

INSTRUCTIONS FOR AUTHORS

Annales Zoologici is published quarterly by the *Natura optima dux* Foundation under the auspices of the Museum and Institute of Zoology Polish Academy of Sciences.

It is an international journal devoted to all aspects of systematic zoology (in broad sense). Papers are submitted with the understanding that they have not been published elsewhere and are not being considered for publication elsewhere (This restriction does not apply to abstracts published in connection with meetings). Prior to acceptance for publication each manuscript is reviewed by anonymous referees.

Authors are requested to adhere to the instructions below concerning preparation of the manuscript; manuscripts deviating from the required format will be returned for revision.

Acceptable languages for publication are English (preferred), French and German. Authors whose mother tongue is not the language of the submitted paper are advised to have the manuscript linguistically reviewed before submitting it to the editor. Poorly written manuscripts will be returned without further review.

Electronic submission of text and figures. After all the editorial work is completed and revisions have been made by the Author, the final electronic version of the text and illustrations should be submitted on PC-compatible CD/DVD disc to the Editors.

Text. Please submit to one of the Editors electronic version of the manuscript. Use only MS Word compatible word processors working in a Windows environment (*.doc format) and convert text to Rich Text Format (*.rtf) format (in this case, both converted and native format files should be sent). The body text should be typed in 12 point Times New Roman font, 1.5-line spacing, with captions to tables and figures.

- **Title page.** This should include title, authors, institutions, address of the corresponding author (including e-mail address, as applicable), key words, and short running title. The title should be concise but informative, and, where appropriate, should include the names of families and/or higher taxa covered in the paper. When submitting a paper with multiple authors, one author must accept the responsibility for all correspondence.

- **Abstract.** The abstract should be informative, concise, and in a form that is fully intelligible in conjunction with the title. It should not exceed 200 words and should not include citation of references. Names of new taxa and an indication of nomenclatural acts (synonymies, etc.) should be included.

- **Table of contents.** For larger papers (over 100 manuscript pages) authors are requested to submit a "Table of Contents".

- **The standard arrangement** for the main paper is as follows: Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References.

- **Names of genera and species** should be italicised. Use SI units and appropriate symbols. The International Code of Zoological Nomenclature must be strictly followed. Papers including new taxonomic decisions on previously described taxa (synonymies, new combinations, lectotype, designations, etc.), must include bibliographic data of the original description of the taxon (including page number).

- **References.** References in the text should be cited: Tinsall (1990); (Tinsall 1990) or Tinsal and Glamour (1990: 231); dealing with two authors use "and" or "et" (the latter only in the case of authors of scientific names) as a connecting word; for references with more than two authors use the form: Beefeater *et al.*

References should be listed alphabetically with book and journal titles given in full. Use small letters a ... z to indicate references published by the same author(s) within one year. For papers published using an alphabet other than Latin but having a summary, title, or abstract in Latin alphabet, cite this "original" translation. If there is no such translation, use an English translation in brackets [] with an indication of the original language. For names of the journals in alphabets other than Latin, use the translation given by the BIOSIS Base Source.

Examples: Mazur, S. 1984. A world catalogue of Histeridae. *Polskie Pismo Entomologiczne*, 54: 1–379.

Mulsant, E. and A. Rey. 1844a. *Histoire Naturelle des Coléoptères de France*. Maisson, Paris. vii + 196 pp., pl. 1.

Lawrance, J. F. 1982. *Coleoptera*, pp. 482–553. *In*: S. P. Parker (ed.). *Synopsis and Classification of Living Organisms*. Vol. 2, McGraw-Hill, New York.

Ponomarenko, A. G. 1985. [Beetles from the Jurassic of Siberia and western Mongolia]. *Trudy Paleontologicheskogo Instituta*, 211: 47–87. (In Russian).

Tables. Tables should be kept as simple as possible and prepared using word-processing software. They should be printed on separate sheets, be numbered consecutively, and be self-explanatory. Tables should be headed with a brief main title and be referred in the text as Table 1, Table 2, etc., consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article. Please avoid lengthy tables, if necessary use appendices for longer tables.

Illustrations.

- All submitted illustrations (black-and-white line drawings and half-tone illustrations) must be high quality.

- All illustrations (both drawings and photographs) are referred to as "Fig., Figs" in the text (not as plates) and consecutively numbered.

- Illustrations should be mounted in plates in the arrangement desired in the printed work, with maximum size of 17 × 23.0 cm.

- **Line art** images should be scanned and saved as black and white TIFF images at a resolution of 1200 dpi (not compressed or interpolated) and tightly cropped. If the line art-work is computer generated, please send both printouts and computer files.

- **Halftone/colour illustrations** have to be sent as TIFF images at a resolution of 600 dpi and tightly cropped, or if generated from computer graphic package must be high quality prints and computer files.

- **Photographs** are best submitted in their final size. Computer versions of the photographs submitted with the final version of the manuscript should be saved in TIFF format of at least 600 dpi (not interpolated or compressed).

- **Composites** of line art /halftone/colour illustrations have to be sent as TIFF images at a resolution of 600 dpi and tightly cropped, or if generated from computer graphic package must be high quality prints and computer files.

- **Lettering and numbering** must be done before submission. It should be of uniform style. Use only sans-serif fonts (Arial, Helvetica and Symbol), using lower case lettering.

- **Magnification** should be indicated by a scale bar with appropriate units on both drawings and photographs.

- **All relevant detail** in the illustration, the graph symbols (squares, triangles, circles, etc.) and a key to the diagram (to explain the explanation of the graph symbols used) must be discernible.

- **Captions to illustrations** must be self-explanatory, sent on a separate page(s). These should not contain details of results. Please use the following format: Figures 84–86. *Aus bus* (Linnaeus), female: (84) dorsal view; (85) ventral view; (86) antenna.

- **Preparing illustrations using computer graphic package.** When you are using layers make one layer before saving your image (Flatten Art-work). The final files should be saved as TIFF images and tightly cropped, at a resolution of 1200 dpi, if black and white, at a resolution of 600 dpi if halftone/colour or combined line art/halftone/colour.

Page proofs. Only one set of page proofs will be sent, and authors are charged for any major author-generated alterations.

Reprints. Authors will receive 25 reprints free, further reprints may be ordered at extra cost at the proof stage.

Publication costs. Authors who have institutional budget or grant support are expected to pay page charges (please check current price with the Publisher). Authors who are unable to pay page charges (or are only able to make partial payment) may ask for a waiver when submitting manuscripts.