

MANUSCRIPT PREPARATION AND FORMATTING

Text and tables

- The file containing the manuscript should be named as shown by the example: **ZR_Ivanov_2009.doc** or **ZR_Ivanov_et_al_2009.doc**. If several papers are submitted within the same year, the sequence number should be indicated in parentheses after the year, for example: **ZR_Ivanov_2009(1).doc** or **ZR_Ivanov_2009(2).doc**.

The electronic version of the manuscript, including tables (but not figures and other illustrations), should be submitted as a single Microsoft Word file. The text should be formatted with Times New Roman font size 12 (may be reduced to size 8 in the tables), at one-and-a-half space. The beginning of a paragraph should not be marked with either indentation or tabulation. The consecutive paragraphs should be separated by an empty line. The text should be aligned on the left side with no hyphenation. No other formatting of the text can be accepted. Footnotes are to be avoided.

- All the generic and lower-rank names of animals should be accompanied by the name(s) of the author(s) and the year of publication when first mentioned in the text. The author(s) and year should also be added if the name of the taxon precedes its description as a separate line. In the title of the paper, the name(s) of the author(s) and the year should be provided only in special nomenclatural or taxonomic cases, for example, if the manuscript contains nomenclatural acts related to homonymy.

The names of plants may be given without indication of the author and year. The botanical names should not be italicized, to avoid confusion with zoological names.

- **The head of the paper** should be formatted as follows:

Title (**in bold**)

Initials and name of the author (in case of several authors: A. IVANOV, B. PETROV & C. SMIRNOV), formatted in SMALL CAPITALS

Initials, name, and work address (as an exception, home address) of each author; the email address(es) (required for the corresponding author), formatted in *italics*

Abstract, consisting of no more than 100 words for manuscripts of less than 18000 characters, and no more than 200 words for larger communications. The abstract should reflect all the nomenclatural changes proposed in the paper and list all the newly described taxa (or specify the exact number of such taxa if there are many).

Key words in the following order: words relevant to the context of study (other than Latin names of taxa); Latin names of taxa, from order (a higher rank when necessary) to genus (the family is obligatory; other names should be provided if required by the taxonomy of the group in

question); word combinations “new species”, “new genera”, etc. (if the paper contains descriptions of new taxa).

The listing of taxa in the “Key words” section should strictly follow the nomenclature, hierarchy, and accepted classification, since this information will be entered in databases, in particular, during ZooBank registration of new names.

Example of formatting of the head of the paper:

A review of vertebral and fin-ray counts in the genus *Alburnoides* (Teleostei: Cyprinidae) with a description of six new species

Обзор меристических признаков позвоночника и плавников в роде *Alburnoides* (Teleostei: Cyprinidae) с описанием шести новых видов

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[Abstract in English]

[Abstract in Russian]

Key words: freshwater fishes, morphology, axial skeleton, unpaired fins, Teleostei, Cyprinidae, Alburnini, *Alburnoides*, new species.

Ключевые слова: пресноводные рыбы, морфология, осевой скелет, непарные плавники, Teleostei, Cyprinidae, Alburnini, *Alburnoides*, новые виды.

• The **Cyrillic** names should be **transliterated** (Romanized) using the following rules of substitution: е, ё, э – *e*, ж – *zh*, з – *z*, й – *y*, х – *kh*, ц – *ts*, ч – *ch*, ш – *sh*, щ – *shch*, ь, ъ – ‘, ы – *y*, ю – *yu*, я – *ya*.

The above rules should not be applied to the following cases: 1) names of authors which have a firmly established alternative spelling (Brodsky, Kiritschenko, Kryzhanovskij) or can be easily traced back to their original spelling in some European language (Bianchi, Schwarz, Schmidt, Jakubowski, Stackelberg, Humboldt); 2) geographic names having established English variants (Paris, Altai, Tien Shan, Sea of Azov); 3) names of plants and animals.

• **Abbreviations.** Only the commonly accepted measurement abbreviations should be used. In addition, the abbreviations “s. l.”, “s. str.”, designations of wing veins and cells for insects, De Man indices *a*, *b*, *c*, *c'*, *V*, *V'* for nematodes, and the abbreviations accepted by the International

Code of Zoological Nomenclature (4th edition), such as “sp. nov.”, “gen. nov.”, “fam. nov.”, “nom. nov.”, may be used without explanation.

