

## *Occasional Molluscan Papers* Instructions to Authors

### **Aims and scope**

*Occasional Molluscan Papers* (OMP) is a peer-reviewed, free-to-publish and free-to-download malacological journal for the Sundaland area (and adjacent ecoregions).

Specifically, this area encompasses the Andaman, South China Sea, Sunda Shelf, Java Transitional, and Western Coral Triangle marine biogeographic provinces as defined by Spalding *et al.* (*BioScience*, 57: 573–583) in the marine realm.

In the terrestrial realm, the area under consideration encompasses the political boundaries of the Association of Southeast Asian Nations (ASEAN: Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, and Vietnam), as well as Timor Leste.

Submissions from outside the geographical area defined above will be considered only if they also contain significant contributions to the malacology of this area. Authors are encouraged to contact the Editor-in-Chief ([ompeditor@gmail.com](mailto:ompeditor@gmail.com)) if there is any ambiguity on the geographical scope of their potential submission.

The Journal will publish on articles on taxonomy (including the proposal of new taxa), systematics, nomenclature, as well as type catalogues, bibliographies, taxa lists, nomenclators, topical bibliographies, observations, new records, biographies, and obituaries.

### **Types of submissions**

**Research articles.** Submissions presenting significant original research should be submitted as Research Articles. Such submissions will include taxonomic revisions or reviews, annotated catalogues of significant collections (type and non-type), annotated taxa lists centred on a taxonomic grouping (“nomenclators”) or a particular author, and topical or author-centric bibliographies.

**Communications.** Shorter articles presenting new and interesting observations, nomenclatural issues, new records, short biographies, and obituary notices. Comments on articles previously published in *OMP* will also be accepted with the understanding that the authors of the original article will also be invited to respond to the comment. Both the comment and the response from the original authors will be published simultaneously.

**Checklists.** Locality-based lists of material from a particular locality (usually of 10 or more taxa). These should include information on the habitat and locality (including photographs) and photographs of taxa.

## Publication details and open access

The Journal will be published as continuously paginated volumes (beginning with volume three in 2014). Papers will be published in the portable document format (PDF).

Papers published in *OMP* will adhere strictly to the stipulations of the *International Code of Zoological Nomenclature* (ICZN, fourth edition, 1999). In line with the 4 September 2012 amendment to the ICZN (*ZooKeys*, 219: 1–10; *Zootaxa*, 3450: 1–7), *OMP* will register each paper with ZooBank (<http://zoobank.org>) before publication and the life science identifier (LSID) and date of publication will be included with each paper. The Journal's electronic archive is Portico (<http://www.portico.org/digital-preservation/who-participates-in-portico/participating-publishers/molluscan/e-journals>).

**Publication.** Papers will be uploaded to the *OMP* website on the same date as is stated on the paper. This will constitute publication of the papers.

**Open access.** To accelerate the dissemination of scientific information, all papers published by *OMP* will be made freely available under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 (CC BY-NC-SA 4.0) license (<http://creativecommons.org/licenses/by-nc-sa/4.0/>). This license allows anyone to copy, redistribute, remix, transform and build upon the work in any format or medium for non-commercial purposes, on the condition that the original work is attributed, and all derived works are distributed with the same conditions.

To allow for this open access, authors of manuscripts accepted for publication in *OMP*, authors will be required to complete, sign, and return the Creative Commons License Acceptance Form ([http://www.molluscan.com/omp/OMP\\_CCLicense\\_28Nov2014.doc](http://www.molluscan.com/omp/OMP_CCLicense_28Nov2014.doc)).

**Hardcopies and deposition.** At the end of each year, a limited number of the completed volume(s) for the year (together with their title- and contents pages) will be printed. This will serve as a permanent record although no longer required for ICZN purposes.

Copies will be deposited in the following institutions:

1. Field Museum of Natural History, Chicago, USA
2. Natural History Museum Library, London, UK
3. Radcliffe Science Library, Oxford, UK
4. Australian Museum, Sydney, Australia
5. National Library Board, Singapore

Authors who wish to purchase complete volumes are requested to contact the Editor-in-Chief ([ompeditor@gmail.com](mailto:ompeditor@gmail.com)) for details.

