

## Instructions for authors

Journal *Acta Entomologica Musei Nationalis Pragae* (AEMNP) publishes entomological papers focused on taxonomy, morphology and phylogeny as well as catalogues, faunistic papers dealing with large areas, short notes and book reviews. The journal is open to authors from all over the world. Manuscripts are reviewed by two peer reviewers and evaluated by the editorial board. Papers not conforming to the journal style may be returned without a review. Manuscripts submitted to AEMNP must contain unpublished work and cannot be simultaneously submitted elsewhere.

AEMNP will consider manuscripts of any length but the editorial board may decide to publish long contributions in a supplementary issue. No page charges are required for papers including only black-and-white illustrations. Each author will receive 50 reprints and a PDF file for private use, and authors may provide colour illustrations to be included into the PDF file free of charge. Costs of additional reprints and printed colour illustrations must be covered by the authors; please contact the journal office for more information.

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 dealing with the fauna of the Czech and Slovak Republics may contain a short Czech or Slovak summary or identification keys. Authors must follow the International Code of Zoological Nomenclature (ICZN 1999) and its important recommendations, especially Recommendation 16C on the deposition of the type material in institutional collections:

ICZN 1999: *International Code of Zoological Nomenclature. Fourth Edition*. International Trust for Zoological Nomenclature, London, 306 pp.

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 notes). Page headings are supplied by the editors and approved by the authors in proofs.

**Title page** must contain the following information (always in the specified order and on separate lines):

- i) Short and concise title (not more than 20 words); 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 not exceed 20 lines of text unless necessary. Genus and species level names must contain the author and year of description (separated by a comma) at first appearance, e.g. *Panagaeus* Latreille, 1802, *Tachinus latiuscullus* Märkel & Kiesenwetter, 1848, *Schidium congoense* (Schouteden, 1905) in BERGROTH & SCHOUTEDEN (1905).

**Key words** (at most 20 words) may overlap with words in the title, e.g. ‘Hymenoptera, Leucospidae, *Leucospis*, Palaearctic region, Czech Republic, taxonomy, key, host records’.

**Latin names of taxa** of the genus and species level 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 level 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. Example: *Cercyon ustulatus* (Preyssl, 1790), Coleoptera, Hydrophilidae.

**Four-letter codens** following ARNETT et al. (1993) 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.

ARNETT R. H. jr., SAMUELSON G. A., HEPPNER J. B., NISHIDA G. M., WATT J. C. & WOODRUFF R. E. 1993: The insect and spider collections of the world (2nd edition). *Flora & Fauna Handbook* **11**:1-310 + i-vi. Also available online at <http://hbs.bishopmuseum.org/codens/codens-inst.html>.

**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. In all other locality data, list **COUNTRIES** in bold capital letters, and **STATES** and **PROVINCES** in small caps. Dates should preferably be formatted without spaces and with months in Roman numbers (e.g. 12.viii.2003). Use the following symbols: male – m\*; males – m\*m\*; female – f\*; females – f\*f\*; worker – w\*; workers – w\*w\*; unsexed specimen(s) – spec.; egg or egg batch – E; larvae of the first to n-th instar – L1 to Ln; pupa – P. Indicate reared specimens as ‘ex ovo’, ‘ex larva’ or ‘ex pupa’ 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]. Use the following symbols for latitude and longitude data: ° for degrees, ' (not ’) for minutes and " (not double quotation marks ") for seconds. Codens indicating the depository should be placed in brackets, e.g. (NMPC).

Descriptions and redescriptions of taxa should be concise and uniform throughout the paper. Use standardized abbreviations in the text: gen. nov., sp. nov., ssp. nov., syn. nov., comb. nov., stat. nov., stat. restit. Use the decimal point, not a comma. The following example illustrates the preferred style for AEMNP contributions.

***Cercyon circumcinctus* Reitter, 1889 / *Cercyon novus* sp. nov.**

(Figs. 1-3, 24, 33)

*Cercyon circumcinctum* Reitter, 1889: 254.

