

## Instructions to Authors

The “Annalen des Naturhistorischen Museums in Wien, Serie B” is a peer-reviewed scientific journal, appearing annually and publishing original papers in the fields of Zoology and Botany. Works considered for publication should address topics like taxonomy, systematics, phylogeny and biogeography of organisms. By submitting their manuscripts, the authors guarantee their work has not been published or submitted elsewhere. The preferred language for the manuscripts is English, but German may be accepted for certain manuscripts, such as checklists and type catalogues of the collections of the Natural History Museum Vienna. An English abstract is in any case obligatory for all submitted manuscripts, while a summary in German or in another language is encouraged.

### 1. Submission of manuscripts

All manuscripts, including text, figures and tables, should be submitted electronically to the editor in chief (nesrine.akkari@nhm-wien.ac.at) before October and this to insure the publication of the journal on time (usually early months of the following year). Together with the manuscript, the authors must submit a signed “permission to publish” available on the webpage of the Museum. When submitting their manuscripts, the authors should suggest at least three potential reviewers and include their respective affiliations and emails in the cover letter accompanying their submission. In case of multi-authored papers, a corresponding author must be designated, and it will be his responsibility to ensure the submission of the manuscript and the communication with the editorial board afterwards.

### 2. Preparation of manuscripts

All papers should be written in grammatically correct English. Authors are advised to have their manuscripts checked by a native English speaker before submission. The submitted manuscripts should include these sections: Title; Complete names of all authors and their corresponding addresses, including their institutional affiliation; Abstract; Keywords; Summary (in other language, optional); Introduction; Materials and Methods; Results; Discussion; Acknowledgements; References, Table and Figure captions.

#### Body text

All manuscripts should be prepared in a MS-Word compatible format, using Times New Roman 11 pt. with simple spacing. All paragraphs should be left aligned and without indentations. Headings may be centred. Serial blanks or dots should not be used to compose the text (e.g. identification tables, literature citations). Formatting must be restricted to the use of bold font, italics and small capitals as follows:

**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.

**Spacing.** In general, spacing will follow English grammatical rules., e.g.: 18 km SW Vienna; 100–150 m; 12.8 mm; 5 ♀♀, 3 ♂♂; 23.9.1993 (dd.mm.yyyy); Author (2000, 2000a); 18%; *L. cervus* (L.); leg. J. Kodada; et al.; 1.2 times (1.2×) longer than wide.

**Abbreviations and acronyms.** International standardized abbreviations should be used for measurements of dimensions. Other abbreviations need to be explained in the section Materials and Methods.

Authors of zoological taxa should not be abbreviated. All taxa should be mentioned with authors on first occurrence in the text.

Abbreviations for authors of plant names should be used according to the International Plant Names Index (<http://www.ipni.org/ipni/authorsearch-page.do>).

Word combinations used for a change in the nomenclature of a taxon (species nova, combination nova etc.), geographic coordinates or references to collector, identifier or a collection should use the following abbreviations: sp.n., subsp.n., gen.n., subgen.n., syn.n., nom.n., comb.n., s.str., W, E, N, S, leg., det., coll., exs.

References to figures or tables should always appear in upper case, e. g. “see Fig. 1”, “Table 1”, except for those extracted from literature.

Acronyms of zoological collections should be obtained from an international index; for the Natural History Museum in Vienna, use NMW or NHMW. Acronyms for herbaria should be taken from the Index Herbariorum (<http://sweetgum.nybg.org/ih/>).

**Special characters.** Special characters not available in Word should be replaced by characters that are otherwise not found in the text. These characters should be listed at the end of the text.

**Nomenclature.** All papers should strictly adhere to the rules of the last edition of the International Code of Zoological Nomenclature (ICZN) and its amendment OR to the International Code of Botanical Nomenclature (ICBN). Authors are also advised to follow the ICZN’s manual “Best practice in the use of the scientific names of animals” prior to submitting the manuscript.

**Geographic terms.** The use of geographic names should be as consistent and modern as possible. If the use of old names is necessary, the modern name should be added in square brackets. Label data should be given accurate – additions are to be added in square brackets.

### Citations and References

All papers cited in the manuscript should be included in the References section. References should appear in alphabetical order (first single authors, then two authors separated by an ampersand (“&”) and finally three or more authors. Journal titles must be given in full for all papers.

**Citing literature in the text.** Literature cited in the text should generally appear as follows: AUTHOR (2000); (AUTHOR 2000). In case of more than one author: Author & AUTHOR 2000 or AUTHOR et al. 2000. For taxonomic authority “AUTHOR, 2000”.

### Examples of references

- ACHTERBERG C. VAN, 1995: *Fischeralysia* gen.n. from Nigeria (Insecta: Hymenoptera: Braconidae). – Annalen des Naturhistorischen Museums in Wien, Serie B, 96: 137–142.
- ASPÖCK U. & ASPÖCK H., 1995: Zur Nomenklatur der Mantispiden (Insecta: Neuroptera). – Annalen des Naturhistorischen Museums in Wien, Serie B, 96: 99–114.

- CHARPENTIER T. DE, 1825: Horae Entomologicae, adjectis tabulis novem coloratis. – Wratislaviae: A. Gosohorsky.
- LEACH W. E., 1815: Entomology. – In: BREWSTER (ed.): The Edinburgh Encyclopedia: 57–172. – Edinburgh: Blackwood.
- PIGNOTTI I., RAINER H. & VITEK E., 2014: Grass (Gramineae) and rush (Juncaceae) specimens from Johannes Scheuchzer's collection at the Herbarium of Natural History Museum Vienna [W]. – Annalen des Naturhistorischen Museums in Wien, Serie B, 117: 121–141.

### Illustrations

All submitted figures and tables must fit into the print space (136 × 195 mm) and should be serially numbered. Detailed morphological illustrations must always include a scale bar. The Illustrations should be submitted as TIFF files with a minimum resolution of 300 dpi (line-drawings at least 600 dpi) at print size.

**Figure legends.** For each composite figure, provide: Figure number (in sequence, using Arabic numerals – i. e. Figure 1, 2, 3 etc.); short title of figure (maximum 15 words) and a detailed legend. Example: “Fig. 1. *Species name* sp.n.: A. Habitus, dorsal view. B. Genitalia, posterior view.”

### Tables

The vertical columns in tables should be separated using tabs (never with blanks). Long tables should be avoided.

### 3. Revision and resubmission of manuscripts

The revised manuscript should be submitted in a MS-Word compatible format (\*.doc, \*.rtf) using Track changes so that the Subject Editor can see the corrections and additions. All illustrations should be resubmitted as separate TIFF files. The authors must address all critiques of the referees in a response letter to the subject editor and submit it along with the revised manuscript. In case these are not addressed, the editors retain the right to reject the manuscript without further evaluation.

### 4. Proofs and Reprints

In case of acceptance of the revised manuscript, the corresponding author will receive a PDF file to proofread the paper prior its publication. The proofs must be sent back to the editor within 7 days. Final corrections may be inserted directly on the PDF or sent separately in a table indicating page, line, error and corresponding correction. Major changes will not be accepted at that stage. Reprints are not available, but the authors will receive a PDF of their work for non-commercial use. To date the pdfs of previous volumes of the Annalen des Naturhistorischen Museums in Wien, Serie B are available on the webpages of the Natural History Museum Vienna and archived in JSTOR and ZOBODAT (Linzer Landesmuseen).

### 5. Fees

Some fees may apply for papers exceeding 50 printed pages or including colour figures.

### 6. Copyright

The authors transfer the rights to Natural History Museum Vienna to print the work, host it on its web platform and archive it.