

Hystrix – the Italian Journal of Mammalogy

Electronic Editorial System

Electronic publication Guide

Hystrix Editorial Board

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Associazione Teriologica Italiana

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Added Editor's Guide
Reformatted code to compile parts as separate documents.

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 October, 15th 2010.

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 (It. J. Mammal., ISI Impact Factor 2009: 0.513) is a peer-reviewed journal that publishes at least twice per year papers on original research in basic and applied mammalogy.

Since 1986 Italian Journal of Mammalogy publishes papers concerning the 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.

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

1. a publication time of less than 1 year from submission to on-line publication;
2. large amount of space to publish extensive papers;
3. free use of colour figures on the electronic online version;
4. the possibility to publish supplemental material as original datasets or small sound or video files.

In addition, being *Hystrix* – the Italian Journal of Mammalogy an Open Access Journal, your paper will be available to the entire scientific community at no charge.

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*.

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.

Wishing to promote mammal research in the Mediterranean area, *Hystrix* – the Italian Journal of Mammalogy particularly welcomes papers on studies in this geographical area.

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 on the electronic edition.

1. Aims and scope

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.

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. Submission instructions

Manuscripts must be submitted electronically registering to the on-line submission system at <http://www.italian-journal-of-mammalogy.it>. The on-line submission system allows document security and anonymous peer review. Each author and/or reviewer can obtain a free account and is encouraged to log in using his/her personal username and password. Further instructions can be found at <http://www.italian-journal-of-mammalogy.it> at any relevant submission step.

A detailed step-by-step description of the electronic submission process can be found in Part II of this document.

Authors must submit at least a manuscript file; a cover letter is not necessary since all the disclaimers normally contained in a typical cover letter are already provided in the electronic submission process forms. For the same reason, a Copyright Transfer Form is not needed, since Copyright transfer acceptance is acknowledged during the manuscript submission process. Should any note, advice or other kind of author-editor communication be necessary, a text field for communication to Editors is available at the beginning of the submission process. Tables and figures must be included in the manuscript file, whilst other supplemental material (if any) must be uploaded separately. When submitting, authors should be working at a computer where all of the relevant files for their paper are available. Submission of a typical manuscript requires about 10 minutes, but upload time depends on the speed of the Internet connection.

Peer review

Authors must suggest the names of three potential referees, with expertise in the scientific field of the contribution, who have never belonged to either co-author Institution.

Authors will be notified by e-mail at every significant step in the peer-reviewing process. Furthermore, logging in to the editorial system at any time, authors can check the progress of their manuscript.

The manuscript will be reviewed by at least two anonymous reviewers. The review process will take about 2 months.

Contacts

In case of necessity, *Hystrix* – the Italian Journal of Mammalogy postal address is

Hystrix – The Italian Journal of Mammalogy
C/o Dipartimento di Biologia Animale
Via Ferrata, 1
I-27100 Pavia (Italy)

2. Submission instructions

For any kind of information (included technical information) on manuscript submission contact the Editor in chief:
`editor@italian-journal-of-mammalogy.it`.

3. Manuscript preparation

The whole manuscript should be prepared as a **single** Portable document Format (PDF) file, for a correct reference of layout and to ensure proper readability. Other formats will not be accepted.

Authors can take advantage of the Author's template available at <http://www.italian-journal-of-mammalogy.it>, and carefully following the Author's template instructions (enclosed with the Author's template).

We strongly recommend to use the Author's template in order to speed up both the reviewing and the typesetting processes.

Before starting the electronic submission procedure, the Author should have ready a **single** file: the final version of its manuscript, plus other supplemental material, if any.

3.1. Language

The manuscript text must be written in English, both British and American.

3.2. Manuscript style

3.2.1. 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.

3.2.2. Emphasis

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.

3.2.3. Scientific names

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. marmota*)

3.2.4. Abbreviations and acronyms

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.

3. Manuscript preparation

3.2.5. Statistical analyses

The assumptions and/or the model underlying any statistical analysis should be clearly stated. Symbols such as * and **, denoting levels of significance, should not be used except in conjunction with the actual values of the associated test statistic; actual p values are preferred. When expressing probability levels always use lowercase, italics *p*, for example $p < 0.01$.

3.2.6. Writing numbers

In writing long numbers do not use any digit grouping, except for the decimal separator, which should always be a point: for example, 25562987 and not 25,562,987 or 25 562987. The decimal marker should always be a point and not a comma: for example, 0.1 ml and not 0,1 ml. The decimal point in all numbers between 1 and -1, except 0, must be preceded by a 0, that is 0.3 and not .3 or ,3.

3.2.7. Equations and list of symbols

Equations should be clearly typed; 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.org Math, MathType, Microsoft Office Equation Editor or $\text{T}_{\text{E}}\text{X}/\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$.

