JPA ZooBank Guide

What is ZooBank?

Since 2012, ZooBank (http://zoobank.org/) has been the official register of the International Commission on Zoological Nomenclature (ICZN), and is used to record the new taxonomic names of both extinct and extant animals. It is a free, community-driven registry that benefits paleontologists and biologists from all over the world. It is still growing and will be adding more content, registration opportunities, and languages as it continues to gain traction in the scientific community.

Why do we use it?

Journal of Paleontology has decided to incorporate ZooBank in our publications because it is a significant step forward in the registration of taxonomic names. The use of ZooBank over time will eventually decrease the amount of time and effort authors will have to make in locating publications associated with taxonomic names, and in finding synonyms of scientifically accepted names.

What is a UUID?

UUID stands for Universally Unique Identifier, and is a globally unique identifier given to a publication or new taxonomic name once it has been registered with ZooBank. Registration of a publication can happen before the manuscript is published, but the registry must be updated once the article appears on First View. **Journal of Paleontology will take care of updating the registration as a service to our authors**. On ZooBank, the UUID is provided within a longer identifier called an LSID (Life Science Identifier), which includes a set of prefix characters. For example, the Journal of Paleontology LSID is urn:lsid:zoobank.org:pub:f99f69cd-6b6b-4797-9ff2-68ea16a5b58e, where "urn:lsid:zoobank.org:pub:" is the LSID prefix, and the remainder of the string is a UUID assigned to the journal. The record can be accessed via the internet by pre-pending "http://zoobank.org/" to either the LSID or the UUID (e.g., http://zoobank.org/f99f69cd-6b6b-4797-9ff2-68ea16a5b58e).

Figure 1. Location of the UUID for a registered publication. The LSID is underlined in red and the UUID is underlined in green.

For Journal of Paleontology, every publication that contains at least one new taxonomic name (family, genus, or species) will need a ZooBank UUID associated with the publication. After it is registered, each new taxon can be registered under that publication, with no limit to the number of taxa registered. Each registered taxon will receive its own UUID, but only the publication UUID must be in the manuscript.

Publication UUIDs are added to the manuscript after the abstract, in the format http://zoobank.org/########-####-####-####-############, with all letters lowercase. Example: http://zoobank.org/f99f69cd-6b6b-4797-9ff2-68ea16a5b58e.

Taxon UUIDs are not added to the manuscript.

How do I create a ZooBank account?

In order to register publications and taxonomic names with ZooBank, the author will need to have an account. This is free, and once made, allows authors to look up their own manuscripts that have been previously registered, but have not yet been published.

To create a ZooBank account, first go to this link: http://zoobank.org/. Click on the large, orange button near the middle of the page that says "create an account".

Figure 2. Red arrow points to orange "create an account" button.

Enter the fields for each question, including the captcha question at the bottom. If your username has already been taken, you will need to choose a different one in order to finish making the account. Finally, once everything has been entered, click on the orange button "Create Account" at the bottom of the page.

Figure 3. Every field entered to create an account.

Once an account has been created, you can log in by clicking on the login option in the blue bar at the top of the screen and entering you user ID and password.

Figure 4. Red arrow points to "login" button in the blue banner.

How do I register a new Journal of Paleontology publication?

Journal of Paleontology requires a manuscript to be registered on ZooBank before it is published, but after it is accepted on ScholarOne when the author(s) are compiling their final files for Production. Therefore, the steps to register the publication are as follows:

1. Log in to your account. If you do not already have an account with ZooBank, see how to do so in "How do I make a ZooBank account".
2. After you log in, click on "register content" either in the blue bar at the top of the screen, or in the orange button under "Contribute to ZooBank".

Figure 5. Red arrow points to orange "register content" button.

