

Instructions to authors in "Annalen des Naturhistorischen Museums in Wien, Serie B"

1. In general

The "Annalen des Naturhistorischen Museums in Wien, Serie B" are a scientific journal with original papers in Zoology and Botany whose topics fall within one of the research fields of the Natural History Museum Vienna (NMW). By submitting the manuscript the author guarantees that the work has not been published or submitted elsewhere. Papers dealing with material stored at the NMW will be given priority. The acceptance of a manuscript will be decided by the editors of the NMW. The opinion of expert reviewers will be obtained in every case. The date of publication will be decided by the editors. The editors retain the right to charge a fee for papers over 50 printed pages in length or with colour plates.

In general, papers in German and English will be published. Publication in other languages will be the exception. In this case, the editors will obtain a linguistic evaluation, which will be paid for by the author. An English abstract is necessary for all papers; foreign language papers must also include a German language summary. Authors that do not publish in their mother tongue must subject their manuscript to a linguistic evaluation prior to submission and provide the name of the evaluator to the editors.

Initially, manuscripts should be submitted in duplicate (text double-spaced, 12 pt type size, 3 cm margin). Following evaluation and appropriate changes the manuscript should be presented on diskettes in a format suitable for MS-DOS or Apple (preferably MS WORD, at least ASCII) and include one printout. Original illustrations as well as one copy thereof should be included. Manuscripts not submitted on diskette can only be accepted by the editors in exceptional cases.

The final date for submission is April 30, publication is planned for November of the same year.

2. Preparation of the text

The papers in the most recently published volume in series B should be used as a general guideline for text composition.

Structure: The manuscripts should be arranged in the following manner: title, author(s), author's address, abstract, key words, summary, introduction, acknowledgments, materials and methods, results, discussion, references, figure legends and tables. The header will be inserted by the editors.

All paragraphs should be left-aligned and without indentations. Headings may be centered. Empty spaces and serial dots may not be used to compose the text (e.g. identification tables, literature citations).

Spacing: In general, spacing will follow English grammatical rules. Frequently occurring examples:

18 km SW Vienna; 100 - 150 m; 12.8 mm; 5 ♂♂, 3 ♀♀; 6.IX.1993; LÖDL (1993, 1994d);
L. cervus (L.); ssp.n.; 18 %; Dr. M.A. Jäch; leg. J. Kodada; 1.2 times (1.2x) longer than wide;
Fig. 6a, 12 - 14).

Abbreviations: International standardized abbreviations should be used for measurements of dimension. Commonly used abbreviations (e.g. Dr., ca., etc.) should be obtained from a grammar dictionary (e.g. Websters Encyclopedic Dictionary, Oxford Dictionary). All other abbreviations should be explained in a section following the introduction chapter or in the material and methods.

As far as possible, abbreviations of zoological collections should be taken from an international index. The following abbreviations should be used for the Natural History Museum in Vienna: NMW and NHMW. Abbreviations for herbars should be taken from the Index Herbariorum (ed. div., Regnum Vegetabile):

Authors of zoological taxa are not abbreviated, exceptions are only L. for LINNAEUS and F. for FABRICIUS. Abbreviations for authors of plant names should be used according to Brummit & Powell (1992, Authors of Plant names. – Kew: Royal Botanical Gardens).

Word combinations used for a change in the nomenclature of a taxon (species nova, combinatio nova etc.), compass bearings (for site location) or references to collector, identifier or a collection should use the following abbreviations:

sp.n., ssp.n., gen.n., subgen.n., syn.n., nom.n., comb.n., s.str., Fig., Figs., W, E, N, S, leg., det., coll., Ex. (Engl.: ex., exs.).

Publications should be written in full in the references. Only abbreviations from an internationally recognized catalogue, which is to be named under the "references" heading, should be used. In botanical contributions abbreviations should be taken from the B-P-H (LAWRENCE, G.H.M. & al. 1968: Botanico-Periodicum-Huntianum. – Pittsburgh: Hunt Botanical Library) and the B-P-H/S (BRIDSON, G.D.R. & SMITH, E.R. 1991: Botanico-Periodicum-Huntianum/Supplementum. – Pittsburgh: Hunt Inst. Bot. Documentation).

Special characters: Special characters not available in the word processing program should be replaced with characters that are otherwise not found in the text (e.g. § for ♂ and \$ for ♀). These characters should be listed at the end of the text printout.

Citation rules: References to the cited literature should be indicated in the text as follows: LÖDL (1994d), (HUDDLESTON & WALKER 1994, LÖDL 1993, LÖDL & al. 1991). In the references section the papers should be cited according to the following examples:

ACHTERBERG, C. VAN 1995: *Fischeralysia* gen.n. from Nigeria (Insecta: Hymenoptera: Braconidae). – Annalen des Naturhistorischen Museums in Wien 96B: 137-142.

ASPÖCK, U. & ASPÖCK, H. 1995: Zur Nomenklatur der Mantispiden (Insecta: Neuroptera). – Annalen des Naturhistorischen Museums in Wien 96B: 99-114.

CHARPENTIER, T. DE 1825: Horae Entomologicae, adjectis tabulis novem coloratis. – A. Gosohorsky, Wratislaviae, 255 pp.

LEACH, W.E. 1815: Entomology. In: D. BREWSTER (ed.): The Edinburgh Encyclopedia. – Edinburgh, Blackwood, W., pp. 57-172.

Nomenclature: The last edition of the ICZN (ICBN) is binding for all authors. The author's names (preferably stating year) should be indicated for all taxa of the genus and species group, providing that these have not already been mentioned previously in the text. Examples:

Potamometropsis LUNDBLAD, 1933, *Berosus* (s.str.) *kalaharensis* ORCHYMONT, 1936, *Orcula schmidti transversalis* (WESTERLUND, 1894).