Distinguish between lowercase l and the numeral one, and between capital O and the numeral zero.

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 $3 \cdot 106$.

A letter or symbol should represent only one entity and should be used consistently throughout the paper. 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

$$E[Y] = \frac{\exp(X^T \beta)}{1 + \exp(X^T \beta)} \quad [3.1]$$

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

3.2.8. Footnotes

Footnotes are allowed only in tables.

3.2.9. 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). Depending on the sentence construction, the names may or may not be in parentheses, but the year always is,

for example Palomares and Delibes (1993) and 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 list¹.

Citing URIs

Uniform reference indicators and locators (URIs and URLs), 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.

Citing personal communications and works in preparation

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*).

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.

3.3. Manuscript layout

All pages must be numbered consecutively in the lower-right corner starting from 1 (Title page). 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 of the sheet. Line numbers will continue across pages.

For those who (for any reason) prefer not to use the Author's template, we report some useful information on how to typeset the manuscript.

¹For authors using automatic reference formatting software, the format specified above is obtained using the \LaTeX natbib package with round option and apalike citation style

3. Manuscript preparation

Manuscripts must be written in Times Roman (or equivalent serif font, such as Times New Roman or FreeSerif), 10 points size, with double space and wide margins (almost 3 cm on both sides).

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, like this:

[Figure 1]

3.3.1. 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. The same information will be asked as the first step of the online submission process. A running title not longer than 6–8 words should also be suggested.

All correspondence about manuscripts submitted through on-line editorial system will be sent to the person listed on the title page as the corresponding author during submission. Correspondence will only be by e-mail. For revisions, the corresponding author will be contacted by e-mail and asked to submit a revision; the process is very similar to initial submission.

3.3.2. Manuscript main text

Short notes

Short notes are reserved for brief papers (maximum 16000 characters) 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 have Introduction, Material and methods, Results and Discussion, and are organised in a single section.

Authors are advised to structure Short notes without subdivision of the text, with an Abstract in English.

The whole length of the manuscript must not exceed 16000 characters (spaces included), comprehensive of title, author names and affiliations, abstract, text body and references. In a short note 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, riassunto e parole chiave (in Italian) (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 in English 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.

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 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 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 authors.

List of symbols

If heavy use of symbols and mathematical notation is made in the manuscript, a List of symbols can be added, and placed after Acknowledgements and before the References section. The List

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of symbols should enumerate all the relevant variables used in the text, along with a short but informative description and (if any) the units of measurement.

References

The reference list must be double-spaced and placed at the end of the text, arranged in alphabetical order according to the name of the first author. Each reference should be on a separate paragraph, hanging-indented, that is, the second and the following lines should be indented to facilitate reading.

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 on the ISI Journal Citation Reports database. A convenient list of Journal titles can be found at the following World Wide Web sites:

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

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

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

In case of any uncertainty, spell out the title in full.

The journal encourages the inclusion of issue numbers which should be placed in parentheses after the volume number.

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 metacystode 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., Himsworth D.C (Eds.). Salmonid ecosystems of the North Pacific. Oregon State University Press, Corvallis, OR pp. 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. pp. 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 from <http://www.worldwidewords.org/articles/citation.htm> [20 August 2007].

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]

3.3.3. 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. The word “Table” should be always written capitalized: i.e. *Table 1*. In the main text, when referring to a Table, always use the abbreviated form, i.e. *Tab. 1*.

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Tables should contain only horizontal lines. Vertical lines should not be used. All tables should have complete but brief headings, to be placed above the table. Column headings should be brief, but may be amplified by footnotes. Footnotes in tables should be designated by superscript numbers.

Numerous small tables should be avoided, and the number of tables should be kept to the minimum necessary to concisely summarise results.

Any supplemental information can be formatted as table or data file and added as supplemental material.

3.3.4. Figures caption sheet

Figure captions should be listed on a separate page and placed after the tables and before Figure 1. The caption should informatively describe the content of the figure, without need for detailed reference to the text.

3.3.5. 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 8.6×23.7 cm and that of a two-column illustration is 18.2×23.7 cm.

Illustrations that exceed the maximum two-column size will be reduced. 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*.

Photographs should be continuous tone, of high quality, and with strong contrast. Only essential features should be shown. A photograph, or group of them, should be planned to fit into the area of either one or two columns of text (i.e. a maximum size of 18.2×23.7 cm) with no further reduction. Electron micrographs or photomicrographs should include a scale bar directly on the print. The best results will be obtained if the authors match the contrast and density of all figures arranged as a single plate.

Maps must have very clear, bold patterns and should show a scale bar, to ensure proper identification of study locations.

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 is 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 3). 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 Encapsulated PostScript (`eps`) or Tagged Image File Format (`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 3.3.5 (i.e. 18.2×23.7 cm).

