



The Philippine Journal of Systematic Biology

Official publication of the Association of Systematic Biologists of the Philippines
(SEC Registered as Association of Philippine Taxonomists, Inc. (APTI))
c/Office for Graduate Research, Thomas Aquinas Research Complex,
University of Santo Tomas, Manila 1015
Email: pjsb2016@yahoo.com

Author Guidelines

The Philippine Journal of Systematic Biology (Print ISSN: 1908-6865; Online ISSN: 2508-0342) is an annual, peer-reviewed journal in English that publishes high quality reports of original research and reviews in the field of **Taxonomy & Systematics, Ecology and Conservation Biology**. The PJSB is a CHED recognized journal under CHED CMO 50 series of 2017. It is also included in the Clavariate Analysis (formerly a subsidiary of Thomson Reuters) Master Journal List under Zoological Record, BIOSIS Previews and Biological Abstracts. It has also been recently indexed by Scopus and SciMago. The PJSB is the official publication of the Association of Systematic Biologists of the Philippines (SEC Registration: Association of Philippine Taxonomists, Inc.). The organization financially supports the journal and all its endeavors. The journal aims to build up quality information on animal, plant and microbial diversity in the Philippines. Articles dealing with original research or reviews in Zoological, Botanical or Microbial Systematics, Ecology and Conservation Biology are welcome. Authors are advised to consult a recent issue of PJSB for the current format and style. All manuscripts are reviewed by at least two qualified referees.

As a member of the Committee of Publication Ethics (COPE), The PJSB **strongly adheres to research and publication ethics**. Submitted manuscripts should not have been published elsewhere nor should have been submitted for review / publication simultaneous with the submission in PJSB.

Submission

Manuscripts may be submitted directly in our website (<http://asbp.org.ph/journals/submit-a-manuscript/>) or forwarded to our official email account (pjsb2016@yahoo.com). Submission must be accompanied by a cover letter, addressed to the Editor-in-Chief that indicate the topic, scope, objectives of the paper, and the organism of interest. Inquiries should be addressed to our email account addressed to our Editor-in-Chief through our managing editor.

Review Process

Manuscript submission are pre-evaluated by three associate editors who will serve as handling editors of a specific submission. Manuscripts may be rejected without peer review if the submitted manuscript has limited scientific merit or does not fall within the scope of the journal.



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Submissions that pass through the pre-evaluation process are processed for peer review, and send to two independent reviewers (per suggestions by the authors (if editors agree) or editors) through the managing editor. The PJSB follows a “double-blind” review on all submitted manuscripts, withholding the names of the authors as well as the identity of the reviewers. Peer reviewers are given 2-4 weeks to evaluate a manuscript. Evaluation forms and other comments are forwarded to the authors and are given 3-4 weeks to revise and address the reviewers’ comments. Extensions on the submission of revisions may be allowed for valid reasons. A request for extension needs to be communicated to the editors 3 days before the deadline.

Once revisions are submitted, the handling editors will re-evaluate the manuscript based on the reviewers’ comments and decide whether the manuscript may be accepted at its current form. Further improvements maybe suggested by the handling editors at this stage of the review process. If the handling editors find the manuscript already acceptable for publication, the manuscript will be forwarded to the Editor-in-Chief for final evaluation and acceptance.

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Publication Ethics

As a member of the Commission on Publication Ethics (COPE), authors are required to follow strict observance of standards and ethics in publications set by the commission. Any ethical misconduct will be processed and dealt within the publication and legal rights of the PJSB. The PJSB reserves the right to reject manuscript that do not comply to stated ethical procedures and responsibilities. The authors will be held responsible for any falsification of information related to compliance on ethical standards.

Manuscript Format



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Manuscript submitted to the PJSB may be published as a **Primary/Full Research Paper, Review Paper, Opinion Paper, Tribute Article, Short Communication, or a Book Review** according to the content and scientific contribution of the submission.

General Manuscript Format Guidelines

Manuscripts must be submitted as a MS word file (.doc or .docx). Submission should also include a cover letter (in pdf format with the corresponding author's signature) explicitly stating that the manuscript has not been submitted elsewhere for review or has not yet been published (it is optional to include suggestions for reviewers). Manuscripts may be returned if their submission did not strictly follow the required formatting and structure as well as file formats.

The manuscript must be double spaced; texts should be sized at 12pts in Times New Roman font. Margins should be set to Normal and no page breaks or other formatting options should be in the manuscript. Pages should be numbered consecutively on the top right corner of the pages. The manuscript should also have continuous line numbers.

