manuscript preparation

The whole manuscript should be prepared as a single file (for example .odt, .doc or .docx, or in Portable Document Format, PDF) including the final version of the manuscript, comprehensive of Tables, Figure Captions and Figures (in that order). Other supplemental material, if any, can be uploaded separately during the submission process.

Although we encourage using the Author's template (available at <http://www.italian-journal-of-mammalogy.it>) in order to speed up both the reviewing and the typesetting processes, a manuscript must satisfy the basic requirements described in the following sections.

2.1. Manuscript style

2.1.1. Language and symbols

The manuscript text must be written in English, both British and American. Submission whose English will be rated as poor by the Editorial Board will be refused.

For words that are to be set in emphasis such as species names in Latin, use an italic font; do not underline. Use capital letters only when the letters or words should appear in capitals. Scientific names of organisms should be indicated in italics. Names must be complete at first mention (e.g. *Myodes glareolus*) and in abbreviated form thereafter (e.g. *M. glareolus*, *M. m. marmota*)

Abbreviations and acronyms that are standard in the discipline as well as chemical symbols for the elements and widely used abbreviations (such as *a.s.l.*, *DNA*, *ANOVA*, *SE*, *SD*, etc.) do not need to be defined. Non-standard abbreviations must be defined upon first use in the text.

Avoid beginning a sentence with an abbreviation or acronym, as well as with the reference to a Table or a Figure.

For units of measurement, Standard international units (SI) should be used. For practical reasons, some exceptions to SI units are allowed, such in the case of hectares as surface measurement unit.

In writing long numbers do not use any digit grouping, except for the decimal separator, which should always be a point.

Both in the manuscript text and especially in tables, avoid using more than three or four decimal digits. Use the same number of decimal figures consistently throughout the whole manuscript.

When reporting the results of statistical analyses, symbols such as * and **, denoting levels of significance, should never be used, and if present, will be deleted when typesetting the manuscript. Authors must explicitly report *p* values. When expressing probability levels always use lowercase, italics *p*, for example $p < 0.01$.

Footnotes are tolerated only in tables, and will be typeset at table bottom. We strongly recommend not using footnotes at all.

2.1.2. Equations

Equations should be clearly typed in the manuscript; triple-spacing should be used if superscripts and (or) subscripts are involved. Superscripts and subscripts should be legible and carefully placed. We strongly advise using a specialized mathematical typesetting software such as Openoffice / Libreoffice Math, MathType, Microsoft Office Equation Editor or $\text{T}_{\text{E}}\text{X}/\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$.

Avoid using the asterisk "*" and the slash "/" to indicate multiplication and division. The sign \times should be used to indicate multiplication, e.g., 3×106 and neither 3×106 nor $3 \cdot 106$. In any case, while typesetting, the \times symbol will be used.

2. Manuscript preparation

Each variable must be defined in the text or in a List of Symbols, to appear after the reference list. Variables representing vectors, matrices, vector matrices and tensors must be clearly identified. Numbers identifying equations must be in square brackets and placed flush with the right margin such as:

$$E[Y] = \frac{\exp(X^T\beta)}{1 + \exp(X^T\beta)} \quad [2.1]$$

In numbering, no distinction is made between mathematical and chemical equations.

When using any kind of mathematical expression in the manuscript text, do not separate fogires from symbols using spaces, i.e. $N = 2$ and not $N = 2$.

2.1.3. Citing References

Each reference must be cited in the text using the surnames of the authors, and the year of publication. References cited together should be arranged chronologically, oldest first and separated by semicolons, for example (Palomares and Delibes 1993; Mitchell-Jones 1996).

If there are three or more authors, the citation should give the name of the first author followed by et al., not italicised (e.g., Marcus et al. 2000). If references occur that are not uniquely identified by the authors' names and year, use a, b, c, etc., after the year, for example, Palomares and Delibes (1993a, 1993b), (Marcus et al. 2000a; 2000b), for the text citation and in the reference list.

Uniform Resource Indicators (URI), or digital object identifiers (DOIs) are useful in locating references on the World Wide Web, and authors are encouraged to include them; they should be added as reference elements of the relevant reference in the reference list (see example below). Cite URIs in the main text using the relevant URI title (i.e. the title in the upper left corner of the Web browser window, that is the standard HTML <title> meta-tag) when citing an URI in the text. URI must conform to Request for Comments (RFC) 3986 as published in January 2005¹

Citations such as “submitted” and “personal communication” should be emphasized and included parenthetically in the text and must not appear in the References section. For a private communication, year of communication should also be given, e.g., (J.S. Jones personal communication 1999). If an unpublished book or article has been accepted for publication, or has been already published online, before publication on paper (i.e. is actually published “online first”), include it in the reference list followed respectively by the notation (*In press*) or (*Online first*).