For figures(plates) with several parts (e.g., a, b, c, d, etc.) created using the same software application, assemble them into one file rather than sending several files.

Remember that the more complex your artwork becomes, the greater could be the possibility for problems at output time. Avoid complicated textures and shadings, especially in vector illustration programs: this increases the chance for a poor-quality final product.

All colour files submitted must be in CMYK (cyan, magenta, yellow, and black) colour space. These colours are used in full-colour commercial printing. RGB graphics (red, green, and blue; colours specifically used to produce an image on a monitor) will not print correctly. Raster images should be at a resolution of 300 dpi.

3.3.6. 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, Table 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 JPEG, PNG or MPEG4 for figures and videos.

3.4. Cover letter

Using the electronic submission system offered via *Open Journal System*, the traditional cover letter is no longer needed. In fact, the Author is requested to state whether the manuscript is a full paper or a short communication, must supply names and e-mail addresses of all co-authors and

3. Manuscript preparation

must confirm that the manuscript contains original work and has not been submitted to another journal. The only thing that is needed, at the Author's convenience, is to indicate to the Editors the names and addresses of a minimum of three potential referees: this can be done using the text box at the end of the first submission process form (see section 6.1.3, page 30), expressly conceived for author-editor communications.

4. Editorial process

4.1. 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.

4.2. 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.

4. Editorial process

4.3. 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.

4.4. 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. A flow chart of the process is presented in Figure 4.1.

4.4.1. 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.

4.4.2. 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.

4.4.3. 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.

4.5. 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.

