

REVUE SUISSE DE ZOOLOGIE – INSTRUCTIONS TO AUTHORS

GENERAL INFORMATION

The *Revue suisse de Zoologie* publishes original research results of zoological systematics and related fields. All manuscripts will be refereed by taxonomic experts. Priority is given to contributions submitted by members of the Swiss Zoological Society or studies based on collections of Swiss museums. Other contributions may be accepted as space permits.

Submission of a manuscript implies that it has been approved by all authors, that it reports their unpublished work and that it is not being considered for publication elsewhere.

Manuscripts must be submitted via email (rsz.mhn@ville-ge.ch) as an attached Microsoft Word (.doc or .docx) or Rich Text file (.rtf).

Authors should strictly follow the instructions given here or consult a recent issue of the journal.

A financial contribution may be asked from the authors if the number of colour illustrations exceeds a certain number.

There is no maximal length of the articles, but manuscripts longer than 50 pages should be discussed first with the editors.

Please suggest at least two names of reviewers.

TEXT

The language must be English, exceptionally and in well-founded cases French, German, or Italian are possible. Authors not writing in their native language should pay particular attention to the linguistic quality of the text.

The text should be in standard type face throughout, except for genus and species names which must be formatted in *italics* (**bold italics** in taxa headings). Bold **CAPITALS** may be used for main chapter headings, bold **standard type** face for subordinate headings, and *italics* for the next inferior degree. Footnotes and cross-references to specific pages should be avoided.

Papers should conform to the following general layout:

Title page: A concise but informative full title, full name(s) and surname(s) of author(s), and full address(es) including the e-mail address of the corresponding author.

Abstract: The abstract is in English. It should summarise the contents and conclusions of the paper and name all newly described taxa.

Keywords: The abstract is followed by up to 8 keywords. Terms used in the title should be omitted from the list of keywords in favour of significant terms not mentioned in the title.

Introduction: (BOLD CAPITALS) A short introduction to the background and the reasons for the work. Always cite the authors of species on their first mention. Citation of references in the text must use the following format: White & Green (1995) or (White & Green, 1995).

Material and methods: (BOLD CAPITALS) Sufficient methodological details must be given to enable other workers to repeat the study. The International Code of Zoological Nomenclature must be strictly followed. The current location of the examined museum material must be given. Types must always be deposited in a museum or similar institution.

Taxonomic Part: (BOLD CAPITALS) This is the main part and gives the details the systematic and taxonomic results in a taxonomic hierarchic structure. If your study is more an experimental work, then this section may be titled Results. The abbreviations gen. nov., sp. nov., syn. nov. and comb. nov. must be used to distinguish all new taxa, synonyms or combinations. Text and tables should not duplicate the same information.

For the species level, the text should be structured as follows (additional or not all sections may be necessary).

Species name (e. g. *Plumularia setacea* Linnaeus, 1758)
Figs (e. g. Figs 25A, 26B)
Synonymy (e. g. *Sertularia setacea* Linnaeus, 1758: 813.
Sertularia Templetoni Fleming, 1828: 543.
Plumularia setacea. – Hincks, 1868: 296, fig. 34, pl. 66 fig. 1. – Broch, 1918: 55, fig. 24.
Plumularia milleri Nutting, 1906: 951, pl. 5 fig. 1, pl. 12 figs 6-7.)

Material examined: (or Holotype:, Paratypes:)

Diagnosis:

Etymology:

Description:

Dimensions:

Distribution:

Type locality:

Remarks:

All examined specimens or lots of specimens should be listed using the following listing system: Museum Acronym followed by accession number if available; number of specimens and sex; locality names, coordinates, other locality data; collection date; other data. All specimens and lots must be separated by the combination of signs " . – ". Example:

Material examined: MHNG-INVE-69643; 3 females, 1 male; Japan, Okinawa Islands, near Kume Island, 26.3231°N 126.7439°E, 68-99 m; 14.11.2009; not well preserved. – MHNG-INVE-69662; 1 female, 2 juveniles; Japan, Okinawa Islands, near Kume Island, 26.2897°N 126.8577°E, 88-105 m; 10.11.2009; label "Stat. 25-3654/rawl 86/alc.".