The manuscript must be written in English following Standard English grammar (consistent use of either US English or UK English throughout the manuscript). Authors are encouraged to have their manuscript checked for grammatical errors by an English editor before submission. All measurements should be given in metric or SI units. A space should be between the measure and the unit. The use of 'elevation' rather than 'altitude' should also be followed. The use of an n-dash (–), not a hyphen (-) for number ranges must be strictly followed. Sentences should not start with an abbreviation or a numeral. Any abbreviated word should be spelled out at the start of any sentences.

Manuscript structure

Title Page

Example

Title in bold, first word and proper nouns capitalised

An Author^{1*} and Another Author²

¹Department, Institution, City, Country; ²Department, Institution, City, Country

*Corresponding Author: email



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Short Running title

The title page of the manuscript must contain the title (following Title case and boldface) full name of each author (without academic degrees), institutions and a short running title. Indicate the corresponding author with an asterisk and indicate his email address after the institutional affiliation. If appropriate, the title must include the mention of the family or higher taxon. Scientific names in the title and the abstract should not carry the author and year of publication (e.g. Phylogenetic position of *Miliusa vidalii* (Miliuseae; Annonaceae) inferred from chloroplast DNA and morphology)

Abstract

The abstract should be in a separate page after the title page. The abstract must not exceed 300 words written in one paragraph. It is suggested that the abstract should start with the research targets, followed by the main methods used, major results and the implications of the findings that may be of interest to the scientific community. The abstract should be followed by up to six keywords (italicized) without repeating any words already in the title. Keywords must be chosen to maximize the possibility of searches of retrieval systems.

Main body text

The main body of the manuscript should start on a separate page after the abstract. Major headings must be in Title case and in bold face. Further subheadings must be italicized and in normal face. In general, the main body of the manuscript should be divided into:

- **Introduction:** Provides the general context, hypotheses, and objectives of study.
- **Materials and Methods:** Should indicate a concise and complete details on the data gathering methods and experimental procedure to achieve the objectives of the study.
- **Results:** Results should be accompanied by tables, graphs, figures and should be presented in present tense while cited results from previous studies in the manuscript must be in past tense. (For short communications, Results and Discussion may be combined).
- **Discussion:** Should be concise and separate from the results (Results, Discussion and Conclusions can be replaced by 'Taxonomy' section in alpha taxonomic publications, which may include list of the synonymies, description of the taxa, etymology, taxonomic and biogeographic notes, and identification keys).
- **Conclusions and Recommendations.** Conclusions derived from the results and possible future modifications the authors suggest.



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- Acknowledgements should be brief and should primarily indicate financial support and personal assistance in the work being published. It is suggested to acknowledge the anonymous reviewers that have evaluated the manuscript. All details required by funding and grant-awarding bodies (i.e. funding agency name, grant name, grant number) must be included in the acknowledgements section.
- Literature cited. References used and cited in the study.
- For Taxonomic Papers
 - The taxonomy section may be divided but not limited to: Information on the Types (e.g. Holotype, Paratype), Description of Holotype/Description, Differential Diagnosis/Comparison to other Species, Intraspecific Variation, Etymology, Distribution and Ecology/Natural History, Taxonomic Keys, Notes.
 - The following are example formats for mentioning of taxonomic ranks in headings or subheadings of the taxonomy section of a submission. Differences between the international nomenclatural codes should be followed in writing taxonomic names. Certain ranks may not be used/mentioned if not necessary:

Example

Class **INCAPITALSBOLD** Surname, YYYY
Order **INCAPITALSBOLD** Surname, YYYY
Suborder **INCAPITALSBOLD** Surname, YYYY
Infraorder **INCAPITALSBOLD** Surname, YYYY
Family **INCAPITALSBOLD** Surname, YYYY
Subfamily **INCAPITALSBOLD** Surname, YYYY
Genus *GenusName* Surname, YYYY
GenusName speciesname Surname & Surname, YYYY

GenusName speciesname sp. nov. (Figures 1a–d, 2, 3, 4a)

ZooBank Nomenclatural Act LSID: XXXX

GenusName speciesname Surname & Surname, YYYY

GenusName speciesname Surname & Surname, YYYY: 68, pl. 10, figs. 1–4

- The International Codes (i.e. ICZN, ICN) must be strictly followed. Genera and species names should be in italics. Author of species name (and year of publication if necessary) must be indicated at the first mention in the main body of the manuscript following the syntax required by the international nomenclatural codes. Abbreviations of any part of a taxonomic name should

