Philippine Journal of Systematic Biology
Official publication of the Association of Systematic Biologists of the Philippines
(SEC Registered as Association of Taxonomist of the Philippines, Inc.)
Office for Graduate Research, Thomas Aquinas Research Complex,
University of Santo Tomas, España, Manila 1015

Author Guidelines

The **Philippine Journal of Systematic Biology** (PJSB; Print ISSN: 1908-6865; Online ISSN: 2508-0342) is an annual, peer-reviewed indexed journal in English that publishes high quality reports of original research and reviews in the fields of **taxonomy, phylogeny, systematics, ecology, and conservation biology**. It is indexed in Scopus, ASEAN Citation Index (ACI), and the Clarivate Analytics Master Journal List (formerly a subsidiary of Thomson Reuters, including ISI-Web of Science) under Zoological Record, BIOSIS Previews, and Biological Abstracts. Additionally, the PJSB is a recognized journal of the Philippine Commission on Higher Education (CHED) under CHED CMO 50 series of 2017. Moreover, the PJSB is now a member of the Committee on Publication Ethics (COPE).

The PJSB is the official publication of the **Association of Systematic Biologists of the Philippines** (ASBP; SEC Registration: Association of Philippine Taxonomists, Inc.). The organization financially supports the journal and all its endeavors. The journal aims primarily 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, as well as ecology and conservation biology are welcome.

The PJSB **strongly adheres to research and publication ethics**. All submitted manuscripts are reviewed by at least two qualified referees. Submitted manuscripts should not have been published elsewhere or should have been submitted for review or publication simultaneous with the submission in the PJSB.

Submission

Manuscripts may be submitted to our official email account **(pjsb.submissions@gmail.com)**. Inquiries should be addressed to our email account addressed to our Editor-in-Chief through our Managing Editor.

The manuscript submission should also be accompanied by the PJSB Submission Form (The previous submission guidelines require a submission of a cover letter. This is now being replaced by the PJSB Submission Form). The form necessitates the corresponding author to confirm their agreement with the following:

- All the authors listed in the manuscript are aware and have approved the manuscript for submission to the Philippine Journal of Systematic Biology.
- At the time of submission to PJSB, the manuscript has not been submitted elsewhere for review and/or has not yet been published.
- While the paper is being reviewed for publication in PJSB, the manuscript (or modification thereof) will not be submitted for publication in any other journal.

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Review Process

Manuscript submissions are pre-evaluated by two subject editors (members of the Editorial Board) who will serve as handling editors of a specific submission. Manuscripts may be rejected without peer review if the submitted manuscript is deemed to have limited scientific merit or does not fall within the scope of the journal.

Submissions that pass through the pre-evaluation process are processed for peer review, and sent to at least two independent reviewers by the Managing Editor and/or Assistant Managing Editor. The PJSB follows a "double-blind" review on all submitted manuscripts, in which the names of the authors and the identity of the reviewers are withheld. Peer reviewers are usually given one month to process their evaluation of a manuscript. Evaluation forms and other comments are forwarded to the authors and are given one to three weeks to revise and address the reviewers' comments.

Once revisions are submitted, the subject 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 may be suggested by the subject editors at this stage of the review process. If the subject editors find the manuscript already acceptable for publication, the manuscript will be forwarded to the Editor-in-Chief for final evaluation and acceptance.

Open Access Policy

This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge. PJSB articles and other forms of publications published by the journal are protected under the Intellectual Property Code of the Philippines. Articles are distributed under the terms of the Creative Commons Attribution Non-commercial License (http://creativecommons.org/licenses/by-nc/3.0/), which permits unrestricted non-commercial use, distribution, and reproduction in any medium, provided the original work is properly cited.

Publication Ethics

As a member of the Committee on Publication Ethics (COPE), authors are required to follow strict observance of standards and ethics in publications set by the Committee. Papers submitted to the PJSB must not have been submitted or published in other journals and all co-authors and their affiliations have approved its submission and publication. The PJSB will not be held legally responsible should there be any claims for compensations and the like.

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Any ethical misconduct will be processed and dealt with within the publication and legal rights of the PJSB.

