GUIDE FOR AUTHORS

BIOTROPIA, The Southeast Asian Journal of Tropical Biology is a scientific publication of the Southeast Asian Ministers of Education Organization (SEAMEO) - Southeast Asian Regional Centre for Tropical Biology (BIOTROP). It publishes articles in the broad areas of tropical ecosystems and environmental impacts, biodiversity conservation and sustainable development, and environmental and forest biotechnology.

Starting from 2012, BIOTROPIA has been successfully indexed by Sciverse SCOPUS (Elsevier), CrossRef and DOAJ.

Articles published in the journal are reporting results of original research, reviews on specific topics not available elsewhere in up-to-date form and short communication in which advances in knowledge of significance are briefly announced.

Submission of paper is taken to imply that it has not been submitted to other journals and that, if accepted, will not be published elsewhere. All papers submitted for publication in BIOTROPIA are evaluated by reviewers experts in the field and subjected to editorial revision. Authors may suggest names of potential reviewers. BIOTROPIA uses anonymous reviewing, in which the identities of authors and reviewers are kept confidential.

MANUSCRIPT SUBMISSION

Manuscript in the Microsoft Word file should be sent through our Open Journal Systems (OJS) address: http://journal.biotron.org/index.php/biotropia.

BIOTROPIA publishes the following article types:

- **Research article**
  A full article is expected to present an original and important major advance in biodiversity having wide research scheme and deep discussion of the findings. Structure of the article consists of Introduction, Materials and Methods, Results and Discussion, and References (see Manuscript Format in details). The article should be typed in paper length of 15 pages or 4,000 - 5,000 words (including figures and tables). Papers, in English, with spelling conforming to the Concise Oxford Dictionary of Current English, should be typed in 12 point Times New Roman font, on-half spaced with margins on all four sides of 2 cm on standard A4 paper.

- **Short communication**
  These should differ from full papers on the basis of scope or completeness, rather than quality of research. They may report significant new data arising from problems with narrow, well-defined limits, or important findings that warrant rapid publication before broader studies are complete. Their text should neither exceed 1,500 words (approximately 6 pages of typescript) nor be divided up into conventional sections. When submitting Short Communication, authors should make it clear that their work is to be treated as such.

MANUSCRIPT PREPARATION

Overview of manuscript sections for Research article

Manuscripts for research article submitted to BIOTROPIA should be divided into the following sections (in this order):

- **Title page**
- **Abstract**
- **Keywords**
- **Introduction**
- **Materials and Methods**
- **Results and Discussion**
- **Conclusions**
- **Acknowledgements**
- **References**
- **Illustrations and figures (if any)**

- **Tables and captions**
- **Preparing additional files**

**Title page**

The title page should:

- provide the title of the article, maximum 14 words
- list the full names, institutional addresses and email addresses for all authors
- indicate the corresponding author

**Abstract**

The Abstract of the manuscript should not exceed 350 words and must be structured into separate sections: **Introduction**, the context and purpose of the study; **Results**, the main findings; **Conclusions**, brief summary and potential implications. Please minimize the use of abbreviations and do not cite references in the abstract.

**Keywords**

Four to ten keywords representing the main content of the article.

**Introduction**

The Introduction section should be written in a way that is accessible to researchers without specialist knowledge in that area and must clearly state - and, if helpful, illustrate - the background to the research and its aims. The section should end with a brief statement of what is being reported in the article. Standard chemical symbols and abbreviations may be used in the text, but full term should be given at the first mentioned. Units of measurements should be spelled out except when preceded by a numeral. If no-metric measurement units are used the metric equivalent should be mentioned.

The complete scientific name of every organism must be cited when it is first mentioned in the text. The generic name may be abbreviated thereafter, except when there are references to other genera with the same initial. The use of common names must be accompanied by the correct scientific name on first use. Example:

- **a.** Sourgrass (*Paspalum conjugatum*)
- **b.** *P. conjatum*
- **c.** *P. conjugatum* and *Pinus merkusii*

**Materials and Methods**

The methods section should include the design of the study, the type of materials involved, a clear description of all comparisons, and the type of analysis used, to enable replication. For studies involving human participants a statement detailing ethical approval and consent should be included in the methods section.

**Results and Discussion**

The Results and Discussions should be incorporated into a single section. The Results and Discussions section may be broken into subsections with short, informative headings.

**Conclusions**

The Conclusions section should clearly state the main conclusions of the research and provide a clear explanation of their importance and relevance. Summary illustrations may be included.

**Acknowledgements**

Please acknowledge anyone who contributed towards the article by making substantial contributions to conception, design, acquisition of data, or analysis and interpretation of data, or who was involved in drafting the manuscript or revising it critically for important intellectual content, but who does not meet the criteria for authorship. Please also include the source(s) of funding for each author, and for the manuscript preparation. Authors must describe the role of the funding body, if any in design, in the collection, analysis, and interpretation of data; in the writing of the
References

References cited in the text should be presented according to the CBE (Council of Biology Editors) Style Manual, latest edition. The list of References should be given at the end of the paper, immediately following the section on Acknowledgement, if any.

Examples of the BIOTROPIA reference style

**Article in journal**


**Article in journal: supplement**


**In press article**


**Book chapter, or article within a book**


**Complete book**


**Webpage: with personal author**


**ElectronicJournal Article with DOI**


**ElectronicJournal ArticleNonDOI**


**Preparation of illustrations and figures**

Illustrations should be embedded in the text file for clarity purposes. However, we also require authors to submit separate JPEG files of the illustrations and figures for printing purposes. Each figure should include a single illustration and should fit on a single page in portrait format. If a figure consists of separate parts, it is important that a single composite illustration file be submitted which contains all parts of the figure. There is no charge for the use of color figures.

**Graph should not contain guidelines**

**Figure legends**

The legends should be included in the main manuscript text file at the end of the document, rather than being a part of the figure file. For each figure, the following information should be provided: Figure number (in sequence, using Arabic numerals - i.e. Figure 1, 2, 3 etc); short title of figure (maximum 15 words); detailed legend, in press.

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