

Revue suisse de Zoologie: Instructions to Authors

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Submission of a manuscript implies that it has been approved by all authors, that it reports their unpublished work and that it is not being considered for publication elsewhere. A financial contribution may be asked from the authors for the impression of colour plates. All manuscripts are refereed by experts.

In order to facilitate publication and avoid delays authors should follow the *Instructions to Authors* and refer to a current issue of the RSZ or our web-pages for acceptable style and format. Papers may be written in French, German, Italian and English. Authors not writing in their native language should pay particular attention to the linguistic quality of the text.

Manuscripts must be printed, on one side only and double-spaced, on A4 (210 x 297 mm) or equivalent paper and all pages should be numbered. All margins must be at least 25 mm wide. Authors must submit **three paper copies** (print-outs), including tables and figures, and are expected to retain another copy. **Original artwork** should only be submitted with the revised version of the accepted manuscript. The accepted final version of the manuscript must be submitted on a CD as a single file in Microsoft Word (.doc) or Rich Text Format (.rtf).

The text should be in roman (standard) type face throughout, except for genus and species names which must be formatted in *italics* (**bold italics** in taxa headings) and authors' names in the list of references (not in other parts of the text!), which should be formatted in SMALL CAPITALS. LARGE CAPITALS may be used for main chapter headings and SMALL CAPITALS for subordinate headings. Footnotes and cross-references to specific pages should be avoided. Papers should conform to the following general layout:

Title page. A concise but informative full title plus a running title of not more than 40 letters and spaces, full name(s) and surname(s) of author(s), and full address(es) including e-mail address(es) if possible.

Abstract. The abstract is in English, composed of the title and a short text of up to 200 words. It should summarise the contents and conclusions of the paper and name all newly described taxa. The abstract is followed by up to 10 keywords, separated by hyphens, which are suitable for indexing. Some of the terms used in the title may be omitted from the list of keywords in favour of significant terms not mentioned in the title.

Introduction. A short introduction to the background and the reasons for the work.

Material 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 Zoological Nomenclature must be strictly followed. Cite the authors of species on their first mention.

Results. These should be concise and should not include methods or discussion. Text and tables should not duplicate the same information. The abbreviations gen. n., sp. n., syn. n. and comb. n. must be used to distinguish all new taxa, synonyms or combinations. Primary types must be deposited in a museum or similar institution. In taxonomic papers the species heading should be followed by synonyms, material examined, description, distribution, and comments. All material examined should be listed in similar, compact and easily intelligible format; the information should be in the same language as the text. Sex symbols should be used rather than "male" and "female" (text file: \$ = ♂, £ = ♀).

Discussion. This should not be excessive and should not repeat results nor contain new information, but should emphasize the significance and relevance of the results reported.

References. The author-date system (name-year system) must be used for the citation of references in the text, e.g. White & Green (1995) or (White & Green, 1995). For references with three and more authors the form Brown *et al.* (1995) or (Brown *et al.*, 1995; White *et al.*, 1996) should be used. In the text authors' names have to be written in standard type face. However, in the list of references they should be formatted in SMALL CAPITALS (see below). The list of references must include all publications cited in the text and only these. References must be listed in alphabetical order of authors, in the case of several papers by the same author, the name has to be repeated for each reference. The title of the paper and the name of the journal must be given in full in the following style:

PENARD, E. 1888. Recherches sur le *Ceratium macroceros*. *Thèse, Genève*, 43 pp.

PENARD, E. 1889. Etudes sur quelques Hélozoaires d'eau douce. *Archives de Biologie* 9: 1-61.

MERTENS, R. & WERMUTH, H. 1960. Die Amphibien und Reptilien Europas. *Kramer, Frankfurt am Main*, XI + 264 pp.

HANDLEY, C. O. JR 1966. Checklist of the mammals of Panama (pp. 753-795). In: WENZEL, R. L. & TIPTON, V. J. (eds). Ectoparasites of Panama. *Field Museum of Natural History, Chicago*, XII + 861 pp.

Tables. These should be self-explanatory, with the title at the top, organised to fit 122 x 180 mm.

Figures. These may be line drawings or half tones, not integrated in the text-file, and all should be numbered consecutively. Drawings and lettering should be prepared to withstand reduction to fit the page size of 122 x 170 mm. Magnification should be indicated with scale lines. Refrain from mixing drawings and half tones. Originals of figures (ink drawings, photographs, slides) should be submitted together with the revised version of the accepted manuscript. Original drawings will not be returned automatically. The *Revue suisse de Zoologie* declines responsibility for lost or damaged slides or other documents. If files of scanned figures are submitted, this should be clearly indicated on the print-out. Scanned line drawings must be saved as TIF files in bitmap mode with a resolution of at least 600 dpi. Half tone illustrations and photos must have at least 300 dpi resolution.

Legends to figures. These should be typed in numerical order on a separate sheet.

Proofs. Only page proofs are supplied, and authors may be charged for alterations (other than printer's errors) if they are numerous.

Offprints. All authors will receive a PDF file of their article, but no free offprints. Offprints may be ordered at current prices when the proofs are returned.

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