The PJSB adopts the COPE rules and guidelines in both the peer review process and submission of manuscripts. The PJSB reminds the authors of their ethical responsibilities, including but not limited to:

- Proper acknowledgement of other researches should be done by the authors in any part of their manuscript. Any form of plagiarism is not tolerated by the PJSB.
- All authors have contributed sufficiently to the submitted paper thus will collectively share responsibility and accountability for the results.
- The paper must not be a single study that are split up into several parts to increase the quantity of submission to various journals or to the PJSB.
- No data including images have been fabricated or manipulated to support the authors' conclusions.
- Changes in authorship or order of the authors will not be accepted after the acceptance for publication, and only upon satisfactory and justified grounds.
- Change in authorship in any form must be justified with a letter addressed to the Editor-in-Chief who may grant such requests based on meritorious grounds.
- The authors should be prepared to send relevant documents or data upon request by the PJSB to verify the validity of the results.

Any breach of any of the ethical procedures stated here will result in the immediate rejection of the manuscript and legal action will be taken by the PJSB if necessary. The PJSB reserves the right to reject manuscripts that do not comply with stated ethical procedures and responsibilities. The authors will be held responsible for any falsification of information related to compliance of ethical standards.

Manuscript Type

Manuscript submitted to the PJSB may be published into one of the following formats according to the content and scientific contribution of the submission:

- Full Research Papers
- Review Paper
- Opinion Paper
- Tribute Article
- Short Communication
- Book Review

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General Manuscript Format Guidelines

Manuscripts must be submitted as a MS Word file (.doc or .docx). Manuscripts may be returned if their submission did not strictly follow the required formatting and structure as well as file formats.

The submission must be on A4 with Normal margins (1" on all sides). Texts should be sized at 12 pts in Times New Roman font. The manuscript must be double spaced. 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 US English grammar. Authors are encouraged to have their manuscript checked for grammatical errors by an English editor or a native English speaker before submission. All measurements should be given in metric or SI units. The use of an en-dash (–), not a hyphen (-) for number ranges must be strictly followed.

Manuscript Structure

Title Page

The title page of the manuscript must contain the title (following Title case, not all caps). Only scientific names, proper nouns, and geographic locations should be capitalized. If appropriate, the title must mention the family or higher taxon of the organism of interest which is enclosed within parentheses. Authority or authority and year of the taxon may be included in the title as deemed appropriate.

For papers erecting new taxon, the title, as well as the abstract, should observe the conventions of the international codes of nomenclature and therefore should indicate the new taxon following the necessary conventions (i.e., sp. nov., gen. nov., etc.).

The title is followed by the full name of each author (without academic degrees or suffixes), institutions and addresses, and a short running title. Indicate the corresponding author with an asterisk and indicate the email address of the corresponding author after the institutional affiliation.

Abstract

The abstract should be in a separate page after the title page following the word "Abstract" in boldface. 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 five keywords (italicized) without repeating any words already in the title. Keywords must be chosen to maximize the possibility of searches of retrieval systems.

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Main body text

The main body of the manuscript should start on a separate page after the abstract. Major headings (**First-level Headings**) must be in Title case and in bold face. Further subheadings (*Second-level headings*) must be italicized and in normal face. In general, research papers should be divided into:

- **Introduction:** A short discussion on the objectives of study.
- **Materials and Methods:** Experimental procedure and other data gathering methods.
- **Results:** Results should be presented in present tense while cited results from previous studies in the manuscript must be in past tense. Figures and tables must be submitted separately from the main text; only figure and table captions must appear after Literature Cited.
    - **Taxonomy/Systematics:** For papers dealing with description/re-descriptions of new taxa.
- **Discussion:** Should be concise and separate from the results.
- **Conclusions and Recommendations:** Conclusions derived from the results and possible future modifications which the authors suggest.
- **Acknowledgements:** Acknowledgements should be brief and should primarily indicate financial support and personal assistance in the work being published. Do not acknowledge anonymous reviewers.
- **Literature cited:** References used and cited in the study.

The international nomenclatural Code for the corresponding taxon (i.e., ICZN, ICN, ICNP) must be strictly followed. Genera and species names should be in italics. Authorities (and year of publication if necessary) of the taxon name must be indicated at the first mention in the main body of the manuscript.

