

Stuttgarter Beiträge zur Naturkunde A (Biologie)

Stuttgart State Museum Contributions to Natural History A (Biology)

Instructions to Authors

General

Stuttgarter Beiträge zur Naturkunde A (Biologie), is a journal that publishes original articles of general biological interest. Studies of material stored in the Stuttgart State Museum are particularly welcome.

The journal is published annually. Volumes on a special topic are possible.

Manuscripts should be in clear, concise English or German, and must have an English abstract and a German Zusammenfassung. Either British or American English should be used consistently throughout the text. Authors with a native language other than English are requested to have manuscripts linguistically revised prior to submission. All articles will be reviewed by at least two independent referees. The editors reserve the right to make minor textual corrections that do not alter the author's meaning.

Concerning the scientific names of animals and plants and the custody of the material, authors should follow the rules of the International Code of Zoological Nomenclature (ICZN) and the International Code of Botanical Nomenclature (ICBN). Manuscripts must conform to the rules of good scientific practice.

Copyright in the journal rests with the Naturkundemuseum Stuttgart.

What to send

Please submit your manuscript as a digital file, together with three hard copies. Include all parts of the text, including figure captions and all tables in a single file. Figures (see below) should be supplied separately.

All correspondence should be addressed to:

Dr. Lars Krogmann
Staatliches Museum für Naturkunde Stuttgart
Rosenstein 1
70191 Stuttgart
Germany

E-mail: lars.krogmann@smns-bw.de
Fax: 0711 8936 100
Phone: 0711 8936 219

Organization of the manuscript

Decimal numbering (3, 3.1, 3.2 etc.) should be used for subsections. Please try to avoid more than three levels of headings. The order of the various parts of a typical manuscript should be:

Title (minimal capitalisation in an English title)
English translation of the title (if the title is in German)
Author(s) [ANTON MEIER, FRITZ SCHULZE & HANS-PETER MÜLLER]

Abstract
Keywords
Zusammenfassung
Contents

- 1 Introduction
 - Abbreviations
 - Acknowledgements
- 2 Materials and methods
- 3 Results etc.
 - 3.1 ...
 - 3.2 ...
 - 3.2.1 ...
 - 3.2.2 ...
- 4 Discussion
- 5 References

Author's address (Authors' addresses); e-mail

Tables and table captions
Figure captions

Formatting of the text

A totally consistent font size must be used throughout the text. Please use Times New Roman as standard font.

Main formatting should be done by the author. Do not hyphenate the text (except for words normally written with hyphens), and do not use blank spaces for indentation and spacing. Spacing will be done by the editor.

centered are:

title(s),
author(s)
all headings and subheadings, including "Abstract", "Zusammenfassung", "Contents", "Abbreviations",
"Acknowledgements"

in *italics* are:

all scientific names of genera and species

in **bold** are:

main headings (those numbered with 1, 2, 3 ...)
abbreviations of considerable nomenclatural importance, such as "**n. sp.**", "**n. syn.**", in descriptions, keys,
contents, abstract, and Zusammenfassung
numbers used in a key
volume numbers (or alternatively the year or issue number for journals that do not use volume numbers) in
the chapter references
numbers of the figures or the table in the captions for figures and tables

in **bold and italics** are:

scientific names of genera and species which are keyed out in keys

SMALL CAPITALS are used for:

names of all persons (first names and surnames), except names of authors which are part of a scientific name
of animals or plants

Spelling, style and punctuation

General

Footnotes should be avoided. Sex symbols [♂/♂♂; ♀/♀♀] should be used rather than "male/males" and "female/females".

Abbreviations

In general, abbreviations should be avoided in the interest of clarity, however, commonly recognised abbreviations are acceptable (see list below). In a parenthetical note, abbreviate "i. e." and "e. g."; in regular text, spell out "that is" and "for example".

Accepted abbreviations are:

ed./eds. – editor/editors
e. g. – for example (exempli gratia)
et al. – and others (et alii)
etc. – and the rest (et cetera)
Fig./Figs. – Figure/Figures
i. e. – that is (id est)
in litt. – in correspondence (in litteris)
n. comb. – new combination
n. gen. – new genus
n. sp. – new species
n. subgen. – new subgenus
n. subsp. – new subspecies
n. syn. – new synonym
p./pp. – page/pages
Pl./Pls. – Plate/Plates
s. l. – in a wide sense (sensu lato)
s. str. – in a narrow sense (sensu stricto)

Tab./Tabs. – Table/Tables
vol./vols. – volume/volumes

Use capital letters for Figs., Tabs. and Pls. for references to your own monograph, but lower case for other publications [“as shown in Fig. 16”, “see Figs. 298–300”, but “with 300 figs.”]

The format for data of time in listings is: “21.IV.2002, 3.III.–14.V.1999, 4.–7.IX.1912” (no blank space after the full stop). The names of months should not be abbreviated in text when standing alone [“... the workshop begins in September”].

