

Ann. Naturhist. Mus. Wien	110 A	443–446	Wien, Jänner 2009
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## Annalen des Naturhistorischen Museums in Wien, Serie A

### Instruction to Authors (valid from volume 110 A on)

#### **In general**

The “Annalen des Naturhistorischen Museums in Wien, Serie A” is a scientific journal that publishes original papers in Mineralogy, Geology, Palaeontology, Archaeology, Prehistory, and Archaeozoology. By submitting a manuscript, the authors guarantee that the work has not been published or submitted elsewhere. Only papers by Natural History Museum Vienna (NHMW) staff or their associates, and papers dealing with material stored at the NHMW, will be published. Manuscript acceptance is decided by the editor, the decisions being based on two peer-reviews.

#### **Language**

Papers should be submitted in English or German. In some cases, papers in other languages (French, Italian, etc.) are acceptable, but this requires prior agreement by the editor. An English as well as a German abstract are compulsory for any paper submitted. The editor retains the right to request linguistic correction by a native-speaker.

#### **Submission**

Papers (including all artwork) must be submitted in electronic versions. For the initial submission a pdf-file including the artwork is the preferred format (include page numbering and a 4 cm wide right-hand side margin). The revised manuscript should be submitted in a MS-Word compatible format (\*.doc, \*.rtf). All artwork and tables should be submitted as separate files labelled consecutively (fig1.tif, fig2.tif, fig3.tif, etc.). The preferred format for digital artwork is TIFF-format (\*.tif), with a minimum of 300 dpi in publishing size (600 dpi are recommended).

Be sure to include the full names, addresses and e-mail addresses of all co-authors. The office and private phone number of the corresponding author are needed should questions arise during the editorial and layout process.

Peer-Review: Please suggest at least three potential reviewers and include their addresses and e-mails in the cover-letter when submitting the MS.

Editor: Manuscripts and correspondence regarding manuscripts should exclusively be sent to:

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## Manuscript structure

The manuscript should be organized as follows: Abstract, Introduction, Study Area, Materials and Methods, Abbreviations, main body of text (e.g. Systematic Part, Results, Discussion), Conclusions, Acknowledgements, References, Figure Captions.

## Formatting

Restrict formatting to the use of **bold font**, *italics* and SMALL CAPITALS. Do not use ANY other formatting commands (i.e. letter spacing, line spacing, versalia, underlining, indented paragraphs, columns, multiple spaces, multiple full stops, extensive footnotes, etc.).

## Abbreviations

“pls (plates), figs (figures), tabs (tables), colln (collection)” are contractions, not abbreviations, and thus should be written without full stop following the last letter.

## Dimensions

Use the metric system.

## Artwork

The maximum size possible is 126 x 195 mm. Photographic illustrations using the full size will appear as plates at the end of the paper. Figures (illustrations within the text) should be numbered consecutively according to their mentioning in the text. Include scale bars rather than giving magnification factors.

Text within artwork should make use of sans-serif fonts (e.g. Arial, Verdana) and ideally should be 8–10 pt. Smaller fonts are only acceptable in special circumstances (e.g. chemical formulas appearing in figures). Keep in mind that the minimum visible line width will be 0.25 mm

All artwork has to be submitted electronically (see above for file naming conventions and accepted formats). The background of plates and figures must be uniform black or white and free of JPEG-artefacts or traces of untidy scanning. We recommend assembling the plates by digital means. Scanned plates assembled from photographs or scanned handmade drawings are only acceptable when processed to achieve a uniform background.

Tables should only be used where strictly necessary. In many cases (e.g. material lists, abbreviations, etc.) the data can also be presented in “normal” paragraphs. When preparing tables keep the journal format in mind. Do not frame each cell in a table with border lines and do not use grey fillings (“chess-board-like” tables are not acceptable).

## Systematic part

Please be sure to strictly follow the most recent editions of the International Codes of Zoological Nomenclature (ICZN) and Botanical Nomenclature (ICBN) when submitting a palaeontological work. Additionally, we suggest following the recommendation of BENGTSO (1988) for open nomenclature and MATTHEWS (1973) for synonymy lists.