Publishing new taxonomic names should strictly follow the conventions of the international codes including etymology, syntax, and other rules that govern the assignment of a new taxa (i.e., addition of author names, indication of **sp. nov.**, **gen. nov.**, etc.). Especially if the authority of the taxon being erected is not the same as the complete author list of the manuscript, the authorities of the taxon name must be indicated at the first mention in the main body of the manuscript.

Citation Format

All publications cited in the main body must appear in the Literature Cited section; the Literature Cited must only contain the references cited in the main body. The following are some guidelines in citing references for PJSB submissions:

- References cited in the text may follow several forms such as:
    - "(Liao 2022)" when citing generally a reference as authority for any statement

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  - "Liao (2022) mentioned" when citing a reference as authority for any statement, but this should be used sparingly
  - "Liao (2022: 54)" when citing reference with a specific page
- Names of two authors should be connected by '&' in citations in the text. Example: "(Delocado & Santiañez 2023)"
- Citations with three or more authors should use "et al." throughout following this format. Do not italicize "et al.". Example: "(Rizo et al. 2021)"
- Serial citations for two or more sources should be arranged chronologically starting from the earliest publication. The sources should be separated by a semi-colon (;). Example: "(Rizo et al. 2021; Liao 2022; Delocado and Santiañez 2023)"
- Serial citations of the same author may be done in succession. The years should be separated by a comma (,). Example: "(Liao 2021, 2022)"
- Serial citations of sources from the same author published in the same year must be differentiated by use of small letters. Example: "(Liao 2023a, 2023b)"

Note that the citation format does not contain a comma to separate between the author and the year. This is to discriminate between a source and taxon authority and year which are separated by a comma.

The following citation pointers should be observed whenever applicable:

- **Taxonomic authorities:** Authorities of taxa mentioned should be properly cited in the Literature Cited. Taxonomic reviews should include full references for all used taxonomic authorities.
- **Molecular sequences:** For paper dealing with molecular data, it is not pertinent to cite the specific webpages from which the sequences were downloaded given that the accession numbers are listed in the manuscript. It is, however, imperative to cite the papers which originally published the sequences (typically identified in GenBank submissions).
- **Softwares:** Whenever available, the original publication detailing the softwares or online servers used in the study must also be cited. If there is no associated journal publication, then the website from which the software was downloaded may be cited.

The following pointers should be observed for unpublished references:

- Publications 'in press' may be used for references and should appear in the list of references.
- Papers not published must be cited as 'unpubl.' and should appear in the list of references.
- Personal communications may also be cited and must be cited as 'pers. comm.') but should **not** appear in the list of references.

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Literature authors and publications in other foreign languages (i.e., non-English) should be written using the Roman alphabet, but must maintain the accents and special letters used in a specific language.

The PJSB recommends the use of reference manager software such as Endnote or Mendeley for reference management and formatting, subject to final check for format adherence by the authors. To prevent unnecessary compatibility issues, authors should click "Export without Mendeley field" or similar options prior to submitting the manuscript. In any case, references listed in literature cited should strictly follow the format below:

Article in Journal

Delocado, E.D. & H. Freitag. 2021. Two new species of *Byrrhinus* Motschulsky, 1858 (Coleoptera, Limnichidae, Limnichinae) from Negros, Philippines. ZooKeys 1070: 51–72. https://doi.org/10.3897/zookeys.1070.70531.

Santiañez, W.J.E., C.A.T. Guerta & J.M.L. Lastimoso. 2022. Marine Macroalgal Reference Culture Collection at the University of the Philippines Marine Science Institute (UP-MMARCC): Status and prospects for advancing Philippine phycology. Philippine Journal of Systematic Biology 16(1): 17–32. https://doi.org/10.26757/pjsb2022a16004.

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

Book Section

Vallero, B. 2014. Biogeography of Luzon island, Philippines. In: Telnov, D. (ed.). Biodiversity, biogeography and nature conservation in Wallacea and New Guinea, volume II, 2e. The Entomological Society of Latvia, Riga, Latvia. pp. 47–59.

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 (eds.). 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, the Philippines. pp. 65–112.

Book

Fernando, C.H. 2002. A guide to tropical freshwater zooplankton – identification, ecology and impact on fisheries. Backhuys Publishers, Leiden, the Netherlands. 291pp.

Heads, M. 2012. Molecular panbiogeography of the tropics. University of California Press, Los Angeles, California, USA. 565pp.

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, Manila, the Philippines.

