

ACTA AMAZONICA

NORMS FOR PRESENTING MANUSCRIPTS FOR PUBLICATION:

- 1) — All manuscripts should be typed on white paper and double-spaced with a 3 cm left-hand margin. The right-hand margin does not have to be blocked. Word splitting at the end of each line should be avoided. Three copies should be submitted.
- 2) — All manuscripts should be in Portuguese, obeying the official orthographic rules of 1943, revised in 1972. Manuscripts in a foreign language will only be accepted if there is an adequate justification and are approved by INPA's Director.
- 3) — Whenever possible, papers should consist of the following items:
 - a) — Title, name(s) of the author(s);
 - b) — Summary in Portuguese;
 - c) — Introduction;
 - d) — Materials and Methods;
 - e) — Results;
 - f) — Discussion;
 - g) — Acknowledgments;
 - h) — English Summary;
 - i) — Literature cited.

Scientific notes and communications should consist of the following items:

- a) — Title, name(s) of the author(s);
 - b) — Text;
 - c) — Literature cited.
- 4) — **TITLE** — Should be objective, clearly defining the content of the work. When the work is part of a series, the previous main title should be maintained, changing only the subtitle, numbered with arabic numbers. The only exception to this case would be series which began with Roman numerals in other journals.

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CONTRIBUIÇÃO A PALEONTOLOGIA DO ESTADO DO PARÁ.

1. Mollusca, Gastropoda.

CONTRIBUIÇÃO A PALEONTOLOGIA DO ESTADO DO PARÁ.

2. Mollusca, Scaphopoda.

An asterisk (*) after the title should be used to indicate the funding source of the study in a footnote,

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CONTRIBUIÇÃO A PALEONTOLOGIA DO ESTADO DO PARÁ.

1. Mollusca Gastropoda (*)

The Footnote:

(*) This study was partially funded by CNPq's grant SIP/08-131 and INPA's project n.º 2017/103.

- 5) — **AUTHOR (s)** — Place an asterisk after the author's name, specifying the institution to which he belongs.
William Rodrigues (*)
The Footnote:
(*) Instituto Nacional de Pesquisas da Amazônia, Manaus, Am.
- 6) — **ABSTRACT** — Should contain a maximum of 150 words in Portuguese. It should be a clear paragraph, and the verbs should always be in the third person.
SUMMARY — Should have the same characteristics.
- 7) — **INTRODUCTION** — The work objective and its relationship with other work of the same field should be established with clarity.
- 8) — **MATERIALS AND METHODS** — A description of the methods should be brief, though sufficient enough to make possible repetition of the work. Previously published techniques should only be cited.
- 9) — **RESULTS** — With the maximum possible personal interpretation, eventually accompanied by tables, graphs, photos, drawings, etc. All tables, graphs, and drawings should be done with India ink on tracing paper or poster board. Numbers and letters (in the case of legends) should be large enough to be legible after having been reduced. Tables, graphs and drawings will not be accepted if they are submitted on graph paper.
- 10) — **DISCUSSION** — Should be restricted to the significance of the data and results obtained, avoiding hypotheses which are not based on these data.

11) — **ACKNOWLEDGMENTS** — Should be a separate paragraph placed before the summary whenever formally justifiable. It should be limited to collaborators who really helped beyond the duties of the execution of their work.

12) — **SUMMARY OR RESUMO** — All manuscripts should be accompanied by a Summary, which is more detailed than the abstract or *Sumário* in English (for Portuguese manuscripts) or in Portuguese (for English manuscripts).

13) — **LITERATURE CITED** — Literature cited within the text should always be put in alphabetical order by authors, and in chronological order when by the same author.

All literature cited in the text should also be cited in the bibliography and vice versa. The format for literature cited should be:

Kerr, Warwick E.; Schubart, Herbert O.R. and Rodrigues, W.A.

1978 — Evolução do vôo ecológico da semente da Jacareúba. *Ciências e Cultura*, 9(4)...

1979a — Mais Evolução ecológica. *Acta Amazonica* 4(9)...

1979b — Menos Evolução ecológica. *F. Scientifica*, 4(2)...

14) — Literature cited in the text should follow the criteria of writing the author's names first followed by the year of publication, all within parentheses. Such as:

"..... parasitado pelo *S. mansonii*, que são *S. tomagophila*, *S. glabrata* e *S. straminea* (Correa et. al., 1969)."