## **Editorial Board**

The Journal is managed by the Editor-in-Chief and four Associate Editors:

Editor-in-Chief: Sow-Yan Chan (Singapore)  
(marine molluscs; taxonomy)

Associate Editors: Gopalsamy Reuben Clements (Malaysia)  
(terrestrial molluscs; conservation; ecology)

Thor-Seng Liew (Malaysia)  
(terrestrial molluscs; taxonomy; systematics)

Siong Kiat Tan (Singapore)  
(marine molluscs; checklists; taxonomy; systematics)

Martyn E.Y. Low (Singapore)  
(nomenclature; bibliography; marine molluscs)

## Editorial process

**Submission.** Authors should download the Manuscript Submission Form (available at: [http://www.molluscan.com/omp/OMP\\_MS\\_28Nov2014.doc](http://www.molluscan.com/omp/OMP_MS_28Nov2014.doc)).

The manuscript should be submitted by e-mail to the Editor-in-Chief ([ompeditor@gmail.com](mailto:ompeditor@gmail.com)). Only submissions in English will be considered for publication.

The corresponding author will be sent an acknowledgement of the receipt of the submission via e-mail. By submitting the manuscript to *OMP*, the author(s) declare that the submission:

- a. contains original research carried out by the author(s) unless otherwise fully attributed therein;
- b. has not been previously published and is not currently under consideration for publication by another journal;
- c. does not violate any laws, copyrights, or intellectual rights of any individual(s) or entities in any way;
- d. does not contain any statements that may be unlawful or defamatory in any manner; and
- e. if authored by more than one author, that all authors listed agree to this submission and permit the corresponding author to do so (the responsibility to communicate all portions of the editorial process with co-author(s) lies with the corresponding author).

**Review and acceptance.** Authors are encouraged to submit the names of two suggested reviewers with their email addresses when submitting the manuscript. Authors should note that the ultimate choice of reviewers will remain with the editorial board. Upon completion of reviews, the corresponding author will be sent the reviewer form(s), and (if revision is necessary) the manuscript(s) containing edits and/or comments from the reviewer(s) and/or editor.

If the reviews indicate as such, the corresponding author will be asked to revise the manuscript in accordance with the comments of the reviewer(s) and/or editor. The corresponding author should also justify any decision(s) to not comply with any of the comments of the reviewer(s) and/or editor. The corresponding author should return as soon as possible the revised manuscript and any additional image files (if requested). Upon receipt of the revised manuscript, the editor will determine final acceptance or whether further revision is necessary. Once accepted, the files will be typeset and proofs will be sent to the corresponding author via e-mail in PDF format.

**Proofing.** The corresponding author will be asked to make the necessary corrections directly on the PDF proofs and return them to the editor (if this is not possible, a form available at [http://www.molluscan.com/omp/OMP\\_Proofs\\_28Nov2014.doc](http://www.molluscan.com/omp/OMP_Proofs_28Nov2014.doc) can be used to list out the corrections). To avoid delays, the corrections to the proofs should be completed and returned to the editor as quickly as possible.

No second proofs will be sent to the corresponding author unless there are a significant number of changes or changes complex enough to require significant additional typesetting.

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## Manuscript formatting

**Language.** The Journal will publish submissions written in British English. To prevent delays, authors are encouraged to ensure that submitted manuscripts are written clearly and concisely, and that the manuscript is formatted according to the guidelines listed below. Authors whose first language is not English are encouraged to have their manuscripts checked by a person whose first language is English. Manuscripts found to require extensive editing for English grammar and spelling will be returned immediately to the corresponding author for language compliance.

**Title.** The title of a submission should be as informative and concise as possible. The title should summarise the overall direction and focus of the article. As *OMP* is an online-only publication, we encourage authors to use key terms or phrases in their title that reflect the content.