*Cercyon circumcinctus*: HANSEN (1999), not auctt.

*Cercyon (Cercyon) exemplum* Klaus, 1999: 5, **syn. nov.**

**Type locality.** Greece, Euboea, sea by Dysthos.

**Type material.** *Cercyon circumcinctus*. HOLOTYPE: f\*, ‘Euboea / See bei Dysthos / v. Oertzen // Holotypus 1889 / *Cercyon circumcinctum* Reitter’ (NMPC). PARATYPE: m\*, same label data as holotype (NHMW). *Cercyon exemplum*. HOLOTYPE: etc.

**Additional material examined.** **ALBANIA:** Shkoder [= Shkodër], without date, 1 spec., without collector, M. Fikáček det. (NHMW). Shkoder [= Shkodër] env., < 400 m a.s.l., 14.vii.2000, 1 m\* 2 f\*f\*, R. Fencel lgt., F. Hebauer det. (MFOC). **GREECE:** MACEDONIA, Rentina-Modi, 38°41'28" N 23°35'03" E, 3.-20.vii.2002, 2 m\*m\* 1 f\*, M. Fikáček lgt. & det. (MFOC). Etc.

**(Diagnosis.)**

**Description / Redescription.** Body moderately convex. Length: 2.7-3.2 mm (holotype 3.1 mm); width: 1.5-1.8 mm (holotype 1.6 mm).

Coloration. Piceous to black, ...

Head with moderately strong but not very dense punctation, ...

Prothorax. ...

**Variability.** Though *C. circumcinctus* is not very variable, we observed a slight variability in the coloration of the elytra, the punctuation of the elytral base, ...

**Differential diagnosis.** The general coloration of *C. circumcinctus* is rather similar to that of *C. putricola*; it differs from the latter species by ...

**Etymology.** This species is dedicated to / named after ...

**Bionomics.** Unknown. / All specimens have been found in well-vegetated, stagnant water bodies (J. HÁJEK pers. comm.).

**Distribution.** *Cercyon circumcinctus* is distributed in the eastern Mediterranean area, occurring in ...

**Remarks/Comments.** ...

**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).

**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. Include all authors and a complete title for each reference. Journal names should be italicized and unabbreviated unless, in exceptional cases, the complete name cannot be found. Titles of monographs and conference proceedings should also be italicized (see DE LATTIN 1967, PASHCHENKO 1988). 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 brackets along with the original title (see VESELÝ et al. 2002); papers without translated titles should be accompanied with an English translation in square brackets (see PASHCHENKO 1988). Transliterate titles in cyrillics following standard rules (e, ё, э = e, ж = zh, й = y, x = kh, ц = ts, ч = ch, ш = sh, щ = shch, ь, ъ = ', ю = yu, я = ya; see PASHCHENKO 1988) and omit titles in other alphabets (see REN 2004). Details should be specified in a short note placed in brackets 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 level taxa in references.

**Examples:**

BOROVEC R. 2003: Revision of genera Gyrtogaster, 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. & TĚŤÁL 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 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. Original artwork must have sufficient contrast and not be more than twice as large as the printed size. In both cases, all figures should be assembled into final panels, consecutively numbered and provided with scale lines (where appropriate). Detailed figure legends including information scales 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 (129×181 mm) 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 colour illustrations** are accepted as original artwork or in TIFF format with at least 300 dpi resolution for 10×14 cm printed size. Colour illustrations that will be converted into black and white in the printed version must have appropriately chosen colours to avoid loss of information. 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. 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 = 0.5 mm.

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

**Manuscripts** should be submitted electronically to the journal office by e-mail or on a CD-ROM. The text (in .doc standard text file or .rtf format, 12 pt font size) should be double spaced and left justified; do not divide words and avoid unusual fonts.

Author(s) will receive one set of proofs. Requested original artwork and storage media will be returned together with the reprints.

All correspondence should be sent to the AEMNP journal office, Department of Entomology, National Museum, Kunratice 1, CZ-148 00 Praha 4, Czech Republic or e-mailed to aemnp@nm.cz.