The Description section may be subdivided by adding subtitles in italics, e. g. *Head: Pronotum: Abdomen:* etc.

Discussions of the observations and results should be made in the Remarks section. If your study fits more an experimental work, then the discussion should be presented in a separate section with the appropriate title.

Acknowledgements: (BOLD CAPITALS) List here those individuals who provided help during the research. This section must identify the source(s) of funding for the research. It should state where and when any earlier versions of the paper were presented (e.g. at a conference). Lastly, it should acknowledge the help of all individuals who have made a significant contribution to improving the paper (e.g. by offering comments or suggestions).

References: (BOLD CAPITALS) List here all the bibliographic references, including also the authors as part of taxon names. The references are presented alphabetically and then chronologically. If there are several references by the same authors and the same year, add small letters after the year (e. g. Smith, 2012a; Smith, 2012b).

Legends to figures: Provide here all the legends of your figures. Do not distinguish between figures and plates. Use either consecutive numbering (also for several illustrations assembled to a plate), or use capital letters A through Z to label the individual illustrations in assembled figures (e. g. Fig. 3A-C). In the legends, numbers or letters must be in brackets and precede the text, example:

Figs 21-26. *Ascaris suum*, MHNG-INVE-52368, after life. (21) Head region in lateral view. (22) Same in ventral view....

IDENTIFICATION KEYS

Use the following style for identification keys, either adapted for one or two text columns width:

- 1 peduncle absent or short (much smaller than manubrium)..... 2
- distinct peduncle present 8

- 2 with ocelli 3
- without ocelli 6

- 3 1-4 mm, less than 8 tentacles *B. muscus*
- > 4 mm, more than 8 tentacles 5

BIBLIOGRAPHICAL REFERENCES

The title of the publication and the name of the journal must be given in full in the following style:

Articles in serials:

Penard E. 1889. Etudes sur quelques Hélozoaires d'eau douce. *Archives de Biologie* 9: 1-61.

Books, thesis:

Mertens R., Wermuth H.J. 1960. Die Amphibien und Reptilien Europas. *Kramer, Frankfurt am Main*, XI + 264 pp.

Book sections:

Handley C.O. 1966. Checklist of the mammals of Panama (pp. 753-795). In: Wenzel R.L, Tipton V.J. (eds). Ectoparasites of Panama. *Field Museum of Natural History, Chicago*, XII + 861 pp.

A style filter for the bibliographic software Endnote is downloadable from our internet page.

ILLUSTRATIONS AND TABLES

Each illustration must be mentioned in the text of the article, like e. g. (Fig. 1). The references for illustrations published in other articles shall be written in lowercase. (ex. Pantic, 1965: pl. 1 fig. 3).

For the first submission, figures can be provided as a PDF file if desired. At least after acceptance of the paper, the figures must be sent as separate files, not integrated in the text-file, and all numbered consecutively.

The correct size must be specified in the files. Acceptable are either widths of 8 cm or 17 cm, and heights of up to 24 cm (legend included). Drawings are best provided as LZW compressed TIF files and must have a resolution of at least 600 dpi. Photos and half-tone drawings must be in JPG format with a minimal resolution of 300 dpi. The number of colour illustrations should not exceed 1/4 of the total number of illustrations. Do not mix line drawings and halftone illustrations as this will reduce the quality of impression.

Final size of lettering must be taken into consideration: letters should have sizes of 2 mm (for details) and 3 mm (for numbering the illustrations). Lengths of scale bars may be either included in the figure or given in the caption. The captions of the figures must be written in the language of the article and placed at the end of the article, after the bibliography.

Tables should be embedded in the text file after the legends of the figures. Tables should be simple and be prepared so that they fit precisely the whole page width (170 mm), or the column width (80 mm).

PROOFS

Page proofs will be sent by email to the corresponding author as PDF files only. You can either make the correction on a printed version and return it by airmail, or make your corrections and comments directly into the PDF file using suitable editing software (recommendations can be obtained from the editors).

REPRINTS

All authors will receive a PDF file of their published article. Offprints may be ordered at current prices when the proofs are returned.

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