

### Instructions for Authors

Manuscripts and all related correspondence should be sent to the editor:

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Papers submitted for publication should be original contributions to the study of Mollusca, especially systematics, taxonomy, phylogenetics, genetics, morphology/anatomy, ecology, biogeography and faunistics. Descriptions of new taxa should be integrated into a proper context (e.g. taxonomic, phylogenetic or biogeographical). Submission of a manuscript implies that the same work has not been published or submitted elsewhere.

Papers may be up to 40 000 words in length. For papers exceeding 20 000 words, authors are requested to contact the editor in advance. Publication languages are English (with American or British spelling) and German. It is expected that authors will make every effort to make the text concise and to carry out linguistic corrections before submitting the manuscript.

We ask authors to follow carefully the following guidelines. Manuscripts not conforming with these or requiring extensive linguistic improvement are liable to be returned to the author(s).

Manuscripts must be typed, or printed on A4 paper, on one side only and double-spaced, and all pages should be numbered. Authors must submit one original and two copies, including tables and figures, in final fully corrected form and including an identical text-file on diskette (3.5", IBM compatible, MS-Windows).

Papers should conform, if possible, to the following general layout:

**1. Title page.** A Title page including an informative and concise title; a running title of up to 45 characters; all authors' full names, home institutions with full postal addresses, and e-mail addresses (if available); the name, phone, and fax (if available) numbers of the author to whom all correspondence should be addressed.

**2. Abstract Page.** An Abstract page, which includes an Abstract not exceeding 200 words and giving a succinct account of the subject, results and conclusions; and a list of up to 10 keywords. The Abstract should include references neither to previous literature nor to tables, figures, or chapters of the submitted paper. Articles must provide the Abstract both in English and German ("Kurzfassung").

**3. Introduction.** A short introduction to the background and the reason for the work.

**4. Materials and Methods.** Sufficient experimental details must be given to enable other workers to repeat the work. The full binominal name should be given for all organisms. The International Code of Zoology Nomenclature must be strictly followed. Cite the authors of species on their first mention.

**5. Results.** These should be concise and should not include methods or discussion. Text, tables and figures should not duplicate the same information. New taxa must be distinguished from related taxa. The abbreviations *gen. n.*, *sp. n.*, *syn. n.* and *comb. n.* should be used to distinguish all new taxa, synonyms or combinations. Primary types must be deposited in a museum. In taxonomic papers the species heading should be followed by synonyms, material examined and distribution, description and comments. All material examined should be listed in a similar, compact and easily intelligible format. The information should be in the same language as the text.

Symbols for "male" and "female" have to be coded as \$ and §, respectively. Geographical and other names from languages where other than Latin characters are used should be given in a generally accepted transliteration/transcription (not translation!) system (please use "The Times Atlas of the World" for geographical names in English manuscripts).

**6. Discussion.** This should not be excessive and should not repeat results nor contain new information about one's own results, but should emphasize the significance and relevance of the results reported.

**7. References.** In the Reference list references should follow in alphabetical order. List all and only those sources that are mentioned in the text. The full titles of journals should be given. Please use the following format and pay attention to the punctuation and types of dashes used:

EHRMANN, P. (1956): Weichtiere, Mollusca. In: BROHMER, P., EHRMANN, P. & ULMER, P.: Die Tierwelt Mitteleuropas, Bd. II. Quelle & Meyer, Leipzig. 264 pp.

JUEG, U. (1994): Die Verbreitung der Schließmundschnecke *Balea perversa* (Linnaeus, 1758) in Mecklenburg-Vorpommern unter besonderer Berücksichtigung der Vorkommen an Feldsteinmauern. – Naturschutzarbeit in Mecklenburg-Vorpommern 37(1): 52–57.

KERNEY, M. P., CAMERON, R. A. D. & JUNGBLUTH, J. H. (1983): Die Landschnecken Nord- und Mitteleuropas. Paul Parey, Hamburg, Berlin. 384 pp.

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**9. Figures.** These may be line drawings or half tones and all should be numbered consecutively, and their position indicated in the text. Original drawings will be returned automatically. The "Malakologische Abhandlungen" declines responsibility for lost or damaged slides or other documents. Digital photos must have 300 dpi and drawings 600 dpi. Legends to figures should be typed in numerical order on a separate sheet.

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Zeitschrift/Journal: [Malakologische Abhandlungen](#)

Jahr/Year: 2004

Band/Volume: [22](#)

Autor(en)/Author(s): diverse

Artikel/Article: [Instructions for Authors 146-147](#)