

Naturae

Instructions to the authors

SCOPE OF THE JOURNAL

Naturae is a fully electronic journal, with a continuous publication stream devoted to the knowledge and conservation of biodiversity and geodiversity. It publishes the results of management and restoration experiments, progress reports on inventories, etc., thus promoting the consolidation of knowledge in order to strengthen conservation actions.

There is no page limit. Short notes (1 to 3 pages), particularly on fauna, flora or fungi, are among the subjects that can be submitted.

Manuscripts are mainly written in French, but some can be accepted in English provided that they are accompanied by a detailed abstract in French.

GENERAL INFORMATION

The submission of a manuscript to *Naturae* implies that it is not being simultaneously offered for publication elsewhere. A copyright assignment form must be signed before the final acceptance. Copyright of the published paper, including illustrations, becomes the property of the journal. Requests to reproduce material from *Naturae* should be addressed to the journal.

Nomenclature should follow the most recent editions of the *International Code of Zoological Nomenclature* and the *International Code of Botanical Nomenclature*.

Each manuscript will be reviewed by at least two referees.

FORMAT OF THE JOURNAL

Naturae is published in digital format only (PDF format on the journal's website). The journal is in A4 dimensionst (21 × 29.7 cm) and is available via a Print-on-demand system.

SUBMISSION

Format of the submission. Manuscripts, and illustrations, conforming strictly to the present instructions and should preferentially be sent to the journal via the submission platform <http://soumettre.revue-naturae.fr>. The manuscripts should be prepared with double spaced, margins of at least 3 cm and all pages numbered.

Submitted articles should be uploaded on the platform: in PDF format including figures, tables and appendices and in DOC format including only the text of the article.

Postal submission are no longer accepted. Manuscripts that are not in compliance with the instructions won't be returned. To complete these instructions, please refer to a recent issue of *Naturae*.

Reviewers. Each author must suggest at least two names of potential referees for his article. Conflicts of interest can also be indicated. If the article deals with a conservation topic, one of the proposed reviewers must be concerned with the practical application of the conclusions presented ("manager" profile) and the other must have a scientific profile with recognized expertise on the subject.

STRUCTURE AND FORMAT OF THE MANUSCRIPTS

Structure. Manuscripts, written in French or possibly in English, should be structured as follows:

- title in English;
- title in French (exact translation);
- running head in the language of the article;
- first name(s) and surname(s) of author(s), followed by their full professional address(es) and e-mail(s); a corresponding author can also be designated;
- abstract in English, 200-250 words long; include precise differential characters for new taxa;
- résumé in French (exact translation, the journal may provide help for translation);
- key words in English (5 to 10 max.);
- mots clés in French (exact translation, 5 to 10 max.);
- text of the article, in the following order: Introduction, Material and methods, Abbreviations, Systematics/Results, Discussion, Acknowledgements, References, Legends of figures and tables. Very long papers may include a list of contents; papers dealing with a large number of taxa may include an index;
- acknowledgements should mention the names of the reviewers;
- do not use footnotes;

In the case of review articles, data papers or works on faunistics, floristics or fungi, a different plan may be adopted.

SYSTEMATIC TREATMENT

- every taxon names cited in the text should be followed, when first mentioned in the text, in the résumé/abstract and in the captions of the figures, by author(s) and date of description;
- use italics for names of genera and species.

MATERIAL CITATIONS

In accordance to the policy of the Muséum national d'Histoire naturelle for FAIR data & Open Science policy, the citation of material examined is standardized, so as to allow automatic harvesting and submission of the data to international biodiversity databases, such as GBIF, the Catalogue of Life, DiSSCo, etc. Authors are encouraged to prepare their manuscripts according to this model prior to submission, but they will also be given the opportunity to comply upon acceptance of the article.

The fine-grain formatting of the material citations is not compulsory: if an author decides not to comply or the material is not appropriate, *Naturae* will perform reduced formatting during production. In this case, the majority of the material citations data will not be identified, extracted or disseminated to scientific databases.

When citing collection material, authors are invited to refer to the instructions for authors of the journals *Zoosystema* for zoology, *Adansonia* for botany and *Geodiversitas* for paleontology. For the citation of observation data, authors may refer to the following model:

Country • **specimen(s)** [e.g. “1 ♂”]; **geographic/locality data** [from largest to smallest]; **geographic coordinates**; **altitude/elevation/depth** [using alt./elev./m a.s.l., etc.]; **date** [format: 16.I.1998]; **collector** [followed by “leg.”]; **other collecting data** [e.g. micro habitat/host/method of collecting/“DNA voucher specimen”/“vial with detached elements”, etc.]; reference to associated data [e.g. “GenBank: MG779236”]; **institution code and specimen code** [e.g. “CBF 06023” or “MNHN.F.TRE58”].

