

## 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 Authors that do not publish in their mother tongue must subject their manuscript to a linguistic evaluation prior to submission and provide the name of the evaluator to the editors.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 Windows or Apple (preferably MS WORD) 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 December 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 (1.2×) longer than wide; Fig. 6a, 12 - 14).

**Abbreviations:** International standardized abbreviations should be used for measurements of dimension. Commonly used abbreviations (e.g. Dr., c., etc.) should be obtained from a grammar dictionary (e.g. Webster's 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 ó and \$ for q). 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: *Fischeralysisia* gen.n. from Nigeria (Insecta: Hymenoptera: Bracoonidae). – 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. Goshorsky, Wratislaviae, 255 pp.

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

**Nomenclature:** The last edition of the ICZN or ICBN is binding for all authors. The author's names (for zoological taxa 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).

**Geographic Terms:** The use of geographic names should be as consistent and modern as possible (e.g. Times Atlas). If the use of old names is necessary, the modern name should be added in square brackets. Label data should be given precisely, additions are to be added in square brackets.

**Typeface style and attributes:** The character style Times New Roman is used in the journal. Generally, manuscripts should be submitted in lowercase letters. The use of capitals is not permitted. The following character attributes must be used by authors:

**Bold:** for headings

*Italics:* exclusively for taxa belonging to the genus and below.

SMALL CAPITALS: exclusively for authors of taxa and for publications listed in the references; never for collectors, preparators, the acknowledgments, etc.

**Figure legends** should be composed according to the following example:

Figs. 1 - 6: *Torymus longicalcar* sp.n. (1 - 3: ♂, 4 - 6: ♀): (1) antenna, (2) head in dorsal view, (3) mesoscutum, ...

### 3. Preparation of illustrations and tables

Illustrations should be submitted as plates in a perfect, reproducible condition. The format of the plates must take the type page of the publication into consideration and must not be larger than A4 (210 × 297 mm). All illustrations (drawings, photos, maps, etc.) should be serially numbered. Detailed morphological illustrations must always indicate size and scale.

**Drawings and diagrams** should be submitted in black ink or as high quality laser prints. The numbering of the individual figures will be done by the editors and should be noted on the original.

**Halftone (photos, diagrams, pencil drawings, water colours):** Generally, photos are printed in black and white. If colour plates are requested, this must be made known to the editors beforehand and the costs reimbursed by the author.

Pencil drawings and water colours will only be accepted if they provide more information than an ink drawing. As with photos, they should be numbered by the author.

Illustrations as data-files are accepted in Tiff-format (Bitmaps with at least 600 dpi and Photos with at least 300 dpi resolution). All other formats need consultation.

**Tables:** The vertical columns in tables should be separated using tabs (never with empty spaces). Long tables should be avoided.

### 4. Corrections and reprints

Each author receives a manuscript with corrections, that must be returned promptly following thorough corrections. The editors reserve the right to remove papers from the volume if the corrected manuscript does not arrive in time.

Each author receives 80 reprints free of charge. Additional reprints cannot be ordered.

The editors.