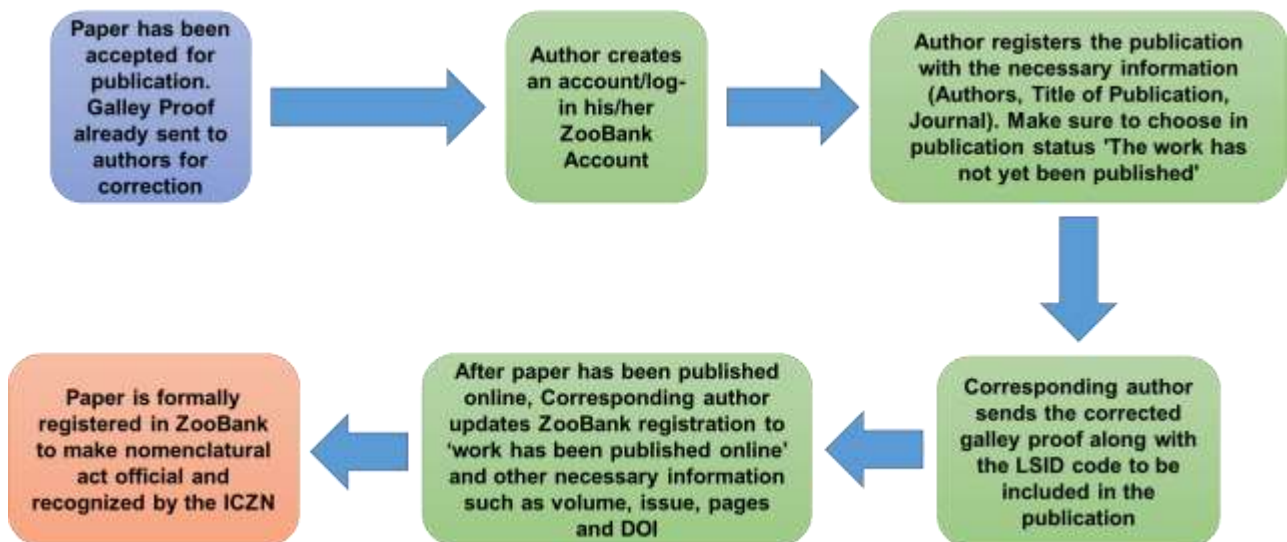


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consistently follow the convention of the international nomenclatural codes. When publishing new taxonomic names, it should strictly follow the conventions of the international codes from the etymology, to syntax and other rules that govern the assignment of a new taxa (i.e. addition of author names, sp.nov. and gen.nov. should not be in italics or bold, etc.).

- If a paper contains a nomenclatural act within the scope of the ICZN, authors will be asked to register their articles in Zoobank (<http://zoobank.org/>) and provide the Life Science Identifier (LSID) of the publication and nomenclatural acts once they return the galley proof of their publication. The layout editor will insert the LSID in the final publishable version. Authors will need to update their Zoobank entry with the volume, issue and pages information after publication.



- Information on voucher and type specimens used in submitted studies need to be clearly indicated: the name of the collector, accession/specimen number, and the location where the specimens are housed. For specimens collected in the Philippines, it is of utmost importance that holotypes of plants and animals be deposited in the Philippine National Museum of Natural History in accordance to the National Cultural Heritage Act of 2009 (R.A. 10066). Collection permits should also be mentioned in the manuscript with the permit no. and agency that released the permit. Though it is encouraged to disclose the complete information on the locality of collection sites, specimens/species collected that have a possibility to be exploited, may not fully release the exact sampling location but must indicate the general vicinity of the collection site and necessary collection permits.



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Notes on Literature cited

The PJSB recommends the use of reference manager software such as Endnote or Mendeley for reference management and formatting. The following are some guidelines in citing references for PJSB submissions.