Technical Reports

Villarin, J.T., J.L. Algo, T.A. Cinco, F.T. Cruz, R.G. de Guzman, F.D. Hilario, G.T. Narisma, A.M. Ortiz, F.P. Siringan & L.V. Tibig. 2016. 2016 Philippine Climate Change Assessment (PhilCCA): The physical science basis. The Oscar M. Lopez Center for Climate Change Adaptation and Disaster Risk Management Foundation Inc. and Climate Change Commission, Quezon City, the Philippines. 108pp.

WWF. 2020. Living Planet Report 2020 - Bending the curve of biodiversity loss. Almond, R.E.A., M. Grooten & T. Petersen (eds.). WWF, Gland, Switzerland. 81pp.

Website

Guiry, M.D. & G.M. Guiry. 2021. AlgaeBase. World-Wide Electronic Publication, National University of Ireland, Galway [Cited on 20 August 2023]. Available from: http://www.algaebase.org.

Hadley, A. 2010. CombineZP. Hadley Web [Cited on 30 September 2023]. Available from: https://combinezp.software.informer.com/

Rambaut, A. 2010. FigTree v1.3.1. University of Edinburgh [Cited on 30 September 2023]. Available from: http://tree.bio.ed.ac.uk/software/figtree/

Tables

Tables must be submitted separately from the main text and must be submitted in a separate Word file. File names should indicate the following: surname of primary author, year of submission, the word Tables (e.g., Santiañez2020 Tables.docx). Only table captions must appear after Literature Cited.

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 in MS Word by creating tables and inserting rows and columns. New table rows should be created by adding new rows of table cells (even if some cells are left empty), and not by hitting enter and creating a new line within existing cells. Do not insert line breaks and/or preceding/trailing spaces inside cells (i.e., there can be only one line of text within a cell). For tables running several pages, repeat the first column at the top of each page.

The topmost and bottommost row lines should have a thickened border, while the bottom border of the first row should have regular thickness. Aside from these three row lines, there should be no horizontal lines to separate rows. Also, do not use vertical lines to separate columns. Refer to the sample provided on Appendix A.

Do not present the same data in both graphical and tabular form. Tables should be self-explanatory without reference to text, but tables should be references in the text, such as “(Table 1)”.

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Table headings should be placed on top of the table. For example: "**Table 1.** List of seaweeds currently being maintained at the UPMSI Marine Macroalgal Reference Culture Collection (UP-MMARCC)."

Figures

Similar to tables, figures must be submitted separately from the main text. Only figure captions must appear after Literature Cited. File names should indicate the following: surname of primary author, year of submission, the word Fig followed by the number (e.g., Delocado2020 Fig1.jpeg). Provide figure captions after Literature Cited and after the captions for tables (e.g., **Figure 1.** Updated distribution of *Byrrhinus* in the Philippines.)

Line drawings, computer plots, or photographs should be submitted separately as uncompressed digital files in high quality jpeg or tiff format (minimum 300 dpi; 1200 dpi for scanned images). The images should clearly show intended details to support the manuscript. Figures with captions should be self-explanatory without reference to text, but figures should be references in the text, such as "(Fig. 1)".

Figure plates should be labeled using small letters (i.e., 'a', 'b', 'c', etc.) and referred to in the text, such as "Fig. 1a", "Fig. 1b". The text should use Times New Roman size 16 as translated in print. When grouping images, take note of the quality of images that may change during resizing. The specified resolution for the images should not be observed only in individual photos, but in figure plates.

If authors need to use illustrations that are already published, this must be reflected in the figure captions (e.g., "Image lifted from <citation> with permission from the publisher."). Authors are in charge of securing permission from the publisher prior to submitting to the PJSB. Meanwhile, for unpublished photos not taken by the authors, proper attribution on the figure caption should be included (e.g., "Courtesy of", "Reproduced from", "Adapted from").

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. 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., Liao2020 SuppFigures; Liao2020 SuppTables)

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Vouchering

Information on voucher and type specimens used in submitted manuscripts needs to be clearly indicated. The manuscript should include the locality of collection and related geographic entries, date of collection, name of the collector, repositories housing the type series, and their accession/specimen numbers. Though it is highly encouraged to disclose the complete information on the locality of collection sites, authors dealing with specimens which have a possibility to be exploited may not fully release the exact sampling location. Authors may instead indicate the general vicinity of the collection site and necessary collection permits.

