INSTRUCTIONS TO AUTHORS

<http://matematicas.udea.edu.co/~actubiol/>

Actualidades Biológicas (RAB; ISSN 0304-3584; ISSNe 2145-7166) is a specialized journal for the publication of unpublished articles of high quality that are the product of investigation in the biological sciences. The journal receives manuscripts during all the year and publishes two numbers a year in July and December. Occasionally, it publishes a supplement focusing on a current important theme.

Actualidades Biológicas publishes the following types of material: Research papers; Revisions (these constitute a critical and objective chronicle of recent important developments in a topic and suggestions concerning future areas for study. The majority solicited by the Editorial Committee however, voluntary contributions are welcome); Short communications (this section includes observations, unique results or advances of original investigations or novelties, biotic and distributional registers, analyses or amplifications of theories, hypotheses, or concepts of interest in biology); Letters to the Editor (Forum: where critiques, responses to critiques, and clarifications of previous works are published); Book reviews.

Editorial rules

Preparation and submission of manuscripts. Documents may be submitted in Spanish or English and will be published in the language in which they are submitted. Articles that have been previously published or that have been submitted to other journals will not be accepted. The Editorial Committee will determine each year the cost of final printed pages for publication rights in the regular numbers of Actualidades Biológicas. For 2017, it is US$ 20 in the two regular journal numbers. The fee may change at any time. For the updated cost, please contact us at: <revistabiologia@udea.edu.co> or <actubiol.udea@gmail.com>; or (original) impress on letter size paper by one paper side, or only must be sent the magnetic copy (CD) identified with the names of the first author, the manuscript’s title and the date. All documents of manuscript (text, tables, figures, etc.) must be in three folders: folder “Text” with the text file; folder “Tables” with the table files; and folder “Figures” with the figure files and a file of the legends of the figures.

When submitted studies are the result of investigations of particular biological species that involve voucher specimens, it is imperative that the place (herbarium, museum, or private collection) where the specimens are deposited is clearly indicated. Likewise, the collectors and corresponding collection numbers must be indicated.

Research papers. The manuscript should include the following sequence of sections: the “Title” of the manuscript (in English and Spanish); “Name of the author(s)” [First name complete, Middle name only the initial, the Last two names (surnames) united with a hyphen]; the “Institutional e-mail addresses” of each author and indicate (*) the author for correspondence; the “Abstract” y “Resumen” (in both languages); “Key words” and “Palabras clave” (3-6 key words following each abstract); “INTRODUCTION”, “MATERIALS AND METHODS”; “RESULTS”; “DISCUSSION”; “ACKNOWLEDGEMENTS”; and “REFERENCES”. Tables and figures (and its legends) must be saved in their respective folders.

Short communications. The same guidelines as for research articles are recommended, but the use of subtitles is not necessary for the following sections: “INTRODUCTION”; “MATERIAL AND METHODS”; “RESULTS”; “DISCUSSION”; and “REFERENCES”.

Revisions. All contributions will be peer reviewed and their publication will depend on the opinions of the reviewers and the conformity of the writing style to the guidelines of the journal (at least 50 bibliographical references, preferably the last two or three years, in the REFERENCES section). It needs to have following sections (as in Research papers): “Title” (in English and Spanish); “Name of the author(s)”; “Abstract” y “Resumen” (in both languages); “Key words” and “Palabras clave”; “INTRODUCTION”,

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“MATERIAL AND METHODS”; “RESULTS”; “DISCUSSION”; and “REFERENCES”.

All manuscripts, including submissions to the Forum, should include a title, a list of key words and an abstract, with versions in English and Spanish.

General guidelines

All documents of the manuscript (except figures) must be saved and sent as MS-Word file (“xxx.docx o .doc”).

Text. All documents of the manuscript (text, tables, except figures) must be written in “Normal” style, “Times New Roman” 12 point font, with 3 cm margins on all sides, double spaced. All pages should be numbered consecutively. The last names of the authors appearing in the upper left hand corner, if there are three or more authors, follow the last name of the first author by et al.

Please observe the following rules when preparing the text: 1) one space should always be used between words, after commas, semicolons, colons, parentheses, etc. (do not place double spaces); 2) between paragraphs there should only be one carriage return, including after titles; 3) page breaks or section endings must not be used; 4) the typographic hyphen or dash should be written with the keystrokes ALT + 0151. This is used to: open dialogs, close explicative phrases or inserts, and replace numbers with the magnetic copy of the manuscript or via e-mail. For each figure must be provided legends in Spanish and English. Publication of color photographs, graphics, or drawings will imply an additional cost.

