

## Publication Norms

*Memoria de la Fundación La Salle de Ciencias Naturales* is a biannual scientific journal, reviewed by external referees, that publishes original research and experiments in botany, zoology, geology, ecology, oceanography, limnology, aquaculture, fisheries, conservation, and resource management. It is explicitly understood that any author who submits a manuscript declares that the same has not been previously published nor simultaneously submitted to other publishers. Liability for the contents of the manuscript rests with the author and not with the La Salle Foundation nor the Journal and its Editors.

Manuscripts are accepted in Spanish, English and Portuguese. Manuscript length is limited to 30 pages including tables, figures and appendixes. However, in special cases, the editors may consider more extensive works as well as monographs.

Manuscripts should be mailed to: Daniel Lew and /or Carlos Lasso, Editors, Museo de Historia Natural La Salle, Apartado 1930, Caracas 1010-A, Venezuela (phone/fax +580212-7095881/71, [revista.memoria@fundacionlasalle.org.ve](mailto:revista.memoria@fundacionlasalle.org.ve)). Authors must send printed versions of the original and two copies complete with tables and copies of any figures as well as a digitalized version (format RTF) in either a PC or a Macintosh version. Original figures will be requested once the manuscript has been accepted.

**Manuscript Format.** Manuscripts are to be formatted for letter-sized paper (8.5" x 11"), printed on one side only with double-spaced lines and consecutively numbered pages. The content is to be organized as follows: Title, Authors and Addresses, Abstract and Key words (in the language of the manuscript and in Spanish), Introduction, Materials and Methods, Results, Discussion, Conclusions (optional), Acknowledgements (optional) and Bibliography. Following the Bibliography, a separate page will list the legends for the tables, figures and appendixes followed by the tables, figures and appendixes presented on separate pages and correctly identified.

**Initial page.** Must contain a brief but concise title of the manuscript, sufficient to explain the contents, as well as the names of the authors, postal address, telephone, fax and e-mail, and a running head that is limited to 40 total spaces.

**Key words and abstracts.** Limit the key words to five terms in the language of the manuscript as well as their equivalent in the second language. The abstracts, one in Spanish and one in the language of the manuscript (maximum of 200 words each), present a clear synopsis, development, results and conclusions of the investigation.

**Text.** Scientific names (e.g. genera, species and subspecies) as well as other Latin terms (*sensu*, *et al.*, etc.) are either written in *italics* or underlined. No other word or title is to be underlined. Do not use footnotes. For abbreviations and decimal system use the International Unit System (SI): leaving one space between the numeric value and the unit of measure (e.g. 16 km, 23 °C). In the running text, the numbers 1 through 10 are

spelled-out unless they precede a unit of measure (e.g. 9 cm) or if they refer to markers (e.g. plot 2 sample 7). Do not use the point to separate thousands or millions etc (e.g. 1.000, 10.000). Instead, only use the comma to separate a whole number from the decimal (e.g. 3,1416). The hours of the day are based on the 24-hour system 0:00 - 24:00. In Spanish, the names of months and days are written in lower case. The cardinal points are also written in lower case unless they are abbreviated (e.g. N, S, E, W). The correct format for indicating geographic coordinates is 02°37'53"N-56°28'53"W and geographic altitudes are expressed as 1180 m a.s.l.). Abbreviations are only explained the first time that they appear in the text. The figures (graphs, diagrams, illustrations and photographs) are cited without abbreviations (e.g. Figure 3). The same holds true for the citing of tables (e.g. Table 1).

When citing bibliographic references within the text note only the last names of the authors when there are no more than two. Where there are more than two authors, cite the last name of the first author followed by an *et al.* If several references are to be cited simultaneously, these should be ordered chronologically and separated by comas (e.g. Rojas 1978, Bailey *et al.* 1983, Sephton 2000, 2001).

