

Neotropical Naturalist - Submission Guidelines

Publishing format. The Neotropical Naturalist (www.eaglehill.us/neon) follows an article-by-article publishing model for regular submissions. Each article is published promptly online when the author and manuscript editor have agreed upon a final manuscript. Each article has its own cover featuring a color photograph.

Manuscripts submitted for special volumes are either published on an article-by-article basis, or all at once when all manuscripts are ready to be published, at the discretion of the volume editor.

Language considerations. The publication language of the journal is English.

Author considerations. Manuscripts may be submitted by anyone knowledgeable about any subject in neotropical natural history.

Authors are encouraged to get outside review of their manuscript before submitting it to the journal. Manuscripts derived from dissertations and theses are welcome, especially when a seasoned perspective is added through co-authorship by a faculty member.

Submission of manuscripts. A Microsoft Word and PDF file of the complete manuscript, with all accompanying figures, and tables, etc., should be sent to office@eaglehill.us. Files larger than 10MB should be sent by way of a Dropbox link. Please see the following webpage for formatting details:

<https://www.eaglehill.us/programs/journals/neon/neon-formatting-guidelines.pdf>

A cover email should include a statement that the manuscript has not been published or submitted for publication elsewhere, either in whole or in part. It also needs to state if aspects of the manuscript may be considered potentially controversial in some way. This helps the journal to better understand such manuscripts and to consider options for an impartial and balanced peer review. The cover email should include a statement that the authors commit to the journal page charge (see below).

In their cover email, authors are encouraged to recommend the names, qualifications, and e-mail addresses of potential guest editors and/or reviewers for consideration by the journal Editor. Journal Board members make their own recommendations. The choice of who the manuscript editor will be is made at the discretion of the journal Editor. Manuscript editors choose their 2 reviewers, at their discretion.

We try to promptly acknowledge the receipt of all submissions, so if you do not hear from us within a week of your submission, please contact us.

Review of manuscripts. Manuscripts need to meet basic standards for readability (e.g., sentence structure, grammar, spelling, etc.) before being formally accepted for review. We use a double-blind peer review process, so manuscript editors and reviewers do not know the name(s) of the author(s). Manuscripts are reviewed by a manuscript editor in collaboration with two reviewers, both of whom will be subject matter experts. The manuscript editor will mediate editorial recommendations. Manuscripts will be edited in collaboration with the author(s) for readability, clarity, accuracy, and brevity. Editors generally follow conventions of the CSE Style Manual (Council of Science Editors).

Revisions, acceptance, and galley. Once a manuscript has been revised and accepted for publication, the author will be asked to provide 1) a single all-text Word file of the final manuscript with any figure legends, tables, and appendices, 2) a pdf file of this file, 3) a 600-dpi resolution jpg or pdf file of each figure, sized as it is to appear in the journal, 4) two or more suggestions of photographs for the article cover, and 5) any supplemental files. A copy editor will review each manuscript, after which it will be laid out as an article. A galley proof of the article will be sent to the author and manuscript editor, with an option to suggest editorial changes. Articles are published when the author and manuscript editor have approved the final galley.

Page charges, PDFs, and posting files on websites. The Neotropical Naturalist has a page charge to help defray a portion of the cost of producing the journal, but a partial or full subvention to cover the cost of the charge may be considered for special circumstances, prior to acceptance of a manuscript for review. The rate is \$30 per journal page for senior authors who reside in the Caribbean region or Latin America and \$60 per page for senior authors who reside elsewhere. If applicable, there is a \$25 charge for each supplemental file.

With regard to subventions, we especially welcome manuscript inquiries/proposals from first authors who are young researchers, such as graduate students and post-doctoral students, who are in the early stages of establishing their careers.

Research sponsors, institutions, and authors understand that such contributions are routine and necessary to produce a high quality scientific journal that is published in a timely manner. Allowances for special circumstances may be considered prior to acceptance for review. Consequences of changes in employment or affiliation need to be anticipated in a timely manner. Arrangements and a guarantee of payment are the personal responsibility of the authors. There are no charges for color figures in online publications.

Authors are provided a print-quality pdf file of their article with permission to post the file on their personal and their home institution's website.

Publication of the journal. The full text version of the Neotropical Naturalist is published on the Eagle Hill Institute website (www.eaglehill.us/neon).

www.eaglehill.us/neon • office@eaglehill.us • 207-546-2821 Ext 4