

## Instructions to authors

*Entomologica romanica* is a journal publishing original research reports and reviews on all aspects of insects and other terrestrial arthropods in the Palaearctic region, with special reference on Eastern and Central Europe.

### Submission of manuscripts

Manuscripts should be submitted electronically to the Editors as e-mail attachments. Manuscripts should be in Word format. Figures, their captions and tables should be on separate pages. The first page is a title page, including the author's address, telephone number, e-mail address. The text of the manuscript should fit a maximum of 30 pages (double spaced, font size 12p), though longer manuscripts can be considered. Following acceptance, a file containing the manuscript (preferably in RTF-format) and possibly files with the figures (the program, version number and computer type should be named) will have to be sent by e-mail to the editors. The author(s) are responsible for the quality of the language. If English is not your mother tongue, make sure that your text is corrected linguistically.

### Recommended format

**Title:** Never in capitals or boldface, not centred. **Author:** Always full first name (other initials, if any) and surname (Charles W. Smith, not Ch. W. Smith). **Abstract:** Should consist of only one paragraph of up to 150 words. **Address:** As complete as possible. The sequence: author's name and address, must be fully repeated for each author. Generally, **the article should consist** of the following chapters: Introduction, Material and methods, Results, Discussion, Acknowledgements (if needed), References. Sub-chapters should be numbered as e.g. '1.', '1.1.' and so on, depending on how many levels of sub-chapters are in the specific chapter. **Text:** Typed and double-spaced without special style settings (unindented, no boldface, capitalization, multiple spaces or other unusual formatting). A blank line should be used to separate headings, sections and paragraphs from the text that follows. Use italics for Latin names of species (e.g. *Pteromalus bedeguaris*), words which are not originally English (e.g. *in vitro*), and symbols expressing numerical values in the text and equations (e.g. *S.D.*, *S.E.*, *p*, *n*, *U-test*, *t-test*, *r*).

### Referring to literature in the text:

SANDELL and LIBERG (1992) or (SANDELL and LIBERG 1992)

(SANDELL and LIBERG 1992, TYNKKYNNEN *et al.* 2004)

When referring to more than one publication, arrange them using the following keys: 1. year of publication (ascending), 2. alphabetical order for the same year of publication.

**Lists:** Begin each item with a single hyphen-dash '-' in the beginning of the line followed by one space. Each item always occupies a separate line, e.g.:

- first item,
- second item.

**Equations:** Each equation occupies a separate line. Indicate its number on the right-hand side, e.g.:

$$N = n(a + 1) / (r + 1) \quad (1).$$

**References:** Begin with the heading 'References'; they must have the same format as the text. Do not abbreviate journal names. Each reference must be separated from the next with one blank line.

Ordinary journal article:

TYNKYNNEN K., GRAPPUTO A., KOTIAHO J.S., RANTALA M.J., VÄÄNÄNEN S. and SUHONEN J. (2008) Hybridization in *Calopteryx* damselflies: the role of males. *Animal Behavior* 75: 1430-1439.

If an article is printed with Cyrillic letters, use translated (not transliterated!) title (within parentheses [] if not translated in original publication):

RADCHENKO A. (1997b) [Review of the ants from the genus *Camponotus* (Hymenoptera, Formicidae) of the Palaearctic. The subgenus *Camponotus* s. str.]. *Zoologicheskij Zhurnal* 76(5): 554-564. (in Russian)

If an article is printed in a language differing from English, use translated title (within parentheses [] if not translated in original publication):

POGOREVICI N. (1947) Contribuțiuni la studiul faunei formicidelor din România. [Contributions to the knowledge of the myrmecofauna of Romania]. *Notationes Biologicae* 5: 279-286. (in Romanian)

Book:

ASKEW R.R. (2004) *The Dragonflies of Europe* (revised edition). Harley Books, Colchester, UK, 308 pp. Chapter in a publication:

ANDERSSON H. (1997) *Diptera Ptychopteridae, Phantom Crane Flies*. In: NILSSON A.N. (ed.): *Aquatic Insects of North Europe*. Apollo Books, Stenstrup, Denmark.

Article in www:

RADCHENKO A. (2007) *Fauna Europea: Formicidae*. In: NOYES J. (ed.): *Fauna Europea: Hymenoptera: Apocrita*. Fauna Europea version 1.3, <http://www.faunaeur.org>, accessed on 22.11.2009.

Article in press: May be included in the references list, with the name of the journal and year followed by '(In press.)'.

Material in preparation or unpublished: Should not be included in the reference list and should be referred to in the text using all authors' initials and names followed by '*in prep.*', '*unpubl.*' or '*pers. comm.*'.

**Tables:** Should be made with the same word-processing program as the text. They must be referred to as 'Table', followed by a number. They must fit an A4 page (portrait). Always use tabulator marks to separate columns within tables (there must be the same amount of tabulator marks as columns in a table). Never use multiple spaces or spaces and tabs while formatting tables. Do not use vertical lines as dividers, only horizontal lines are allowed.

**Figures, drawings and photographs:** Must be referred to as 'Fig.', followed by a number. All figure files (pictures, drawings and photographs) must be clearly named with the name(s) of the author(s) and the figure number. All figure captions must be placed on a separate page at the end of the manuscript. A figure, drawing or photograph including all texts and legends can be at the most 210 mm (width) by 290 mm (height). Photographs must have a minimum resolution of 300 dpi, and graphics 1,200 dpi. Avoid fancy design (e.g. 3D). Relate the size of letters, the thickness of lines, and the size of other parts of a figure, to the size of the figure itself. Explain all graphic symbols within the figure. Identify parts of a composite figure with letters (e.g. a, b, c, but not A, B, C), not numbers. Do not use fine rasters for filling of columns or areas. Only solid (black and/or white) or line-type fillings are allowed. Figures must with-stand size reduction.

Photographs should be provided as gray scale. Colour prints can also be produced, but the author(s) should consult the Editors in this respect.

### Procedure following manuscript submission

All manuscripts within the scope of the journal are reviewed by at least two referees. The author(s) should carefully consider all suggestions made by the referees and the Editors, and carry out appropriate changes. Major changes presuppose a new review process. The Editors retain the right to modify the style and length of manuscripts, but in cases of major changes the author(s) will be consulted. The first or appointed author will receive a pageproof for approval. Extensive alterations are not allowed at this stage. The first or appointed author will be provided with a free pdf file of the article, traditional reprints may be ordered at the authors' own expense.