

ACTA ZOOLOGICA ACADEMIAE SCIENTIARUM HUNGARICAE
An international journal of animal taxonomy and ecology
<http://actazool.nhmus.hu/>

INSTRUCTION TO AUTHORS

Acta Zoologica Academiae Scientiarum Hungaricae is an **open access journal under Creative Common licence CC BY-NC**. It means that it is freely available on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself.

Submission of a paper implies that it has not been published previously, that is not under consideration for publication elsewhere. This journal does not charge article processing nor submission charges except the extra costs for colour printing.

Papers must be in English with British spelling, and be original contributions in the field of animal taxonomy, systematics, zoogeography and ecology. Short communications will not be considered. All manuscripts must be submitted at <http://ojs3.mtak.hu/index.php/actazool/>.

Authors are requested to keep their communications as concise as possible. Footnotes should be avoided or minimized, and italics should not be used for emphasis. A running head of not more than 30 letters should be supplied. Lines should be numbered (use your wordprocessor's line numbering function). Authors' name should be small caps.

Manuscripts not follow the guidelines will not be considered. The manuscript should contain the following information:

Title should be followed by the name and full address of the author(s). Full **author names** (including given and family names) should be provided. In the case of multiple authors, the corresponding author should be indicated. The **affiliation** should be as concise as possible and should include the complete mailing address (including e-mail). Please provide the ORCID number of all authors. If you do not have yet, please register at <http://orcid.org/>.

Abstract should be a brief summary of the contents and conclusions of the paper, and should not be longer than 200 words and should not contain references. It should clearly and simply summarize the most important results and methods if necessary.

Key words should not be more than five expressions describing the content.

Introduction should contain a brief survey of the relevant literature and the reasons for doing the work.

Material and methods supply sufficient information to permit repetition of the work. The technical description of methods should be given only when such methods are new.

Results should be presented concisely. Only in exceptional cases will it be permissible to present the same set of results in both table and a figure. The results section should not be used for discussion.

Discussion should be separate from the results section and should deal with the significance of the results and their relationship to the object of the work (and, this is the place of the identification key in taxonomic revisions).

Acknowledgements (at most in 10 lines).

References. In principle the Harvard system is to be followed. References should be detailed in the following order: authors' names and initials, year of publication (in parentheses), the title of the article, the full name of the journal, the volume, and the first and last pages of the article, doi number (check DOI numbers at <http://www.crossref.org/SimpleTextQuery>), e.g.

NIEDBALA, W. (2007): A new species of ptyctimous mites (Acari: Oribatida) from the Nearctic Region. *Canadian Entomologist* **139**: 510–512. <https://doi.org/10.4039/n06-866>

For books and book chapters the author's names, date of publication, title, edition, page reference, publisher's name and the place of publication should be given, e.g.

HINTON, H. E. (1981): *Biology of insect eggs*. Vol. 2. Pergamon Press, New York, 234 pp.

or

PAPP, L. & SCHUMANN, H. (2000): Key to families – adults. Pp. 163–200. In: PAPP, L. & DARVAS, B. (eds): *Contributions to a manual of Palaearctic Diptera*. Vol. 1. *General and applied dipterology*. Science Herald, Budapest.

References to papers “in press” must mean that the article has been accepted for publication. References to “personal communications” and unpublished work are permitted in the text only: references to papers in preparation or submitted are not permissible. **Please do not italicize taxon names in the References.**

In the text references should be given as RONKAY and FIBIGER (1993), or (RONKAY & FIBIGER 1993, PAPP 1995), MARSHALL (1992) or (MARSHALL 1992). When a citation includes more than two authors, e.g. Grey, Black and White, the paper should be referred to in the text as GREY *et al.*, provided that this not ambiguous. If papers by the same author(s) in the same year are cited, they should be distinguished by the italics letters, *a, b, c*, etc., e.g. MARSHALL (1992*a*).

All necessary **illustrations** should accompany the manuscript, but should not be inserted in the text. All photographs, graphs and diagrams should be numbered consecutively in Arabic numerals (use Arial typeface) in the order in which they are referred to in the text. Only good quality and high enough resolution (min. 400 dpi) figures will be accepted. Explanation of lettering and symbols should be given in the figure caption and only exceptionally in the figures. Scales must be indicated on micrographs, not by magnifications in the legends. The following symbols should be used on line drawing: ●■○□◆♦ etc. The preferred format for submitted digital figures are TIF, PSD, JPEG (only high quality), or EPS, AI, CDR, WMF, EMF. Please do not flatten layers if possible.

Legends to figures should be incorporated into the text of the caption. They should give sufficient data to make the illustration comprehensible without reference to the text.

Tables and appendices should be constructed so as to be intelligible without reference to the text, numbered in Arabic numerals. Every table should be provided with an explanatory caption and each column should carry an appropriate heading. Units of measure should always be indicated clearly (metric units are preferred). All tables and figures must be referred to in the text.

Only standard **abbreviations** should be used. Arbitrary abbreviations and jargon will not be accepted.

The **Latin names** should be given for all species used in the investigation, although taxonomic affiliation and authority need not be provided in the title. Genus and species names should be italics except in the references.

Page proofs will be sent to the author (or the first-mentioned author in a paper of multiple authorship) for checking. Corrections to the proofs must be restricted to printers' errors. Any substantial alterations other than these may be charged to the author. Authors are particularly requested to return their corrected proofs as quickly as possible in order to facilitate rapid publication.

Reprints or extra copies of a given issue and extra costs for colour illustrations must be paid by the authors. They should be ordered at the Journal Manager (peregog.azh@gmail.com) not later than the manuscript accepted.

FOR FURTHER INFORMATION PLEASE CONTACT US

Prof. G. BAKONYI, Editor-in-Chief

Department of Zoology and Ecology, Szent István University

H-2100 Gödöllő, Páter K. u. 1, Hungary; E-mail: Bakonyi.Gabor@mkk.szie.hu