The descriptions or redescrptions of species must present the information in the following order: Holotype, Paratype, Etymology, Diagnosis, Description, Coloration, Variations, Natural History and Distribution. As for the examined material it is necessary to place it in a separate block before *Acknowledgements* according to the following format: **scientific name**: INITIALS COLLECTION + catalogue number, sex and condi-

tion etarea, locality (coordinates, altitude), name of the recollector, date (see latest numbers of the journal).

**Acknowledgements.** Optional. A simple and concise paragraph located between the main text of the manuscript and the bibliography. Do not include academic titles.

**Bibliography.** Only list the references cited in the text and order them alphabetically according to authors, and chronologically if there is more than one reference by a single author. If there are various titles by the same author published in the same year, identify them according to their appearance in the text with letters. Do not abbreviate the names of journals. The bibliography must be elaborated according to the following format:

- **Article**

COLLADO, C., C. H. FERNANDO Y D. SEPHTON. 1984. The freshwater zooplankton of Central America and the Caribbean. *Hidrobiología* 113: 105-119.

- **Books, thesis and technical reports**

BAILEY, R. S. Y B. B. PARRISH. 1987. Developments in fisheries research in Scotland. Fishing News Books Ltd, Farnham, England. 282 pp.

HERRERA, M. 2001. Estudio comparativo de la estructura de las comunidades de peces en tres ríos de morichal y un río llanero, en los Llanos orientales de Venezuela. Tesis Doctoral, Universidad de los Andes, Mérida. 111 pp.

- **Chapter in a book or report**

MARGALEF, R. 1972. Luz y temperatura. Pp. 100-129. En: Fundación La Salle (Ed.), *Ecología Marina*. Editorial Dossat, Caracas, Venezuela.

- **Abstract of a meeting, symposia and others**

SEÑARIS, J. C. 2001. Distribución geográfica y utilización del hábitat de las ranas de cristal (Anura; Centrolenidae) en Venezuela. En: Programa y Libro de Resúmenes del IV Congreso Venezolano de Ecología. Mérida, Venezuela. 29 de octubre - 2 noviembre de 2001, p. 124.

- **Web pages**

These are not to be included in the bibliography. Rather they are to be included in the main text of the manuscript.

**Legends of tables and figures.** Table and figure legends are to appear on a separate page and clearly identified with Arabic numbers. When a figure has various parts, each must be clearly identified with letters (a, b, c, etc.) in the legend as well as in the figure.

**Tables.** Tables are to be presented on separate pages and identified with their respective Arabic numbers. Notes at the base of the tables must be identified by letters expressed as exponents. Avoid large overburdened tables as well as dividing lines. Keep in mind the limitations of the text block of the journal. Authors should note the insertion point for the individual tables on the margins of the hard copy.

**Figures.** Figures are also to be presented on separate pages with their respective Arabic number. Figures and photographs will be published in black and white. All figures and photographs must be clear and of publishable quality. Avoid three-dimensional graphs. When possible use only solid colors instead of patterned fills such as crosshatching and diagonal lines in the bar graphs. The letters, numbers and symbols of the figures must be of an adequate point size to remain legible once the graph is downsized to fit into the text block. Avoid figures that are of a larger format than that of the journal. Color photographs and illustrations must be financed by the author with prior agreement of the editors. Authors will indicate on the margins of the hardcopy where they wish their figures to be inserted. This will be respected whenever possible. Digitalized figures must be saved in a tiff format with a resolution of 300 dpi.

*Memoria de La Fundación La Salle de Ciencias Naturales* also publishes **short communications** limited to six manuscript pages including tables and figures. These will follow the established format for the articles excluding the headers of the Introduction, Materials and Methods, Results, Discussion and Conclusions. They will maintain the header of the Bibliography.

Authors will receive the galley proofs to correct. However, extensive changes will not be accepted. Authors are entitled to 50 reprints. A greater number can be provided at the author's cost but the editors must be notified before the article goes to press.