The abbreviations “syn. n.”, “stat. n.”, “comb. n.”, and “nom. resurr.” should **not** be used (see ICZN Recommendation 16A, discouraging the use of “stat. nov.”); instead, the full expressions “**new synonym**”, “**new status**”, “**new combination**”, and “**reestablished name**” should be used (formatted in bold).

The terminology of ICZN (4th ed.) should be strictly followed. In particular, according to Art. 16, the abbreviation “nom. nov.” should only be used to indicate a new replacement name.

The ampersand sign “&” should be used to separate the names of authors of taxa, and also in references, for example: “Prozorova & Starobogatov, 1997; Eades & Otte, 2009”, “*Morphna clypeata* Anisyutkin & Gorochoy, 2001”.

On repeated occurrence of a species or subspecies in the text, the generic component of a binomen or trinomen should be abbreviated: “... the description of *M. clypeata* given above ...”. However, if the generic component of a binomen or trinomen starts the sentence, it should not be abbreviated.

Abbreviations “Prov.”, “Distr.”, “Terr.” etc. should be used with names of administrative units. The modern names of villages and other small settlements should not be accompanied by abbreviations like “Vill.”, “Settln.”, etc. Such abbreviations may be used, however, to distinguish the settlement from another nearby object (mountain, lake, river, or city) of the same name, and also to refer to a settlement which has changed its name or ceased to exist.

The following abbreviations should be mostly used in descriptions of taxa and the material examined: I., Is. (= Island, Islands); Mt., Mts. (= Mountain, Mountains); coll., leg. (= collected by). The names of the months in description of the material should be given as follows: Jan., Feb., March, Apr., May, June, July, Aug., Sept., Oct., Nov., Dec. These abbreviations of the names of the months and geographic objects should not be used in other parts of the text.

All other abbreviations and designations, including those of morphological structures, should be explained in the MATERIALS AND METHODS section.

The signs ♂ and ♀ should not be used; the words “male (males)” and “female (females)” should instead be written in full.

• Numerals

Cardinal numerals (whole numbers) from 1 to 11 should be written in words rather than figures, regardless of their position in the sentence: “We described five species” or “There are nine spots on the flank”.

The above rule may be neglected when similar structures are listed within the same sentence, for example: “Antennal segments 1–6 with 0, 3, 5, 4, 5, 1 sensilla”. In addition, the number of specimens in the MATERIAL section should also be specified in figures, not words.

All cardinal numerals starting the sentence should be spelled out, for example: “Twenty-six species were known to occur in the area”.

No superscript symbols should be used with abbreviated ordinal numerals: “the 5th” rather than “5th”.

Fractions should be spelled out in the text (for example, “two-thirds” but not “2/3”; “a half” but not “1/2”), with exception of the numerals designating meristic characters, for example, “8/4 branched rays”.

The point (not the comma!) should be used as the decimal separator.

- **Font and symbol formatting.**

The diacritic signs should be added using the “insert symbol” command in Microsoft Word.

The correct use of special signs, such as short dash (–), long dash (—), and nonbreaking hyphen (-) should be controlled (unless they are inserted automatically). The hyphen is used to connect parts of a compound word (for example, spear-shaped, re-examination, twenty-five, stage-related, in-depth, long-term, snow-white, ...). The short dash (n-dash, “–”) may be used to connect two nouns (for example, “in September–October”, “the Volga–Don Canal”). It is also placed between numerals to designate the range (also the pages in the REFERENCES section), for example, “Tables 5–10, Fig. 10a–e”, “in 1992–2005”. Note the absence of spaces around the n-dash. The long dash (m-dash, “—”) is only used in rare cases to connect parts of a compound sentence.

All genus-group names and names of lower ranks (down to subspecies) should be formatted in *italics*. The names used in the title, identification keys, and annotated lists of taxa should be formatted in ***bold italics***.

Italics should be used for the abbreviations of wing veins and cells for insects, De Man indices *a*, *b*, *c*, *c'*, *V*, *V'* for nematodes, and figure designations referred to in the text, for example: “... (Fig. 1a, *spho*) ...” or “... (Figs 2–5, *cto*, *iop*) ...”.

