

EDITORIAL

Correct procedure for uploading information on new taxonomic names to ZooBank

This Editorial provides advice on how to upload information to ZooBank for manuscripts that include new taxonomic names. This is a requirement of the International Code of Zoological Nomenclature, to ensure that new taxonomic names are accepted as valid in electronic publication of manuscripts prior to print publication. Hence, the *Journal of Fish Biology* requires that the procedure outlined below is followed for any new taxonomic names.

Amendment of Article 8 of the International Code of Zoological Nomenclature to expand and refine methods of publication (*Bulletin of Zoological Nomenclature* 2012 **69**, 161–169) requires that:

Article 8.5. To be considered published, a work issued and distributed electronically must be registered in the Official Register of Zoological Nomenclature (ZooBank) and contain evidence in the work itself that such registration has occurred.

Accordingly, the *Journal of Fish Biology* requires that any manuscript dealing with the description of new species, genera or families, submitted to the journal, must be registered in ZooBank and the name of each new taxonomic name (*e.g.* new family, genus or species) should be added to ZooBank.

Authors should do this by creating an account in ZooBank (<http://zoobank.org/>). Once that is done the manuscript and name are registered as follows:

- (1) Click on ‘Register content’ in ZooBank. You will first be asked to register the publication in which a new name is being established.
- (2) Authors may initially register information for a publication whose status is recorded as ‘not yet published’, and then revise this to ‘published’ once the manuscript appears electronically.
- (3) **Note that the Amendment of Article 8 of the International Code of Zoological Nomenclature requires that the entry in ZooBank must give the name and Internet address of an organization other than the publisher that is intended to permanently archive the work in a manner that preserves the content and layout.** In the case of the *Journal of Fish Biology*, **either CLOCKSS or Portico should be selected from the drop-down menu of online archives. The Amendment to the International Code of Zoological Nomenclature also states that the entry in ZooBank must give an ISBN for the work or an ISSN for the journal containing it. The online and print ISSN in the case of the *Journal of Fish Biology* are filled automatically in the web form fields (0022-1112 and 1095-8649, respectively).** Note that failure to complete all information listed above will mean the taxon name does not

meet the requirements of the International Code of Zoological Nomenclature for electronic publications; hence, publication of the manuscript on the journal's website, prior to print publication, will not represent a valid use of the taxon name.

- (4) Once the publication is registered, you can register new nomenclatural acts for new taxa. For species, you will need to include the genus name and the species name in the separate form fields. You can repeat this process, adding multiple taxa in the same publication.
- (5) Once the publication and names have been registered, you can search for any of the new names in ZooBank. This brings up a webpage with the new name and the ZooBank **identification number for that species**, a 'urn' number that appears as:

**urn:lsid:zoobank.org:act:XXXXXXXX-XXXX-XXX-XXXX-XXXXXXXXXX
XXX (a series of numbers and letters).**

Note the identification numbers for **names** include 'act' in the sequence number.

- (6) If you click on the authors listed in the 'Publication' line of the new record you have created, this will link to the publication and give you a ZooBank **identification number for that publication**, a 'urn' register number that appears as:

**urn:lsid:zoobank.org:pub:XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXX
XXXX (a series of numbers and letters).**

Note the identification numbers for **publications** include 'pub' in the sequence number.

The ZooBank **identification number for the manuscript** must be included in your manuscript on the title page of your manuscript submitted to the *Journal of Fish Biology*, following the author names and affiliations for your manuscript.

The ZooBank **identification number for each new species** should appear at the start of the definition of the new taxon, as below:

Aus bus, new species

urn:lsid:zoobank.org:act:XXXXXXXX-XXXX-XXX-XXXX-XXXXXXXXXX
XX

Figure 1; Tables I & II

(While the International Code of Zoological Nomenclature does not require the species register numbers to be included in the electronic publication, the *Journal of Fish Biology* requests this information, to conform with protocols of several other taxonomic journals.)

Once your manuscript has been published electronically, please ensure to update the status of your ZooBank record for the manuscript from 'not yet published' to 'published.' This will then ensure the name is publicly searchable in the ZooBank database.

ZooBank has tutorial videos on all steps of the process (creating an account; registering a publication; then registering the new names in that publication): <http://zoobank.org/VideoGuide/>

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