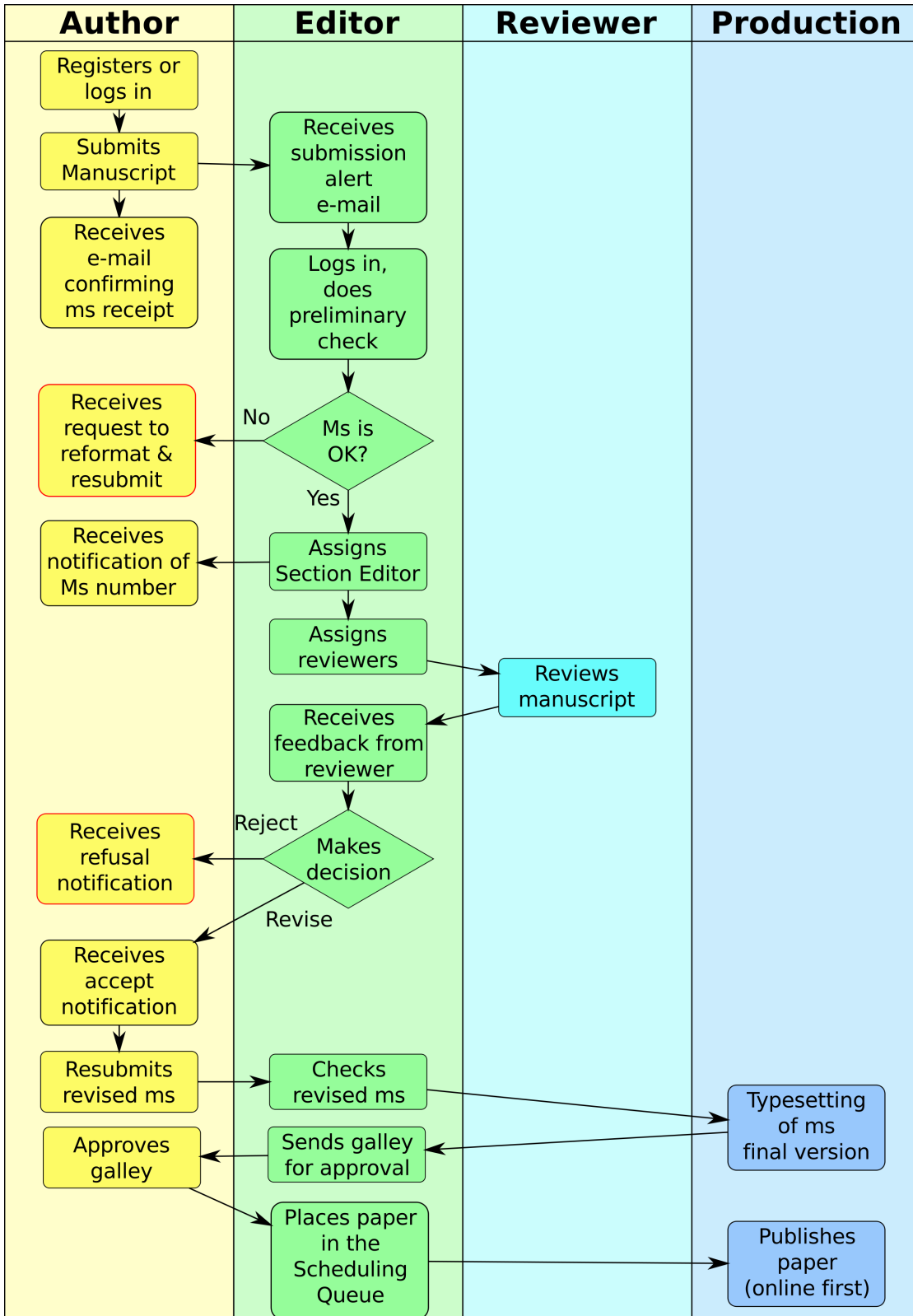


Figure 4.1.: Sample editorial process

4. *Editorial process*

5. Ethics

5.1. 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.

5. *Ethics*

Part II.

Submission procedure

6. Submission procedure

Connect to <http://www.italian-journal-of-mammalogy.it> and log in with your username and password (using the username and password text boxes on the right side of the page or clicking on the **LOG IN** link at page top). If you are not registered yet, you should register as an author, clicking on the **REGISTER** link at page top. The registration is free of charge.

Once logged in, you will see your *User Home* page. From here, you can access the article submission system, choosing **Author**, or you can modify your personal data (**Profile**) or change your password (**Password**).

Note: if you are also a reviewer or an editor, once logged in you will be shown either the **Review Record** or **Active Editorial Assignments** pages instead. To go to your user home page, click on **User** at left in the bar at the top of the page.

The **Author** page will lead you to your *Active Submissions* page, where you can check for the review status of any already submitted manuscript, submit a new manuscript or see (in the *Refbacs* section at page bottom) if other web sites are citing your papers published on *Hystrix* – the Italian Journal of Mammalogy.

To submit a new manuscript click on **CLICK HERE** under *Start a New Submission*.

Note: if you are also a reviewer or an editor, your user home page will show other options (e.g. **Editor** or **Reviewer**).

The submission procedure is a 5-step process, and in each step you are guided by exhaustive explanations.

Briefly, in order to achieve a succesful submission, you should have ready:

- the manuscript, complete with tables and figures, as a single file in one of the allowed electronic formats (see Chapter 3, page 11);
- all information concerning the manuscript metadata (Title, Author(s) data, abstract, key words);
- any additional material (figures, tables, maps and other multimedia content that need a separate upload)
- the names, addresses and e-mail addresses of a minimum of three potential reviewers as specified in Section 2

In the following sections the five-step submission process will be briefly explained. Numbers in **boldface**, like **1A** indicate the relevant pages shown by the on-line Editorial system during the submission process.

6. Submission procedure

6.1. Step 1 - Starting the Submission

6.1.1. Journal Section

1A Suggest what is appropriate for your manuscript: if it is a full paper, you must choose “Contents”. *Hystrix* – the Italian Journal of Mammalogy also accepts short notes (see page 7). Be aware that the final decision on section assignment of your manuscript will be made by the Editorial board, and could eventually differ from the choice you made here.

6.1.2. Submission checklist

1B Review and check the Submission checklist, assuring that

- the manuscript you are submitting is an original work;
- the manuscript has been formatted according to the Author Guidelines;

Be aware that by checking these two boxes, you are in fact declaring that your manuscript is an original submission and that it is compliant with the Journal’s Instruction for Authors, as if it were a formal cover letter.

6.1.3. Communications to the Editor

1C If needed, you can add a brief message addressed to the Editor. You are encouraged to use this section to suggest (or advice against) the names of up to three potential referees, as specified in Section 2.

Note: This is the only way to add any kind of information for the Editors (e.g. to qualify your submission as a contribution for a special issue). Do use this box as if it were a cover letter.

6.2. Step 2 - Upload the manuscript

2 Follow the instruction on the upload page to attach the manuscript in PDF format (see Chapter 3, page 11).

Wait to click **Save/Continue** until in the upper part of the page appears your file name, along with size and upload date information as a confirmation that the file has been transferred in good order.

In case of errors, you can repeat the upload process as many times as needed. The file visible to the Editorial staff will be the last one you have uploaded.

6.3. Step 3 - Entering the Submission’s Metadata

The metadata section is at all the most important part of the submission process. That is, any paper published by *Hystrix* – the Italian Journal of Mammalogy is identified and exposed to the general public via its metadata. This means, for instance, that the only way to know who the authors of a paper are is just here in the metadata. A common mistake is not to enter here **all** the

6.3. Step 3 - Entering the Submission's Metadata

authors names, surnames, e-mail and affiliations, misjudging this step as long and boring and entering just the Corresponding Author data, pretending that all authors information “is already in the manuscript file”. *This is deadly wrong and dangerous* (and also very unkind towards your co-authors and the Editorial staff) since both *Open Journal System* data harvesters and ISI databases use only these metadata (and these *only*) to attribute any paper to its authors, so it is in the author's interest to carefully compile this section in order to have its works correctly indexed. We *strongly* recommend to carefully enter all author metadata and double-check them. It is not the Editorial staff responsibility to take care of a correct submission and it is not possible to correct number, names and order of the authors without doing a re-submission. Should a submission show any differences in the authors metadata between this section and the manuscript front page, the submission will be rejected.

