

Journal of Tropical Ecology

Potential contributors are advised that careful attention to the details below will greatly assist the Editor and thus speed the processing of their manuscripts. Poorly prepared manuscripts will be returned to authors.

Scope of the journal

Journal of Tropical Ecology publishes papers in the important and now established field of the ecology of tropical regions. Papers may deal with terrestrial, freshwater and strand/coastal tropical ecology, and both those devoted to the results of original research as well as those which form significant reviews will be considered. Papers normally should not exceed 6000 words of main text. Short Communications are acceptable: they should not exceed four printed pages in total length.

Manuscript Preparation

All manuscripts must be submitted online via the website:

<http://mc.manuscriptcentral.com/jte>

Detailed instructions for submitting your manuscript online can be found at the submission website by clicking on the 'Instructions and Forms' link in the top right of the screen; and then clicking on the 'Author Submission Instructions' icon on the following page.

The Editor will acknowledge receipt of the manuscript, provide it with a manuscript reference number and assign it to reviewers. The reference number of the manuscript should be quoted in all correspondence with *Journal of Tropical Ecology* Office and Publisher.

Submission of a manuscript implies that it has been approved in its final form by all the named authors, that it reports on unpublished work and that it has not been published or concurrently submitted for publication, in whole or in part, elsewhere. Papers are first inspected for suitability by the Editor or an editorial board member. Those suitable papers are then critically reviewed by usually two or three expert persons. On their advice the Editor provisionally accepts, or rejects, the paper. If acceptance is indicated the manuscript is usually returned to the author for revision. In some cases a resubmission is invited and on receipt of the new version, the paper may be sent to a third referee. If the author does not return the revised or resubmitted version within six months the paper will be classified as rejected. Final acceptance is made when the manuscript has been satisfactorily revised.

Language

All papers should be written in English, and spelling should generally follow The Concise Oxford Dictionary of Current English. Abstracts in other languages will be printed if the author so desires together with an abstract in English. All abstracts must be provided by the author.

Cambridge recommends that authors have their manuscripts checked by an English language native speaker before submission; this will ensure that submissions are judged at peer review exclusively on academic merit. We list a number of third-party services specialising in language editing and / or translation, and suggest that authors contact as appropriate. Use of any of these services is voluntary, and at the author's own expense.

<http://journals.cambridge.org/action/stream?pageId=8728&level=2&menu=Authors&pageId=3608>

Preparation of the manuscript

Authors are strongly advised to consult a recent issue of the *JTE* to acquaint themselves with the general layout of articles. You can view a free sample issue of the journal at <http://journals.cambridge.org/trosample>.

Manuscripts should be prepared according to the following structure:

Page 1. **Title page.** This should contain (a) the full title, preferably of less than 20 words and usually containing the geographical location of the study; (b) a running title of not more than 48 letters and spaces; (c) a list of up to 10 key words, separated by commas, in alphabetical order suitable for international retrieval systems; (d) the full name of each author; (e) the name of the institution in which the work was carried out; and (f) the present email address of the author to whom PDF proofs should be sent.

Page 2. **Abstract.** This should be a single paragraph, in passive mode, no more than 200 words long, concise summary of the paper intelligible on its own in conjunction with the title, without abbreviations or references.

Page 3. **et seq.** The main body of the text may contain the following sections in the sequence indicated: (a) Introduction, (b) Methods, (c) Results, (d) Discussion, (e) Acknowledgements, (f) Literature Cited, (g) Appendices, (h) Tables, (i) Legends to Figures. An extra section between (a) and (b) for Study Site or Study Species might be necessary.

Main headings should be in capital type and centred; sub-headings should be ranged left and in bold. A **Short Communication** has a title, abstract and keywords but no section headings until Acknowledgements and item Literature Cited.

Acknowledgements should be brief. **Notes** should be avoided if at all possible; any notes will be printed at the end of the paper and not as footnotes.

