

ACTA ZOOLOGICA CRACOVIENSIA

INSTRUCTIONS FOR AUTHORS

Submission of Manuscript. Papers in correct English are submitted electronically as MS Word files (or posted stored on the CD). **For the first submission**, to facilitate and speed up handling of the manuscript, the text and illustrations should be included in one or more Word or PDF file of the size **not exceeding 10 Mb**. The manuscript should be complete, with tables, figures and figure captions enclosed after the end of the text. Authors should consult recent issues of the journal for conventions to be followed in preparation of their papers.

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Postal address:

Acta Zoologica Cracoviensia

Institute of Systematics & Evolution of Animals, Polish Academy of Sciences

Ślawkowska 17, 31-016 Kraków, Poland

Manuscript Layout

1. **Title page.** Complete title of the paper, author's name(s), institution(s), full address, e-mail; abstract; key words. The title should be concise but informative and should include higher taxa. A short running title for page headings should be provided.

2. **Abstract.** It should not just recapitulate the results but state concisely the scope of the work and give the principal findings. It should be complete enough for direct use by abstracting services. The abstract should not exceed 1500 characters including spaces.

3. **Key words.** Maximum 10 words, additional to those in the title.

4. **Subject matter.** Papers are divided into chapters numbered with Roman numerals (I. Introduction, II. Material and Methods, and/or: II. Systematic part (in descriptions). Taxonomic descriptions must comply with the rules of the ICZN (4th edition) and include following sections in this order: diagnosis, etymology (optional), material, description. Strongly recommended are the **differential diagnoses** of new taxa, i.e., those that list the characters enabling the distinction of a newly introduced taxon among the most similar ones. The type specimens should be deposited in national or international public museums or collections, and their registration numbers should be listed in the description.

The style of abbreviations is as follows: gen. n., sp. n., comb. n., syn. n., etc. Binominal Latin names first used in the text are given in full, e. g. *Podotenus subfuscus* (PETROVITZ, 1973), *Aquila pomarina* BREHM, 1831; if repeated later in the text, the names can be abbreviated, e.g. *P. subfuscus*, *A. pomarina*. The names of authors and other persons mentioned through the text (including names of collectors, and in the Acknowledgements, etc.) should be typed in capital letters, as in this text.

Tables and Figures. Tables and data matrices in Word format must be numbered with Roman numerals and accompanied by a title. Tables should be arranged with regard to the proportions of the printed page, which is 160 x 250 mm. Figures should either match the size of one column (77 x 250 mm) or the whole printing area (160 x 250 mm). Computer generated or scanned figures should be saved as JPEG or TIFF files. The inscriptions on the figure should be clear and fit the size of printed figure or plate. Alternatively, the lettering is added in Corel Draw format, or omitted in

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After final acceptance of the paper, the original illustrations and photographs should be submitted as high resolution TIFF or good quality JPEG files (each figure separately or arranged in plates).

5. **References.** In the text, references are cited without coma between name and year, e. g. (VOOUS 1962) or VOOUS (1962); HOWDEN & GILL 2001; BROWN et al. 1988. List of references at the end of the paper must be complete and arranged alphabetically and chronologically. **Full references of the original descriptions of taxa should be included.** Papers that have not been accepted for publication are not included in the list of references. Titles of periodicals are given in full and typed in italics. Whenever applicable please add full DOI of cited publication. Examples:

Journal: SANMARTIN I. 2003. Dispersal vs. vicariance in the Mediterranean: historical biogeography of the Palearctic Pachydeminae (Coleoptera, Scarabaeoidea). *Journal of Biogeography*, **30**: 1883-1897. <https://doi.org/10.1046/j.0305-0270.2003.00982.x>

Book: MELLARS P. 1996. The Neanderthal Legacy: an Archaeological Perspective from Western Europe. Princeton University Press, Princeton, 471 pp.

Chapter: HUTTERER R. 2005. Order Erinaceomorpha. [In:] D. E. WILSON, D. A. REEDER (eds). Mammal species of the world: a taxonomical and geographical references. 3rd edition. Johns Hopkins University Press, Baltimore. Pp: 212-219.

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