6.3.1. Authors

3.1 Add as many authors as you need, in the exact order they appear on the manuscript. In case you need to rearrange Authors order, you can use the two small arrows at the end of each Author's metadata.

It is mandatory to fill in the Authors section indicating, for each Author:

- the first name (not the initial only)
- the middle name (if any), initial only
- the family name (surname)
- the affiliation
- a valid e-mail address. In case an Author does not have an e-mail address, please use the corresponding author's one.
- the country

Other fields such as “URL” and “Bio statement” are not mandatory and can be filled in at your convenience. Remember that these data will allow any literature indexing system to properly identify you as Author of the manuscript.

When specifying more than one author, indicate one (and only one) as the corresponding author. All the correspondence concerning the editorial process will be addressed to that person.

6.3.2. Title and Abstract

3.2 Fill in the “Title” box with the manuscript title. Please use proper capitalization and do not write the title all uppercase. Fill in the “Abstract” section with the manuscript abstract. You can copy-and-paste it from your wordprocessor program, or use the wordprocessor-like commands at the box bottom.

Note: In case you prefer to typeset the abstract using HTML markup, first click on the **HTML** link at the box bottom right. An HTML Editor window will open.

Always begin the abstract with `Abstract` in the first line.

If you need to use italics (e.g. for species names), boldface or newlines, to improve abstract readability, you can use a subset of the standard HTML tags as follows:

6. Submission procedure

words in italic: use ` your text here`

words in boldface: use `your text here`

newline: use `
`

6.3.3. Indexing

3.3) To facilitate manuscript indexing, specify some “coarse” keywords, separated by semi-colon, indicating the discipline and/or the broad area of interest.

2.3.a) Specify up to five key words, separated by semicolon.

2.3.b) Fill in the box with “en” (lowercase “e”, lowercase “n”).

6.3.4. Supporting Agencies

3.4 If you need to indicate any agency who supported your work, fill in this box.

6.4. Step 4 - Uploading Supplementary Files

4 If needed, click on **Choose File** and follow the procedure you used to upload the manuscript file presented in Step 2. You can upload as many supplementary files as you need. Supplemental material includes (but not limited to) any research instrument software, material, additional tables of results, transcripts, raw data sets, data analysis procedures and other forms of source code.

6.5. Step 5 - Confirming the Submission

5 A list of the files you have uploaded will be shown. To change and review the entire submission process, you can go back to the previous steps. Clicking **Finish Submission** your manuscript will enter the submission queue, and you will receive an acknowledgement e-mail.

For technical informations (manuscript format questions, typesetting advice, on-line submission system etc.) please contact editor@italian-journal-of-mammalogy.it.

Part III.

Reviewer's Guide

7. Reviewers' guidelines

The following guidelines are based on the *Open Journal System* standard.

On receipt of the manuscript, you the reviewer should do three things immediately.

1. Read the editor's transmittal e-mail and determine whether you can complete the review in the stated time period, usually about 8 weeks.
2. Double-check the author's communications to the editor, if included (they appear at the end of the transmittal e-mail), the manuscript title page, and the Acknowledgments section to determine whether there is any conflict of interest for you (with the authors, their institution, or their funding sources) and whether you can judge a given article impartially.

If you have either a time problem or a conflict of interest, contact the Editor for instructions. He may extend your deadline, ask whether there is a colleague at your institution who could do the review, or ask you to return the manuscript to him for reassignment (and, if possible, for you to provide the names and addresses of other reviewers who are competent to handle the subject matter). You may not give the manuscript to a colleague to review without the Editor's permission.

Do not discuss the paper with its authors either during or after the review process. Although it may seem natural and reasonable to discuss points of difficulty or disagreement directly with an author, especially if you are generally in favor of publication and do not mind revealing your identity, this practice is prohibited because the other reviewer and the editor may have different opinions, and the author may be misled by having "cleared things up" with the reviewer who contacted him/her directly.

The manuscript sent to you for review is a privileged document. Please protect it from any form of exploitation. Do not cite a manuscript or refer to the work it describes before it has been published and do not use the information that it contains for the advancement of your own research or in discussions with colleagues.