The author and year of the taxon names listed in the title should be given. The higher-level classification of the taxa under discussion must be provided in descending order and separated by colons (e.g. “Gastropoda: Heterobranchia: Pyramidelloidea: Amanthinidae”). For the higher-level classification, it is recommended that authors follow the classifications systems outlined by Bouchet and Rocroi (see *Malacologia*, 47(1–2): 1–397 and 52(2): 1–184), which has been implemented into the *World Register of Marine Species* (WoRMS, <http://www.marinespecies.org/index.php>).

Below are several examples of titles:

**The first record of *Nerita peloronta* Linnaeus, 1758 (Gastropoda: Neritimorpha: Neritioidea: Neritidae) in Southeast Asia: a possible aquarium escape?**

**The family Ellobiidae L. Pfeiffer, 1854 (Gastropoda: Heterobranchia: Pulmonata: Ellobioidae) in Southeast Asia: a critical review of species-group names and type material**

**The malacofauna of the Sungei Buloh Wetland Reserve, Singapore, with comments of the nomenclature of *Ellobium aurismalchi* (Müller, 1774) (Gastropoda: Heterobranchia: Pulmonata: Ellobioidae: Ellobiidae)**

**Names of authors.** To ensure standardisation and accurate citation, authors are requested to spell their names in the following order of “First (Given) Name Last (Surname / Family) Name”. Authors are also requested to underline their Last (Surname / Family) Names in the Manuscript Submission Form.

**Headings and subheadings.** Authors are encouraged to compose their own headings and subheadings that denote sections within the manuscript to make for easy reading and reference. Headings and subheadings should not be overly long (between four and twelve words).

Headings should be left-justified in bold with initial capitalisation. Subheadings should be in bold at the beginning of the paragraph and end with a period. Headings and subheadings should not be indented. Each new heading should be preceded by two blank lines. Each new subheading and paragraph should be preceded by one blank line.

Below is an example:

***Nerita peloronta* in Singapore** [←heading]

**Record.** [←subheading] An individual initially identified as *Nerita histrio* was found on a sandy beach in the Changi area in south-eastern Singapore. The specimen ...

This record represents the first record of this species in Singapore ...

**Abstract.** All OMP manuscripts must include an abstract. The abstract should contain a summary of all major findings or conclusions in the work. All new names and nomenclatural acts should be listed in the abstract (and elsewhere in the manuscript) with the following indications (e.g. **gen. nov.**, **sp. nov.**, **comb. nov.**, **nom. nov.**, **stat. nov.**, **syn. nov.**).

**Running header.** This is an abbreviated version of the title of no more than 40 characters to be used on page headings (e.g., “New species of *Planaxis* from Thailand”).

**Italicisation.** The italicisation of Latin names throughout manuscript is mandatory. Foreign words, publication titles, and other words and terms that are conventionally italicised to distinguish them from the main text (e.g., the names of ships or research vessels; “*et al.*”) should also be italicised.

**Dates, time, numbers and mathematical notations.** Dates should be spelt in full throughout the manuscript with the day preceding the month and year (e.g., 5 July 2014). Time should be given in the 24-hour format (e.g., 2300 hrs for 11:00 pm).

All numbers less than 10 should be spelt in full (except in the material examined and diagnosis sections). Ranges of values should be separated by an En dash (“–”). Numbers exceeding 999 should have a comma as a separator (e.g., 1,000). A period (not a comma) should be used to indicate the decimal point (e.g., “24.35 mm”).

The standard notation for derived units (see also the next section) is recommended (e.g., “kg m<sup>-3</sup> rather than kg/m<sup>3</sup>”).

**Localities and geographical coordinates.** Authors are encouraged to provide the updated name for localities, with the locality as originally given in square brackets and/or quotations marks (e.g., “Pulau Bukom, Singapore [“Freshwater Island”]). This policy is strongly encouraged for type localities.

Geographical coordinates should be given with the latitude followed by the longitude. Coordinates may be given in the format of: a) 103°45.5'N, 3°47.8'E; or, b) 103.7583°N, 3.7967°E, but only one format should be used throughout the manuscript.

