

INSTRUCTIONS TO AUTHORS

Acta Musei Moraviae, Scientiae Biologicae (AMM) publishes original papers, reviews and short notes (e.g. faunological records, biographies and book reviews), particularly within the museum disciplines of biology (systematics, biogeography). Contributions in other fields of biology may be accepted within the limitations of available space in the published volume. AMM is conceived as an outlet for workers within the Moravian Museum; however, articles from authors outside the museum are welcome. All works are reviewed and their acceptance is determined by the editorial board.

Manuscripts (MS) submitted must not be offered elsewhere for publication, nor may they have already been published.

Each work must contain a heading (a short, expressive title, the first and last name of all authors, together with the full address of all authors and e-mail, if available). Key words describing the subject of the work (a maximum of ten words) and an Abstract must be included. The standard structure of an article is: Introduction, Material and Methods, Results, Discussion (Conclusions), Acknowledgements and References. AMM is published in English and German. Articles in German must include an English title and abstract. Articles may include a short Summary in the native language. Key words are always in English. Authors are obliged to conform with the current editions of the International Code of Zoological Nomenclature and International Code of Botanical Nomenclature. In systematic works, authors should respect the methods of phylogenetic taxonomy. For the description of new taxa, the differential diagnosis or a key must be provided. In the differential diagnosis of the higher taxa, the derived character states of the described group as well as all sister taxa should be mentioned. We recommend that faunological and floristic works be provided with geographical co-ordinates of the cited locality and in the national (e.g. Central European) scale with the co-ordinates of the squares (e.g. *Klapalekiana* **32**, Suppl., 1996; Fytokartografické syntézy ČSR, I, BÚ ČSAV, Průhonice 1986). All measurement must be in SI units.

In systematic works we recommend the following itemised description of new taxa (underlined items are not obligatory):

A-us gen.nov. Type species, by whom designated. Description, distribution, etymology, differential diagnosis, remarks.

A-us b-us sp.nov. Type locality. Holotype: sex, deposition, exact citation of all identification labels of the holotype; other material studied. Description, variability, biology, distribution, etymology, differential diagnosis, remarks.

References in the text should be cited as: JACOBSON (1905), (MAJER 1993), RENDAHL & VESTERGREN (1941), BURAKOWSKI et al. (1985). We recommend that the names of periodicals be written with the full wording, with the first letters of each word in capitals (excepting connectives); as abbreviations only in exceptional cases, according to the World List of Scientific Periodicals, 4th edition, Butterworths, London (1964–1965). The number of the periodical is given in round brackets after the year only in the event that the individual issues have independently numbered pages. Transliterations of Cyrillic should follow the British standard. For example:

JACOBSON G. G. 1905: Zhuki Rossii i zapadnoi Evropy. Rukovodstvo k' opredeleniyu zhukov. Izdanie A. F. Devriena, S.-Peterburg', 656 pp (in Russian).

KODADA J. 1991: Helophorinae Česko-Slovenska I. (Coleoptera: Hydrophilidae) (Všeobecná časť a určovací klúč našich druhov). *Entomologické Problémy* (Bratislava) **21**: 53–86 (in Slovak, Engl. abstr.).

MAJER K. 1993: Dasytidae, Melyridae. Pp. 91–92. In: JELÍNEK J. (ed.): Check-list of Czechoslovak Insects IV. (Coleoptera). Seznam československých brouků. *Folia Heyrovskyana Suppl.* **1**: 3–172 (in English and Czech).

PENG Z.-L. 1991: Four new species and four new records of genus *Coraebus* from China. *Scientia Sinica* **27**: 35–40 (in Chinese, Engl. summ.).

RENDAHL H. & VESTERGREN G. 1941: Notes on Colombian snakes. *Arkiv för Zoologi* **33A(1)**: 1–16.

Authors should provide MS in electronic form (on a 3.5" diskette or via Internet) and should it prove impossible to send artwork (illustration, photography, tables, graphs, etc) in this form, then two copies of the artwork should be sent in A4 paper format. Texts must be in the proper form of the language. MS written in poor English (German) may be rejected. The AMM editorial board organises only minor linguistic correction. MS should be written on common text editors for IBM PC (preferably MS Word). MS should be written in standard fonts, with the margins of all lines ranged left without using the tab key, paragraph indentation or divided words. Only generic and species names of taxa should be written in italics. The names of cited authors can be written in small capitals. (If italics and small caps are not printed, they must be underlined in the hard copy with a wavy line or FULLY UNDERLINED). Artwork can be submitted in electronic form compatible to IBM PC (preferably tiff or jpeg format) but it is also necessary to submit high-quality prints of artwork. Authors are requested not to send original artwork to the editorial board before their MS is accepted for publication in AMM. After review and acceptance of the MS, a corrected version must be sent in electronic form on a 3.5" diskette with one numbered hard copy on A4 format paper (font size 10–12-point, line spacing 1.5–2) together with the originals of the artwork. Captions must be given in the computer file after the References or as an independent file. Hard copy of the captions must be separate from the text. Authors can indicate in pencil the general location of the individual graphics on the hard copy.

Authors receive the work for final proof-reading before printing. Corrections to proofs should be clearly and consistently marked according to a nationally recognised system of proof-marks. If it should prove unavoidably essential to make extensive corrections, the relevant portion of text should be retyped and its position in the original clearly indicated. Publication in AMM and 25 reprints are free. Additional reprints are available by arrangement. Solicited manuscripts are returned together with the reprints.

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