When mentioning species or genus names in the text, be sure to include the full authorship of the respective taxon in the first instance (do not forget these works in the reference list).

Supra-generic taxa should be accompanied by the author names only in headings or when subject to discussion in the paper. References for supra-generic taxa need only be included in the latter case.

New taxa established need to be clearly labelled as such (using “nov. spec.,” “nov. gen.,” etc.). It is compulsory to provide the following data: Derivatio nominis, Holotype (specimen no. and repository in full), Paratypes (if applicable), Locus typicus, Stratum typicum, (Differential) Diagnosis, Description and Occurrence.

BENGTSON, P. (1988): Open Nomenclature. – *Palaeontology*, **31**/1: 223-227.

MATTHEWS, S.C. (1973): Notes on open nomenclature and on synonymy lists. – *Palaeontology*, **16**/4: 713-719.

## Citing

Citations in the text are to be formatted as either AUTHOR (1900: 13) or (AUTHOR 1900: 13). Two authors are linked by an ampersand (“&”; e.g. AUTHOR & AUTHOR (1888: Fig. 1)). In the case of three or more authors the abbreviation “et al.” is used after the first author (e.g. AUTHOR et al. (1900)). Multiple citations are separated by semicolons “;” (AUTHOR 1911; AUTHOR 1915, 1923).

Note that there are two fundamentally different types of citations: in-text citations and the authorship of taxa. In the latter an author and year are separated by a comma to distinguish taxon names from normal citations (e.g. “*Homo sapiens* LINNEAUS, 1758” vs “...as stated elsewhere (WEBER 1990: 45-46)...”). Author names may not be abbreviated.

References to figures, tables or plates should always appear in upper case (e.g. “see Fig. 1”, “(AUTHOR 2002: Tab. 1)”).

## References

All papers cited in the manuscript need to be included in the References section (with the exception of supra-generic authorships). References should be formatted according to the following examples:

AUTHOR, A.B. (1955a): Title of paper. – Title of journal (N. Ser.), **123**: 45-67.

AUTHOR, A.B. (1955b): Title of paper. – Title of journal, **12**/3: 123-456.

AUTHOR, A.B. (1958): Title of contribution. – In: AUTHOR, C.D. (ed.): Title of paper. – Title of journal, **7**: 89-101.

AUTHOR, E., AUTHOR, F. & AUTHOR, G.H. (1948): Book Title. – 123 p., Place of publication (Publisher).

AUTHOR, F. & AUTHOR, G.H. (1935): Title of contribution. – In: AUTHOR, I.J. & AUTHOR, K. (eds.): Book Title. – pp. 123-456, Place of publication (Publisher).

Note that the authors are organized in alphabetical order, first single authors, then two authors separated by an ampersand (“&”) and finally three or more authors separated by a semicolon. Two or more initials are not separated by spaces, e.g., “AUTHOR, A.B.”.

Journal titles must be given in full. Only the volume number should appear in bold font. The issue number may follow after a forward slash (“/”); any additional numbering should appear in parentheses (e.g. article number or the year printed on volume cover if differing from printing date). The place of publication only needs to be included for books (if authors want to include them for journals as well, they are welcome to do so, but need to do it for all reference listed). For major publishers, only one place of publication should be listed.

## **Proofs**

After receipt of the revised version and the acceptance of the manuscript, the (corresponding) author will receive page proofs (as pdf-files), which must be sent back to the editor within 10 days. Corrections at the proof stage should be restricted to typographical and other minor errors. Delayed return of the proofs may result in postponement to a later volume or printing in the current state.

Together with the proofs, the authors will receive a copyright statement that needs to be signed and sent back to the editor with the proofs (assigning the NHMW the rights to print the work and host it on its web platform).

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Zeitschrift/Journal: [Annalen des Naturhistorischen Museums in Wien](#)

Jahr/Year: 2009

Band/Volume: [110A](#)

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Artikel/Article: [Annalen des Naturhistorischen Museums in Wien, Serie A - Instruction to Authors. 443-446](#)