Tables (preferably in MS Word, they must not be submitted as images) should be provided either at the end of the manuscript or as separate files. Tables should be numbered consecutively with Arabic numerals and every table should be cited at least once in the text, in consecutive order.

Figures should be submitted as separate files in TIF or EPS format but captions to figures should be supplied on a separate sheet at the end of the main manuscript. All figures must be cited in consecutive order.

The page size should be set to A4 and the text should be in a font size of 12 or greater throughout. Double spacing must also be used throughout, allowing wide margins (about 3 cm) on all sides. Main text pages should be numbered.

Scientific names

The complete Latin name (genus, species and authority) must be given in full for every organism when first mentioned in the text unless a standard nomenclatural reference is available which can be cited. Authorities might alternatively appear in Tables where they are first used. Names of taxa at generic rank and below should be in italics.

Units of measurement

Measurements must be in metric units; if not, metric equivalents must also be given. The minus index (m^{-1} , mm^{-3}) should be used except where the unit is an object, e.g. 'per tree', not 'tree⁻¹'). Use d^{-1} , wk^{-1} , mo^{-1} and y^{-1} for per day, per week, per month and per year.

Abbreviations

In general, abbreviations should be avoided. Numbers one to nine should be spelled out and

number 10 onwards given in figures. Dates should follow the sequence day-month-year, e.g. 1 January 1997. The 24-hour clock should be used, e.g. 16h15.

Appendix material

Unavoidably large tables or lists disrupt the flow and layout of the main text and are best included in appendices. Appendices are numbered consecutively with Arabic numerals and must be cited in numerical order in the text. Very large appendices may be published online only. In this case, the material is not copy edited or typeset but loaded directly as supplied by the authors (see below). All appendix material must conform to the journal style. Publication of appendix material remains at the discretion of the editor. Appendices are not normally included with short communications.

Literature cited

References to literature in the text should conform to the 'name-and-date' system. For example, direct citation as: Benzing (2000) or Moses & Semple (2011); or parenthetically (Holste *et al.* 1981). If a number of references are cited at one place in the text, they should not be arranged chronologically, but alphabetically by first author, with single-author references before those with two authors, which in turn come before those with three or more authors, e.g. (Chan 2008, Dubois & Blanc 1999, Silva & Almeida 2011, Silva *et al.* 2009, Williams 2003). In the reference list citations should take the forms given below. References with two or more authors should be arranged first alphabetically then chronologically. The names of cited journals should be given in full. Certain foreign language citations may be translated into English, and this should always be done where the English alphabet is not used (e.g. Chinese, Hindi, Thai).

BENZING, D. H. 2000. *Bromeliaceae - profile of an adaptive radiation*. Cambridge University Press, Cambridge. 690 pp.

HOLSTE, E. K., KOBE, R. K. & VRIESENDORP, C. F. 2011. Seedling growth responses to soil resources in the understory of a wet tropical forest. *Ecology* 92:1828-1838.

MOSES, K. & SEMPLE, S. 2011. Primary seed dispersal by the black-and-white ruffed lemur (*Varecia variegata*) in the Manombo forest, south-east Madagascar. *Journal of Tropical Ecology* 27:1-10.

ROHWER, S., BUTLER, L. K. & FROEHLICH, D. R. 2005. Ecology and demography of east-west differences in molt scheduling of Neotropical migrant passerines. Pp. 87-105 in Greenberg, R. & Marra, P. P. (eds.). *Birds of two worlds: the ecology and evolution of migration*. Johns Hopkins University Press, Baltimore.

Use the following as contractions in text: 'pers. obs.', 'pers. comm.', 'unpubl. data', 'in press'. Authors should double-check that all references in the text correspond exactly to those in the Literature Cited section.

Tables and figures

Tables

Tables should be in a simple form, with one set of column and row headings per table. Tables in parts with different column headings are not acceptable. These should be split into two or more separate tables. Column headings should be brief, with units of measurement in parentheses. Vertical lines should not be used to separate columns. Avoid presenting tables that are too large to be printed across the page; table width must not exceed 80 characters, including spaces between words, figures and columns. Each table should be numbered consecutively with Arabic numerals. They can either be submitted as separate files (Microsoft Word) or appended to the main manuscript text file. Each table must be accompanied by a clear and concise caption. All

tables and figures must be cited in the text.