**Units.** The International System of Units (SI) should be used throughout the manuscript. When units are given for altitude, area, depth, distance, length that are not in SI units, we recommend that authors give the converted value as well as the original measurements in square brackets and/or quotation marks (e.g. “Holotype shell height 25.4 mm [“1 inch”]; “Depth collected: 36.58 m [“20 fathoms”]”).

For measurements of dimensions of material, we recommend the format of shell height (SH) × shell width (SW) in millimetres (mm) to at least one decimal place.

**Abbreviations.** Widely-accepted abbreviations may be used. Periods are not necessary between the letters in the abbreviation (e.g., UK, USA, asl, BCE, CE). The abbreviations “pl.”/“fig.” and “pls.”/“figs.” can be used for plate/figure and plates/figures, respectively.

**Citations.** When citing a reference, the author(s) should be followed by a comma before the year (e.g., “Evenhuis, 1997”). When citing a publication by two authors, an ampersand should be used (e.g., “Ng & Chou, 2008”), and when citing a publication with three or more authors, the notation *et al.* (in italics) should be used (e.g., “Purchon *et al.*, 1960”). Pages, plates or figures cited in a publication should be separated from the year by a colon (e.g. Adams, 2013: 25, pl. 25, fig. 27).

When publications by different authors with the same family names are cited in a manuscript, it is strongly encouraged that the initials of the authors (e.g., P.K.L. Ng, 1988; T.H. Ng *et al.*, 2014) be given in the text to enable them to be located quickly.

When citing the authors of taxon names, a comma should follow the year (e.g. “*Onchidium griseum* Plate, 1893, is known from Singapore ...”). When citing authors of taxon names who share the same family names, it is recommended that their initial be used to distinguish them (e.g., “*Chiton luzonicus* G.B. Sowerby II, 1842”).

Scientific names should be cited with the names of their authors and year of publication. The reference to the original description of a scientific name is not necessary unless the citation of the scientific name is the subject of taxonomic and/or nomenclatural issues.

When referring to figures or table in the manuscript, the words “Table” and “Figure(s)” (as Fig. or Figs.) should be capitalised (e.g., “See Table 1, and Fig. 1A”).

**Nomenclature, authorship of new taxa, and nomenclatural actions.** The usage and application of all Latin names at the family-group level and below must follow the articles and recommendations outlined in the fourth edition of the *International Code of Zoological Nomenclature* (ICZN; International Trust for Zoological Nomenclature, 1999; [www.iczn.org](http://www.iczn.org)).

New names proposed in a manuscript are deemed to have been authored by all the authors of the manuscript. The Journal will not accept the proposal of new names with



'differential' authorship (e.g., Author 1 & Author 2 in a paper by Author 1, Author 2 & Author 3).

**Images, figures, tables, and captions.** Authors are encouraged to include photographs of material discussed in the manuscript.

Where feasible and practicable, authors are strongly encouraged to include photographs of voucher specimens from which molecular data presented in the submission are derived from.

Authors are advised to combine individual images into a larger composite figure of 180 mm in width and no more than 230 mm in height (with a resolution of least 300 dpi for colour images and 600 dpi for black and white images). These resolutions should be used at the desired size and without the expectation that the images will be enlarged during typesetting. When combined, individual figures should be labelled with small or capital letters. Scale bars should also be used.

Tables should be presented using the table function in a word processing application (as opposed to tab-delimited information). Table headings should be in bold.

Captions for both figures and tables should be self-explanatory and not require any reference to the main text. Table and figure captions should begin with "Figure 1." or "Table 1.". Captions to both figures and tables should be given on a new page at the end of the manuscript, after the references.

Figures and tables should be embedded directly at the very end of the manuscript.

Authors may suggest suitable insertion points for figures and tables in the text (e.g., ">>>Insert Fig. 2" or ">>>Insert Table 1"). However, it should be noted that the final position of figures and tables will ultimately depend on the typesetting.

