

Author Guidelines

Main Text

Title: The title should be in a sentence case (only scientific, geographic or person names should be with a first capital letter, i.e. *Elater ferrugineus* L., Germany, etc.), and should include an accurate, clear and concise description of the reported work, avoiding abbreviations. The higher taxa within the title should be separated with commas and not with a semicolon, e.g.: (Coleoptera, Elateridae, Elaterini). Please enter the desired running title for the page headings in brackets.

Authors and Affiliations: Provide the complete names of all authors, and their addresses for correspondence, including e.g., institutional affiliation (e.g. university, institute), location (street, boulevard), city, state/province (if applicable), and country. One of the authors should be designated as the corresponding author. It is the corresponding author's responsibility to ensure that the author list, and the individual contributions to the study are accurate and complete. If the article has been submitted on behalf of a consortium, all consortium members and their affiliations should be listed after the **Acknowledgements** section.

Abstract and Keywords: Please have your abstract and keywords ready for input into the submission module. The abstract should contain max. 250 words. A maximum of 10 key words may be given, which are not already in the title.

Body Text: All papers should be in grammatically correct English. Non-native English speaking authors are required to have their manuscripts checked by a native English speaker prior to submission. Use either British/Commonwealth or American English provided that the language is consistent within the paper. A manuscript must be written with precision, clarity, and economy, whenever appropriate in active voice and first person. Avoid the use of parenthetical comments and italics or bold for emphasis. This journal discourages the use of quotation marks except for direct quotations, words defined by the author, and words used in unusual contexts. Short quotations should be embedded in the text and enclosed in double quotation marks (""). Long quotations should be on a separate line, italicized, but without quotation marks. Single quotation marks are to be used only for a quotation that occurs within another quotation.

Spacing, Fonts, and Page Numbering: Single-space all material (text, quotations, figure legends, tables, references, etc.). Separate paragraphs with a blank line. Use a 12-point font (preferably Times New Roman or Arial).

Capitals: First capital letters should be used only in the beginning of a sentence, in proper names and in headings and subheadings, as well as to indicate tables, graphs and figure/s within the text. Software programmes should be written with capital letters (e.g., ANOVA, MANOVA, PAUP).

Italicization/Underlining: Scientific names of species and genera, long direct quotations and symbols for variables and constants (except for Greek letters), such as p , F , U , T , N , r , but not for SD (standard deviation), SE (standard error), DF (degrees of freedom) and NS (non significant) should be italicized. These symbols in illustrations and equations should be in italics to match the text. Italics should **not** be used for emphasis, and not in abbreviations such as e.g., i.e., et al., etc., cf. Underlining of any text is not acceptable.

Abbreviations: Abbreviations should be followed by '.' (full stop or period; for instance: i.e., e.g., cf., etc.). Note that you shouldn't add a full stop at the end of abbreviated words if the last letter of the abbreviation is the same as the last letter of the full word. For example, you should abbreviate „Eds“, „Dr“, „Mr“ without full stop at the end. All measures, for instance mm, cm, m, s, L, should be written without full stop.

On the use of dashes: (1) Hyphens are used to link words such as personal names, some prefixes and compound adjectives (the last of which vary depending on the style manual in use) **(2)** En-dash or en-rule (the length of an 'n') is used to link spans. In the context of our journal en-dash should be used to link numerals, sizes, dates and page numbers (e.g., 1977–1981; figs 5–7; pp. 237–258); geographic or name associations (Murray–Darling River; a Federal–State agreement); and character states combinations such as long–pubescent or red–purple. **(3)** Em-dash or em-rule (the length of an 'm') should be used rarely, only for introducing a subordinate clause in the text that is often used much as we use parentheses. In contrast to parentheses an em-dash can be used alone. En-dashes and em-dashes should not be spaced.

Footnotes: Avoid footnotes in the body text of the manuscript. It is always possible to incorporate the footnote into the main text by rewording the sentences, which greatly facilitates reading. Additionally, footnotes are not always handled well by the journal software, and their usage may cause a failure of submission. Footnotes are acceptable only below tables; instead of numbers, please use (in order): †, ‡, §, |, ¶, #, ††, ‡‡, §§, ||, ¶¶, ##.

Geographical coordinates: It is strongly recommended to list geographical coordinates as taken from GPS or online gazetteer, or georeferencer (<http://wwwold.gbif.org/prog/digit/Georeferencing>). Geographical coordinates must be listed in one of the following formats:

Definition: The locality consists of a point represented by coordinate information in the form of latitude and longitude. Information may be in the form of

- Degrees, Minutes and Seconds (DMS),
- Degrees and Decimal Minutes (DDM), or
- Decimal Degrees (DD).

Records should also contain a hemisphere (E or W and N or S) or, with Decimal Degrees, minus (-) signs to indicate western and/or southern hemispheres.

