

## Instructions to Authors

1. Authors are requested to submit papers for publication to any of the editors (for addresses see cover). However, any member of the Advisory Board may receive papers and transmit them to any of the editors for acceptance.

2. Unpublished papers of scientific value which comply with the standards of the editorial aims of LIMNOLOGICA will be readily accepted. Acceptance for publication is dependent upon recommendation by one of the above-mentioned editors. The editor-in-chief reserves the right to reject any manuscript submitted, whether on invitation or otherwise, and to make suggestions and modifications before publication. All manuscripts will be peer-refereed. Two copies of the complete text of each article should be submitted.

3. **Copyright:** Submission of a manuscript implies that the submitted work has not been published before (except as part of a thesis or lecture note or report, or in the form of an abstract); that it is not under consideration for publication elsewhere; that its publication has been approved by all co-authors as well as by the authorities at the institute where the work has been carried out; that written permission of copyright holders was obtained by the authors for material used from other copyrighted sources; that, if and when the manuscript is accepted for publication, the authors hand over the transferable copyrights of the accepted manuscript to the publisher; and that the manuscript or parts thereof will thus not be published elsewhere in any language without the consent of the copyright holder. Copyrights include, without spatial or timely limitation, the mechanical, electronic and visual reproduction and distribution; electronic storage and retrieval; and all other forms of electronic publication or any other types of publication including all subsidiary rights.

4. The manuscript must be submitted ready for the printer, i.e. type-written, double-spaced on one side of the paper, on format A4. It may be written in English, German or French. Authors not using their mother tongue are urgently requested to have their manuscript checked for linguistic correctness before submission. Editors are entitled to submit manuscripts to an additional linguistic examination. Number the pages of the manuscript consecutively.

5. If possible send a floppy disc copy of the latest version of the complete manuscript together with a complete traditional paper version including text and figures.

- Text, including italics and bold characters, should be saved as Word or WordPerfect documents in DOS or Macintosh format. Do not use capital letters for authors' names or headlines.
- Pictures should be saved as tiff or eps-format.

6. The title page should include title of paper, first name(s) written in full, surname(s) of authors, laboratory or institution, name of town and country. Name, address as well fax and phone numbers, e-mail-addresses of the authors responsible for correspondence or reprint requests should be indicated in footnote.

A short running title of no more than 40 to 50 characters should be added. Up to 10 key words should follow.

7. Every manuscript has to be preceded by the title, and a summary in German or English giving a synopsis with sufficient detailed information concerning the methods used and the results obtained has to be added.

8. Text marking: Italics, should be used for all scientific names from the level of the genus downward. Less important parts of the text should be marked by a vertical line in the left margin.

9. Each table should be typed on a separate sheet of paper. Tables should be numbered consecutively in Arabic numerals and attached to the end of the text. They should be supplied with headings and kept as simple as possible and should be referred to in the text as "Table 1", etc.

10. Figures should be numbered consecutively in Arabic numerals and attached to the text behind the tables. Graphs and diagrams

should be large enough to permit reduction: drawings should be twice the final size. Important points to note: thickness of lines, size of inscriptions, size of symbols, adequate spacing of shaded and dotted areas. Legend for figures (incl. photographs) should be listed consecutively on a separate sheet of paper.

11. Photographs should be sharp, well-contrasted glossy prints of the original negative in black and white, trimmed at right angles. The magnification should be indicated by a scale bar. Inscriptions, marks, and scale bars should preferably be drawn neatly in black ink in an appropriate size on the face of the illustrations. Please see that the figures making a plate fit each other in size and contrast and that they correspond.

Plan all figures to suit a column width of 8.3 cm or a page width of 17.1 cm. Figures may be combined to a maximum plate size of 17.1 cm × 22.5 cm.

The figure number, the desired reduction scale and the author's name should be written in pencil on the back.

12. Bibliographical references (section called "References") should be listed in alphabetical order at the end of the paper.

a. Periodicals: name(s) and initial(s) of author(s); year of publication; title of the publication; title of the periodical; volume number (Arabic numerals); first and last page number. For journals the recognized abbreviations laid down in the "World List of Scientific Periodicals 1900–1960" (London, 1965) or similar international recommendations should be used.

*Example:* KOSCHEL, R. (1981): Bilanz der Primärproduktion des Phytoplanktons in den Gewässern des Stechlinseesystems. *Limnologica* 13 (1): 55–81.

When quoting consecutively several papers published in the same periodical, the word "ibid." may be used.

b. Books: name(s) and initial(s) of the author(s); year of publication; exact title; town of publication. The publishing house will not be stated.

*Example:* FOTT, B. (1959): *Algenkunde*. Jena.

c. Articles of monographs (symposia, etc.):

*Example:* HASTINGS, I. W., & SWEENEY, B. M. (1959): *The Gonyaulax clock*. In: R. B. WITHROU (ed.), *Photoperiodism and related phenomena in plants and animals*, pp. 567–584. Washington, D.C.

13. References should be cited in the text in parentheses by the name(s) of author(s) followed by the year of publication, e.g. "(KOSCHEL 1981)" except when the author's name is part of the sentence, e.g. "KOSCHEL (1981) has shown that ..."

If several contributions by the same author were published in one year, a distinction of these should be made by adding a, b, or c, e.g. "(KOSCHEL 1981a)". If there are more than two authors, it is in order to put "et al." behind the first name, e.g. "(KOSCHEL et al. 1981)".

14. When papers originally published in languages which use alphabets others than Latin (e.g. Russian Cyrillic, Japanese, etc.) are cited, author, title of the paper and the periodical itself must be transliterated (romanized) using ISO1 or ISO2 or similar romanization standards (cf. NICOLSON, *Taxon* 30/1981, 168–183). A translation of the title into English should be added in parentheses.

15. In cases of similarity of titles of some periodicals, even when they use different alphabets, the place of publication of the periodicals should be indicated in parentheses, for example *Hydrobiologia* (The Hague) and *Hidrobiologia* (Bucuresti).

16. The journal LIMNOLOGICA is produced directly in page set. Consequently the author only receives the page proofs for his approval. Therefore all positions for figures and tables must already be marked in the left margin of the manuscript.

17. 25 reprints per paper will be supplied free of charge. Additional reprints on payment can be ordered after receipt of proofs.