This standardized format is presented in the article:

CHESTER C., AGOSTI D., SAUTTER G., CATAPANO T., MARTENS K., GÉRARD I. & BÉNICHOU L. 2019. — EJT editorial standard for the semantic enhancement of specimen data in taxonomy literature. *European Journal of Taxonomy* 586: 1-22. <https://doi.org/10.5852/ejt.2019.586>

ILLUSTRATIONS

The figures of the articles should be prepared in 17.5 × 22 cm maximum; each figure and its caption should be 238 mm high maximum.

Original figures should be sent with the revised version of the article.

The editorial board pays special attention to the quality and relevance of illustrations.

Line drawings (black and white figures). They should preferably be provided in electronic format (resolution 1200 dpi, TIFF file) or vectorial format (AI or EPS file). Line drawings should be prepared in Indian ink (or identical technics), if not, they will be treated as half-tone figures, and their definition of printing will be reduced to 300 dpi. It is still possible to send the original pictures to the editorial board, that will take in charge their digitalization and send you back the original files at the end of the publication.

Photographs, half-tone or color figures. Electronic files should be provided (resolution 300 dpi in 17,5 cm wide minimum, format TIFF or PSD).

Letters and composition of the plates. For electronic versions of the figures, these elements should be indicated on an overlay. If it's not possible, two versions of each figure should be provided: one complete, with all the letters and additional elements on it, the other with the picture itself only. Letters should not be pixelized, nor vectorized (letters should stay modifiable).

On the original figures, letters, numbers, etc., have to be indicated on an accompanying overlay, not on the original figure. They will be inserted by the editorial board.

Illustrations can be grouped into composite plates, the elements of which are identified by capital letters (A, B, C, etc.). Plates will be considered as figures and numbered as such. Illustrations should fit one (85 × 220 mm max.) or two columns (175 × 220 mm max.).

Figures and tables in the article should be numbered (from 1 to n) in the order in which they are cited in the text; elements of the same figure should be given a capital letter (from A to Z).

References to illustrations and tables should be indicated as follows: (Fig. 1), (Fig. 2A, D), (Fig. 2A-C), (Figs 3; 6), (Figs 3-5), (Table 1);

Captions of illustrations, on a separate sheet, should include abbreviations and scale values (e.g., Scale bar: 1 cm).

Scale bar. A scale bar is required for each figure.

Fonts. All lettering is to be in Helvetica or Arial font, 10- or 8-point body.

Tables and appendices. Tables should be provided in Excel format (XLS), and should be prepared in the format of the journal (175 × 238 mm max.). Long tables and appendices may be published on the website of the journal as additional documents, with the agreement of the author, and linked from the electronic version of the article.

STATISTIQUES ET DONNÉES

Statistics. Averages must be accompanied by their standard deviation.

Data. In order to advance the consolidation of naturalist knowledge, it is recommended that the mobilized faunistic, floristic or fungal datasets be banked and accessible in a plat-

form recognized by the Système d'Information sur la Nature et les Paysages (regional or thematic platform of the SINP, INPN) or in the GBIF and that the reference be provided in the article.

BIBLIOGRAPHIC REFERENCES AND IDENTIFIERS

Stylesheets of the journal. Zotero and EndNote stylesheets are available at the following addresses:

Zotero: <https://www.zotero.org/styles/naturae>

Endnote: <https://sciencepress.mnhn.fr/sites/default/files/fichierspublis/periodiques/styles/naturae.ens>

Presentation of the references. In the main text, references to authors, in lower case, should be presented without a comma before the year, as follows: Smith (2001), Smith (2001, 2002), (Smith 2001), (Smith 2001; Jones 2002), Smith (2001: 1; 2003: 5), Smith (2001: fig. 2).

Authors of taxa are indicated with a comma, e.g., *Cellaria* Ellis & Solander, 1786; *Neocometes orientalis* Mein, Ginsburg & Ratanasthien, 1990; *Telothyris jauberti* (Deslongchamps, 1863).

Journal names should not be abbreviated. References related to the forenames of authors of scientific names should not be included, except if additional bibliographic information are provided in the same time (pages, plates, etc.).

References should be presented, in alphabetical order, as follows:

BÉCHET A. & OLIVIER A. 2014. — Cossure: un exemple à ne pas suivre? Regards critiques sur la première expérience de compensation par l'offre initiée en France. *Le Courrier de la Nature* 284: 40-45.

BERGÈS L., ROCHE P. & AVON C. 2010. — Corridors écologiques et conservation de la biodiversité; intérêts et limites pour la mise en place de la Trame verte et bleue. *Sciences Eaux & Territoires* 3: 34-39.

