

Instructions to Authors

1. FOLIA BIOLOGICA publishes in English papers concerning various aspects of experimental zoology, nuclear and chromosome research and ultrastructural studies, not previously published or submitted simultaneously to any other journal. Manuscripts are submitted to referees for review. Contributions may have the form of (1) Reviews, (2) Articles and (3) Short Communications. A review up to 10 printed pages is usually invited by the Editor. Article cannot exceed 5 printed pages and Short Communication 2 printed pages. Since the journal is only partly subsidized, the Authors are expected to participate in publication costs.

2. SUBMISSION OF ARTICLES. Authors should submit their material stored in MS Word files format. Figures may either be ink drawings, shadowed drawings (greyscale bitmap format) or half-tone illustrations from black and white photographs. **Computer-assisted (scanned) figures should be saved only as TIFF or JPEG format, at 300-600 dpi final size.** Multicoloured illustrations and photographs may be reproduced at the Author's expense and should be submitted in original. Materials may be delivered via e-mail (folia@isez.pan.krakow.pl) or on IBM compatible 3.5" floppy discs or CDs together with two printed copies. Each copy must include all figures (originals and one copy) and tables.

Articles should be sent to the Editorial Office of FOLIA BIOLOGICA, Sławkowska 17, 31-016 Kraków, Poland.

3. PREPARATION OF ARTICLE. Manuscripts should be typewritten, double spaced throughout on paper of standard size, preferably no larger than A4 (approximately 21x30 cm) with a margin of 3.5 cm on the left-hand side. One page of typescript should contain no more than 28-30 lines. All pages should be consecutively numbered. The international Code of Zoological Nomenclature, when appropriate, should be strictly followed. Names of genera and species (but not those of suprageneric taxa) should be written in italics. SI units and their proper symbols must be used. Papers should contain maximum density of information compatible with clarity and consistency in style and spelling. It is suggested that authors whose English is not native should consult their manuscript with a person with good proficiency of the language.

Careful preparation of manuscript will aid prompt publication; carelessness will cause delay or the return of unacceptable material to the authors.

The usual format of articles published in FOLIA BIOLOGICA is: title, name(s) of author(s), abstract, introduction, material and methods, results, discussion, acknowledgements (if any) and references.

4. TITLE PAGE. This page should contain:

- (a) the title, concise, but well phrased and informative
- (b) the full name(s) of the author(s)
- (c) the name(s) of the institution(s) where the work was carried out
- (d) a short running title not exceeding 45 characters (including spaces)
- (e) the name, postal address and e-mail of the author to whom proofs should be sent.

5. ABSTRACT. Each paper must be preceded by an abstract typed on a separate sheet and arranged as follows:

- (a) surname(s) and initial(s) of the author(s), year and title of paper
- (b) a summary of the most important results
- (c) following the summary 5 to 7 key words should be given
- (d) the full postal address(es) of the author(s)

The whole abstract should not exceed 1500 characters, including spaces.

6. INTRODUCTION should be as brief as possible and state the purpose of the work in relation to other work done in the same field.

7. MATERIAL AND METHODS should provide enough information to permit repetition of the experiments.

8. RESULTS should be presented as concisely as possible. The desired position of figures and tables should be marked in the left margin of the manuscript.

9. DISCUSSION should not recapitulate the results but deal mainly with their interpretation. Therefore, it is often advantageous to combine the Results and Discussion in one section.

10. BIBLIOGRAPHIC CITATIONS IN THE TEXT. References from the literature in the text may be cited in one of the following forms: "DEUCHAR (1984) observed that ...", or "It was observed that ... (DEUCHAR & FRANCIES 1985)". When a quotation has more than two authors the formula: SMITH *et al.* (1989) or (SMITH *et al.* 1989) should be used. The convention (GREEN 1979a) and (GREEN 1979b) should be applied when more than one paper of the same author(s) has appeared in one year.

11. REFERENCES typed on a separate sheet, should be listed alphabetically according to the surname of the author (or first author), using the following order of items: name(s) of author(s), year of publication, full title of article, journal title (abbreviated in accordance with the "Biological Journals and Abbreviations", <http://home.ncifcrf.gov/research/bja/>). Authors who do not have access to this list should write the journal titles in full instead of constructing unauthorized abbreviations), number of volume and first and last page numbers.

For books, apart from the author's(s') name(s), and title of the chapter, book title, number of volume, name(s) of editor(s), name of the publisher(s) and place(s) of publication and first and last page numbers should be given. E.g.:

DYRZC H., TRZEBICKI K. 1998. Triploid progeny of water frogs (*Rana esculenta* complex). *Folia biol.* (Kraków) **36**: 237-245.

SUMNER A. T. 1990. Chromosome Banding. Unwin & Hyman, London. Pp. xiv+434.

SONNEBORN T. M. 1974. *Paramecium aurelia*. (In: Handbook of Genetics. R. C. King ed. Plenum, New York): 490-594.

OTTE D., EADES D. C., NASKRECKI P. 2004. Orthoptera Species. File Online (version 2.1.). <Http://osf2x.orthoptera.org/osf2.2/OSF2X2Frameset.htm>. 10 March 2004.

SONG L., TUAN R. S. 2004. Transdifferentiation potential of human mesenchymal stem cells derived from bone marrow. *The FASEB Journal*, doi:10.1096/fj.03-11100fje. Published online April 14.

In case of papers written in other languages than English (e.g. Polish) reference should include translated title, e.g.:

KOWALSKI S. 2005. *In vitro* oocyte maturation in diploid and polyploid loaches. *Pol. Arch. Hydrobiol.* **41**: 269-278. (In Polish with English summary).

Manuscripts deviating from the required form will be returned for revision.

12. TABLES typed on separate sheets should be numbered consecutively with Arabic numerals in the order in which they are mentioned. Headings should be comprehensive without reference to the text.

13. FIGURES should be clearly referred to in the text, and numbered with Arabic numerals in the lower right corner in the order of their appearance in the text. Brief descriptive legends for each figure should be arranged in sequence at the end of the manuscript on a separate sheet.

Figures should either match the size of the column (70.7 x 250 mm) or the whole printing area (160 x 250 mm). The thickness of lines and size of symbols and captions should be adjusted so that they will be legible after reproduction. Scale bars are necessary and should be placed on the figures together with legend symbols.

Illustrations may be submitted as sharp focused, rich in contrast glossy prints. They should be trimmed at precise right angles and, if possible, assembled as plates, maximum 160 x 250 mm in size.

14. REPRINTS. Regardless of the number of authors, 25 reprints will be supplied free of charge. Additional reprints may be ordered at extra cost on the order form enclosed with the manuscript.