The use of document object identifiers (DOIs) in the References section is warmly encouraged.

Deposition of representative specimens

Authors submitting manuscripts of a survey or taxonomic nature are urged to consider depositing representative specimens in a recognised repository. Prior to commencing a study, authors should make arrangements with a repository in a national or local museum. The catalogue or accession numbers (as well as GenBank or DNA Barcode) should be included in the manuscript or, if necessary, added at the proof stage.

2.2. Manuscript layout

All pages must be numbered consecutively. Manuscript will contain a title page, a main text body (from Introduction to References included), tables (each on a separate sheet along with its caption), figure captions (all together on a separate sheet) and figures (each on a separate sheet). In the main text and also in the title page, lines must be numbered on the left side of the sheet. Line numbers will continue across pages.

Although the use of a specific font is not mandatory, we recommend using Times Roman (or an equivalent serif font, such as Times New Roman, Gentium or FreeSerif), 10 points size, with double space and wide margins (almost 3 cm on both sides).

¹<http://tools.ietf.org/html/rfc3986>

Authors can indicate in the text the approximate location of figures and tables, placing the name of the table or figure between square brackets on a separate centered line.

2.2.1. Title page

The title page must contain the following informations: (i) the full title of the paper. (ii) Authors' names (complete, not just the initials) listed in the order in which they are to appear at the head of the printed article. (iii) Affiliation and address (including e-mail address) for each author. This should reflect the affiliation and address at the time of the study. (iv) Name, address, and e-mail address of the corresponding author. A running title not longer than 6–8 words should also be indicated.

2.2.2. Manuscript main text

Short notes

Short notes are reserved for brief papers (maximum 16000 characters, spaces included, comprehensive of title, author names and affiliations, abstract, text body and references) containing critical discussion, short reports, and comments and viewpoints on previously published papers, or on arguments of interest in theriological field.

Note that Short notes do not necessarily have Introduction, Material and methods, Results and Discussion, and can be organised in a single section.

References should be kept to a minimum.

Full papers

Manuscript must be divided into sections in the following sequence: title page (page 1), abstract and keywords (page 2), introduction (from page 3 onwards), materials and methods, results and discussion, acknowledgements, list of symbols (if any), references (see descriptions of each part of the manuscript, below). Tables, legends of figures and figures should be on separate pages as specified above.

If necessary and useful to improve manuscript readability, a single section could be divided into subsections or paragraphs.

If necessary, conclusions and/or any final consideration can be stated as last paragraph of results and discussion.

Abstract and keywords An abstract not exceeding 300 words is required, indicating the main results and conclusions of the research. References should not be cited in the abstract.

Introduction Limit the Introduction largely to the scope and rationale of the study. Restrict the literature review and other background information to that needed in defining the problem or setting the work in perspective. The Introduction should finish with a clear statement of purpose for the work.

Materials and Methods Methods should be explained in sufficient detail to allow replication, but must be concise and avoid lengthy descriptions of known procedures, that can be specified by appropriate references.

Always cite maker (or brand) and model of any instrumentation used. For computer software cite program name and version number. Should any used software package be freely available on the Internet, cite the relevant World Wide Web page (or URL) in the References. In the case an Author wishes including source code used in the work, this can be submitted as supplemental material, or made available in a shared, public repository such as Sourceforge or GitHub, and referred to in the manuscript.

Geographic coordinates of study areas, sources of biological sample material, experimental and statistical methods should be described, however precise locations of rare and endangered organisms should not be

2. Manuscript preparation

divulged. Express geographic coordinates always in Geographic coordinate system (Latitude/Longitude in degrees/minutes/arc seconds or decimal degrees) or in the UTM/UPS (Universal Transverse Mercator/Universal Polar Stereographic)

Results and discussion This section (compiled in a single section, or in two separate sections) should contain enough explanation, interpretation and comparison to allow the reader to understand why experiments or observations were carried out and what they meant. Conclusive statements and any final considerations can be made at the end of the section. State noteworthy findings to be noted in each table and figure, and avoid restating in the text what is clear from the captions. Authors should ensure that the number of significant digits used to describe their data does not exceed the accuracy with which the measurement can be made. Material supplemental to the text can be archived in the report literature, in a recognised data depository or as supplemental material on It. J. Mammal. web site, and referenced in the text (see supplemental material section).