The following subheaders should be formatted in *italics*: “*Holotype.*”, “*Paratypes.*”, “*Material.*”, “*Type material examined.*”, “*Additional material.*”, “*Description.*”, “*Remarks.*”, “*Comparisons.*”, and “*Etymology.*”.

The following should always be formatted in **bold**:

- 1) the abbreviations indicating the status of a new taxon: **sp. nov.**, **gen. nov.**, **subfam. nov.**, **fam. nov.**

- 2) the titles of sections (**INTRODUCTION, MATERIAL AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, REFERENCES**, etc.) and subsections (**Comparative Remarks, Distribution**, etc.), and also the names of taxa used as subheaders. The

titles of sections (**INTRODUCTION**, etc.; see above) should be formatted in capitals.

• If the paper contains descriptions of taxa (both new and previously described), the corresponding section should begin as shown in the example below:

Order **ORTHOPTERA**

Family **GRYLLIDAE**

Subfamily **ITARINAE**

Itara Walker, 1869

Itara (Gryllitara) curupi sp. nov.

(Figs 1–5)

The authors of the taxa above the genus rank should also be specified if known.

• **Descriptions of species-group taxa.**

The requirements contained in Articles 16, 31, and 72.3 of ICZN (4th edition) should be met.

When describing species (species-group taxa), please arrange your data in the following order:

- name of species or subspecies;
- references to all the relevant illustrations;
- synonyms, with references to the original descriptions;
- when needed, references to other publications (with pages) containing descriptions of the taxon; in this case the name of the cited author should be separated by a colon;
- material: type material (starting from the holotype, lecto-, neotype, or syntypes);
- material: other (paratypes, paralectotypes, and additional material);
- diagnosis; full description if needed;
- comparative remarks;
- etymology (required for new taxa);
- distribution;
- bionomics, habitats, hosts, etc.

The following subheaders should be used: “*Holotype.*”, “*Paratypes.*”, “*Material.*”, “*Type material examined.*”, “*Additional material.*”, “*Description.*”, “*Comparative Remarks.*”, “*Comparisons.*”, “*Etymology.*”.

The data on the material examined (holotype, paratypes, etc.) should normally be provided in the following order.

– For the holotype when a taxon is described (also for the lecto- and neotype when they are designated): sex (if determined); country, province, other geographic data, biotope; date; collector(s); deposition: collection (abbreviated name, to be explained in MATERIAL AND METHODS section) and number (if assigned).

– For the rest of the material, including paratypes and paralectotypes, the data should be provided in the same order with addition of the number of specimens or preparations: number (with sex specified if necessary); country, province, other geographic data, biotope; date; collector(s); deposition: collection (abbreviated name, to be explained in MATERIAL AND METHODS section) and number (if assigned).

The above data may be rearranged according to the accepted practice for a particular group. For example, entries on vertebrates may start with the collection and catalogue number.

Data on the separate samples examined should be presented in logical order, for example, by numbers within one collection; by collections (in alphabetic order of abbreviated names); by countries or provinces. Material from each collection or region should be given in a separate sentence. In case of similar data for different samples, use the expression “same data as ...”.

Quotations from the labels should be put in quotes (inverted commas); comments should be enclosed in square brackets.

Example 1:

Holotype. Female; **India**, “Deulali [not far from Mumbai (=Bombay)], Oct. 1915; coll. N.B. Kinnear” [identified by Chopard as *Calypotrypus maindroni*]; BMNH.

Example 2:

Paratypes. ZIN 58100, 16 specimens, 47.0–56.4 mm SL; **Russia**, *Daghestan*, Darvakhchay R. at Gerzhukh, 42°08.08'N 48°01.86'E; 17 June 2004; coll. A. Naseka.

The names of countries should be given in bold, and those of districts, provinces, islands, etc., in italics.

- Each **Table** should start on a separate page and be numbered with Arabic numerals (for example: **Table 1**). The final size of a table should not exceed 140 mm by 205 mm. The smallest font size allowed in tables is 8.

Example of a table legend: **Table 1**. Number of branched anal-fin rays in *Alburnoides*.

References to tables in the text should appear as in the following examples (note the capital letter): Table 1; Tables 2, 3; Tables 1–4.

- References to **figures** and figure legends in the text should appear as in the following examples: Fig. 1; Fig. 1a; Fig. 1a–c; Figs 2, 3; Figs 1–3. The figures should be numbered consecutively in each paper. Several objects may be grouped into one figure, in which case they

should be designated by Latin letters.

