Beilage 1

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| Linzer biol. Beitr. | 50/1 | 000-000 | 00.00.2018 |

To all

Contributers

to the "Linzer biologische Beiträge"

Instructions on the preparation of manuscripts for the journals published in the Biocenter of the Museum of Upper Austria

The manuscripts for the "Linzer biologischen Beiträge" have to be transmitted in an digital way on computer-disk, DVD, USB-Stick or by e-mail, provided as WORD-file (\*.doc oder \*.docx) and formatted with our **WORD print formats**. You can get a sample document, which contains all printing formats used for publications in our journal. This would help us very much with the printing procedures.

The used font-type is without exception Times New Roman (as well in the text as in figures and tables). In the current text always use standard format (**Times New Roman, type size 9,5 pt; line spacing 11 pt., spacing before 3 pt., afterwards 0 pt, without indention)**. Submission of drawings and diagrams which are electronically stored can only be done after consultation with the editors. Drawings and diagrams should only be submitted in black & white and ready for printing, if this is not the case there will be a quality loss.

Necessary asignments in the current text: Waved line (for machine written papers) = Italic (computer written papers) should be used **only** for scientific genus - and species names Names of the authors **never** write in **CAPITALS** but in small **Capitals** (only **citated** and **taxonomic** names of authors). For example: Miller 1980 correct formatted, MILLER 1980 wrong formatted.

References in the current text should be cited using author and year of publication e.g. (Huber 1982), there should be **no comma** between author and year of publication. Several references of the same author from the same year of publication, should be differentiated in the text through a, b, c etc. e.g. (Huber 1982a). The same should be done in the chapter "References" at the end of the contribution. **A new instruction in our editorial guideline is**, that after describing the latin name of species you have to insert **a comma** between author and year of publication (for example *Aphaenostemmus rhodicus* Assing, 2006).

For a scientific contribution the following structure is recommended:

**–Title:** if possible with reference to the order and family, with comma between, e.g. (Coleoptera, Hydrophilidae)

**–Author(s):** never write first name completely

**– Abstract:** including English title

**– Key words** (Englisch): about five

**– Introduction**

– **Material and Methods:**. nov.comb, nov.sp., nov.fam. etc. Numbers: from 1-9 should be written, than 10, 11 and soon.

– **Results:** Authors of taxa (species, genus, family) should be used in the none abbreviated form only the first time they are mentioned in the text. For the male-character you should use **♂** and for the female character **♀**; e.g. 1**♂**, 2**♂♂**, 2**♀♀**, between number and the gender-character no spacing, if you use in the text other characters please mark them in the outprint. Lables should be cited in accordance with the original text (including possible errors) in quotation-marks.

**– Discussion**

**– Aknowledgement** (not necessary)

**– Resumé**

**– References**: Journals should be abbreviated after the index of the British Museum. Only references which are mentioned in the text should be cited here. No spacing between two first names; if there are several authors, before the last author always "**&**" (never "and"); Editor(s) in brackets = (Ed.) or (Eds.); e.g. **No comma between author and year of publication!!**

Carl M. (1991): Synchronisierung des Schwärmverhaltens von *Helophorus brevipalpis* Bedel durch Luftfeuchte und Reflexionswinkel spiegelnder Oberflächen? — [= left Alt button + Key combined with 0151 on number keys block or you can also use special character files of the programm] Ent. Nachr. Ber. **35** (4): 280 pp.

Williams P.H. (1998): An annotated checklist of bumble bees with an analysis of patterns of description (Hymenoptera: Apidae, Bombini). — Bull. Br. Mus. (Nat. Hist.) Entomol. **67**/2**:** 79-152.

Alberti G. & A.R. Crooker (1985): Internal anatomy. — In: Helle W. (Ed.): World Crop Pests. Spider Mites. Their Biology, Natural Enemies and Control. Vol. **IA**. Elsevier Sci. Publ., Amsterdam: 29-62.

**– Author's address(es):** Dr. Hikmet Özbek (Özbek = small capitals, ÖZBEK not capital letters)

Plant Protection Department, College of Agriculture, Atatürk University,

TR-25240 Erzurum, Turkey.

**E-mail: Please add it!!**

**Figures** should be explained and numbered continuously e.g. "Figs. 1-4....". The legend should end with a full stop. Please understand that for technical and temporal reasons only **completely mounted plates** with numbered (numbers and letters in type size **9 pt**., Arial) in original format size can be accepted. Colour-prints can only be accepted after consulting the editors and if necessary on cost sharing. Figures and plates should be scanned by **at least 300 dpi** according to the intended size and **each** **single** provided as **\*.jpg-format** (still better \*.jpg-format 2000) or **tiff-format,** for example named **maier\_fig1.jpg**. Please understand, that for financial reasons **figures** **cannot be processed** any longer. **Therefore the quality of the provided figures corresponds to the quality of printing!**

**Tables** should be provided with the legend at the beginning (type size as in figures); numbered continuously, e.g. "Tab. 1:" and submitted also in original format size (example is enclosed). Key’s for identification only format with tabulator, never with spacing.

If you have any enquiries please don’t hesitate to contact us: Tel: 0043/732/7720/52155 Our e-mail address "bio.redaktion@ooelkg.at".