

BOLETIM DO MUSEU PARAENSE EMÍLIO GOELDI. CIÊNCIAS NATURAIS

INSTRUCTIONS FOR AUTHORS

Goals and editorial policy

The mission of the **Boletim do Museu Paraense Emílio Goeldi. Ciências Naturais** is to publish original works on Biology (zoology, botany, biogeography, ecology, taxonomy, anatomy, biodiversity, vegetation, nature conservation) and Geology. The journal accepts contributions in Portuguese, Spanish, and English (UK) for the following sections:

Articles – Scientific and original analytical papers stemming from studies and research, which effectively contribute to building knowledge in the field. Maximum length: 50 pages.

Short Communications – Preliminary reports on field observations, problems and progress of current research, emphasizing hypotheses, mentioning sources, partial results, methods and techniques used. Maximum length: 15 pages.

Memory – Section intended to report on museum collections, that are relevant for scientific issues; and biographical essays, including obituaries or personal memories. Maximum length: 15 pages.

Book Reviews – Text discussing recently published books in the field of natural sciences, in print or electronically. Maximum length: 5 pages.

Publication ethics

Submissions must comply with the guidelines of the Committee on Publication Ethics (COPE), the English text of which can be consulted at https://publicationethics.org/files/Code_of_conduct_for_journal_editors_1.pdf and the Portuguese version at <http://www.periodicos.letras.ufmg.br/CCBP-COPE.pdf>. These guidelines should orientate editors, reviewers, and authors with regard to ethical issues that concern the editorial and peer-review processes, in order to prevent improper publishing practices. The ethical responsibility for confidentiality during the publication process and for voluntary collaboration to ensure the scientific quality of the journal rests with the editors, the scientific board, and the ad hoc scientific consultants. The authors are responsible for the veracity of the information provided, for the deposit of the studied materials in legal institutions, when applicable, and for compliance with local laws that govern the collection, study and publication of the results. We recommend reading the "Code of Good Scientific Practice", prepared by the São Paulo Research Foundation (FAPESP) (https://fapesp.br/boaspraticas/FAPESP-Codigo_de_Boas_Praticas_Cientificas_2014.pdf). Submissions to the journal are checked with software plagiarism detection Similarity Check, by Crossref. Submissions found to be similar to previous publications will be rejected. If necessary, retractions and corrections will be published, based on the procedures recommended in the "Retraction Guidelines" of the COPE, available at: <https://publicationethics.org/files/cope-retraction-guidelines-v2.pdf>.

Article proposals

The Boletim only accepts original contributions in digital format. Digital manuscripts should be submitted via the online platform (<https://boletimcn.museu-goeldi.br/ojs/?journal=bcnaturais&page=login>), providing additional information requested during the various steps of the submission process.

Registration

Authors must register in order to create a password-protected personal account on the online platform in the section "Register"

(<https://boletimcn.museu-goeldi.br/ojs/?journal=bcnaturais&page=user&op=register>), and correctly fill in the profile. Registration and the creation of an account need be done only once. Thereafter, the account should be used for current and future submissions to the Boletim.

Submission

1. Register as an Author or, if you already are registered, click "Access" to begin manuscript submission.
2. To access your profile, click "Login" at the top of the screen.
3. To submit your manuscript, click "New Submission" in the left corner of the screen. This will open a screen with norms and conditions for submission to the journal. Remember to include the required items that are marked with an asterisk.
4. Choose the section and confirm all the requirements for submission. If you have comments for the Editor (possible conflicts of interest or other relevant issues), you can communicate them at this stage. After that, click "Save and continue".
5. In the "Upload Submission File" option, select "Title Page", "Article Text" and "Referee List" and upload the respective files. Images should be uploaded at this time. In "Review Details", the author should edit the file name in order to guarantee privacy for peer review of the manuscript. Then click "Complete".
6. Each file will appear in "Submission Files". Click "Save and continue".
7. In "Enter Metadata", all author information should be included. To enter data on co-authors, click "Add Contributor". Do not forget to assign the role of each author. Click "Save and continue" to continue the submission process.
8. Enter the manuscript title in the requested languages. The Planet Earth symbol will turn green after the title is inserted in the selected language. The manuscript's abstract should also appear in the requested languages.
9. In the final step, the system will confirm that your file is ready to be sent. If everything is correct, click "OK".