- In-text citations should be formatted as follows: for one author: Ivanov (1995) or (Ivanov, 1995); for two authors: Ivanov & Smirnov (1999) or (Ivanov & Smirnov, 1999); for three or more authors: Petrov et al. (1998) or (Petrov et al., 1998).

Papers by the same author published in the same year should be designated by letters a, b, c, etc., both in the text and in the references. Papers with the same first author and year but with different sets of authors should also be designated by letters, for example: Petrov et al. (1998a, 1998b) or (Petrov et al., 1998a, 1998b). In-text citations should be arranged in chronological order, and those published in the same year, in alphabetical order (Gorokhov et al., 1998; Aver'yanov et al., 2005; Mironov et al., 2005). A communication may be cited as “in press” if the author has been officially notified that it is accepted for publication. Manuscripts not yet accepted for publication (submitted or in the process of reviewing) cannot be included in the references. Citations of unpublished data, for example: (Ivanov, unpubl.) or (Petrov, pers. comm.) are allowed but should not be included in the references.

- The list of **references** should include all (and only) the publications cited in the text.

Formatting of the list of references

The names and initials of the authors and the numbers of volumes (but not issues!) of periodicals and serial editions should be given in **bold**. The scientific names of genera and lower-rank taxa and the titles of monographs, serial editions, and periodicals should be given in *italics*.

The titles of periodicals (journals) should not be abbreviated but given in full in the original spelling.

The name(s) of editor(s) of collective volumes (if specified) should be given in bold (see examples below).

The titles of monographs and collective volumes published in Cyrillic alphabet should be transliterated (by the rules specified above) and followed by an English translation in square brackets. The titles of papers published in a non-Latin alphabet should be given in English translation only, with the original language of publication specified in parentheses in the end of the reference. The titles of works published in Latin alphabet but not in English should not be translated.

Structural parts of Internet sites, separate Internet pages, and Internet publications should be cited in the text in the same manner as printed publications. In the References section, they should be presented as follows: Author / Organization. Publication date. Name of Internet page. *Name of Internet site*. Updated (date specified in the site) [cited (date)]. Available from: <http://www...>.

Examples.

Paper in a journal:

Efremenko, V.N. 1989. Larvae of the white-blood fishes of the family Channichthyidae from the East Antarctic. *Voprosy Ikhtiologii*, 29: 589–595. (In Russian).

Faraci, F. & Rizzotti Vlach, M. 1992. Le collezioni di Eterotteri conservate nel Museo Civico di Storia Naturale di Verona (Heteroptera). *Bollettino della Societa Entomologica Italiana*, 124(3): 104–114.

Paper in a collective volume or a monograph:

Szepligeti, G. 1914. Braconidae. Insectes Hymenopteres. IV. *Voyage Ch. Alluaud et R. Jeannel en Afrique Orientale (1911–1912)*: 167–198. Gamier, Paris.

Tobias, V.I. 2000. Subfam. Cheloninae. In: **Lehr, P.A.** (Ed.) *Opredelitel' nasekomykh Dal'nego Vostoka Rossii* [Keys to the insects of the Russian Far East], 4(4): 426–571. Dal'nauka, Vladivostok. (In Russian).

Monograph, dissertation, or collective volume:

Chopard, L. 1969. Grylloidea. *The fauna of India and adjacent countries. Orthoptera*, 2. Calcutta. 421 p.

Tuzovskij, P.V. 1987. *Morfologiya i postembrional'noe razvitie vodyanykh kleshchey* [Morphology and postembryonic development of water mites]. Nauka, Moscow. 172 p. (In Russian).

Hribar, L.J.F. 1989. *Comparative morphology of the mouthparts and associated feeding structures of biting midge larvae (Diptera: Ceratopogonidae)*. Diss. Doct. Phil., Alabama State Univ., Auburn, Alabama. 216 p.

Amyot, C.J.B. & Serville, J.G.A. 1843. *Histoire naturelle des Insectes Hemipteres*. Paris. lxxvi+675+6 p.

Ilies, J. (Ed.) 1978. *Limnofauna Europaea*. Stuttgart, New York, Amsterdam. 532 p.