Figures and Illustrations

Please ensure that your figures are saved at final publication size and are in our recommended file formats. Following these guidelines will result in high quality images being reproduced in both the print and the online versions of the Journal.

Authors should ensure that all figures, whether line drawings or photographs, clarify or reduce the length of the text. Figures should be submitted in TIF or EPS format at approximate final publication size. Resolution of artwork should be at the following minimum resolutions: line artwork (black & white), 1200 dpi; combination, i.e. line/tone (greyscale), 800 dpi; black-and-white halftone (greyscale), 300 dpi; and colour halftone, 300 dpi. Colour is only encouraged where its use adds materially to the comprehension of the figure. All colour images should be clear when reproduced in black-and-white if authors are not paying for colour in print. Comprehensive guidance on creating suitable electronic figures is available in the [Cambridge Journals Artwork Guide](#).

Please:

- ensure text figures, line drawings, computer-generated figures and graphs are of sufficient size and quality to allow for reduction;
- avoid the use of solid black infills or complex hatching;
- use halftone images where they make a real contribution to the text, and ensure they are of good quality at the intended final size with any required lettering or numbering inserted by the author;
- include figure legends and numbers on a separate page at the end of the body text of the manuscript; individual parts of a figure should be clearly labelled with lowercase letters consecutively from 'a' and referred to in the legend. Legends to multipart figures should open with a statement summarising the whole figure. The individual parts should then be itemised with the part labels in full parentheses AFTER each item. Legends to figures and tables should be informative, ideally allowing readers to comprehend what the figure/table represents without reference to the main text of the paper.
- where possible put keys to symbols and lines in legends not on figures;
- inform the Editorial Office at the earliest opportunity if you wish to use colour figures (we will ask authors to pay in advance for the use of colour, but we can advise on how this can be kept to a minimum if we know your plans). If you request colour figures in the printed version, you will be contacted by CCC-Rightslink who are acting on our behalf to collect Author Charges. Please follow their instructions in order to avoid any delay in the publication of your article.

Supplementary Material

There will normally be one of the following reasons for you to supply supplementary material to accompany the online version of your article:

- You wish to link to additional information which due to its nature does not lend itself to print media (examples- full data sets, moving-image or sound files etc.).
- The Editor of the journal has requested that you extract certain information from the original article in order to allow for space constraints of the print version.

N.B. Please note that no copyediting or quality assurance measures will be undertaken on supplementary material (other than to ensure that the file is intact). The authors therefore warrant that the supplementary material that they submit when the paper is accepted is in a suitable format for publication in this manner. The material shall be published online in exactly the form that it is supplied.

Please follow the following instructions to supply supplementary material to accompany the online version of your article:

- Each supplementary file must be supplied as a separate file. Do not supply this material as part of the file destined for publication in the print journal;
- Each supplementary file must have a clear title (e.g., S. Jones_supplementary_figure_1);
- Provide a text summary for each file of no more than 50 words. The summary should describe the contents of the file. Descriptions of individual figures or tables should be provided if these items are submitted as separate files. If a group of figures is submitted together in one file, the description should indicate how many figures are contained within the file and provide a general description of what the figures collectively show;
- The file type and file size in parentheses;
- Ensure that each piece of supplementary material is clearly referred to at least once in the print version of the paper at an appropriate point in the text, and is also listed at the end of the paper.

