

INSTRUCTIONS FOR AUTHORS

Annales Zoologici is published quarterly by the Museum and Institute of Zoology of the Polish Academy of Sciences. It is an international journal devoted to all aspects of systematic entomology (in broad sense). Papers are submitted with the understanding that they have not been published elsewhere and are not being considered for publication elsewhere. Prior to acceptance for publication each manuscript is reviewed by anonymous reviewers. Authors are requested to adhere to the instructions below concerning preparation of the manuscript; submissions deviating from the required format will be returned for revision.

Submission of manuscripts

Authors are encouraged to submit manuscripts by e-mail as attachments to one of the Editors. The names of three or more potential reviewers with their email addresses should be provided in the initial message. For the purpose of review Authors should convert figures and their captions into one larger PDF file. However, the original TIFF images should be retained for the final production of the accepted paper.

Preparation of manuscripts

All papers must be in English. Authors whose native language is not English are advised to have the manuscript linguistically reviewed before submitting it to the Editor. Poorly written manuscripts will be returned without further review.

Text. Manuscripts should be submitted in an editable format such as .doc or .rtf. The body text should be typed in 12 point Times New Roman font, 1.5-line spacing, with running title, captions to tables and figures. Use as little formatting as possible (use only **bold** and *italics* where necessary and indentions of paragraphs except the first).

- **Title page.** This should include title, authors, institutions, address of the corresponding author (including e-mail address), key words, and short running title. The title should be concise but informative, and, where appropriate, should include the names of families and/or higher taxa covered in the paper: e.g. A new species of the genus *Aus* (Order: Family).

- **Abstract.** The abstract should be informative, concise, and in a form that is fully intelligible in conjunction with the title. It should not exceed 200 words and should not include citation of references. Names of new taxa and an indication of nomenclatural acts (synonymies, etc.) should be included. The abstract should be followed by a list of **key words** that are not present in the title.

- **Table of contents.** For larger papers (over 100 manuscript pages) authors are requested to submit a "Table of Contents".

- **The standard arrangement** for the main paper is as follows: Introduction, Materials and Methods, Results, Discussion, Acknowledgements and References.

- **Names of genera and species** should be italicised. Use SI units and appropriate symbols. The International Code of Zoological Nomenclature must be strictly followed. Papers including new taxonomic decisions on previously described taxa (synonymies, new combinations, lectotype, designations, etc.), must include bibliographic data of the original description of the taxon.

- **References.** References in the text should be cited: Doyen (1993); (Doyen 1993) or Doyen and Tschinkel (1982: 128); dealing with two authors use "and" or "et" (the latter only in the case of authors of scientific names) as a connecting word; for references with more than two authors use the form: Bouchard *et al.* (2005).

References should be listed alphabetically with book and journal titles given in full. Use small letters a ... z to indicate references published by the same author(s) within one year. For papers published using an alphabet other than Latin but having a summary, title, or abstract in Latin alphabet, cite this "original" translation. If there is no such translation, use an English translation in brackets [] with an indication of the original language. For websites, it is crucial to include the date of access.

Examples: Mazur, S. 1984. A world catalogue of Histeridae. *Polskie Pismo Entomologiczne*, 54: 1–379.

Mulsant, E. and A. Rey. 1844a. *Histoire Naturelle des Coleopteres de France*. Maisson, Paris. vii + 196 pp., pl. 1.

Lawrance, J. F. 1982. Coleoptera, pp. 482–553. *In*: S. P. Parker (ed.). *Synopsis and Classification of Living Organisms*. Vol. 2, McGraw-Hill, New York.

Ponomarenko, A. G. 1985. [Beetles from the Jurassic of Siberia and western Mongolia]. *Trudy Paleontologicheskogo Instituta*, 211: 47–87. (In Russian).

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Tables. Tables should be kept as simple as possible, with few horizontal and, preferably, no vertical rules. Tables should be headed with a brief main title and be referred in the text as Table 1, Table 2. etc., consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. When assembling complex tables and data matrices, bear the dimensions of the printed page (170 × 230 mm) in mind; reducing typesize to accommodate a multiplicity of columns will affect legibility.

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