Cherednikov, S.Y. 1996. *Osobennosti formirovaniya zhitvotnogo naseleniya pochv bairachnykh lesov stepnoy zony yuga Rossii* [Specific features of formation of animal population of ravine forest soils in the steppe zone of southern Russia]. Diss. Cand. Sci. (Biol.), Rostov-on-Don State Univ. 151 p. (In Russian).

Elton, C. 1960. *Ekologiya nashestviy zhitvotnykh i rasteniy*. Moscow: Inostrannaya Literatura. 230 p. (In Russian). [Translation of: Elton, Ch. 1958. *The ecology of invasions by animals and plants*. London.]

Problemy izucheniya, ratsional'nogo ispol'zovaniya i okhrany prirodnykh resursov Belogo morya [Problems of study and conservation of natural resources of the White Sea]. 1998. Proc. 7th Int. Conf., Arkhangelsk, Sept. 1998. ZIN RAN, St. Petersburg. 302 p. (In Russian).

Internet publication:

Rider, D.A. 2008. Plant Host Records. Pentatomidae: Podopinae. *Pentatomoidea Home Page*. North Dakota: North Dakota State University. Updated 12 January 2008 [cited 24 September 2008]. Available from:
<http://www.ndsu.nodak.edu/ndsu/rider/Pentatomoidea/Hosts/plant_Pent_Podopinae.htm>.

ZSM (Die Zoologische Staatssammlung München). 2008. Sammlungsbestände der Sektion Hemiptera. *Die Zoologische Staatssammlung München*. Updated 8 March 2007 [cited 16 July 2008]. Available from: <http://www.zsm.mwn.de/rhy/heteroptera_pentatomidae.htm>.

The name of the publisher should be included if it is specified in the original. For large international publishing houses, if the city (country) is not specified or a long list is given (“London–Sidney–Paris– ...”), only the name should be included in the reference.

- **The figure legends** should be placed after the references. The figure numbers and Latin letters designating parts (separate objects) of figures should be given in bold. The abbreviations used in the figures should be given in italics.

Examples

Fig. 1. *Segmentina oelandica*, diagrammatic representation of the copulatory apparatus (**a**) and diagrams showing eversion of the copulatory organs (**b, c**); *f* – foot, *fl* – flagellum, *pa* – papilla, *pe* – penis, *po* – preputial organ, *pr* – preputium, *ps* – penial sac, *r* – retractor, *t* – tentacle, *vas* – vas deferens. Scale bars: 1 mm.

Figs 5–8. *Trendella graciliformis* **sp. nov.**, female. **5**, anterior body end; **6**, setation; **7**, claw; **8**, tail. Scale bar: 0.3 mm (1), 0.2 mm (2, 3), 0.1 mm (4).

Figs 1–11. *Emuncator*, male. **1–3**, *E. sorbens* (holotype); **4–6**, *E. spinirostris* **sp. nov.**; **7–9**, *E. hyperboreus* **sp. nov.**; **10, 11**, *E. domesticus* **sp. nov.** Genitalia, dorsal view (**1, 4, 7**), ventral view (**2, 5, 8, 10**), and lateral view (**3, 6, 9, 11**).

Illustrations

The illustrations should be submitted electronically, in the final, publication-ready form.

All figures should be submitted as raster or vector, grayscale or RGB images. Each drawing, photo, or plate of photos should be saved as a separate TIFF (LZW compressed) or CDR file, with resolution 1200 dpi (bitmap) or 450 dpi (grayscale, RGB).

Special attention should be given to correct evaluation of the final size of the figures. The largest possible dimensions of the printed figure are 110 mm by 180 mm. The size of lettering should match the proposed size of the figure. Please note that huge plates of drawings with numerous fine details cannot be published. The smallest font size allowed in the figures is 6. The Arial font is recommended for the numbers (straight) and designations (italics). The length of the

scale bar, if needed, should be specified in the figure legend.

The files containing the illustrations should be named as shown by the example: ZR_Ivanov_2009_fig1.tif. If several papers are submitted within the same year, the sequence number should be indicated in parentheses after the year, for example: ZR_Ivanov_2009(2)_fig1-5.tif.

Color illustrations may be submitted and will be included in the PDF file of the publication; however, only black-and-white (grayscale) figures will be printed free of charge. Color plates may be published at the author's expense.