

#### INSTRUCTIONS FOR AUTHORS

1. MALACOLOGIA publishes original research on the Mollusca that is of high quality and of broad international interest. Papers combining synthesis with innovation are particularly desired. While publishing symposia from time to time, MALACOLOGIA encourages submission of single manuscripts on diverse topics. Smaller papers of local geographical or systematic content, and of high quality and interest, may be accepted as 'Research Notes'. Nearly all branches of malacology are represented in the pages of MALACOLOGIA.
2. Manuscripts submitted for publication are received with the tacit understanding that they have not been submitted or published elsewhere in whole or in part.
3. Manuscripts must be in English, but may include an expanded abstract in a foreign language as well as the usual brief abstract in English. Both American and British spellings are allowed.
4. Unless indicated otherwise below, contributors should follow the recommendations in the Council of Biology Editors (CBE) Style Manual.
5. Be brief.
6. Manuscripts must be typed on one side of good quality white paper, double-spaced throughout (including the references, tables and figure captions), and with ample margins. Tables and figure captions should be typed on separate pages and put at the end of the manuscript. Make the hierarchy of headings within the text simple and consistent. Avoid internal page references (which have to be added in page proof).
7. Choose a running title (a shortened version of the main title) of fewer than 50 letters and spaces.
8. Provide a concise and informative abstract summarizing not only contents but also results. A separate summary is not wanted.
9. Supply between five and eight key (topic) words to go at the end of the Abstract.
10. Use the metric system throughout. Micron should be abbreviated  $\mu\text{m}$ .
11. Illustrations are printed either in one column or the full width of a page of the journal, so plan accordingly. The maximum size of a printed figure is 13.5 x 20.0 cm (preferably not as tall as this so that the caption does not have to be on the opposite page). The figure captions are not to be part of the figure. List the figure captions on a separate page.
12. Drawings and lettering must be dark black on white paper. Lines, stippling, letters, and numbers should be thick enough to allow reduction by 30% to 50%. Letters and numbers should be at least 2 mm (line art) or 3 mm (gray-step, color) high after reduction, but avoid letter sizes > 6 mm. Several drawings or photographs may be grouped together to fit a page. Photographs are to be high contrast. High contrast is especially important for histological photographs.
13. All illustrations are to be numbered sequentially as figures (not grouped as plates or as lettered sub series), and are to be arranged as closely as possible to the order in which they are first cited in the text. Each figure must be cited in the text.
14. Scale lines are required for all none diagrammatic figures, and should be convenient lengths (e.g., "200  $\mu\text{m}$ ", not "163  $\mu\text{m}$ "). Magnifications in captions are not acceptable.
15. All illustrations should be mounted, numbered, labeled or lettered, i.e. ready for the printer. Be professional. Sloppy illustrations, labels, borders will not be accepted. If assistance is required of MALACOLOGIA's editorial staff, the author will be charged for the services rendered.  
All computer-generated graphics must be submitted electronically (e-mail or CD-ROM). Submit such graphics as TIFF or JPEG files. Line art (black and white) graphics must have a final resolution of 1200 dpi, gray-step and color graphics, 300 dpi. In line drawings, the minimum line width of 0.2 mm is required (as measured by final size).

16. A caption should summarize what is shown in an illustration, and should not duplicate information given in the text. The caption must not be part of the figure but be provided in a separate file that has all the figure captions listed in order. Each lettered abbreviation labeling an individual feature in a figure must either be explained in each caption (listed alphabetically), or be grouped in one alphabetic sequence after the Methods section. Use the latter method if many abbreviations are repeated on different figures.
17. Tables are to be used sparingly and vertical lines not at all. Horizontal lines are to be used only in the header and foot of the table. Submit all tables in a separate file.
18. References cited in the text must appear in the Literature Cited section and vice versa. Refer to a recent issue of MALACOLOGIA for bibliographic style, noting especially that serials are cited unabbreviated. Supply information on plates, etc., only if they are not included in the pagination.
19. In systematic papers, synonymies should not give complete citations but should relate by author, date and page to the Literature Cited section.
20. For systematic papers, all new type specimens must be deposited in museums where other scientists may study them. Likewise, MALACOLOGIA requires that voucher specimens upon which a paper is based be deposited in a museum where they may eventually be re-identified.
21. Submission of manuscripts.\* Contact the editor ([georgedavis99@hotmail.com](mailto:georgedavis99@hotmail.com)) to determine the method of submission if the manuscript is > 40 pages and graphics have file sizes exceeding 2.0 MB. Contact the editor to obtain instructions as to where a ms is to be mailed if mailing is necessary. Send the ms files to [georgedavis99@hotmail.com](mailto:georgedavis99@hotmail.com). Each e-mail should not exceed 3.0 MB.
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- B. Manuscript files. Manuscript files can be accepted in Microsoft Word format only (PC version). Name the files after the first author (e.g. SMITH.DOC). Keep the file size of graphics below 2 MB (save graphics as TIFF file with LZW compression or as JPEG file). Once the MS is accepted, uncompressed files have to be provided on CD-ROM. Provide the tables as a separate file. Attach all files to the covering e-mail message.
- For any question regarding electronic submission of graphics, contact the graphics editor at:  
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