The journal has a Scientific Board. The manuscripts are first examined by the Editor or by one of the Associate Editors. The Editor has the right to recommend alterations be made to the papers submitted or to return them when they fail to comply with the journal's editorial policy. The magazine adopts plagiarism detection systems for submissions available on free platforms. Titles found to be similar to previous publications will be rejected.

Upon acceptance, the manuscripts are submitted to peer-review and are reviewed by two specialists who are not members of the Editorial Commission. In the event of disagreement, the manuscript is submitted to other(s) referee(s). If changes or corrections need to be made, the manuscript is returned to the authors who will have thirty days to send a new version.

Publication means fully assigning and transferring all copyrights of the manuscript to the journal. The Liability Statement and Assignment of Copyrights will be enclosed with the notice of acceptance. All the authors must sign the document and return it to the journal.

Preparing manuscripts

The manuscripts should be sent in Word for Windows formats, in Times New Roman, font 12, 1.5 spacing between lines, and pages must be sequentially numbered.

At the time of manuscript submission, the three files specified below must be uploaded to the submission platform:

The first file (Title page) should contain: title (in the language of the text and in English), abstract, resumo, keywords, and palavras-chave. This file should be uploaded as Word file. In addition, add a paragraph with information about the authors' contributions, which should be described using the following categories: 1) Conceptualization; 2) Data curation; 3) Formal analysis; 4) Funding acquisition; 5) Investigation; 6) Methodology; 7) Project administration; 8) Resources; 9) Software; 10) Supervision; 11) Validation; 12) Visualization; 13) Writing-original draft;

14) Writing-review & editing. Each author should have contributed in at least two of them. For more information on the author's contributions, please check: <https://www.elsevier.com/authors/policies-and-guidelines/credit-author-statement>. This file should be uploaded as Word file.

The second file (Article Text) should contain: title (in the language of the text and in English), abstract, *resumo* (abstract in Portuguese), keywords, and *palavras-chave* (keywords in Portuguese), introduction, material and methods, results, discussion (discussion and results can be presented together), conclusions, acknowledgments, references, figure legends in the language of the text and in English, and tables. Tables should be in Word format, sequentially numbered, and with clear captions. This file should be uploaded as Word file.

A third file (Referee list) containing the name, title and e-mail of six possible reviewers should be submitted as Word file. In this file you can also specify reviewers who should be avoided.

All figures (illustrations, graphs, pictures, diagrams, etc.) (PDF with images) should be presented on separate, numbered pages with their respective captions in the language of the text and in English, and submitted separately on the online platform. Images require minimum resolution of 300 dpi and minimum size of 1,500 pixels, in JPEG or TIFF format. If possible, respect the page sizes of the Bulletin, namely 16.5 cm wide and 20 cm tall (for images occupying two columns) or 8 cm wide and 20 cm tall (for images occupying one column). When text is contained in images, the font used should be Arial, 7 to 10 pt. All tables, graphs and images must be necessarily mentioned in the text body.

Keys have to be presented in the following format:

1. Lizard with 4 small limbs.....	2
Lizard with 4 well developed limbs.....	3
2. Fingers and toes generally without nails, dorsals smooth	<i>Bachia flavescens</i>
Fingers and toes with nails, dorsals keeled.....	<i>Bachia panoplia</i>
3. Hands with only 4 fingers.....	4
Hands with 5 fingers.....	5
4. Dorsalscales smooth.....	<i>Gymnophthalmusunderwoodii</i>
Dorsal scales keeled.....	<i>Amapasaurus tetradactylus</i>
5. Head with large scales.....	6
Head with small scales.....	7
6. Posterior scales of head forming a rounded line	<i>Alopoglossus angulatus</i>
Posterior scales of head forming a straight line.....	<i>Arthrosaura kockii</i>
7. Etc. Etc.	