3. For publication type, choose "Article in a Journal, Magazine, or other Periodical".
4. For publication status, choose "This work has not yet been published". This information will be changed later by Journal of Paleontology once the manuscript is in First View.
5. Enter each author, one at a time, into the text box for First Author. Enter the names as Surname, Given name, and add them in the order they appear in the manuscript. Once you stop typing a name, a drop-down box will appear with a list of similar names that have been entered previously on ZooBank. If you see the name you need on the list, choose it. If you do not, choose "Add xxxx as a new author or name". After names have been entered, they can be rearranged by clicking and dragging the name to a different location, and can be removed by clicking on the "x" to the name's right.
6. For Full Title, enter the title as it is seen in the manuscript. It helps to copy and paste it directly from the manuscript. Special characters can be entered by clicking on the Ω symbol next to the text box.
7. For Journal, we are listed as "Journal of Paleontology, (J. Paleontol.)". Be sure to select this from the drop-down box as you enter the name. Once this is done, the ISSN numbers, online archive information, and language will auto-populate.
8. When you are finished, click on "Register New Publication" at the bottom of the page. At this point, you will have one more chance to make any changes you need to your author list and manuscript title, so be sure that everything is correct.

Figure 6. Every field entered correctly to register a new publication.

9. When you are sure everything is correct, click on the new button "Complete Registration" at the bottom of the page. This will take you to a new page that contains your publication UUID. Remember, the UUID is contained within the LSID, and should be added to the manuscript in the format: http://zoobank.org/########-####-####-####-############.

10. If you need to make changes later, you can edit most fields by logging in to your account on ZooBank, finding the record, and clicking on the orange "Edit" button. Note that until the article is published (and updated as such on ZooBank), the record will only be visible to you, and only as long as you are logged into your ZooBank account.

How do I register a new taxonomic name?

Taxonomic names can be registered on ZooBank after the publication has already been registered. Journal of Paleontology requires new names be registered before publication, once the manuscript is accepted and the author(s) are compiling their final files for Production. Therefore, the steps to register taxonomic names are as follows:

1. Log in to your account. If you do not already have an account with ZooBank, see "How do I make a ZooBank account".
2. After you log in, click on your name in the blue banner at the top of the screen. This will take you to a new page with a list of your registered publications, both published and in press. Find the specific publication that contains the new taxonomic name(s) and click on the blue "In Press" link to its left. If you have not already registered the specific publication, see "How do I register a new Journal of Paleontology publication".
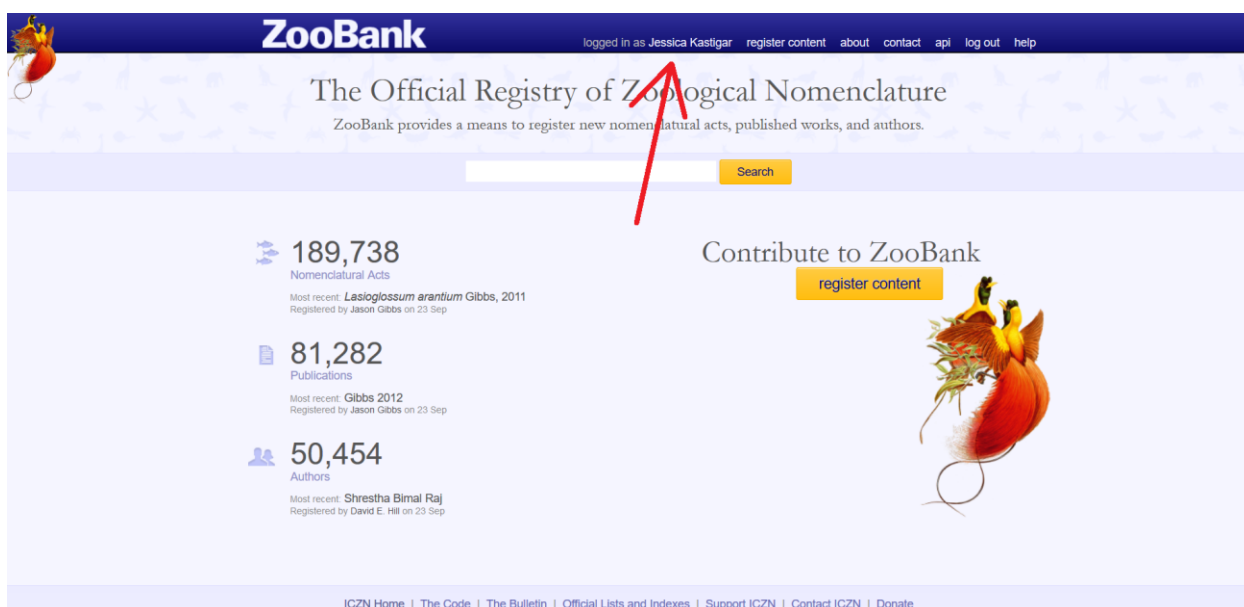

Figure 7. Red arrow points to user's name in the blue banner.