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 with the National Cultural Heritage Act of 2009 (R.A. 10066, Art. V, Sec. 17: "All types of specimen collected in the Philippine territory shall be deposited in the National Museum.").

Collection Permits

The manuscript should include the biodiversity sampling permits (i.e., Gratuitous Permit) details such as the agency that released the permit (i.e., DENR, DA-BFAR, PCSD, BARMM-MENRE), year of release, and the permit number. Following the Wildlife Resources Conservation and Protection Act (R.A. 9147), it is assumed that the authors secured the corresponding free prior informed consent from the concerned localities included in their Gratuitous Permit. Additionally, whenever necessary, authors should declare the special collection permits from the National Commission on Indigenous Peoples (NCIP) and the Protected Area Management Board (PAMB).

Authors are required to clearly declare the biodiversity sampling permit details in the Acknowledgements section of the manuscript. Authors may opt to include additional details on permits in the Materials and Methods section.

Nomenclatural Registration and Genetic Data Submission

When erecting new taxon, authors shall be in charge of registering their taxon name on the appropriate biodiversity registry (e.g., Zoobank). The editorial team can provide guidance on this per request, but the authors shall perform the registration of their erected taxon. The authors must update the Managing Editor once the registration is completed and is successful, such that the issued registration ID will be encoded in the manuscript.

Authors shall be in charge of submitting their sequences to their chosen online repositories (i.e., GenBank, BOLD, ENA, DDBJ). The sequences must be submitted once the paper is accepted for publication to PJSB. The authors must update the Managing Editor once the submission of sequences is completed and is successful, such that the issued accession codes

will be encoded in the manuscript. The authors are responsible for updating the databases to publish their sequences once their paper is out.

Use of AI

The authors must disclose how artificial intelligence tools such as ChatGPT was used in the manuscript development by detailing it in the Materials and Methods section.

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Appendix A.

Example for table formats.

CORRECT FORMAT

Table 1. Morphological characters of clathrate genera in the family Scytosiphonaceae[1].

Characters	Genera		
	***Manzaea* gen. nov.**	***Hydroclathrus***	***Tronoella***
Thallus form	Clathrate, spreading; sometimes interadhesive; margins arched to folded inwardly	Clathrate, spreading; membranes perforated, margins involute	Clathrate, spreading; sometimes interadhesive; membranes perforated, margins arched to involute, with siphonous protrusions
Holdfast	Rhizoidal	Rhizoidal	Rhizoidal
Cortical cell layer	1 layer	1–3 layers	1–2 layers
Medullary cells	1–5 layers; thick-walled	1–9 layers, thin-walled	1–4 layers, thin-walled
Hair primordia	Occur in groups in pits or depressions, often extended into hyaline hairs	Occur in groups in pits or depressions, often extended into hyaline hairs	Occur singly to groups of 3 in shallow pits, not extended into hyaline hairs
Plurangial sori	Circular, discrete to confluent, surrounds hair tufts	Circular to block-like, discrete to confluent, often surrounding hair tufts	Irregularly shaped, discrete, often associated with hairs
Plurilocular sporangia	Somewhat compactly arranged, cylindrical to clavate, quadriseriate	Loosely arranged, cylindrical to clavate, quadriseriate	Firmly coherent and massive

[1]Modified from Santiañez *et al.* (2018a).

INCORRECT FORMAT

Table 1. Morphological characters of clathrate genera in the family Scytosiphonaceae[1].

Characters	Genera		
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Holdfast	Rhizoidal	Rhizoidal	Rhizoidal
Cortical cell layer	1 layer	1–3 layers	1–2 layers
Medullary cells	1–5 layers; thick-walled	1–9 layers, thin-walled	1–4 layers, thin-walled
Hair primordia	Occur in groups in pits or depressions, often extended into hyaline hairs	Occur in groups in pits or depressions, often extended into hyaline hairs	Occur singly to groups of 3 in shallow pits, not extended into hyaline hairs
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Plurilocular sporangia	Somewhat compactly arranged, cylindrical to clavate, quadriseriate	Loosely arranged, cylindrical to clavate, quadriseriate	Firmly coherent and massive

[1]Modified from Santiañez *et al.* (2018a).