

## Instructions for Authors

**General guidelines.** Only manuscripts prepared in English will be accepted. Authors whose native language is not English are encouraged to have their manuscripts read by native English-speaking colleagues or by Proof-reading services prior to submission. Nomenclature must be in strong agreement with the [International Code of Zoological Nomenclature](#) (1999) or the [International Code of Botanical Nomenclature](#) (1999). Author(-s) of species name must be provided when the scientific name of any biological species is first mentioned. The year of publication is mandatory, as also a full reference of this in the reference list. Metric systems should be used. Use the following page format: A4, if possible, use the common font Arial with as little formatting as possible (use only **bold** and *italics* where necessary and indentions of paragraphs, do not use multiple line separation for paragraphs). Special symbols like male (♂) or female (♀) signs and other should be replaced by #m and #f, because they are likely to be altered when processing the files on different OS machines. Codes #m and #f will be replaced to the standard biological symbols by editors during formatting the manuscript. The personal style of each author will be generally respected, but all authors must follow the following general guidelines.

The **title** should be concise and informative, providing names of higher taxa containing the taxa dealt with in the paper: e.g. *Review of the Genus Ccc Author, Year (Order: Family)*. We suggest maximum title length of 10 words.

The **name(-s) of all authors** of the publication must be given and should be typed in SMALL CAPS (e.g. JOHN SMITH, JĀNIS BĒRZIŅŠ, CAROLINE SMITH). The address of each author should be given below each starting with a separate line (e.g. *Institution, Street address, postal code, City, Country*). E-mail address(-es) should be provided when available.

The **abstract** should be brief but informative. Any nomenclatural changes proposed in the paper should be mentioned. Each abstract should be followed by a list of **key words** that might be present or not present in the title.

The arrangement of the **main body text** varies with different types of papers, but should usually start with an **introduction** followed by **materials & methods** and end with **acknowledgements** and a list of cited **references**.

**New taxa descriptions** should contain **new taxon name** followed by **fam. nov.**, **gen. nov.** or **sp. nov.** in bold, **type material information** including data on type material store, **derivatio nominis** for etymology, new taxon **distribution**, taxon **description** including measurements, **sexual dimorphism**, **differential diagnose** and **remarks** (if necessary).

**References** should be cited in the text as *Smith (1801)*, *Smith and Bērziņš (1802)* or *Smith et al. 1803* (if 3 or more authors), or alternatively in a parenthesis (*Smith 1801; Smith & Bērziņš 1802; Smith et al. 1803*). All sources cited in the text must be listed in the references in the following format:

A) Journal paper:

Smith J. 1801. Title of the Paper. – *Title of the journal in full volume number in bold*: page range x-y, pl(-s) z.

B) Book chapter:

Smith J., Bērziņš J. 1802. Title of the Chapter. *In*: Smith J., Bērziņš J., Smith C. (eds) *Title of Book*. Publisher name and location: page range x-y.

C) Book:

Smith J., Bērziņš J., Smith C. 1803. *Title of Book*. Publisher name and location: xyz pp.

D) Internet resources:

Author A. 2000. *Title of Website, Database or Other Resource*. URL address of the resource <http://xxx.xxx.xxx> (date of last access).

Dissertations resulting from graduate studies and non-regular proceedings (like of conferences or symposia) are to be treated and cited as books. Papers not cited within the text must not appear in the references.

Please bear in mind that (1) **journal titles must be written in full (not abbreviated)**; (2) journal article connected with journal name by long hyphen "-"; (3) journal titles and volume numbers are **not** followed by a comma; (4) page ranges are connected by n dash "-". For websites, it is mandatory to include the last date when the site was accessed, as it can be moved or deleted from that address in the future.

Legends of **illustrations** should be listed at end of the manuscript file, after the list of references. Small illustrations should be grouped into plates. When preparing illustrations, authors should bear in mind that the book has a printable size of **25 cm x 17 cm** and is printed on **A4** paper. Black-white illustrations will be accepted free of charges. Colour illustrations submitted as plates and published at end of the book will be accepted free of charges. Colour illustrations submitted embedded within the manuscript text will be charged in advance 50.- € per illustration.

**Tables**, if any, should be given at the end of the manuscript file, after the list references. Please use the table function in your Office application to create tables so that the cells, rows and columns can remain aligned when font size and width of the table are changed. Please do not use Tab key or space bar to type tables.

**Keys**. In a typical dichotomous key, each lead of a couplet should be typed simply as a paragraph as in the box below:

1 Head with eyes; five setae present on front femur; antennae longer than elytra; legs black in colour ... Species A

- Head eyeless; two setae present on front femur; antennae shorter than elytra; legs pale brown in colour ... 2

2 Antennomere II longer than antennomere III ... Species B

- Antennomere II shorter than antennomere III ... Species C

### Deposition of type specimens

Authors are strongly advised to deposit type specimens in national or international **public** museums or collections. Authors are also advised to request registration numbers of deposited material in advance of the

acceptance of papers to avoid possible delay of publication. Some countries (e.g. [Australia](#), [Indonesia](#)) require that primary type specimens be deposited in collections of the country of origin and authors are advised to take this into consideration.