3. On the specific publication's page, click on the orange "Register" button at the bottom for Nomenclatural Acts.
4. When entering new names, start with the highest ranked names first. If the publication contains a new genus and species, for example, start with the new genus.
5. For a **new Family or Genus**:
   a. Enter the name exactly as it is seen in the publication.
   b. Do not fill in the page number. Journal of Paleontology uses continuous page numbers, so the published article will likely have different page numbers than the unpublished manuscript. This field will be filled in later by us, after it is published.
   c. Enter the type genus/species exactly as it is seen in the publication.
   d. Choose "yes" if the authorship of the new name and the publication are the same. If they are not, choose "no" and enter the authorship of the name in the text box.

e. Once this is finished, click on the orange "Enter Nomenclatural Act" button on the bottom of the page. This will add a link for the family/genus to the publication page underneath Nomenclatural Acts.

Figure 8. Every field entered to register a new genus.

6. For a **new Species**:
   a. Enter the parent genus. If the genus has already been registered for this publication, it will be available as a selection. If not, type the genus in the text box to open a drop-down box. If the genus has been registered on ZooBank, it can be chosen from the drop-down box. If it has not, choose "Create New Genus- group name xxxx" to add it.
   b. When the genus has been chosen, a new button named "Confirm Parent Genus" will appear. Click this to move to the next step.
   c. Enter the specific name exactly as it is seen in the publication.
   d. Do not fill in the page number. Journal of Paleontology uses continuous page numbers, so the published article will likely have different page numbers than the unpublished manuscript. This field will be filled in later by us, after it is published.
   e. Enter the specific figures associated with the new species as seen in the manuscript.
   f. Enter the Type Specimen by including as much relevant information as possible from the manuscript. We recommend including at least the type (holotype, paratype, etc.), specimen number, collection name, and intended repository (ex: Holotype, CMC IP52487, Cincinnati Museum Center).
   g. Enter the Type Locality by including as much relevant information as possible from the manuscript. We recommend including at least the formation name and age, general location, and specific location (via GPS coordinates, directions, etc.). (ex: Liberty Formation, Ordovician, 5 mi. south of Cesar Creek Park, Ohio.)

h. Choose "yes" if the authorship of the new name and the publication are the same. If they are not, choose "no" and enter the authorship of the name in the text box.

i. Check the box to indicate that the name is based on fossil material.

j. Once this is finished, click on the orange "Enter Nomenclatural Act" button on the bottom of the page. This will add a link for the species to the publication page underneath Nomenclatural Acts.

Figure 9. Every field entered to register a new species.

Where do I put the UUID?

The publication UUID should be added to the manuscript after the abstract in the format of UUID: #.

Figure 10. Red arrow points to UUID in a sample manuscript.

This UUID is required by ZooBank, and will allow the publication and registered taxa to be easily searchable as long as this number is accessible. After publication, on the Cambridge Core site, the publication UUID will be included at the end of the abstract.

Journal of Paleontology Author Service

In order for UUIDs to be searchable on ZooBank, a registered manuscript must have a published status. This requires the author to note when the manuscript is published, and to manually change the status themselves. As a service to our authors, Journal of Paleontology will update the publication status for the author once the article is available on First View. This removes an extra responsibility from our already busy authors, and will ensure that their publication UUIDs are always available to the scientific community.

Additional Information

For additional help, please visit the following links.
- ZooBank general information: http://zoobank.org/About
- ZooBank help page: http://zoobank.org/Help
- ZooBank video tutorials: http://zoobank.org/VideoGuide

If you require specific assistance, please email us with the details of your issue.
ZooBank Admin email: admin@zoobank.org
Journal of Paleontology email: journalofpaleontology@cambridge.org