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

## 1. In general

The "Annalen des Naturhistorischen Museums in Wien, Serie B" is 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 (NHMW), especially taxonomy, biogeography, systematics and phylogenetic. By submitting the manuscript the authors guarantee that the work has not been published or submitted elsewhere. The authors transfer the copyrights for publication in the printed journal and any identical electronic version to the NHMW.

Acceptance of manuscripts is decided by the editorial board. The opinion of external expert reviewers (peer review) is obtained in every case. The editors retain the right to charge a fee for papers over 50 printed pages in length or with colour figures.

In general, papers are published in English, other languages may be accepted by the editorial board. An English abstract and a summary in a different language are required for all contributions. Authors not using their mother tongue are strongly advised to have the text reviewed by a native speaker before submission.

Submission of manuscripts, including figures, has to be done in electronic form to the subject editor (see imprint). The preferred date for submission is before April 30$^{th}$ for publication in January of the following year.

## 2. Text preparation

The text has to be sent in a programme for Windows, preferably MS Word. 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 (in other language), introduction, materials and methods, results, discussion, acknowledgements, 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 centred. Serial blanks or dots must 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 ♀♀; 23.9.1993 (dd.

mm.yyyy); Maier (1993, 1994d); 18 %; *L. cervus* (L.); Dr. M.A. Jäch; leg. J. Kodada; et al.; 1.2 times (1.2×) longer than wide; Fig. 6a, 12–14).

**Abbreviations**: International standardized abbreviations should be used for measurements of dimensions. Commonly used abbreviations (e.g., Dr., c., 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 or in the material and methods.

As far as possible, acronyms of zoological collections should be taken 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/).

Authors of zoological taxa are not abbreviated. The only exceptions are L. for Linnaeus and F. for Fabricius. Abbreviations for authors of plant names should be used according to the International Plant Names Index (http://www.ipni.org/ipni/authorsearchpage.do). 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., subsp.n., gen.n., subgen.n., syn.n., nom.n., comb.n., s.str., Fig., Figs., W, E, N, S, leg., det., coll., exs.

In references of zoological papers, journal names must be cited without abbreviations, the correct title can be checked in http://dispatch.opac.dnb.de/DB=1.1/. In botanical contributions abbreviations should be taken from B-P-H (Lawrence G.H.M. & al. 1968: Botanico-Periodicum-Huntianum), B-P-H/S (Bridson G.D.R. & Smith E.R. 1991: Botanico-Periodicum-Huntianum/Supplementum) or the Index of Botanical Publications or (http://kiki.huh.harvard.edu/databases/publication_index.html).

**Special characters:** Special characters not available in the word processing programme should be replaced by 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: Maier (1994d), (Maier 1993, Maier & Walker 1994, Pignotti & al. 2014). 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, B, 96: 137–142.

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

Pignotti L., 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, B, 117: 121–141.

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.

**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 tranversalis* (WESTERLUND, 1894).

**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.

**Typeface style and attributes:** The character style Times New Roman is used in the journal. The following character attributes must be used by authors (exceptions in accordance with the editors):

**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, for preparators, in the acknowledgements, etc.

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

Generally, figures are printed in black and white. If colour figures are requested, this must be made known to the editors beforehand. Figures or figure plates should be sized to fit to the full text width (136 × 195 mm). All illustrations (drawings, photos, maps, etc.) should be serially numbered. Detailed morphological illustrations must always indicate size or scale.

Illustrations should be sent electronically in tif-format (drawings at least 600 dpi, halftone at least 300 dpi resolution, colour figures preferably in CMYK). All other formats need consultation. The figures should be numbered by the author (in final size Arial 10 pt, scales 8 pt).

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

## 4. Corrections and reprints

The corresponding author receives proofs for correcting that must be returned promptly. The editors reserve the right to remove papers from the current volume, if the corrected manuscript does not arrive in time.

Each author receives his contribution in electronic form (pdf). These pdfs are for personal use and for distribution to colleagues. They may be made publicly accessible on webpages two years after publication.

To date the pdfs of previous volumes of the Annalen des Naturhistorischen Museums Wien, Serie B are available through the webpages of JSTOR and Linzer Landesmuseen.

The Editors.

# ZOBODAT - www.zobodat.at

Zoologisch-Botanische Datenbank/Zoological-Botanical Database

Digitale Literatur/Digital Literature

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