**References.** Authors are encouraged to format the references cited in the manuscript according to the Journal's style. This will ensure fewer delays in publication.

Italics should be restricted only to Latin names, and the names of sailing vessels and the names of other publications being cited in the title of the reference. The titles of journals and book should not be italicised.

Initial capitalisation should only be at the beginning of the title of a journal article or for proper nouns in the title. The words of titles of books and journals in English should have initial capitalisation. The capitalisation of titles of books and journals in non-English languages should follow accepted convention (e.g., only the first word of the title for French and Latin; all nouns in German).

The first and last page, and plate numbers should be separated by an En dash (e.g., "pp. 1-101", "pls. 1-24").

Author names are to be written with the family name (surname) first, followed by the initial without any commas. In the case of two authors, an ampersand should be inserted between the first and second authors. In the case of three or more authors, each author's name should end with a comma before the next author. There should also be an ampersand between the names of the penultimate and last author. The same format is applicable to the names of editors of a book. The name of editor(s) of a book should be followed by an "(ed.)" or "(eds.)", and a comma (see examples below). For book chapters and papers that form a part of a larger work, the title of the chapter or part should be followed by an "In:" before the title of the book or larger work (see examples below).

The publisher and place of publication should also be given for books. The current name of the place of publication should also be given in square brackets if it differs significantly from the name used in the work (e.g., "Hafniae [= Copenhagen]").

The year of publication should be placed in parentheses following the author(s). Where the year of imprint (as stated on the cover, title-, or contents pages) differs from the actual date of publication, the actual date of publication should be given in parentheses after the author(s), and the date of imprint given in square brackets at the end as an annotation.

We strongly encourage authors to verify the dates of publication of references cited (especially those that contain new names or nomenclatural acts). Authors are also encouraged to provide accurate publication dates in square brackets at the end of the references for such papers (see example given below). When these dates are given, evidence for these dates should also be provided.

References should be arranged alphabetically by first author (and in the case of more than one author, by second and subsequent authors), followed by year.

The following are examples of references formatted according to the Journal's style:

Journal articles:

Bieler R & Petit RE (2012) Molluscan taxa in the publications of the Museum Godeffroy of Hamburg, with a discussion of the Godeffroy Sales Catalogs (1864–1884), the *Journal des Museum Godeffroy* (1873–1910), and a history of the museum. *Zootaxa*, 3511: 1–80. [9 October 2012 (p. 1)]

Frauenfeld GR von (1862) Versuch einer Aufzählung der Arten der Gattung *Bithynia* Lch. und *Nematura* Bns. Nach der kaiserlichen und Cuming's Sammlung. *Verhandlungen der kaiserlich-königlichen zoologisch-botanischen Gesellschaft in Wien*, 12(3): 1145–1161.

Swennen C (1998) Two new gastropods, *Elysia bangtawaensis* and *E. siamensis* from southern Thailand. *Bulletin Zoologisch Museum, University of Amsterdam*, 16 (6): 33–39. [Imprint is 1997 but published 18 April 1998 (Swennen, 2011: 32)]

Swennen C (2011) Large mangrove-dwelling *Elysia* species in Asia, with descriptions of two new species (Gastropoda: Opisthobranchia: Sacoglossa). *Raffles Bulletin of Zoology*, 59(1): 29–37. [28 February 2011 (p. 29)]

Yonow N (2012) Opisthobranchs from the western Indian Ocean, with descriptions of two new species and ten new records (Mollusca, Gastropoda). *ZooKeys*, 197: 1–129. [22 May 2012 (p. 1)]

### Books:

Adams A & Reeve LA (1848–1850) Mollusca. *In*: Adams A (ed.), *The Zoology of the Voyage of H.M.S. Samarang; Under the Command of Captain Sir Edward Belcher, C.B., F.R.A.S., F.G.S., During the Years 1843–1846*. Reeve and Benham, London, x +87 + [ii] pp., 24 pls. [Published in parts (dates of publication and author after Petit, 2007: 110): part I, pp. i–x (by A. Adams only), pp. 1–24, [i–ii], pls. 1–9 (11 November 1848); part II, pp. 25–44, pls. 10–17 (27 April 1850); part III, pp. 45–87, pls. 18–24 (31 August 1850)]

Bernard FR, Cai YY & Morton B (1993) *Catalogue of the Living Marine Bivalve Molluscs of China*. Hong Kong University Press, Hong Kong, vii + 146 pp.