Examples:

- Example 1: 36° 31' 21" N; 114° 09' 50" W (DMS)
- Example 2: 36° 31.46'N; 114° 09.84'W (DDM)
- Example 3: 36.5243° S; 114.1641° W (DD)
- Example 4: -36.5243; -114.1641 (DD using minus signs to indicate southern and western hemispheres)

Note on accuracy: Because GPS units are very commonly used today to record latitude/longitude, many authors simply give the GPS readings for their localities. However, these readings are much too accurate. For example, a GPS unit might give the latitude in decimal seconds as 28°16'55.87"N. Since one second of latitude is about 30 m on the ground, the second figure after the decimal in 55.87 represents 30 cm, yet a typical handheld GPS unit is only accurate at best to a few metres.

We therefore recommend two ways to report GPS-based locations. If you give the GPS reading without rounding off, make sure you include an uncertainty figure as a context for the over-accurate GPS reading. We recommend the Darwin Core definition of uncertainty (<http://rs.tdwg.org/dwc/terms/index.htm#coordinateUncertaintyInMeters>):

"The horizontal distance (in meters) from the given decimalLatitude and decimalLongitude describing the smallest circle containing the whole of the Location."

If you only give the GPS reading, please round it off to an implied precision appropriate to the error in the measurement, or to the extent of the area sampled. We suggest rounding off

- to the nearest second in degree-minute-second format (28°16'56"N), which implies roughly \pm 25-30 m at middle latitudes
- to four decimal places in decimal degree format (28.2822°N), which implies roughly \pm 10-15 m at middle latitudes
- to two decimal places in decimal minute format (28°16.93'N), which implies roughly 15-20 m at middle latitudes

Altitude: Many GPS users simply record the elevation given by their GPS unit. However, GPS elevation is NOT the same as elevation above sea level. GPS units record the elevation above a mathematical model of the earth's surface. The difference between this elevation and elevation above sea level can be tens of metres. In any case, the accuracy of a GPS elevation is often the same as the usual accuracy in horizontal position, so a GPS elevation such as '753 m' is much too accurate and should be rounded off to 'ca 750 m'.

We **strongly recommend** the use of Example 2 (the DDM format). The other three are also possible but will be recalculated to DDM during the process of online mapping from the HTML version of the paper.

The only restriction on format is in creating a KML (Keyhole Markup Language) file. KML latitudes and longitudes must be in the DD format shown above in Example 4.

Please also consider submitting a **table of localities** with your manuscript, either as a spreadsheet or in CSV text format. By doing so you will make your specimen localities much more easily available for use in biodiversity databases and geospatial investigations.

The geospatial table will be put online as supplementary material for your paper. A minimum table will have three fields: species (or subspecies) name, latitude and longitude. A full table will have the same data for each specimen lot as appears in the text of your paper. Please check latitude/longitude carefully for each entry.

Units: Use the International System of Units (SI) for measurements. Consult *Standard Practice for Use of the International System of Units* (ASTM Standard E-380-93) for guidance on unit conversions, style, and usage.

Statistics: Use leading zeroes with all numbers, including probability values (e.g., $P < 0.001$). For every significant F-statistic reported, provide two df values (numerator and denominator). Whenever possible, indicate the year and version of the statistical software used.

Web (HTML) links: Authors are encouraged to include links to other Internet resources in their article. This is especially encouraged in the reference section. When inserting a reference to a web-page, please include the **http://** portion of the web address.

Supplementary files: Larger datasets can be uploaded separately as Supplementary Files. Tabular data provided as supplementary files can be uploaded as an Excel spreadsheet (.xls), as an OpenOffice spreadsheets (.ods) or comma separated values file (.csv). As with all uploaded files, please use the standard file extensions.

Headings and subheadings: Main headings: The body text should be subdivided into different sections with appropriate headings. Where possible, the following standard headings should be used: **Introduction, Methods, Results, Discussion,**

Conclusions, Acknowledgements, References. These headings need to be in bold font on a separate line and start with a first capital letter. Please do not number headings or subheadings.

- **Introduction** – The motivation or purpose of your research should appear in the Introduction, where you state the questions you sought to answer, and then provide some of the historical basis for those questions.
- **Methods** – Provide sufficient information to allow someone to repeat your work. A clear description of your experimental design, sampling procedures, and statistical procedures is especially important in papers describing field studies, simulations, or experiments. If you list a product (e.g., animal food, analytical device), supply the name and location of the manufacturer. Give the model number for equipment used. Supply complete citations, including author (or editor), title, year, publisher, and version number, for computer software mentioned in your article.
- **Results** – Results should be stated concisely and without interpretation.
- **Discussion** – Focus on the rigorously supported aspects of your study. Carefully differentiate the results of your study from data obtained from other sources. Interpret your results, relate them to the results of previous research, and discuss the implications of your results or interpretations. Point out results that do not support speculations or the findings of previous research, or that are counter-intuitive. You may choose to include a Speculation subsection in which you pursue new ideas suggested by your research, compare and contrast your research with findings from other systems or other disciplines, pose new questions that are suggested by the results of your study, and suggest ways of answering these new questions.
- **Conclusion** – This should state clearly the main conclusions of the research and give a clear explanation of their importance and relevance. Summary illustrations may be included.
- **References** – The list of References should be included after the final section of the main article body. A blank line should be inserted between single-spaced entries in the list. Authors are requested to include links to online sources of articles, whenever possible!

