

Notice to contributors

General editorial practices

All manuscripts should be sent by e-mail to the editor in chief Dr Rudy Jocqué, (jocque@africamuseum.be) or to his postal address (Head, Section of Invertebrates, Royal Museum for Central Africa, B-3080 Tervuren, Belgium) in case it is preferred to send a hard copy. In the latter case an electronic copy on diskette or another carrier will be requested if the paper is accepted.

Papers submitted to the *Journal of Afrotropical Zoology* should preferably pertain to Africa and present original contributions to animal taxonomy and systematics, although descriptive morphology and other subjects bearing on taxonomy may be considered. Articles concerning the collections of the Royal Museum for Central Africa will have priority. Emphasis is placed on the selection of comprehensive studies or revisions and on work with a biological or zoogeographical relevance.

Papers should be in clear, concise English or French and not longer than 40 typed pages (Times new Roman 12, line spacing 1.5) unless otherwise agreed upon with the editor. Very long papers may be considered for publication in the *Studies in Afrotropical Zoology*. The articles are peer-reviewed before acceptance. The editor reserves the right to make minor textual corrections that do not alter the author's meaning.

Examine recent issues of the *Journal of Afrotropical Zoology* for details of acceptable style and format. Hardcopy manuscripts must be typed on one side of the paper and DOUBLE-SPACED THROUGHOUT. Margins should not be justified. Words to be italicised may be indicated in italic print or underlined. Avoid capitalisation except for abbreviations of depositories, and the names of countries indicated for material examined. Authors are to use the International Systems of Units (SI) for measurements. Papers not conforming to these directives are liable to be returned to the author.

Title and related information

The first page of the manuscript should include the title, running title, name and address of authors, reference to the paper, abstracts and key words.

The title of the paper should be informative but concise. The order and family name of the group studied should be included between brackets. A short title (running title) should be given on the first page.

The abstract starts with the reference to the paper in the following form:
BROWN, A.G. 2000. Title of the manuscript. *J. Afrotrop. Zool* 1: xxx-xxx.

The abstract in English should be a concise summary of the significant content and salient conclusions of the work. A translation in another language may follow the English version.

The name and full postal address of authors should follow the abstract; a new affiliation may be added as a footnote. The postal address of authors may be completed with their e-mail address.

Up to ten key words (words not used in the title) follow the abstract(s).

Figures

Figures should be of publishable quality and be submitted about twice their printed size, labelled with stencilled or pre-printed lettering (large enough to allow reduction) and numbered consecutively in the sequence referred to in the text. Figures must be boldly drawn in black waterproof ink. Authors should avoid bold or unnecessarily large lettering.

Drawings and photographs that make up separate parts of the same figure must be mounted together, arranged to use space efficiently, and labelled consecutively (preferably

left to right, top to bottom) and consistently. Reference in the text should be: (Fig. 1), (Figs 2, 3), and (Figs 1; 2A, C).

Figure legends should be grouped together on a separate sheet. Acceptable formats for figure legends are:

- Figure 1. *Genus species*. A, Habitus; B, C, male genitalia; D-F, head (D), thorax (E), and abdomen (F).
- Figure 1. *Genus species*. a, Habitus; b, c, male genitalia; d-f, head (d), thorax (e), and abdomen (f).
- Figures 1-6. *Genus species*. 1, Habitus; 2, 3, male genitalia; 4-6, head (4), thorax (5), and abdomen (6).

There is no charge for drawings or half tones. Colour illustrations are welcome, but authors are normally expected to pay the cost of publication (70.00€ per page). Contact the editor to obtain additional information and price quotations.

Tables

Tables should be on separate sheets and not ruled up. They are to be self-explanatory and should not duplicate data illustrated in figures.

References

References in the text should be in the form (Blyder 1998, Sadler 2002) or (Blyder 1998, 1999; Sadler 2002; Vandamme & Desmet 2001) and should be collated at the end of the paper with periodical titles in full, e.g.

BROWN, K.G. 1981. A revision of *Psodis* (Lepidoptera; Psodidae). *Systematic Entomology* 7: 457-477.

HALTENORTH, Th., SMEENK, C. & DILLER, H. 1979. *Elseviers Gids van de Afrikaanse Zoogdieren*. Elsevier Nederland, Amsterdam.

Zoological nomenclature

Papers must conform to the requirements and recommendations of the *International Code of Zoological Nomenclature*. Taxonomic affiliation and authority should be given in full at the first mention of a species in the text. An author's name must follow the name of a taxon without any intervening punctuation, and a comma must be inserted between the name of the author and the date of publication. If a species is transferred from its original genus, the author's name must then be placed in parentheses. The name of a subsequent user of a scientific name must be separated from that of the original author by a semicolon. Misidentifications cited in synonymy should be placed in square brackets.

Types must be designated for new taxa, type depositories (museum or similar institution) must be indicated, and new taxa must be clearly differentiated from existing taxa. New distribution records should be documented by voucher specimens deposited in a museum or similar institution. The abbreviations gen. n., sp. n., syn. n. and comb. n. should be used to distinguish all new taxa, synonymies or new combinations.

In describing new species, a single specimen must be designated as the holotype; other specimens mentioned in the original description may be designated as paratypes. The label data on the holotype and paratypes (number of specimens, sex, country in upper case, locality and coordinates if available, collecting date, ecological data and collector's name) and the institutions in which they are deposited (acronym and registration number if available) may be recorded in the original description but in the order as above. The acronym of the Royal Museum for Central Africa is its French original MRAC. Localities are joined per country and should be cited in order of increasing precision, as in the examples. Coordinates are to be

given in the form 27°03'02"S 07°21'12"E (pay attention to use ' and " and not ‘ or “. Sex symbols should be used rather than ‘male’ and ‘female’, e.g.:

Holotype: ♂: ANGOLA, Kampolo, Mira forest, 22.XII.1956, pitfall traps in evergreen forest, J. Kalim (MRAC 123.122).

Paratypes: CONGO D.R.: 1 ♂, 2 ♀: Pongolo, 2 km W on road to Bimba, 5.I.1976, sweeping, forest edge, F. Verschuren (MRAC 123258); 1 ♂: 12.II.1991, further as previous (MRAC 125666); ANGOLA: 1 ♂: Birala, 6.III.1888 (MNHN); 2 ♀: Mantikwa, 3 km E on road to Birala, 3.12.1988, pitfall, dry forest, W. Schrijvers (MNHM).

Any additional specimens cited but not regarded as paratypes should be listed in a format similar to that of types. New distribution records should be documented by voucher specimens deposited in a museum or similar institution.

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Disks and hardcopy manuscripts

Manuscripts that are accepted must be submitted electronically or on computer disk, which may be either IBM- or Mac-compatible. Do not justify margins. Disks will not be returned to authors.

Items to check are spelling (Oxford English), spacing (no double spaces), typographical rules etc.

Numbers up to 9999 are simply written with adjacent digits. Numbers accompanied with units are separated by an unbreakable spacing; e.g.: 12 km, 10 %, 12 g. Dashes or hyphens are not preceded or followed by a space unless they separate a comment clause. Italicise *et al.*, write Fig., Figs and Table with capitals throughout; e.g.: (Fig. 3), and use the correct ‘quotation marks’.

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