Coan EV & Kabat AR (2014) *2,400 Years of Malacology*. Eleventh Edition. American Malacological Society. 1128 [Main text] + 94 [Annex 1] + 65 [Annex 2] pp.

Linnaeus C (1767) *Systema naturae, per regna tria naturae, secundum classes, ordines, genera, species, cum characteribus, differentiis, synonymis, locis*. Tom. I. Pars II. Editio duodecima reformata. Laur. Salvii, Holmiae [= Stockholm], 533–1327 + [36] pp.

Lischke CE (1869) *Japanische Meeres-Conchylien. Ein Beitrag zur Kenntniss der Mollusken Japan's, mit besonderer Rücksicht auf die geographische Verbreitung derselben*. [Erste Theil]. Theodor Fischer, Cassel, [1] + 192 pp., 14 pls.

Nevill G (1885) *Hand List of Mollusca in the Indian Museum, Calcutta. Part II. Gastropoda. Prosobranchia-Neurobranchia (contd.)*. By Order of the Trustees [of the Indian Museum], Calcutta, x + 306 pp. [Title-page states 1884 but preface (p. [iii]) dated 25 January 1885; 1885 is herein adopted as the date of publication, see nomenclatural notes in text]

Norman MD, Finn JK & Hochberg FG (2014) Family Octopodidae. *In*: Jereb P, Roper CFE, Norman MD & Finn JK (eds.), *Cephalopods of the World. An Annotated and Illustrated Catalogue of Cephalopod Species Known to Date. Volume 3. Octopods and Vampire Squids*. FAO Species Catalogue for Fishery Purposes No. 4, Vol. 3. Food and Agriculture Organization of the United Nations, Rome, pp. 36–215.

Oostingh CH (1925) Report on a collection of Recent shells from Obi and Halmahera (Moluccas). *Mededeelingen van de Landbouwhoogeschool te Wageningen*, 29(1): 1–362. [July 1925 (unnumbered contents page); also published as *Communications from the Geological Institute of the Agricultural University, Wageningen (Holland)*, no. 9, with identical pagination (see Reid, 2014: 61)]

Tan KS & Chou LM (2000) *A Guide to Common Seashells of Singapore*. Singapore Science Centre, Singapore, 168 pp.

### Book chapters:

Purchon RD (1985) Studies on the internal structure and function of the stomachs of bivalve molluscs: stomach types III, IV and V. *In*: Morton B & Dudgeon D (eds.), *The Malacofauna of Hong Kong and Southern China II. Proceedings of the Second International Workshop on the Malacofauna of Hong Kong and Southern China*,

Hong Kong, 6–24 April 1983. Volume 1. Hong Kong University Press, Hong Kong, pp. 337–361

Valdés Á & Fahey SJ (2006) Dorid nudibranchs described by J.E. Gray in M.E. Gray, 1842–1857 (Mollusca: Opisthobranchia). *In*: Brodie H, Fahey S & Wells FE (eds.), Contemporary studies into the systematics and evolution of opisthobranch molluscs. Records of the Western Australian Museum, supp. 69: 95–102. [August 2006 (*verso* of title-page)]

### **Material examined and vouchers**

The treatment and designation of all material (type or otherwise) that form the basis of a submitted manuscript must adhere fully with the articles and recommendations of the *ICZN*. Authors are strongly encouraged to deposit voucher material in publicly-accessible depositories.

Authors of manuscripts presenting newly-sequenced molecular data are strongly encouraged to deposit vouchers from amongst the material sequenced in publicly-accessible depositories.