

MESOAMERICANA GUIDE FOR AUTHORS

These are the instructions for Volume 12. Experts in the relevant subject area review articles and the Editors review any remaining material.

Submitted material is prioritized according to submission date. After this, publishing of articles may be delayed depending on the necessary review.

Manuscripts can be submitted in English and Spanish but must be accompanied by abstracts in both languages. If you cannot write in English or Spanish, the editor will translate your abstract. Authors should indicate in which section of the journal (“scientific articles”, “points of view”, “conservation projects”, “short communications”) their manuscript should be included.

Manuscripts submitted for the following sections: “letters”, “book or recent literature critiques” and “notices and announcements” do not have an abstract and may be written in either English or Spanish.

All submissions should be in Word (.doc) format, Arial font, 12 point, and attached to electronic correspondence sent to the Editors. Figures should be attached in a separate file.

Special formatting or codes in electronic files should be minimized or eliminated, unless absolutely necessary. If you do not know how to do this, contact the Editor.

When preparing a manuscript, note that the submitted version should be ready for publication. However, scientific articles will undergo a process of peer-review by pairs (see below), after which changes may be suggested.

Article peer-review by pairs

In order to increase the professional quality of the journal, thereby preserving the professional ethic and reputation of the MSBC as well as each of its members, each articles received undergo a peer-review according to the following process:

1. The Editor receives the submitted article and accepts or rejects it for publication in *Mesoamericana*. Authors can expect a courteous and prompt reply from the Editor.
2. If accepted, the article – with the exception of the name(s) of the author(s) or any other indication of the identity of the author(s) – is sent to two anonymous reviewers that evaluate its scientific merits.
3. Reviewers are experts within the fields of biology, conservation or related disciplines to the thematic context of *Mesoamericana*, with sufficient experience to judge the merit of each work based on the “Criteria for acceptance of articles” described below.

4. The Editor receives the comments from the reviewers and sends them to the author(s) within a pre-determined period of time (usually, less than a month). The Editor can suggest:
 - a. Immediate publication;
 - b. Publication pending some revision;
 - c. No publication.
5. In the event that the first reviewer recommends publication while the second does not, the Editor makes the final decision.
6. The Editor asks the author for his/her reaction – mainly, if he/she is in agreement with the suggested changes in order to make them and advance the publication of the article. The identity of reviewers is cautiously guarded during this process. In the event that the article is rejected for publication as an article, the Editor may request that the author submit it under a different category (“news”, “short communication” etc.).

Criteria for acceptance of articles

- Its focus is the Mesoamerican and Caribbean region, that is, Central American countries, Mexico and the Caribbean.
- It represents original work by the author(s) and in this manner, a new and original contribution to the scientific literature.
- It is clearly and explicitly related to one or more bodies of scientific literature.
- It contains all the sections stipulated in this Guide and is correctly formatted.
- It follows the rules of grammar and writing.
- It is written in a concise manner, open and accessible to the majority of readers, members of the MSBC; however, it is concise and correct in its use of scientific terms and concepts.
- It has not been accepted for publication in another journal.

Organization

Articles should include the following:

- *Title*: This should be clear, descriptive and as short as possible.
- *Name(s) of the Author(s)*: This should include the name and title of all the authors.
- *Address(es)*: The name of the institution, postal address, telephone number, fax number and electronic address should be included. Only the electronic address of the first author will be published.
- *Abstract in Spanish*: This should include a maximum of 150 words.
- *Abstract in English*: This should include a maximum of 150 words.

- *Manuscript Body*: The text should not make reference to the page numbers; in the event that a reference is necessary, the section should be referenced.
- *Acknowledgements*: This should be included if relevant; in all cases this section should be short and concise.
- *Literature Cited*: The format in the section below should be used (for more details, refer to articles included in this number).
- *Illustrations*: All figures and tables should appear in a separate file and not in the document that contains the body/text of the article. Each figure should be accompanied by a legend that makes the illustration understandable without needing any additional explanation within the body/text of the article. Color illustrations are accepted but it is possible that they will be published as black and white only.

Literature Cited

References should follow the following format:

Buide M., Fernández J., García F., Garrido O., De Los Santos H., Silva G., Varona L.S. 1974. **Las especies amenazadas de vertebrados cubanos**. La Habana, Cuba: ACC.

CNAP / CITMAGEF / PNUD. 2002. **Sistema Nacional de Áreas Protegidas**. Cuba. Plan 2003-2008. Sevilla, España: Escandon Impresores.

Collar N.J., Juniper A.T. 1992. *Dimensions and Causes of the Parrot Conservation Crisis*, in S.R. Beisinger & N.F.R. Snyder (Ed.), **New World Parrots in Crisis**. Washington, DC: Smithsonian Institution Press, 1-24.

Simberloff D. 1998. *Flagships, Umbrellas and Keystones: Is Single-species Management Passé in the Landscape Era?*, **Biological Conservation** 83, 247-257.

Wiley J.W. 2000. *A Bibliography of Ornithology in the West Indies*. **Proceedings of the Western Foundation of Vertebrate Zoology** Vol. 7. Lawrence, Kansas: Allen Press.

Points of view

These are essays that can include: letters to the Editor; discussions on conservation policies; comments on research methods; comments on events in the Mesoamerican region. These are not peer-reviewed.

Conservation Projects

These should include: project description, objectives sought and other important information. The names of the contact person(s) sending the manuscript (along with the institution to which they belong) should be included at the beginning. The

scientific names of species should be italicized and should follow the system of binomial nomenclature; the names of institutions, places and geographic references should be listed in their original language. These are not peer-reviewed.

Short communications

These are scientific contributions presented in a phase previous to the preparation of an article. The short note comprises the same necessary steps of research as a scientific article. However, the level of the depth of the analysis and discussion is brief, less detailed and does not enter into a comprehensive discussion of other research hypotheses. Striking results for fast, non-detailed dissemination should be included. The manuscript is organized in a manner similar to that of a scientific article but does not need to include a detailed methods or discussion section.

Book or Recent Literature Critiques

These are reviews of books or recently published articles (published within the last three years) in the area of biology and conservation, which is of high relevance to the MSBC.

News and Announcements

This section includes notices that showcase job opportunities, research project collaborations, access to information databases, communications on events that have taken place in the region, available materials, etc. These should be succinct, include the objective sought through the publication of the announcement and the contact information for the person or organization that submitted the announcement. The names of institutions, places and geographic references should be listed in their original language.

This section also includes information and details on conferences and workshops, special meetings emphasizing conservation themes, specialized undergraduate or post graduate courses, symposia and other events that involve MSBC members and that are in accordance with MSBC objectives.