

PRESUBMISSION CHECKLIST

To enable swift processing and to avoid any delay in publication, please read and complete the form and send it together with the submitted article to the address provided below.

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naturhistorisches museum wien

Article entitled: _____

GENERAL FORMATTING

- Type face is Times New Roman 11 pt
- Each page contains a footer with the authors' names, running head (less than 50 characters) and page number
- Manuscript is set in 1.5 line spacing
- Page margins are set correctly (right: 4 cm, others 2 cm)
- Double spaces have been removed
- Arabic numerals have been correctly used (for numbers larger than 10, measurements, ages, dates, samples, scores, scales, and percentages)
- Words have been correctly used to express numbers less than 10 and numbers at the beginning of sentences (which should be avoided whenever possible)

ABSTRACT

- An abstract (in English & German) is provided (in case of non-German authors contact the editor for assistance in preparation of a German abstract)
- Keywords (in English & German) are provided
- Abstract length does not exceed 300 words

MANUSCRIPT BODY

- There are no one-sentence paragraphs
- Authors are written in SMALL CAPITALS
- Ampersands (&) are used in citations involving two authors
- "et al." is used in citations involving more than two authors
- No commas are used in between authors and year of publication (except for taxon authorities)
- Semicolons are used to separate multiple citations
- Each and every citation is included in the reference section
- Measurements are accompanied by SI units of measurement
- A single space separates numbers and the unit of measurement
- The repository of the material studied is mentioned in the "Material & Methods" chapter (including inventory numbers)
- Synonymy lists follow the journal standard
- New taxa and new combinations are identified as such (nov. spec., nov. gen., nov. comb.)
- Taxa are written in *italics*
- Taxa are accompanied by their full authority at their first use in the text (except in the Abstract)
- References to figures and plates are written with first letters in upper case (e.g. Fig., Pl., Tab., Figs, Pls, Tabs,...)

REFERENCE SECTION

- Reference formatting complies to journal standard
- All entries are in alphabetical order
- Each and every citation occurs in the body of the manuscript or associated tables

- First and middle name initials follow the surname and are separated from it by a comma and a single space.
- No space occurs between the initials of the first and middle name
- Date of publication is in parentheses
- Letters are used to differentiate between multiple, simultaneously published works of a single author (e.g. SMITH 1999a and SMITH 1999b), both within the reference list and the manuscript body
- Journal names are spelled out
- Journal names and article titles are separated by a long dash (–)
- Volume numbers of journals are in bold font
- Page ranges are separated by a long dash (–)

TABLES

- Data contained do require presentation as a table and cannot be included in the manuscript body
- Type face is Arial Narrow 9 or 10 pt
- Table size is adapted to journal printing size (136 x 195 mm) [rotated tables are permissible if necessary]
- Tables are prepared in MS Word or MS Excel compatible format
- Cell grid is set to invisible

ILLUSTRATIONS

- Type face within illustrations is Arial 12 pt (8–10 pt in case of scale bars and highlighting details)
- Figure size is adapted to journal printing size (136 x 195 mm)
- Figures do not contain hairlines (less than 0.25 mm in thickness)
- Figures are available in high-resolution tiff-format (300 dpi at printing size minimum, 600 dpi recommended)
- A locality map is included as Fig. 1 (where applicable)

CHECKOUT

- The submitted version is the latest version
- All figures and tables are mentioned in the text
- Figure and table numbering matches their order in the text
- Positioning of the figures and tables is indicated by "<<<Fig. 1 here>>>" in the manuscript body (preferably in bold red font)
- All co-authors have seen the final version and consent to its submission
- All artwork, tables and supplementary material are included
- Figure captions are included (at the end of the text)
- Full names and (institutional) addresses of all co-authors are included on the first page
- Email, telephone and fax numbers of the corresponding author are included on the first page
- Three potential reviewers including their full addresses and email are recommended in the cover letter
- The Permission to publish form is completed, signed and included

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Annalen des Naturhistorischen Museums in Wien, Serie A
Natural History Museum Vienna
Department of Geology & Palaeontology
Burgring 7, 1010 Vienna, Austria
Fax: +43-1-52177-459
e-mail: andreas.kroh@nhm-wien.ac.at