Acknowledgements Acknowledgements should be written in the third person, and should describe sources of funding that have supported the work and recognize personal assistance by people who contributed to the work, but do not fit the criteria for being authors.

References

The reference list must be arranged in alphabetical order according to the name of the first author.

Author names always have to be written as last name followed by the initials of first and (if any) second name, followed (if any) by name suffixes (Jr., III, etc.).

References with the same first author are listed in the following order. (i) Papers with one author only are listed first, in chronological order among them, beginning with the earliest paper. (ii) Papers with dual authorship follow, and are listed in alphabetical order by the last name of the second author. (iii) Papers with three or more authors appear after the dual-authored papers and are arranged in alphabetical order.

Journal titles should be abbreviated according to International Standard ISO 4:1997 list of serial title word abbreviations, or as abbreviated in Thomson Reuters Journal Citation Reports database.

A convenient list of Journal titles can be found at the following World Widw Web sites:

All That JAS: Journal Abbreviation Sources <http://www.abbreviations.com/jas.asp>

International Standard Serial Number List of Title Word Abbreviations <http://www.issn.org/services/online-services/access-to-the-ltwa/>

JAbbr: Decipher your journal abbreviations <http://supportingcast.mannlib.cornell.edu/jabbr/>

PubMed list of Journals ftp://ftp.ncbi.nih.gov/pubmed/J_Entrez.txt

Citation of material in electronic format such as World Wide Web pages is encouraged. Always indicate a recently visited URI, specifying last visit date.

The following examples for the reference list cover most situations. The punctuation must be followed exactly.

Journal article:

Webb R.A., Davey K.G., 1976. The fine structure of the nervous tissue of the metacestode of *Hymenolepis microstoma*. Can. J. Zool. 54(7): 1206–1222.

Entire issue of journal:

Gordon D.C. Jr., Hourston A.S. (Eds.), 1983. Proceedings of the Symposium on the Dynamics of Turbid Coastal Environments. Can. J. Fish. Aquat. Sci. 40 (Suppl. 1).

Report:

Sanders W.W. Jr., Elleby H.A., 1970. Distribution of wheel loads in highway bridges. National Cooperative Highway Research Program Report 83, Transportation Research Board, National Research Council, Washington, D.C.

Book:

Begon M., Harper J., Townsend C., 1990. Ecology. Individuals, Populations and Communities, Blackwell Scientific Publications, London.

Book in a series:

Scott W.B., Crossman E.J., 1973. Freshwater fishes of Canada. Bull. Fish. Res. Board Can. No. 184.

Part of book (book chapter):

Healey M.C., 1980. The ecology of juvenile salmon in Georgia Strait, British Columbia. In: McNeil W.J., Himsforth D.C (Eds.). Salmonid ecosystems of the North Pacific. Oregon State University Press, Corvallis, OR. 203–229.

Paper in conference proceedings:

Whittaker A.A., Uang C.M., Bertero V.F., 1990. Experimental seismic response of steel dual systems. Proceedings of the 4th U.S. National Conference on Earthquake Engineering, Palm Springs, Calif., Vol. 2. 655–664.

Institutional publications and pamphlets:

Dzikowski P.A., Kirby G., Read G., Richards W.G., 1984. The climate for agriculture in Atlantic Canada. Available from the Atlantic Advisory Committee on Agrometeorology, Halifax, N.S. Publ. ACA 84-2-500. Agdex No. 070.

Corporate author:

American Public Health Association, American Water Works Association, Water Pollution Control Federation. 1975. Standard methods for the examination of water and wastewater. 14th ed. American Public Health Association, American Water Works Association, Water Pollution Control Federation, Washington, D.C.

Thesis:

Keller C.P., 1987. The role of polysaccharidases in acid wall loosening of epidermal tissue from young *Phaseolus vulgaris* L. hypocotyls. M.Sc. thesis, Department of Botany, The University of British Columbia, Vancouver, B.C.

Electronic citation (World Wide Web page):

Quinion M.B., 1998. Citing online sources: advice on online citation formats. Available at <http://www.worldwidewords.org/articles/citation.htm> [22 October 2015].