Abbreviations and style. Scientific names of species should appear in italics. It is recommended to write the name in full, together with the author’s last name and year, the first time it is employed in the text, but from then on abbreviate the name when possible. The metric systems and its abbreviations should be employed for all measurements (for a reference see http://physics.nist.gov/cuu/Units/) (these rules are in the General guidelines home page: <http://matematicas.udea.edu.co/~actubiol/>). Decimals must be used instead of fractions, except in equations. In articles written in Spanish, the decimal point should appear as a comma (i. e.: 0,023), while in English it should appear as a period (0.023,); and for thousand, in Spanish it appears as a period (i. e.: 10.239,56, 174,239), while in English as a comma (i. e.: 10,239.56, 174,239), exception for years: i. e.: 1996; 2013.

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b, Gómez-L. and Zarate-Páez 2003a, b, 2005, Pérez-Mora and Paine 2002, Reed et al. 2001, 2003). Note that one should cite in alphabetical order and then chronological order when there is a group of section References by different authors. Different section References should be separated by comma “,”. In the same way to: “…according to previous studies of Baker et al. (2004a, b, 2006a, b), Castro-Vega (1984, 2001a, b), Gómez-L. y Zarate-Páez (2003a, b, 2005), Pérez-Mora y Paine (2002), and Reed et al. (2001, 2003).”

**Bibliographical references in the section “REFERENCES” of the manuscript** should be in alphabetical order, based upon the first last name of the first author and then chronologically. Use the complete journal or book names (no abbreviations) please. You can find a detailed citation and reference guide with examples in the “WEB RAB Home Page”: <http://matematicas.udea.edu.co/~actubiol/infoautores.html>. In case of not being the first editing (1st ed.): 2nd ed.; 3rd ed.; 4th ed.; 5th ed.; etc. It must not have any hyperlink in all manuscript. DOI (digital object identifier) should be mentioned at the end of each of the references. Follow the examples below:

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#### 1.1 Books


**in the text, v. g.:** (Lincoln et al. 1998); “according to Lincoln et al. (1998)…”.

**in the section References, v. g.:**


#### 1.2 Book by editors

Author(s), editors. Year. Book’s title. # ed. (if it is not the first edition). City: Publishers. p. #. (# = total number of pages). DOI: xxxxxx

**in the text, v. g.:** (Merritt et al. 2008); “according to Merritt et al. (2008)…”.

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#### 1.3 Book chapter or section


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#### 1.4 Book published in several volumes


**in the text, v. g.:** (Fischer 1960-1973); “according to Fischer (1960-1973)…”.

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#### 1.5 Electronic book


**in the text, v. g.:** (Rollin 1998); “according to Rollin (1998)…”.

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Author(s). Year. Article’s title. Journal’s name (no abbreviations), # of volume if it is available (# of journal): #-#. (# = initial-final page numbers of the article). DOI: xxxxxx

in the text, v. g.: (Meise et al. 2003); “according to Meise et al. (2003)…”.


2.2 Printed article in electronic version

Author(s). Year. Article’s title. Journal’s name (no abbreviations) [Internet], # of volume if it is available (# of journal): #-#. (# = initial-final page numbers of the article). Accessed: day Month year. Available from: <http://www.xxx>. DOI: xxxxxx

in the text, v. g.: (Leng et al. 2004); “according to Leng et al. (2004)…”.


2.3 Article of electronic journal

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in the text, v. g.: (Qu et al. 2005); “according to Qu et al. (2005)…”.


3. WEB resources

3.1 WEB page

Name or title of WEB page or Author(s) [Internet]. Updated Year. Host organization or institution. Accessed: day Month year. Available from: <http://www.xxx>. DOI: xxxxxx

in the text, v. g.: (Convention on Biological Diversity 2009); “according to Convention on Biological Diversity (2009)…”.


3.2 Document on WEB page


in the text, v. g.: (Cartagena Protocol on Biosafety 2000); “according to Cartagena Protocol on Biosafety (2000)…”.

4. Dissertation/Thesis

Author(s). Year. Title of the dissertation/thesis [dissertation]. [City]: University or Institution. p. #. (# = total number of pages). DOI: xxxxxx

in the text, v. g.: (Dettmers 1995); “according to Dettmers (1995)…”.

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5. Technical report or official document

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