

## Instructions for authors

*Acta Entomologica Musei Nationalis Pragae* (AEMNP) is an **open access journal** focused on insect systematics. Papers are published free of charge in full color, first as on-line PDFs and subsequently (twice a year) in printed version. All papers are registered in ZooBank and repositated as read-only PDFs in Biotaxa archive in compliance with requirements of the International Commission of the Zoological for on-line publications. **All taxonomic acts published in AEMNP are hence valid immediately after the on-line publication of the respective paper.**

### Focus of the journal

*Acta Entomologica Musei Nationalis Pragae* publishes entomological papers focused on

- (1) insect systematics, taxonomy and nomenclature,
- (2) morphology of adult and immature stages and/or their biology with possible applications in taxonomy and phylogeny,
- (3) phylogeny based on molecular (with morphology mapped on the tree or discussed) or morphological characters,
- (4) catalogues applicable for further taxonomy and biodiversity studies,
- (5) general papers on methodology of insect taxonomy.

### Publication strategy

Papers are published on-line first, with PDFs freely available from the journal web page and from associated archives (Biotaxa, web page of the National Museum). Twice a year, published papers are assembled and printed. After being published in print, authors will receive 20 hardcopy reprints of their paper.

Papers are published in the following categories:

- Research paper
- Review
- Short communication (short papers with species description(s) without a broader context)
- Conference abstracts (available upon discussion with editors)
- Collection catalogue (primarily related to the collections of the National Museum Prague)
- Editorial

Editors may be consulted for publication of a set of research papers in a special section (e.g., papers celebrating a renowned entomologist etc.).

Manuscripts are reviewed by at least two peer reviewers and evaluated by the editorial board. Papers not conforming to the journal scope and style may be returned without a review.

Manuscripts submitted to AEMNP must contain unpublished work and cannot be simultaneously submitted elsewhere.

AEMNP only accepts manuscripts in clear and concise English; papers requiring extensive linguistic corrections will be returned to the authors. Subject to the editor's approval, papers may contain a translation of the summary into other languages.

Authors must follow the *International Code of Zoological Nomenclature* and its important recommendations, especially Recommendation 16C on the deposition of the type material in institutional collections. **Deposition of holotypes of newly described species in institutional collections is required.**

### Publication fees

No page charges are required for papers in ordinary volumes, both PDFs and printed version of the papers are published in color. Publication of a supplement or monograph is only possible after the consultation with the editors and the publication and printing expenses have to be completely covered by the author.



## Submitting the manuscript and editorial process

Manuscripts should be submitted electronically to the journal office by e-mail.

**Text** should be in .doc standard text file or .rtf format. Do not divide words. Special fonts (e.g., Chinese characters) may be used in justified cases after the consultation with the technical editor. The cover letter is not required.

**Figures** needs to be composed in plates and submitted as a PDF file with figure legend placed below each plate. Print quality high resolution plates in TIFF format may be submitted along with the PDF file, or will be requested later once the manuscript is accepted for publication. Plate size should not exceed **170×250 mm** for a whole page plate and **80.5×250 mm** for a single column plates. In plates not filling the complete height of the page, ca. 50 mm of height needs to be left for the text on the same page.

After submission, you will be contacted back by the editors within 1–2 weeks to confirm that your manuscript is being processed and to inform you which editor is responsible for its processing.

Manuscripts not following the instructions for authors and not submitted in two files as specified above may be rejected without further reasons.

**Proofs.** Author(s) will receive one set of proofs, and will be asked to approve the final version of the paper before being published.

All correspondence should be sent to the AEMNP journal office by e-mail [aemnp.editors@gmail.com](mailto:aemnp.editors@gmail.com)

## Structure of the manuscript

Manuscript should be structured as follows: title page, abstract, keywords, main text, acknowledgements, references, figure legends and figures. The main text should be divided into introduction, material and methods, results and discussion; some of them can be omitted where appropriate (e.g. in Short communications). Page headings are supplied by the editors and approved by the authors in proofs.