In your comments intended for the author, *do not make statements about the acceptability of a paper*: suggested revisions should be stated as such and not expressed as conditions of acceptance which are matter of discussion between Editor and Reviewer, and not Reviewer and Author. Furthermore, *Open Journal System* provides (see below) a drop-down menu to express your suggestion about the acceptability of a manuscript, and you must use that tool.

Organize your typed review so that an introductory paragraph summarizes the major findings of the article, gives your overall impression of the paper, and highlights the major shortcomings. This paragraph should be followed by specific, numbered comments (the line numbering on the manuscript text facilitates both the editor's letter to the author and evaluation of the author's rebuttal). Try to make constructive comments and criticism.

Confidential remarks directed to the editor should be made using the "Reviewer Comments" function in the "Peer Review" section of the "Reviewer Administration" page. Such comments

7. Reviewers' guidelines

are visible only to the Editor. Advise the editor of your recommendation for acceptance, modification, or rejection by choosing the appropriate decision from the drop-down menu in the "Editor review" section, and remember to record it, clicking on the "Record Decision" button. The final decision regarding modification, acceptance, or rejection of a manuscript rests solely with the Editor, so do not state your recommendation in the portion of the review that will be sent to the author.

It is recommended that you make a copy of the review for your files. The manuscript may be returned to you for a second review, particularly if the requested modification was extensive. In addition, if the manuscript is resubmitted after rejection, the new version may be sent to you for review. In either case, you will need to evaluate the author's responses to your original criticisms.

Part IV.

Editor's Guide

The following guidelines are conceived to help an Editor working with *Hystrix* – the Italian Journal of Mammalogy *Open Journal System* editorial system. Instead of rewriting the existing *Open Journal System* technical documentation (always available at the *Open Journal System* web site, <http://pkp.sfu.ca/ojs/>), we preferred to focus on the editorial process model underlying *Open Journal System*, tailoring it on what is the *Hystrix* – the Italian Journal of Mammalogy editorial workflow model.

The Editor (called *Section Editor* in *Open Journal System*) oversees entire editorial and publishing process. Working with the Journal Manager, the Editor applies the policies and procedures for the journal, assigning submissions to the Editorial staff (included himself), deals with reviewers and authors to see through the Submission Review and Submission Editing processes, taking care of the submission's progress and assisting both Authors and Reviewers with any difficulties in the process.

To carry out your tasks as an Editor, log in to <http://www.italian-journal-of-mammalogy.it> and click on **USER HOME** at page top. You will be taken to your *User Home* page, where, if you are enabled to act as an Editor you can see how many manuscripts are present (either under review or still unassigned), and access your Editor dashboard clicking on **Editor** at left.

7. *Reviewers' guidelines*

8. The Editorial Workflow

The editorial workflow consists in a series of steps carried out by four actors: the Author, the Editor, the Reviewers and the typesetters. A flow chart of the process is shown in Figure 8.1.

8.1. Submission and manuscript handling

Once an Author has completed the submission process (see Part II , page 29), an alert e-mail is sent to the Managing Editor, who logs onto the Editorial System, carries out some preliminary checks and then assigns the manuscript to a Section Editor.

Open Journal System allows for a single Managing Editor, and at present *Hystrix* – the Italian Journal of Mammalogy workflow assumes that a single person (i.e. a single e-mail address) can access the Submission Queue and marshal each submission to a Section Editor. Actually, The Managing Editor is also a Section Editor, so the Managing Editor can assign a submission to himself.

8.1.1. Preliminary check

For each new (i.e. unassigned) submission, the Managing Editor must do a preliminary check to determine if the manuscript is in good order to enter the review process. In particular, the Managing Editor should check the following issues:

- the metadata section has been properly filled in by the author (e.g. names and number of authors in the metadata form coincide with those on the manuscript)?
- author names are complete (i.e. first names fully stated, and not initials only)?
- author affiliations are consistent and follow the “institute - address - country” standard format?
- the author has suggested at least three potential reviewers?
- the manuscript abstract is present in the appropriate field?
- the manuscript file is a single PDF, with manuscript text, tables, figure captions and figures?
- the manuscript template has been used, and if not, at least lines are numbered to ease reviewing?

If any of these questions has “no” as an answer, the manuscript must be refused, since something is not consistent with what specified in the Author’s Guide and in the end will cause serious

8. The Editorial Workflow

problems during the review process or for external service such as harvesters to correctly index the paper.

Many of these issues could actually be fixed by an editor, but since both editors and reviewers are working on a voluntary basis, adding further burden due to the incompetence of an author is rather unpleasant. However, a manuscript can be reconsidered for publication after the editorial issues are fixed.

If all of these questions answer “yes” the Managing Editor can accept the submission and assign it to an Editor.

