

# 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 twice annually, with their definitive pagination, as part of two, bound issues per year. Volumes on a special topic may also be proposed to the Editor-in-Chief, 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 Editors reserve 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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### What to send

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-in-Chief:

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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 [Contents<sup>1</sup>]

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<sup>1</sup> 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 Editors. 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

in **bold** are:

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

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 that 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:

cf. – see/compare (confer/conferatur)

comb. n. – new combination  
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  
gen. n. – new genus  
i.e. – that is (id est)  
in litt. – in correspondence (in litteris)  
p./pp. – page/pages  
Pl./Pls. – Plate/Plates  
s. l. – in a wide sense (sensu lato)  
s. str. – in a narrow sense (s. str.)  
sp. n. – new species  
ssp. n. – new subspecies  
subgen. n. – new subgenus  
syn. n. – new synonym  
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.

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 both nouns and adjectives in journal titles (e.g., *Annales de la Société Entomologique de France*).

References should be formatted as follows:

##### 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.

##### Books, book chapters and congress papers

KIESENWETTER, E. A. H. VON (1877): *Naturgeschichte der Insecten Deutschlands* begonnen von Dr. W.F. Erichson, fortgesetzt von Prof. Dr. H. Schaum, Dr. G. Kraatz, H.v. Kiesenwetter, Julius Weise, Edm. Reitter und Dr. G. Seidlitz. Erste Abtheilung. Coleoptera. Fünfter Band. Erste Hälfte, 200 pp.; Berlin (Nicolai).

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

RIGAUD, T. F., SOUTY-GROSSET, C. & RAIMOND, R. (1991): Present state of knowledge about *Armadillidium vulgare*. – In: JUCHAULT, 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 ...”

References cited for name combinations given in synonymic lists should be listed without parentheses around the year: “*Dryophilus forticornis* Ab.: PIC 1912: 11; BODENHEIMER 1932: 58; 1937: 132; NOVAK 1952: 198; ESPAÑOL 1977: 6.”

## Illustrations

### General points

Graphs, drawings, maps and photographs are figures and should be numbered consecutively as Fig. 1, Figs. 2–3, Figs. 4–6, 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* **sp. n.** **39.** *D. aeneus*. **40–41.** *D. sinuaticollis* **sp. n.** Scales bars: 0.5 mm.

### Photographs

Photographs should be submitted in colour, unless there is a different agreement. Photographs in colour may be reproduced b/w in the printed version of the journal except in cases of a prior different agreement with the Editor-in-Chief. Colour photographs in the printed version may be accepted after consultation with the Editor-in-Chief, provided the information content of a figure will be distinctly increased by colour reproduction.

### Proofs

Authors will receive page proofs for approval. The proofs must be returned as soon as possible to the handling 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).

**NB: Paper reprints of published articles are no longer provided.**