**Title page** must contain:

- i) Short and concise title. Leave out the author and year of description in names of taxa unless necessary. Higher taxa must always be specified and placed in parentheses, e.g. (Coleoptera: Buprestidae).
- ii) Authors' names, with first name(s) spelled out and last names in capital letters.
- iii) Addresses of all authors; specify e-mail addresses and include country name code into the postal code where available (e.g. CZ-148 00).

**Abstract** should provide a concise summary of the paper and must list all nomenclatorial acts contained in the paper; it should contain at least 300 characters incl. spaces. Genus and species group names must contain the author and year of description (separated by a comma) at first appearance. In papers concerning local faunas, abstract

may be provided both in English and local language (but consult editors first).

**Key words** (at most 20 words) may overlap with words in the title.

**Latin names of taxa** of the genus and species group must be *italicized* in the main text, with author(s) as well as names of higher taxonomical units in plain font. At first appearance in the main text, genus and species group names must contain (an) unabbreviated name(s) of the author(s) and year of description, separated by a comma. The author(s) and year of description should be omitted in all subsequent appearances.

**Four-letter collection codens** following Arnett's The insect and spider collections of the world (<http://hbs.bishopmuseum.org/codens/codens-inst.html>) should be used for both private and institutional collections and explained in Material and methods. Codens for private collections should be created as follows: JSDI – John Smith, Dublin, Ireland.

**Material.** Place exact label data of type specimens in quotation marks; we encourage the use of slashes (/) to separate lines on the same label and of double slashes (//) to separate two labels. When listing all other locality data (i.e. those not cited verbatim), group records by **COUNTRIES** and **STATES/PROVINCES**. Dates should preferably be formatted without spaces and with months in Roman numbers (e.g. 12.viii.2003). In cases when transcription to English does not provide accurate information (e.g., in localities transcribed from Chinese), locality names both in English transcription and original language may be included (but consult the editors first for availability of the respective font).

Use the following symbols for sexes: male – **m\***; males – **m\*m\***; female – **f\***; females – **f\*f\***; worker – **w\***; unsexed specimen(s) – **spec.**; egg or egg batch – **E**; larvae of the first to n-th instar – **L1** to **Ln**; pupa – **P**. In case of rearings, indicate reared specimens together with the date at which the immature stage has been collected. Additional remarks (such as the currently valid geographical name of a locality) should be placed in [square brackets].

**Descriptions** and redescriptions of taxa should be concise and uniform throughout the paper. Use standardized abbreviations in the text: **gen. nov.**, **sp. nov.**, **subsp. nov.**, **syn. nov.**, **comb. nov.**, **stat. nov.**, **stat. restit.**

**Citations in the text** should include the author(s) and year, not separated by a comma. Give all names in small caps and separate multiple entries in parentheses by a comma: BOROVEC (2003) or (DE LATTIN 1967, LONBERG & GUSTAVSON 1937) or VESELÝ et al. (2002a,b) (more than two authors). Refer to unpublished work as Novák (in press / in prep. / unpubl. / pers. comm. 2006) (i.e. without small caps).

**References** are listed alphabetically. Arrange several papers from the same author(s) chronologically; distinguish multiple papers published in the same year by single letters attached after the year (e.g. **1990a,b,c**), ordered as they appear in the text. **Journal names should be italicized and unabbreviated** unless, in exceptional cases, the com-

plete name cannot be found. **Titles of monographs and conference proceedings should be italicized.**

Use issue numbers (in brackets) only if separate issues were numbered separately or appeared in different years (see LONBERG & GUSTAVSON 1937). Papers in languages other than English, German, French, Italian, Spanish, Portuguese and Latin but with a translated title should have it in parentheses along with the original title; papers without translated titles should be accompanied with an English translation given in square brackets. Transliterate titles in cyrillics following standard rules (e, ě, э = e, ж = zh, й = y, x = kh, ц = ts, ч = ch, ш = sh, щ = shch, ь, ы = ', ю = yu, я = ya) and omit titles in other alphabets (see REN 2004). Details should be specified in a short note placed in parentheses at the end of the reference, e.g. (in Czech, German abstract) or (in Russian, English summary without title). **Do not italicize names of species and genus group taxa in references.**