"... a associarem as mesmas, ao agente etiológico da doença de Jorge Lôbo (Lemos Monteiro, 1962 e 1963)."

"Para Conley (1948) as congumelos, isoladamente, não são capazes de..."

When the citation in the text has the names of two authors, both names are written out.

For example:

(Freitas & Silva, 1969).

When the citation in the text has more than two it is written:

(Kerr et al., 1977)

15) — All drawings should be done in India ink and all lettering should be done with a lettering apparatus or with press-on letters. Photographs must be sharp. Each one of

these photographs or drawings must have the authors' name and the corresponding legend number on the back. All legends should be submitted on a separate page.

All designs, graphs, and photographs should number as few as possible to clarify the text, or include necessary documentation. The order of illustration should be from left to right and from top to bottom:

| | | |
|---|---|---|
| a | b | c |
| | d | e |
| f | g | h |

16) — All tables should obey the standards set by the Brazilian Institute of Geography and Statistics (in Scorzelli Junior e Freitas Filho — *Estatística Vital* — Rio de Janeiro — Serv. Nac. de Educação, Sanitária, 1945. p 45-51).

All tables and figures should be able to stand by themselves without requiring the text for clarity. When there is more than one of these in the same paper, each shall be numbered and each should have a self-explaining title.

Each column must have a heading, explaining its content and the unit employed. The heading for the first column will define the content of each horizontal line. No cell in the tables can be empty. The absence of numerical data shall be represented by:

"———" When the phenomena does not exist,

"O or O.O" When the phenomena exists yet is so insignificant that is less than the unit defined by the headings, and by

"....." When the data is unknown, neither implying the existence nor non-existence of the phenomena.

When dealing with numbers, a comma will be utilized to separate the decimal from the whole number; however, a period will be used when the text is in English. The publication of works in *Acta Amazonica* is dependent upon these rules, and the acceptance of one or two of the referees and and the editor.

17) — When a paper is submitted to the editorial committee of *Acta Amazonica*, the senior author will receive a written confirmation of receipt.

- 18) — Then senior author should hand in a list of three specialists in the field of the paper submitted who may be consulted as referees if there is no specialist on the editorial staff.
- 19) — The Editorial Committee of *Acta Amazonica* will write the senior author within two months regarding the standing of the paper. If the senior author has not received any notice within 60 days, he should immediately get into contact with the editorial committee.
- 20) — After having received the paper with the comments from the two referees, the author will be informed as to whether his paper has been accepted. If affirmative, the author must accept or justify himself with reference to the referees' criticisms and submit a final copy together with the referees' copies.
- 21) — An original manuscript is not required. However, the final copy (even a Xerox) has to be clean and without grammatical or typing errors. Nevertheless, all illustrations must be originals.
- 22) — Very rarely will color photographs or illustrations be accepted; when they are, the author will pay the added cost.

Chronology of papers submitted to ACTA AMAZONICA

| Day | Event |
|---------|--|
| 0 | Delivery of the manuscript (all 3 copies) to Prof. Algenir F. Suano at INPA's Library, (Manaus). Receipt of "protocol" recording delivery of manuscript. |
| 1 — 5 | The manuscript is registered and sent to the referees. |
| 6 — 19 | Referees evaluate the manuscript. |
| 20 — 25 | Return of the manuscript to INPA's Library. |

- 26 — 60 Return of the manuscript with referees' comments to the senior author. (If within this time the author has not received notification, Ms. Suano at INPA's Library) should be contacted.
- 61 — The author will accept or justify himself with reference to the referees' comments and return the manuscript with corrections accompanied by copies that had been sent to the referees.

Costs to authors pertaining to manuscripts published in ACTA AMAZONICA.

Cr\$ 100.00 (One hundred cruzeiros) per alteration of each line in the galley proof. Each word correction constitutes alteration of a line. (Author errors and not Editorial errors will be considered)

Reprint costs over the 50 free copies given to the authors.

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Address to which all correspondence should be sent:

Ms. Algenir M.S. Suano
 Biblioteca do INPA
 Caixa Postal 478
 Manaus, 69.000, Amazonas
 BRAZIL

(* Checks in Dollar equivalents are accepted.