Citation including URL or DOI:

Sterling J.T., Ream R.R., 2004. At-sea behavior of juvenile male northern fur seals. Can. J. Zool. 82(10): 1621–1637. doi:10.1139/Z04-136

Translation:

Koike A., Ogura B., 1977. Selectivity of meshes and entrances of shrimp traps and crab traps. J. Tokyo Univ. Fish. 64: 1–11. [Translated from Japanese by Can. Transl. Fish. Aquat. Sci. 4950, 1983]

Material not in English:

Telles-Antunes M., 1985. *Sciurus vulgaris* no Cabeço da Arruda, Muge. Presença e extinção em Portugal. Arqueologia 12: 1–16. [in Portuguese]

2.2.3. Tables

Tables must be typed each on a separate page, numbered with Arabic numerals in the order cited in the text and placed after the list of references. Each table must be preceded by its caption. In the main text, when referring to a Table, always use the abbreviated form, i.e. *Tab. 1*.

Never begin a sentence with “Tab. 3 shows...”

All tables should have complete but brief headings, to be placed above the table. Column headings should be brief, but may be explained in detail in the caption or amplified by footnotes.

The number of tables should be kept to the minimum necessary to concisely summarise results.

2. Manuscript preparation

2.2.4. Figures caption sheet

Figure captions should be listed on a separate page and placed after the tables. The caption should informatively describe the content of the figure, without need for detailed reference to the text.

2.2.5. Figures

Each figure or group of figures (plate) should be planned to fit, after appropriate reduction, into the area of either one or two columns of text. The maximum finished size of a one-column illustration is 90×237 mm (caption included) and that of a two-column illustration is 183×237 mm.

Figures must be numbered consecutively in Arabic numerals, and each one must be referred to in the text and must be self-explanatory. All terms, abbreviations, and symbols must correspond with those in the text. When citing a Figure in the main text, always use the abbreviated form, i.e. *Fig. 1*.

Never begin a sentence with “Fig. 2 shows...”

Photographs should be continuous tone, of high quality, and with strong contrast. Only essential features should be shown. Electron micrographs or photomicrographs should include a scale bar directly on the print.

Maps must have very clear, bold patterns and should show a scale bar, to ensure proper identification of study locations. Do not use any kind of “North arrow”, except when a map is rotated or not conventionally oriented, i.e. North is not coinciding with map top side.

Any figure can be submitted in a higher-resolution or more detailed version, to be included as supplemental material in the electronic version of the paper.

If colour figures are preferred, be warned that they will be converted into greyscale for the paper (printed) version of the Journal. Colour figures are used only in the electronic (PDF) version of the Journal.

Preparation of electronic graphic files

During the submission and peer-review phase, figures must be included at the end of the manuscript (see Section 2). However, once a manuscript is accepted for publication, figures in final high-quality format could be necessary. If this is the case, the corresponding author will be asked to supply figures as separate files according to the specifications below.

For final high-quality figures, the preferred graphic formats are Portable Network Graphics (.png), Encapsulated PostScript (.eps) or Tagged Image File Format (tif/.tiff). In particular, Encapsulated PostScript is recommended for vector files, i.e. image files produced using elements such as lines and shapes, typically used for line drawings or charts.

All figures should be submitted at the desired published size, but not exceeding the limits defined in Section 2.2.5 (i.e. a two-column layout with 183×237 mm modulo).

For figures with several parts (i.e plates, e.g., a, b, c, d, etc.) created using the same software application, assemble them into one file rather than sending several files. In case of difficulties, better supplying separate figures and contact the Technical Editor to arrange plate composition.

Avoid complicated textures and shadings, especially in vector illustration programs: this increases the chance for a poor-quality final product.

The preferred colorspace format for colour files is sRGB. Color images will be converted to continuous grayscale for the printed version. Raster images should be at a resolution of at least 300 dpi.

2.2.6. Supplemental material and appendices

Appendices

An appendix should be able to stand alone, as a separate, self-contained document. Figures and tables used in an appendix should be numbered sequentially but separately from those used in the main body of the paper, for example, Figure A1, Table A1, etc. If references are cited in an appendix, they must be listed in an appendix

reference list, separated from the reference list for the article. If there is more than one appendix, label as follows: Appendix A, Appendix B, etc.

Supplemental material

Supplemental material can be made available in its native electronic format, either at the request of the author or at the suggestion of the Editors. It will be linked from the Web page of the associated article and will be available via the electronic version of the journal only. Such material may include extensive tables of data, detailed calculations, and illustrations or maps not essential for understanding and evaluating the paper. Such material must be clearly marked when the manuscript is submitted. Tables and figures should be numbered in sequence separate from those published with the paper (e.g., Fig. S1, Tab. S1). The supplemental material should be referred to in the main text. Always prefer “neutral” file formats for supplemental materials, such as Comma-Separated-Values (CSV) for tables or PNG, JPEG or MPEG4 for figures and videos.

2.3. Cover letter

Using the electronic submission system offered via *Open Journal System*, the traditional cover letter is no longer needed.