Format and file size

- File sizes should be as small as possible in order to ensure that users can download them quickly, particularly the main text;
- Avoid generic file names such as 'manuscript' or 'text'; instead use author names or subject topic to reduce the likelihood of duplication with other submissions;
- Images should be a maximum size of 640 × 480 pixels at a resolution of 72 pixels per inch;
- Authors should limit the number of files to under ten, with a total size not normally exceeding 3 MB. Sound/movie files may be up to 10 MB per file; colour images may be up to 5 MB per file; all other general file types may be up to 2 MB per file but most files should be much smaller;
- We accept files in any of the following formats (if in doubt please enquire first):
MS Word document (.doc), Plain ASCII text (.txt), Rich Text Format (.rtf), WordPerfect document (.wpd), HTML document (.htm), MS Excel spreadsheet (.xls), GIF image (.gif), JPEG image (.jpg), TIFF image (.tif), MS PowerPoint slide (.ppt), QuickTime movie (.mov), Audio file (.wav), Audio file (.mp3), MPEG/MPG animation (.mpg).

If your file sizes exceed these limits, or if you cannot submit in these formats, please seek advice from the editor/board member handling your manuscript.

Publication

Copyright

Authors of articles published in the journal assign copyright to Cambridge University Press (with certain rights reserved) and you will receive a copyright assignment form for signature on acceptance of your paper. Authors receiving requests for permission to reproduce their work should contact Cambridge University Press for advice. Papers are accepted on the understanding that the work has been submitted exclusively to the *Journal of Tropical Ecology* and has not been previously published elsewhere unless otherwise stated.

Proofs

Page proofs will be forwarded as PDF files by email to the corresponding author. It is the responsibility of the author to ensure that no errors are present. Authors will receive a PDF file of page proofs by email, and will be asked to return corrected proofs within 48 hours. Only essential corrections should be made and authors will be charged for excessive alterations at the proof stage. Once a proof has been returned only minor changes will be allowed. Authors should be aware that large numbers of changes may lead to the paper being returned to reviewers for

approval, delaying publication, in addition to incurring costs associated with making the changes. Errors remaining in these first proofs after the author has checked them are the author's responsibility. Any further editorial changes, apart from minor grammatical and syntactical improvements, will be communicated to the author before second proofs are prepared.

Offprints

The author (or main author) of an accepted paper will receive a free PDF of their paper upon publication. Authors will be offered the opportunity to order paper offprints by using the form supplied at proof stage.

Reprints

For all commercial reprint pricing details, please follow this [link](#) or contact special_sales@cambridge.org

Open Access Publication in *Journal of Tropical Ecology*

Cambridge Open Option allows authors the option to make their articles freely available to everyone, immediately on publication. This service reflects Cambridge's commitment to further the dissemination of published academic information.

The programme allows authors to make their article freely available in exchange for a one-off charge paid either by the authors themselves or by their associated funding body. This fee covers the costs associated with the publication process from peer review, through copyediting and typesetting, up to and including the hosting of the definitive version of the published article online. Payment of this one-off fee entitles permanent archiving both by Cambridge University Press and by the author; however, it also enables anyone else to view, search and download an article for personal and non-commercial use. The only condition for this is that the author and original source are properly acknowledged.

The Cambridge Open Option is only offered to authors upon acceptance of an article for publication and as such has no influence on the peer review or acceptance procedure. The paper will continue to be made available in both print and online versions, but will be made freely available to anyone with Internet links via our online platform, Cambridge Journals Online. In addition, such papers will have copyright assigned under a Creative Commons Attribution licence, which enables sharing and adaptation, providing attribution is given. All articles will continue to be handled in the normal manner with peer-review, professional production and online distribution in Cambridge Journals Online. Articles will also be included in the relevant Abstracting & Indexing services and in CrossRef, and can have supplementary content (text, video or audio) added to their online versions. Cambridge will also deposit the article in any relevant repositories on the author's behalf, where that is a condition of the funding body.

The Cambridge Open Option is now available to authors of articles in *Journal of Tropical Ecology* at the standard Cambridge rate of £1695/\$2700 per article. Requests to take up the Cambridge Open Option will be subject to approval by the Editors of the Journal.

For more information on Open Access and Cambridge Journals, please follow this [link](#).

Updated 5th September 2014