#### Examples:

- BOROVEC R. 2003: Revision of genera *Gyratogaster*, *Leianisorhynchus* and *Altonomus* (Coleoptera: Curculionidae: Entiminae: Cyphicerini). *Klapalekiana* **39**: 1–30.
- LATTIN G. DE 1967: *Grundriss der Zoogeographie*. Fischer Verlag, Jena, 602 pp.
- LONBERG E. & GUSTAVSON C. 1937: Contribution to the life history of the striped wrasse. *Arkiv för Zoologi* **29**(7): 1–16.
- MAJER K. 1993: Dasytidae, Melyridae. Pp. 91–92. In: JELÍNEK J. (ed.): Check-list of Czechoslovak Insects IV. (Coleoptera). Seznam československých brouků. *Folia Heyrovskiana, Supplementum* **1**: 3–172 (in English and Czech).
- PASHCHENKO N. F. 1988: Podotryad Aphidinea – tli. [Suborder Aphidinea – aphids]. Pp. 546–686. In: LER P. A. (ed.): *Operedelitel' nasekomykh Dal'nego Vostoka SSSR v shesti tomakh. Tom II. Ravnokrylye i poluzhestkokrylye*. [Key to the insects of the Far East of the Soviet Union in six volumes. Vol. II. Orthoptera and Hemiptera]. Nauka, Leningrad, 972 pp (in Russian).
- REN Sh.-Zh. 2004: (Hemiptera: Nabidae). Pp. 142–144. In: (*Insects of Mt. Shiwandashan area of Guangxi*). China Forestry Publishing House, Beijing, 349 pp (in Chinese, English abstract).
- VESELÝ P., RESL K. & TĚŽÁL I. 2002: Zajímavé nálezy střevlíkovitých brouků (Coleoptera: Carabidae) z České republiky v letech 1997–2001 a doplněk údajů o sběrech z předcházejícího období. (Interesting findings of ground beetles (Coleoptera: Carabidae) from the Czech Republic in the years 1997–2001 with supplementary pre-1997 data). *Klapalekiana* **38**: 85–109 (in Czech, English summary).

**Tables** can be submitted in a text format (MS Word files in .rtf and .doc formats) or in spreadsheets (MS Excel .xls format). Formatting should be kept simple; final layout assembled by the journal office will be approved by the authors in proofs. Complex formatting must be consulted with the editors prior to submission, and AEMNP reserves the right to simplify overly complicated tables.

**Black-and-white illustrations** (ink drawings, graphs and maps) are accepted as original artwork or in **TIFF format with at least 600 dpi resolution in printed size**. Other file formats must be consulted with the editors prior to submission. All figures should be assembled into final panels/plates. Figures on plates may be numbered consecutively or lettered for each plate separately. Scale lines should be provided where appropriate. Detailed figure legends should be placed at the end of the manuscript text. The width to height ratio of complete panels should be at least 0.71 to fill the type area (170×250 mm for full page plate, 80.5×250 mm for single column plate) with possibly some bottom space left after rescaling. Allow for space for figure legends (ca. 7.5 mm for a single line and 10.7 mm for two lines of text).

**Photographs and color illustrations** are accepted as original artwork or in TIFF format with **at least 300 dpi resolution for printed size**. Photographs and illustrations of poor quality as well as poorly assembled panels will be returned to the authors and will result in a delay in the review and publishing process.

**Figure legends** should be prepared as follows:

Figs 75–82. Morphological details of the *Coccinella marussii* complex. 75–77 – colour pattern of pronotum. 75–76 – *Coccinella marussii* Kapur, 1973. 75 – male; 76 – female. 77 – *C. hodeki* sp. nov., male. 78–82 – colour pattern of elytra. 78 – *C. marussii*; 79 – *C. hodeki* sp. nov.; 80–81 – *C. magnopunctata* Rybakow, 1889; 82 – *C. t. transversoguttata* Faldermann, 1835. Scale bars = 5 mm.

The editors reserve the right to make minor editorial changes in line with these instructions without the approval of authors.