- References cited in the text may follow several forms such as: i.e. 'Gold (1989) mentioned', 'Gold (1989:54)' or (Gold 1989:54) when citing reference with a specific page, and '(Gold 1989)' when citing a reference as authority for any statement. Names of two authors should be connected by '&' in citations in the text. For citations with three or more authors, use et al. throughout following this format: (Gold et al. 1989). Multiple text citations should be arranged chronologically (i.e. Wallace 1855; Pierce et al. 2010; Polaszek & Michel 2010; Sumner-Rooney et al. 2014). For citations with the same author but different publications in different years, the year should be arranged chronologically and author's name only mentioned once, First by single author chronologically, then two authors chronologically and lastly 3 or more authors chronologically (i.e. Abad et al. 2004, 2006, 2010, 2012). Publications by an author/group of authors that has been published in the same year will need to add a small letter after the year of publication to distinguish papers (i.e. Walter et al. 2016a; Walter et al. 2016a, 2016b)
- Taxonomic reviews should include full references for all used taxonomic authorities
- For publications in other foreign languages, they should be written using the Roman alphabet but with accents and special letters used in a specific language.
- Publications with more than 7 authors, list the first 6, followed by an ellipses, then list the final author.
- All cited publications must appear in the Literature cited section alphabetically (not numbered) and only these. Publications 'in press' may be used for references. For papers that are not published in any publication form, this must be cited as 'unpubl.'. Personal communications may also be cited (indicated as 'pers. comm.')
- but should not appear in the list of references. References listed in literature cited should strictly follow the format below:

*Article in Journal**

Adorador, V.C., M.A. Bernardo, J.L.L. Gonzales, A.C. Lam, F.A.M. Malijan, R.D.S. Papa & J.R. Castillo, 2006. Morphological and DNA size-based differences among *Corallana* spp. in *Oreochromis* sp. found in open waters and fish cages in Taal Lake. *The Philippine Biota*, 39(1): 5–11.

Book Section



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Zafaralla, M.T., C.R. Barril, A.C. Santos-Borja, E.V. Manalili, J.T. Dizon, J.G. Sta. Ana & N.O. Aguilar, 2005. Water Resources. In: Lasco, R.D. & M.A.O. Espaldon, (ed.), Ecosystems and People: The Philippine Millennium Ecosystem Assessment (MA) Sub-global Assessment. Environmental Forestry Programme, College of Forestry and Natural Resources, University of the Philippines Los Baños, Los Baños, Laguna. 65–112.

Book

Fernando, C.H., 2002. A Guide to Tropical Freshwater Zooplankton-Identification, Ecology and Impact on Fisheries. Backhuys Publishers, Leiden, the Netherlands. 291 pp.

Unpublished Thesis

Rizo, E.Z.C., 2014. Taxonomy and Distribution of Sididae (Branchiopoda: Ctenopoda) and Chydoridae (Branchipoda: Anomopoda) in Selected Inland Waters of the Philippines. Unpublished M.Sc. Thesis, University of Santo Tomas.

Online Reference

Price, D., 2018. Laziness does not exist. Medium.
<https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01>

American Society for the Prevention of Cruelty to Animals, 2019. Justice served: Case closed for over 40 dogfighting victims. <https://www.aspca.org/news/justice-served-case-closed-over-40-dogfighting-victims>

*If the publication does not have an issue number you may omit the number inside the parentheses.

Notes on Figures and Tables

Tables and figures must be submitted separately from the main text. Only table and figure labels/captions must appear after Literature cited. In text, table and figure citations must be appropriately cited in this format: Table 1; Fig. 1. All figures and tables must be numbered in the order in which they appear in the manuscript (e.g. Fig. 1; Fig. 2).

Tables. Tables must be submitted in a separate word file. File names should indicate the following: surname of primary author, year of submission, the word Tables (ex. Perez2020 Tables.doc). Keep tables as simple as possible and bear in mind the clarity of fonts if type size is reduced to accommodate texts. All tables should be prepared with tabulators (without preceding/trailing spaces). If you prefer using the table tool of your word-processing program, do not insert line breaks (¶) and/or preceding/trailing spaces inside



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cells (i.e. there can be only one line of text within a cell). New table rows should be created by adding new rows of table cells (even if some cells are left empty), not by hitting enter and creating a new line within existing cells. CR symbols (¶) cannot be preset in any table cell. The number of cells in a table should equal the number of rows multiplied by the number of columns. This must be done on a separate word file from the main manuscript. Do not use vertical lines to separate columns. Avoid crowded tables. Do not present data in both graphical and tabular form. Tables should be self-explanatory / understandable without reference to text. Table headings should be placed on top of the table.

Figures. Line drawings, computer plots or photographs should be submitted separately as uncompressed digital files in high quality jpeg or tiff format. The images should clearly show intended details to support the manuscript. Picture quality must not be below 5 megapixels/640X480 resolution/200kb/1200 dpi (for scanned images). File names should indicate the following: surname of primary author, year of submission, the word Fig followed by the number (e.g. Perez2020 Fig1.jpeg). Provide figure captions in a separate sheet at the end of the manuscript (the word “Figure” and “Table should be spelled out in the captions). Figure plates/panels should be labeled using small letters i.e.(a), (b), (c), etc. and referred to in the text as, for example, Fig. 1a. When grouping images, take note of the quality of images that may change during resizing. If authors need to use illustration that are already published, they need to obtain a written permission from the copyright holder before manuscript is submitted.

