

INSTRUCTIONS TO AUTHORS

The journal Studies and reports, *Taxonomical Series* is an international journal. It publishes studies in systematic entomology (especially those aimed at Coleoptera), catalogues, bibliographies, book reviews, etc. Only works that have not been published or submitted for print somewhere else can be accepted. In the works, it is necessary to adhere to the topical edition of the international codex of zoological nomenclature.

The manuscripts are accepted in English, German or French language. The translation is provided by the author, the editors arrange only the language revision. The subject matter of each article is responsibility of the author. The extent of individual articles (including illustrations) must not exceed 30 pages. Revisions exceeding this extent must be consulted with the editorial board.

The works should have the following structure (in the order listed as follows): A brief and accurate title in the main language, name and surname of author (authors) (the surname in capital letters with the character "&" between the last but one author and last author, the address, including the mail code, key words, abstract, the actual text, acknowledgement, references, summary in the second language, titles of enclosures, enclosures (figures, graphs, tables, photos).

Key words (always in English) - several words characterizing the scope of the article and serving for including the article into reference journals.

An abstract (always in English) - a brief summarization of the article to a maximum extent of 30 lines of the manuscript. In the abstract, taxa of groups of the genus and species are specified in their complete form, including the author and year of their description.

The typical structured text of the work consists of Introduction, Material and Methods, Results and Discussion and possibly Summary or Conclusion. Particular parts can be combined, if necessary (e.g. results with discussion). In justified cases, the structure may be simplified and in short communications, the text of the work need not be structured.

The work (including enclosures) is accepted in one copy, typed single spaced on one side of numbered sheets of regular A4 size.

Black and white enclosures (drawings, graphs, maps, etc.) must be contrast, on quality white paper, arranged in tables and continuously numbered, at most twice as large as their resulting dimension in print (the dimension of the page composition pattern is of 12.6 x 18.7 cm) at least as large as the resulting dimension. Choose the appropriate thickness of lines and roughness of dotting, with taking into account the reduction assumed. Quality color as well as black and white photos can be accepted only after agreement with editors.

Titles of tables and figures must be comprehensive, with providing sufficient description even without reference to the text of the work. Numbering of tables: Table/Tabelle 1, 2. Numbering of figures: Fig./ Figs, Abb. On the side of the text, the author may mark approximate positions of particular enclosures.

In the first reference (also in the abstract) the names of taxa of the groups of the genus and species should be presented complete, including unabridged name of the author and year of the description and possibly present parentheses. In further text, in repeated references, the generic names and names of authors may be abbreviated, with omitting the year of the description, unless confusions can occur.

Data should be written without gaps, months in Roman numeric characters (e.g. 1.vi.1994), with the use of a decimal point (not coma) (e.g. 4.7 mm).

In faunistic data, it is necessary to specify: The country (with possible more detailed specification), locality (or other more detailed description), date of finding, number of specimens (possibly also of males and females), name of the author of the finding, of identification, of identification revision, of the collection owner, etc.

Latin abbreviations: Particular data may be expressed by standard abbreviations: centr. = centralis

– central; sept. = septentrionalis or bor. = borealis - north; mer. = meridionalis - south; or. = orientalis - east; occ. = occidentalis - west; lgt. or leg. = legit - collected by; det. = determinavit - determined by; rev. = revidit - revised by; observ. = observavit - observed by; coll. = collectio - collection. The abbreviations are written after the name (except for simple marking of the collection) and they are connected with "et" = and - e.g.: "A. Novák lgt., det. et coll.", "A. Novák lgt. et det., coll. B. Novák".

The preparation of the manuscript for print can be accelerated if the author also submits the final version of the manuscript (after adjustment based on reviewer opinions, language revision and instructions of editors) on a diskette compatible with PC IBM (preferably in the text editor Word for Windows) together with one hard copy.

Directions for computer processing: Use only left justification of the text. Do not divide words at the end of lines. Use the key "Enter" only for termination of paragraphs, not for termination of lines. Do not arrange the text into columns. Chapters should be separated by single spaces. Numeric characters 1 and 0 must not be replaced by letters l and O. For males, it is necessary to use the character § (paragraph), for females character * (asterisk), doubled in the case of plural and with a gap between the number and character, e.g. 1 §, 1 *, 3 §§, 5 **. Thus, do not use letter "o" with supplementing symbol of particular genders by hand.

Write everything in usual letters. Italics should be used for names of *genera*, *subgenera*, *species* and *subspecies* (not for higher taxonomical units) and not for authors of taxa, years and abbreviations ssp., sp., spp., etc. (e.g.: "*Aporia crataegi* (Linnaeus, 1758). Caterpillars on *Prunus* sp."). In chapter References, use italics for *names of journals and books (including language equivalents in parentheses)*. NAMES OF CHAPTERS: INTRODUCTION, MATERIAL AND METHODS, RESULTS, REFERENCES, etc.

References: The following examples should be observed for references in the text: Novák (1970), (Novák 1970), Neumann & Starý (1970), (Neumann & Starý 1970), Smith et al. (1972) (in the case of more than two authors). All the works quoted in the text must be included into the list of references.

In the list of references at the end of the article, only works quoted in the text should be presented. AUTHORS should be written in capital letters in this list (e.g. BALTHASAR V.) in alphabetical order; works of one author in chronological order, in the case of works of the same author from one year marked a, b, c ... after the year, without gap.

In journals, specify the volume, the issue in parentheses after the volume (this is always necessary, if pagination is used in the journal for each issue independently), pages (from-to) after the colon and gap (e.g.: 17: 75-124). Complete (not abbreviated) names of journals should be written with the use of italics. Capital letters should be used for first letters in the name in the case of substantives and adjectives, lowercase letters should be otherwise used.

The following specifications are necessary for references to books: The author, year of issuing, name, place of issuing, publishing house and number of pages (pp.) or possibly of tables. Use the italics.

In the case of works that appeared in other than Roman script (Cyrillic, Arabic letters, Chinese and Japanese characters, etc.) use either the transcription into Latin letters in accordance with the west-European standard, and/or present the name in parentheses in English or in some other congress language, as far as it was used in the name or summary, however, always in a uniform manner throughout the list of references.

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