8.1.2. Assignment to a (Section) Editor

The Managing Editor has to assign the submission to an Editor: this task is accomplished in *Open Journal System* going in the submissions queue (clicking on **Unassigned** in the *Editor Home* page and choosing a manuscript clicking on its title. A *Manuscript Summary* page will appear: the actions listed at the *Editor* section of the page will allow you to assign an Editor (or to add yourself) to that manuscript.

8.2. The review process

The review process is taken care for by an assigned Editor. Once an Editor receives an e-mail notifying that a submission has been assigned, the Editor logs in to *Open Journal System*, goes to his **User Home** page (click on **User Home** in the bar at page top once logged in) and from there goes on his *Editor home* page (click **Editor** on User Home Page).

The *Editor home* page shows a table with all the submissions assigned to a given Editor. Click on **UNASSIGNED** or **IN REVIEW** to see a table listing all manuscripts.

You can filter the manuscripts using the drop-down controls on the page.

To access a manuscript data, click on the manuscript title.

The Editor has to choose and invite two reviewers, as well to handle communications between himself and the reviewers, and the authors.

Authors and reviewers *cannot* communicate directly, and the Editor is the sole link between them.

8.2.1. Reviewers assignment

The Peer Review section of the Submission Review page shows a **SELECT REVIEWER**: click there to choose a reviewer. You can choose an existing reviewer from the table below, or create a new one.

From here you can also access indexing services such as ISI Web of Knowledge, SCOPUS or Google Scholar, to help you in finding a suitable reviewer.

Note: being both ISI Web of Science and SCOPUS paid subscription services, you can access them only if your institution has a valid subscription contract.

It is strongly recommended to add to a new reviewer some key words, separated by commas, to ease up reviewer selection in future and for the other Editors.

The **Peer Review** section of the Submission Review page supplies all the facilities needed to solicitate a review, to send a “thank you” e-mail to the reviewer and so on.

Allow at least 6 to 8 weeks to complete a review.

Please add at least one non-Italian reviewer.

As an Editor, you can make as many review rounds as necessary.

8.3. The Editor decision

The **Editor decision** section of the Submission Review page has to be used to complete the review process, that is, any reviewer comment should be sent to the Authors, and a final decision should be made and recorded.

Note that both in the **Peer Review** and **Editor decision** sections there is a small balloon icon: clicking on that icon a comments form will appear. The two forms are the only way for you to communicate with your reviewers and your authors. Note that there are two comment boxes to keep strictly separated what you write to the reviewers and what the reviewers write to you from your communications with the authors. It will be your duty to use the information provided by the reviewer in their comments box to create an answer for the author in his comment box.

8.3.1. Sending comments to the Authors

Once the review phase is completed, in the Submission Review page, the **Peer Review** section will show, for each reviewer, a **Reviewer Comments** link, and (if present) a **Reviewer’s annotated version of the file** link. Use all the links described above to read reviewer’s comments and to cut-and-paste them in the box which opens when clicking in the **Editor Review** section, on the **Editor/Author Comments** link. What you type in that box will be what will be sent to the Author once you record a decision.

Dealing with optionally present annotated version of the manuscript: each reviewer can upload an annotated version of the manuscript, visible ot the Editor only. The Editor himself can create a further annotated version and upolad it for the Authors to see using the **Post-review version of file** link. A default file is always present, and is just a copy of the original file submitted by the author.

It is highly recommended not to use annotated wordprocessor files, and limit to the exclusive use of comment boxes.

8.3.2. Recording the decision

To finalize the review process, the Editor must choose either “Accept” or “Decline” from the **Decision** drop-down menu in the **Editor Review** section of the Submission Review page.

Clicking on the **Record Decision** button, the decision will be recorded and a notification email will be sent to the Authors.

8. The Editorial Workflow

8.4. After acceptance

If a manuscript is accepted with some kind of revision, the Author must revise and send in a revised version (that is *not* a new submission!).

The Editor should check the revised version with the reviewer comments to see whether the suggested revisions have been made, or if in some way the author refused to do them and under which motivation (the so-called “revision rebuttal”).

Once the revised manuscript is in its final form, the Editor can alert the Managing Editor that a manuscript is ready for typesetting, and is responsibility of the Managing Editor to have the paper typeset and uploaded as galley.

8.5. Proofreading

Using the **Submission Editing** page, in the **Layout** section, the Managing Editor can upload the typeset final version of a paper (the galley).

Once the galleys are online, with the button **Request Galleys** the Managing Editor can send to the corresponding Author an e-mail asking for a final check of the typeset version.

Then, once the Author has approved the galleys, the button **Galleys Complete** sends the Editor in Chief an e-mail stating that the paper is ready for publishing.

8.6. Going online

The last step of the editorial workflow consists in placing a final galley into the Scheduling Queue.