Notes on Supplementary Data

Supplementary Materials may be submitted along with other necessary files for publication. These supplementary materials must be mentioned in the manuscript at appropriate points (e.g. Fig. S1, Table S1). No editing will be done on the supplementary materials, so authors should make sure that everything is in order and corrected. Supplementary Tables and images must be in a separate pdf files with a file name similar to tables and figures in the main text but with ‘Supp’ before the word ‘Figures’ or ‘Table’ (e.g. Perez2020 SuppFigures; Perez2020 SuppTables)



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Example for Table formats

INCORRECT FORMAT

Table 3. Comparison of *Silene cirpicii* with three morphologically similar species.

Characters	<i>S. cirpicii</i>	<i>S. falcata</i>	<i>S. caryophylloides</i>	<i>S. argaea</i>
Stem	10–25 cm, glabrous	3–15 cm, glandular-pilose	4–20 cm, often glandular, pilose	to 5 cm, pilose
Basal leaves	7–21 × 0.5–1 mm, linear, lanceolate, falcate, ±fleshy	12–15 × 0.5–1 mm, falcately curved to linear, rigid-setaceous	15–20 × 1–1.5 mm, triquetrous, pointed, slightly curved or straight	5 × 0.75 mm, linear
Cauline leaves	linear, generally falcate, only margins pubescent and hyaline	lanceolate, generally falcate, distant, all sparsely pubescent and long eglandular ciliate toward base, not hyaline	lanceolate to linear, pubescent, not hyaline	very narrowly elliptic, all ± ciliate, not hyaline
Calyx	20–30 mm, glabrous	18–25 mm, glandular pubescent	20–35 mm, hairy, often glandular	24–25 mm, puberulous
Petal	creamy, not auriculate	whitish, auriculate	white, greenish white or pink, auriculate	pink, auriculate
Anthophore	12–17 mm, glabrous	15–21 mm, slightly pubescent, glabrous at base	10–20 mm, glabrous	11–12 mm, glabrous
Capsule	included in, or slightly exerted from the calyx	completely exerted from the calyx	included in, or slightly exerted from the calyx	included in the calyx
Altitude	1600–1900 m	2000–2500 m	1580–2800 m.	ca. 3000 m
Distribution	A5 Amasya (Turkey)	A2 Bursa B2 Kütahya (Turkey and Greece)	A5–A8, B1, B5–B7, C2–C3, C5–C6 (Turkey)	B5 Kayseri, (Turkey)

CORRECT FORMAT

Table 3. Comparison of *Silene cirpicii* with three morphologically similar species.

Characters	<i>S. cirpicii</i>	<i>S. falcata</i>	<i>S. caryophylloides</i>	<i>S. argaea</i>
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Basal leaves	7–21 × 0.5–1 mm, linear, lanceolate, falcate, ± fleshy	12–15 × 0.5–1 mm, falcately curved to linear, rigid-setaceous	15–20 × 1–1.5 mm, triquetrous, pointed, slightly curved or straight	5 × 0.75 mm, linear
Cauline leaves	linear, generally falcate, only margins pubescent and hyaline	lanceolate, generally falcate, distant, all sparsely pubescent and long eglandular ciliate toward base, not hyalin	lanceolate to linear, pubescent, not hyaline	very narrowly elliptic, all ± ciliate, not hyaline
Calyx	20–30 mm, glabrous	18–25 mm, glandular pubescent	20–35 mm, hairy, often glandular	24–25 mm, puberulous
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Anthophore	12–17 mm, glabrous	15–21 mm, slightly pubescent, glabrous at base	10–20 mm, glabrous	11–12 mm, glabrous
Capsule	included in, or slightly exserted from the calyx	completely exerted from the calyx	included in, or slightly exserted from the calyx	included in the calyx
Altitude	1600–1900 m	2000–2500 m	1580–2800 m	ca. 3000 m
Distribution	A5 Amasya (Turkey)	A2 Bursa B2 Kütahya (Turkey and Greece)	A5–A8, B1, B5–B7, C2–C3, C5, C6 (Turkey)	B5 Kayseri, (Turkey)