To highlight terms or phrases, please use single quotation marks. Only foreign language words and phrases, and Latinized scientific names should be in italics. Articles must follow the recommendations of the APA 7th Edition - Citation Guide (<https://apastyle.apa.org/stylegrammar-guidelines/references/examples>) for the use and presentation of citations and references. All quotations in the text body must be accurate and listed at the end of the paper.

Basic text structure

Title – The title must appear both in the original language of the text and in English (when English is not the original language). Title must be centralized and in bold. Do not use capitals.

Abstract – This section should be one paragraph long and highlight the goals, methods, and results of the study. Maximum length: 200 words. The abstract should be presented both in Portuguese/Spanish and in English. The authors are responsible for the English translation.

Keywords – Three to six words that identify the topics addressed, for the purpose of indexing the paper in databases.

Introduction – The introduction should contain a clear and concise description based on state-of-the-art knowledge on the topic addressed. It should provide relevant quotations, and express the goals of the study clearly.

Materials and Methods – This section contains clear information on methods, procedures and data analysis. Previously published studies should not be described, only mentioned. Scientific terms, including the names of plants and animals, should be provided correctly and accurately (name, author, year of description).

Results and Discussion – The results and discussion can be comparative or analytical, or emphasize new and important aspects of the study. They can be addressed together under the same topic, or separately according to the logical order of the paper by using tables, graphics and pictures depending on the structure of the text.

Conclusion – The conclusion should be clear and concise, and should mirror the goals of the study.

Acknowledgements – Acknowledgements are brief and can mention: support and funding; connections to graduate programs and/or research projects; acknowledgement to individuals and institutions. The names of institutions should be written in full, those of individuals with initials and family name, indicating what motivated the acknowledgement.

References – References should appear at the end of the text in alphabetical order according to the last name of the first author. In the event of two or more references to the same author, please use chronological order starting with the earliest work. In case there are several publications by the same author in the same year, use lower case letters behind the year to differentiate them. Theses and academic dissertations preferably must have been published. All references must follow the recommendations of the APA 7th Edition - Citation Guide:

Book: Weaver, C. E. (1989). *Clays, muds and shales*. Elsevier.

Chapter in book: Aranha, L. G., Lima, H. P., Makino, R. K., & Souza, J. M. (1990). Origem e evolução das bacias de Bragança - Viseu, S. Luís e Ilha Nova. In E. J. Milani & G. P. Raja-Gabaglia (Eds.), *Origem e evolução das bacias sedimentares* (pp. 221-234). Petrobras.

Article in journal: Gans, C. (1974). New records of small amphisbaenians from northern South America. *Journal of Herpetology*, 8(3), 273-276. <http://dx.doi.org/10.2307/1563187>

Series/Collection: Camargo, C. E. D. (1987). *Mandioca, o "pão caboclo": de alimento a combustível* (Coleção Brasil Agrícola). Ícone.

Electronic document: Instituto Brasileiro de Geografia e Estatística (IBGE) (2011). *Censo Demográfico 2010*. <https://censo2010.ibge.gov.br/>

Proofs

Authors will receive their paper in PDF format for final approval, and must return the file as soon as possible. Authors must inform the Editors in writing of any changes in the text and/or approval issues. At this stage, changes concerning content or changes resulting in an increase or decrease in the number of pages will not be accepted. In the event the author does not meet the deadline, the formatted paper will be considered approved by the author. The papers will be disclosed in full, in PDF format in the journal website (<https://boletimcn.museu-goeldi.br>).

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