CARDADOR L., BROTONS L., MOUGEOT F., GIRALT D., BOTA G., POMAROL M. & ARROYO B. 2015. — Conservation Traps and Long-Term Species Persistence in Human-Dominated Systems. *Conservation Letters* 8 (6): 456-462. <https://doi.org/10.1111/conn.12160>

MATHEVET R., THOMPSON J., DELANOË O., CHEYLAN M., GIL-FOURRIER C. & BONNIN M. 2010. — La solidarité écologique: un nouveau concept pour une gestion intégrée des parcs nationaux et des territoires. *Nature Sciences Sociétés* 18: 424-433.

Other examples, and a more precise description of the bibliography rules of the journal, are described in the document: <https://sciencepress.mnhn.fr/sites/default/files/fichierspublis/periodiques/styles/bibliography-bibliographie-museum-journals.pdf>

Digital identifiers. Each time it's possible, digital identifiers should be indicated, such as the DOI (Digital Object Identifier) or permanent links (e.g., links from <https://www.biodiversitylibrary.org/>) for the bibliographic references. To help

you to find the DOIs needed, you can use the website <https://search.crossref.org/>, provided by CrossREF.

Examples of publications. Authors can ask for examples of publications to the editorial board: synonymy lists, bibliography, lists of material examined, organization of the figure plates, etc. Previous articles, already published, are available on the website of the journal, and should be used as extend examples of our publications.

SUPPLEMENTARY MATERIAL

Authors may also submit supplementary material, consisting of non-printable files, character matrices, additional texts/tables/figures, or other types of documents, which will be published with the article. Each additional document is published as an Appendix to the article, with a caption and receives a specific DOI.

It is important to distinguish between research data (see following paragraph), which are assigned "DataCite" DOIs and published on a specific portal (InDoRES), and material additional to the article, which is assigned one or more "CrossREF" DOIs and published on the same platforms as the article (sciencepress and Bioone).

RESEARCH DATASET

Authors who publish their research results in *Naturae* can use the InDoRES portal (*Inventaire des Données de la Recherche en Environnement et Sociétés*, website available in English; <https://data.indores.fr>) to put the entire dataset corresponding to their publication online. A DOI will then be assigned to the dataset and its constituent files, making it easy to link and cite the original research data.

Datasets published on the InDoRES platform will be associated with the "Publications scientifiques du Muséum" and "Naturae" collections; they may also be associated with other collections, at the request of the authors (e.g., "Centre de Recherche en Paléontologie - Paris (CR2P)"). The maximum size of a dataset is 50 GB, with each file individually not exceeding 4 GB. If authors' needs exceed these limits, they may contact the editorial team and a personalised solution will be proposed, within the limits of the services offered by InDoRES.

The datasets are uploaded directly by the authors to the InDoRES portal, who then inform the editorial staff of their approach by providing them with the corresponding DOI, which will be included in the final publication of the article. The dataset must be validated by the author on the day the article is published (the dataset must not be available online before the corresponding publication).

REVISED VERSION

Revised manuscripts should be sent to the editorial board with a summary of the modifications applied, or not, on the text.

The document should mention the reasons of the rejection of some modifications). The revision tracking system of the software used to prepare the article can also be used.

PROOFS

Proofs will be sent in PDF format to the corresponding author for correction and must be returned within eight days. Authors will be charged for excessive corrections.

A high definition PDF file of the article will be available on the journal's website the day of publication.

DISTRIBUTION

Naturae articles are available for free on the journal's website: <https://sciencepress.mnhn.fr/periodiques/naturae>. A high definition PDF file of the article will be available on the journal's website the day of publication.

Articles published in *Naturae* are also automatically registered on the Zenodo archiving site (<https://zenodo.org/>).

SELF-ARCHIVING POLICY

Authors may self-archive the final published version ("publisher" version) of their article on open archives (e.g. <https://mnhn.hal.science/>), from the day of publication (without embargo). For nomenclatural (new taxa) and editorial (fragmentation of citations) reasons, *Naturae* editorial team advises against the online publication of submitted and/or accepted versions of articles. Once the article has been published, it can be distributed in open access, with mention of the peer review and a link to the online version of the article (DOI and permalink), in addition to the volume and pagination. If you have any questions about the distribution of your work, please do not hesitate to contact us.

Muséum national d'Histoire naturelle,
Service des Publications scientifiques & PatriNat,
Naturae
case postale 41, 57 rue Cuvier, 75231 Paris cedex 05 (France)
Tél. : (33) (0)1 40 79 53 95
Fax : (33) (0)1 40 79 32 73
Email : naturae@mnhn.fr
<https://sciencepress.mnhn.fr/en/periodiques/naturae>