

## Instructions to the Authors

### General Information

Submissions to *Acta zoologica bulgarica* can be works with subject matter dealing with the basic fields of zoology, ecology of aquatic and land animals, parasitology, biology of development, population genetics, animal evolution, and new methodical contributions in zoology. Manuscripts are accepted on the assumption that they have not been published elsewhere nor have been submitted for publication in any other journal. Manuscripts must conform strictly with the instructions to authors and will be sent to the editor. Papers with systematic content should follow the *International Code of Zoological Nomenclature*. Incoming manuscripts are initially judged by the editor. If the manuscript is acceptable in principle, it will be forwarded to referees for evaluation. After final edition and approval by the editorial board, the manuscript will be accepted for publication. The editor reserves the right to make editorial changes. Authors agree, after the manuscript's acceptance, with the transfer of copyright to publisher. Manuscripts, proofs, reviews, etc., concerning editorial matters should be addressed to the Editorial Office.

### Manuscripts

Manuscripts must be submitted in correct English on a data medium (CD or mail) for PC. The following formats are accepted: Winword, Word Perfect, InDesign. The text should be left-justified, with font size 12, without column or page breaks, double-spaced (about 30 lines per page), without word hyphenations at the end of lines, on one side of A4 (210 x 297 mm) paper with margins at least 30 mm on each side. The pages must be numbered in Arabic numerals. Positions within the text of figures and tables should be indicated. Generic and specific names must be cited completely once in the text and should be typed in italic. Family names of authors of taxa and for publications listed in reference must be in SMALL CAPITALS, but never for collectors, preparators, acknowledgements, etc.

**Three categories** of contributions are published in *Acta zoologica bulgarica* with the following volume of standard manuscript pages: 1. Research papers: 20 pages maximum long including the list of literature, figures, captions to figures and tables (on separate sheets); 2. Review papers (invited or consulting with editor before submitting): 10-25 pages; 3. Book reviews: 2-3 pages. Information about scientific events past or forthcoming will also be accepted.

#### The manuscripts should conform to the following format:

**Title:** It should be concise but enough informative. Author(s) and date of scientific taxa should be avoided. In papers dealing with lower taxa, the higher ones should be noted in the title.

**Author(s):** Full first name(s), middle initials and surname(s) in small capitals.

**Address(es):** As complete as possible, including e-mail address(es).

**Abstract:** It should consist of only one paragraph of up to 15 lines, briefly describing main results and conclusions with no description of methods, discussions, references and abbreviations.

**Key words:** Normally 3-6 items suitable for information-retrieval system.

**The standard order of sections should be:** Introduction, Material and Methods, Results, Discussion (or Results and Discussion), Conclusions (optional), Acknowledgements, References.

**Tables:** They must not repeat information already presented in the figures or in the text. Each table must be self-explanatory and as simple as possible, it should be double-spaced within an A4 page size. No fold-outs are accepted. Tables must be numbered consecutively. They should be typed on separate sheets and enclosed after the bibliography. An explanatory caption, located on the top of the table, should be provided.

**Illustrations:** Lines and letters in figures must be able to be enlarged or reduced without reduction in quality. They should conform to the size of the type area (16.5 x 24 cm) which is the limit for all illustrations. Magnification should be shown by scale bars. Colour illustrations are not accepted. Illustrations must be submitted in electronic medium such in e-mail or as diskettes and CD's in TIF format in minimum 300 DPI and as printed copies. Black and white photographs must be sharp, of high quality, glossy prints, presented on plates (14x17 cm in size). Figures must be numbered consecutively and should be provided with an explanatory legend on a separate sheet (titled 'Text under figures'). Each illustration must be labelled on the back with the name(s) of the author(s), title of the manuscript, and number of the illustration.

All tables and figures must be referred to in the text, or any of the separate file.

### Citations and References

Each citation in the text (including synonymy lists) must be accompanied by a full reference in the list of references and vice versa. The text citations are as follows: BURESH, ZONKOV (1941) or (BURESH 1941: 35) or (BURESH 1941) or (BURESH 1941, IVANOV 1996, PETROV 1956) or BURESH *et al.* (1949), if three authors or more. The references should start on a separate page. They should be arranged alphabetically by the author's family name(s), and chronologically. In case of papers written in other than Latin letters, if there is an English (or German, or French) title in the summary, it may be used. If there is not such a summary, the author's name must be transcribed (using Anglo-American transcription) and the title of the paper must be translated into English. This should be noted in round brackets at the end of the paragraph, for instance: (In Bulgarian, English summary).

The reference list is as follows:

AUTHOR A. V. 1990a. Title of the article. – *Full title of the journal*, **56** (3): 35-105. (In English, Bulgarian summary)

AUTHOR A. V., C. P. AUTHOR 1990a. Title of the article. – *Full title of the journal*, **56** (2): 35-105.

AUTHOR A. V., B. B. AUTHOR and C. P. AUTHOR 1990a. Title of the article. – *Full title of the journal*, **56** (1): 35-105.

AUTHOR A. V. 2000b. Title of the book. I-IX. Place of publication (publishing house). 220 p.

AUTHOR A. V., C. P. AUTHOR 1990. Title of the contribution. – In: AUTHOR V. A. (ed.): Title of the book or volume. Place of publication (publishing house), **14** (3): 235-265.

### Corrections

The (senior) author will receive only one proof for checking (a paper copy or PDF file). Only printer errors may be corrected. Corrections must be carried out within two weeks. The corrected version should be sent back to the journal editor (corrected files on diskettes or other electronic medium, together with the printed version).

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