Numbers

Spell out numbers one through nine; for 10 and above, use numerals. For measured quantities (6 mm, 3 days, 4 bristles, etc.) use numerals. For sections written in telegraphic style, use numerals throughout.

References

Add a, b, c etc. to distinguish between two or more references published in the same year (e. g. MEIER 1999a).

Titles of books and journals must be written out in full.

The place of publication and the name of the publishing company is to be given for monographs. Use English abbreviations (ed., eds., p. pp., vol.) and English spelling (Brussels, Munich) for the place of publication in English manuscripts, German abbreviations (Hrsg., S., Bd.) and German spelling (Brüssel, München) in German manuscripts.

Minimal capitalisation should be applied to article titles in English (only the first letter of the first word of the title and of proper names is capitalised). Initial upper case is to be used for nouns in journal titles, initial lower case for adjectives etc.

References should be typed in the following form:

Articles in journals

BOCÁK, L. R. (1998): A generic revision and phylogenetic analysis of the subtribe Trichalinina (Coleoptera: Lycidae: Metriorrhynchini). – *Acta Societatis zoologicae bohemicae* **62**: 167–200.

GRANDJEAN, F. (in press): La chaetotaxie des pattes chez les Acarididae. – *Bulletin de la Société zoologique de France*.

PALACKAL, T., FASO, L., ZUNG, J., VERNON, G. & WITKUS, R. (1984): The ultrastructure of the hindgut epithelium of terrestrial isopods and its role in osmoregulation. – *Symposia of the zoological Society of London* **53**: 185–198.

SCHMALFUSS, H. & WOLF-SCHWENNINGER, K. (2002): A bibliography of terrestrial isopods (Crustacea: Isopoda: Oniscidea). – *Stuttgarter Beiträge zur Naturkunde, Serie A (Biologie)* **639**: 120 pp.

Monographs and congress papers

BURMEISTER, E.-G. (1990): Die Tierwelt der Moore. – In: GÖTTLICH, K. (Hrsg.): *Moor- und Torfkunde*, S. 29–49; Stuttgart (Schweizerbart).

RIGAUD, T. F., SOUTY-GROSSET, C. & RAIMOND, R. (1991): Present state of knowledge about *Armadillidium vulgare*. – In: JUHAULT, P. & MOCQUARD, J. (eds.): *The Biology of terrestrial Isopods III. Proceedings of the third international Symposium on the Biology of terrestrial Isopods*, pp. 205–206; Poitiers.

Referencing in text:

Single author: “it was reported by MÜLLER (1999, 2001a) and HERMANN (1961) that ...” or “significant differences in the resistance ... (MEIER 1997; SCHULZE 1998, 1999)”

Two authors: “SCHULZE & MAYER (2002) reported that ...”

Three or more authors: “FRIEDRICH et al. (1920) reported that ...”

Illustrations

General points

Graphs, drawings, maps and photographs are figures and should be numbered consecutively as Fig. 1, Figs. 2–4, etc.

The maximum width of a printed illustration is 170 mm. It must be taken into consideration that the maximum height of 226 mm cannot be fully used for a figure because of the space for the legend.

Where appropriate, provide exact scale bars.

Digital artwork can be submitted. It must be stored in tif format and should have a resolution of 300–600 dpi for photographs, and 600–1200 dpi for line drawings. A hard copy of best quality remains indispensable.

Figure captions

Keep figure captions succinct and reserve more detailed discussion for the text. Captions should be listed at the end of the manuscript and arranged as in the following example:

Figs. 35–41. *Diatrichalus* spp., male genitalia. – **35–37.** *D. cyanescens*. **38.** *D. parallelus* n. sp. **39.** *D. aeneus*. **40–41.** *D. sinuaticollis* n. sp. – Scales: 0.5 mm.

Photographs

Photographs should be submitted in black and white, unless there is a different agreement. Photographs in colour can be accepted after consultation with the editor if the information content of a paper will be distinctly increased by the colour.

Proofs

Authors will receive page proofs for approval. The proofs must be returned as soon as possible to the executive Editor to avoid delays in publication. Changes in proofs are expensive and authors should not make any major modifications at this stage. Excessive alterations (other than typographical misprints) in proofs will be charged to the author(s).

Reprints

50 reprints and a pdf file are supplied free of charge to the senior author. Additional reprints may be ordered at current prices when proofs are returned.

Editorial board

Ronald Fricke, Stuttgart (Vertebrate Zoology)
Otto Merkl, Budapest (Entomology)
Reto Nyffeler, Zürich (Botany)
Thomas Pape, Kopenhagen (Entomology)
Michelle Price, Genf (Botany)
Wolfgang Schawaller, Stuttgart (Entomology)
Andreas Schlüter, Stuttgart (Vertebrate Zoology)
David Wake, Berkeley (Vertebrate Zoology)
Arno Wörz, Stuttgart (Botany)