The Scheduling Queue is the place where the Managing Editor assembles the journal issues and publishes them on the public part of *Open Journal System*.

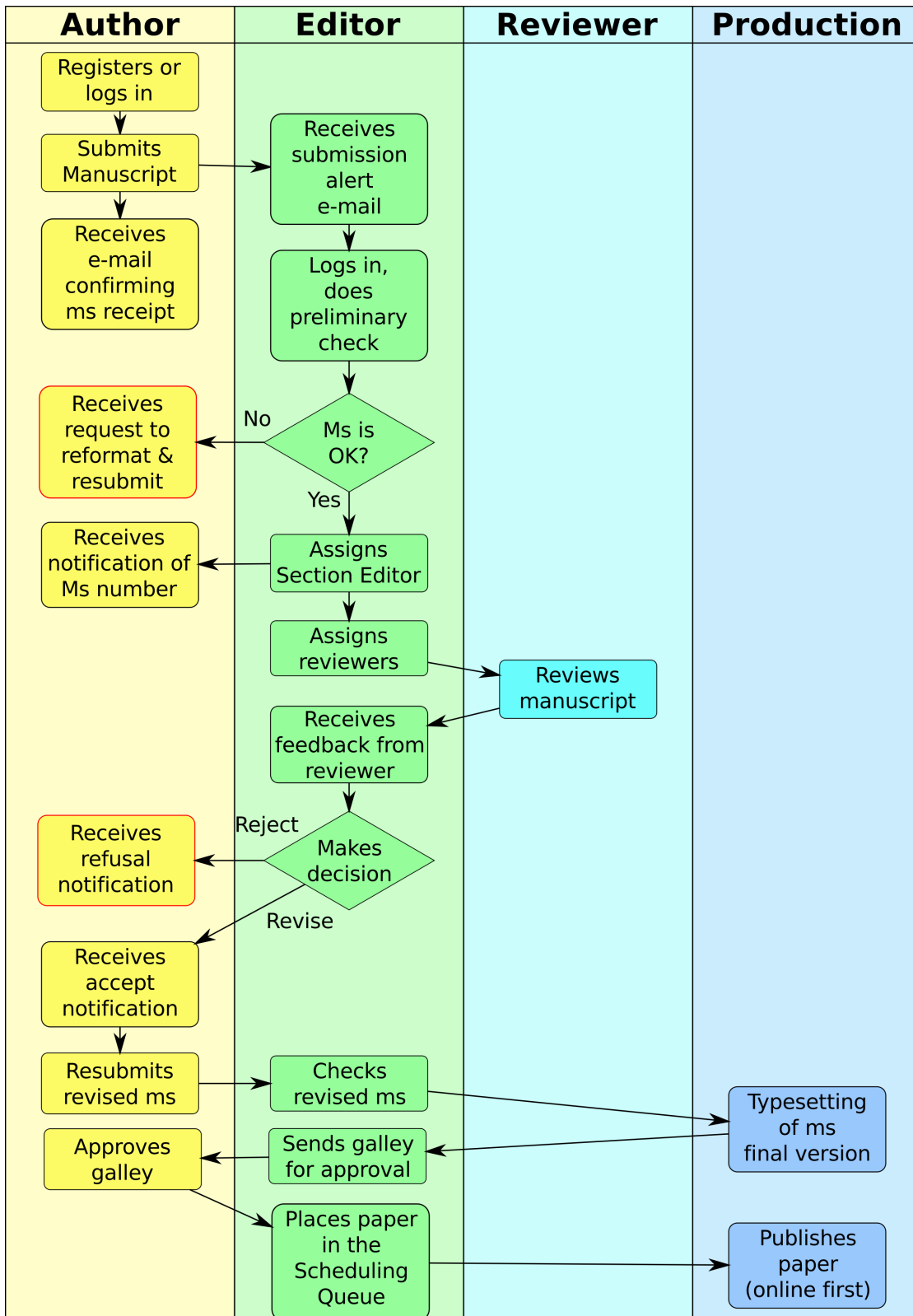


Figure 8.1.: Actions and actors involved in the editorial workflow

8. *The Editorial Workflow*

9. Editorial Tasks Summary

Below is a concise summary of the actions needed to complete the workflow for a manuscript, from submission to publishing.

The tasks are subdivided by role, i.e. separating the technical handling of the submission, done by the Managing Editor, from the peer-review proper, taken care for by the Section Editor.

9.1. Managing Editor tasklist

- receives submission notifications
- does preliminary check on new submissions
- assigns submissions to an editor
- receives final galleys from editors
- handles galley approval by the authors
- maintains scheduling queue
- publishes online

9.2. Section Editor tasklist

- receives manuscripts from the Managing Editor
- handles the peer-review processes dealing with authors and reviewers
- sends final galleys to the Managing Editor