Integrative Systematics
Stuttgart Contributions to Natural History

Author Guidelines

General

Integrative Systematics is a peer-reviewed journal that publishes original articles of general biological interest, including research articles, review articles, and short communications. Studies of material stored in the Stuttgart State Museum are particularly welcome. All articles are published open access and free of charge for authors. Individual articles are published online following an issue-in-progress model, in compliance with the 2012 Amendment of Articles 8, 9, 10, 21 and 78 of the International Code for Zoological Nomenclature (ICZN) and Articles 29 to 31 of the International Code of Nomenclature for algae, fungi, and plants. Before being published online, accepted articles containing new names and nomenclatural acts in zoology are registered in The Official Registry of Zoological Nomenclature (ZooBank) in accordance with Article 8.5.3 of the ICZN. Articles are printed annually, with their definitive pagination, as part of a single, bound volume per year. Volumes on a special topic may also be proposed to the Editor, and will be considered for publication as Supplements.

Manuscripts must be in clear, concise English, and must have an English abstract and a German summary (“Zusammenfassung”). Either British or American English should be used consistently throughout the main text and captions. Authors with a native language other than English are requested to have manuscripts linguistically revised prior to submission. Manuscripts considered suitable after a preliminary screening will be reviewed by at least two independent referees following a rigorous peer review process. The editor reserves the right to make minor textual corrections that do not alter the author’s meaning. Concerning the scientific names of animals, plants, and fungi and the custody of material, authors must follow the rules of the International Code of Zoological Nomenclature (ICZN) and the International Code of Nomenclature for algae, fungi, and plants. Following the acceptance of a manuscript that includes nomenclatural acts for fungi, authors must deposit all new names and designations of types in one of the repositories recognized by the Nomenclature Committee for Fungi (Mycobank, Index Fungorum and Fungal Names) and obtain an identifier for each new name (i.e., name of a new taxon, new combination, name at new rank, or replacement name) and designation of type (i.e., lectotype, neotype, or epitype); such identifiers must be inserted in the article prior to publication.

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Please submit your manuscript in digital form only. Include all parts of text, including figure captions and all tables in a single file. Figures (see below) should be supplied separately.

All correspondence should be addressed to the Editor:

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Organisation of manuscript

The order of the various parts of a typical manuscript for a Research Article should be:

Title (with minimal capitalisation)
Author(s) [PIER MAURO GIACHINO, GIANNI ALLEGRO & PIERRE MORET]

Abstract Keywords Zusammenfassung [Contents1]

1 For papers exceeding a total of 40 formatted pages.
Introduction
Materials and methods (incl. Abbreviations, Acronyms of Depositories)
Results/Taxonomy/Systematic account
Discussion
Acknowledgements
References
Author’s address (Authors’ addresses); email; (ORCiD)
Tables and table captions Figure captions

Short Communications must not exceed 4 pages once formatted, and must include a brief Abstract, Keywords and a brief Zusammenfassung. No headings are required apart from Material and methods (if required), taxonomic headings (e.g., the name(s) of the treated species), Acknowledgements, and References.

Review Articles should be formatted as Research Articles, with changes to the major headings as appropriate, depending on the subject of the article.

Formatting of text
A 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. Author(s) and year of description must be provided in full and separated by a comma upon first mention of an animal species in the Abstract and main text (e.g., *Musca domestica* Linnaeus, 1758); at least the author(s) must be provided in full upon first mention of animal genus-level taxa in the Abstract and main text; the author(s) of names of algae, fungi and plant species must be provided upon first mention in the Abstract and main text; mention of author(s) is not required for taxa above the family rank. References containing the original descriptions of taxa cited with author and year in the text should not be included unless they are cited with reference to a page number or page range, e.g. in the context of a taxonomic revision.

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
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main headings (those numbered with 1, 2, 3 …)
abbreviations of considerable nomenclatural importance, such as “*sp. n.*”, “*syn. n.*”, in descriptions, keys, contents, abstract, Zusammenfassung, and figure captions
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volume numbers (or alternatively the year or issue number for journals that do not use volume numbers) in the chapter references
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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 that are part of a scientific name of animals or plants

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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 parenthetic note, abbreviate “i.e.” and “e.g.”; in regular text, spell out “that is” and “for example”.

Accepted abbreviations are:
cf. – see/compare (confer/conferatur)
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.”]
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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.
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Two authors: “SCHULZE & MAYER (2002) reported that …” Three or more authors: “FRIEDRICH et al. (1920)
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40–41. D. sinuaticollis sp. n. Scalesbars: 0.5 mm.

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