Any information usually present in a traditional cover letter can be delivered to the Editor using the “Comments for the Editor” text box at page bottom, in the first step of the submission procedure.

3. Editorial process

3.1. Receipt of manuscripts

The corresponding author of a submitted manuscript will receive a formal acknowledgement e-mail once the manuscript submission process is completed.

After the submission, the manuscript will be examined for conformity to the Instructions to Authors, and for general scope and relevance, by the Editor. Manuscripts that do not conform to Instructions to Authors are returned to authors and can be reconsidered after re-editing. Manuscripts that do not fall within the scope of the journal, or are not considered suitable for publication, will not be sent to peer-review.

This first stage editorial evaluation will be completed within 10 days from submission, and the corresponding author will be immediately notified.

3.2. Peer review/ Manuscript Evaluation

All manuscripts are reviewed by at least two referees, and the Editors' decision is based on their evaluations. Following the return of the reviewed manuscript, the authors are given 6 weeks to submit a revised version. After this deadline, revised papers will be treated as new manuscripts and go through a new editorial process.

Reviewers log onto the journal website from which they can download the submitted manuscripts and conduct their reviews. Instructions will be available along with a Help window that outlines the process. The reviewer will be asked to accept or refuse the invitation to review, submit comments, and make a recommendation using a pulldown menu. The menu offers the choices explained below:

Accept the manuscript can be accepted as is, with no or small editorial changes;

Accept with revisions i.e. *Accept with minor revisions*: the manuscript can be accepted, but some revisions are needed, as advised by the reviewers and/or the Editor;

Resubmit for review i.e. *Accept with major revisions*: the manuscript in its current form cannot be accepted, anyway, the Author can submit a revised version as a new submission;

Submit elsewhere please do not use this option;

Decline the manuscript cannot be accepted;

See comments please do not use this option.

Unfortunately, the editorial system offers the six choices described above, which cannot be changed or adapted to Hystrix, the Italian Journal of Mammalogy policies. We advise the reviewers to choose only among *Accept*, *Accept with revisions*, *Resubmit for review* and *Decline*, ignoring the other options.

3.3. Accepted manuscripts

The author will be notified when the manuscript is accepted, and asked to upload via the on-line system the final version of the accepted manuscript and all associated files for tables, figures, and supplemental data.

The final version of the manuscript should be uploaded as an editable document, in one of the following formats: Rich Text Format (RTF), OpenOffice.org/OASIS OpenDocument Text or Microsoft Word.

3.4. Publication process

The Editorial Office checks all accepted manuscripts for compliance with the Instructions to Authors and the Journal typesetting format. Any areas that are identified as problematic will be addressed by the assigned Associate Editor in consultation with the corresponding author. Once all problems have been solved, the manuscript

is forwarded to final process for publication. The papers are prepared for publication by an Associate Editor responsible for ensuring that the final printed work is consistent in form and style.

3.4.1. Galley proofs

A galley proof is sent to the corresponding author. Galley proofs must be checked very carefully, as they will not be proofread by Editorial Office, and must be returned within 1 week of receipt. The proof stage is not the time to make extensive corrections, additions, or deletions, and only spelling/grammar corrections should be made as well as minor changes.

3.4.2. Reprints

Finished papers are freely downloadable by the Author at <http://www.italian-journal-of-mammalogy.it>. The Journal provides in advance the Authors a copy in PDF, downloadable from <http://www.italian-journal-of-mammalogy.it> accessing as corresponding author.

3.4.3. Online first

Once finished, papers will be added to the current “live” issue, i.e. they will be published using the “Online First” model. As editorial needs allow, “Online First” papers will be published in the paper version in chronological order.

3.5. Permission to reproduce copyright material

Whenever a manuscript contains material (tables, figures, charts, etc.) that has been previously published and, hence, is protected by copyright, it is the obligation of the author to secure written permission from the holder of the copyright to reproduce the material for both the print and electronic formats. These permissions should be granted using the Author-Editor Communications text box in the manuscript submission form.

4. Ethics

4.1. Experiments involving animals and animal welfare

All authors, regardless of their country of origin, who describe experiments on animals are required to give assurance in Materials and Methods that the animals were properly cared for, and that their use of animals was reviewed and approved by the appropriate animal care review committee at the institution(s) where the experiments were carried out. Studies with unwarranted numbers of rare or endangered species may not be accepted. In case of studies where capturing and/or handling individuals is subject to a license (e.g. a license issued by a government office to capture protected species), the authors must cite in the Acknowledgements section the relevant license or permit number.