Where possible, the standard headings should be used in the order given above. Additional headings and modifications are permissible.

Subordinate headings: Subordinate headings (e.g. *Field study* and *Simulation model or Counts, Measurements and Molecular analysis*), should be left-justified, italicized, and in a regular sentence case. All subordinate headings should be on a separate line.

English Language Editing

This journal has well-defined policies for English language editing. Involving mandatory outsourced language editing services would considerably increase the price of the open access fees charged, which would become an additional obstacle for persons and institutions to publish in the journal. Therefore we rely both on the conscience of our authors to provide stylistically written texts and our editors and reviewers to filter out badly written manuscripts.

Authors are required to have their manuscripts edited by a native English speaker **BEFORE** submission. Authors have to confirm by checking a tick box in the submission process that they have followed the above requirement:

[] The text is checked by a native English speaker, duly acknowledged in the manuscript. I am aware that non-edited manuscripts could be rejected prior to peer-review.

The submission process includes an option to request a professional linguistic and copy editing at a price of **EURO 10 per 1800 characters**:

[] The text has not been checked by a native speaker and I request thorough editing prior to peer review at a price. I agree to cover the costs even if my manuscript is not accepted for publication.

The authors are **NOT** obliged to use our linguistic services, but they must ensure that their manuscripts have been checked by a native speaker.

Citations and References

Citations within the text: Before submitting the manuscript, please check each citation in the text against the *References* and vice-versa to ensure that they match exactly. Two authors are named and connected by "and"; three or more authors are abbreviated to "et al". Several citations are separated by a comma. Citations in the text should be formatted as follows: Smith (1990) or (Smith 1990), Smith et al. (1998) or (Smith et al. 1998) and (Smith et al. 1998, 2000, Brock and Gunderson 2001, Felt 2006).

References: It is important to format the references properly, because all references will be linked electronically as completely as possible to the papers cited. It is desirable to add a **DOI** (digital object identifier) number for either the full-text or title and abstract of the article as an addition to traditional volume and page numbers. If a DOI is lacking, it is recommended to add a link to any online source of an article.

List all authors cited in the References. For multiauthored papers, give all author names in full; the abbreviation "et al." is only allowed in the text. All journal titles should be spelled out completely and should **not** be italicized. In the case of Chinese authors the first names must also be given in full. Ensure that the *References* are complete and arranged according to name and year of publication. Personal communications and submitted manuscripts should be listed as unpublished results in the text and not listed in the *References* section.

The references should conform to the rules shown in the following examples:

Journal Article

Herman LH (2001) Catalog of the Staphylinidae (Insecta, Coleoptera). 1758 to the end of the second Millennium. VI. Staphylininae group (Part 3). Bulletin of the American Museum of Natural History 265: 3021-3839.

McAtee WL, Malloch JR (1923) Notes on American Bactrodinae and Saicinae. (Heteroptera: Reduviidae). *Annals of the Entomological Society of America* 16 (3): 247–254.

Zhang L, Yang D (2003) Notes on the genus *Hercostomus* Loew, 1857 from Guangxi, China (Diptera: Empidoidea: Dolichopodidae). *Annales Zoologici* 53 (4): 657–661.

Staniec B, Pietrykowska-Tudruj E (2007) Developmental stages of *Philonthus rubripennis* Stephens, 1832 (Coleoptera, Staphylinidae, Staphylininae) with comments on its biology. *Deutsche Entomologische Zeitschrift* 54 (1): 95–113.

Book

Bright DE, Skidmore RE (2002) A catalog of Scolytidae and Platypodidae (Coleoptera). Supplement 2 (1995–1999). NRC Research Press, Ottawa.

Hinton HE (1981) *Biology of insects eggs*. Vol. 2. Pergamon Press, Oxford, 531 pp.

Book Chapter

De Jong R (1998) Halmahera and Seram: different histories, but similar butterfly faunas. In Hall R and Holloway JD (eds). *Biogeography and geological evolution of SE Asia*. Backhuys Publishers, Leiden: pp. 315–325.

Link/URL:

BBC News: Island leopard deemed new species <http://news.bbc.co.uk/>

Cite the journal as „Zoosystematics and Evolution“

Citations of Public Resource Databases: It is highly recommended all appropriate datasets, images, and information to be deposited in public resources. Please provide the relevant accession numbers (and version numbers, if appropriate). Accession numbers should be provided in parentheses after the entity on first use. Examples of such databases include, but are not limited to:

- ZooBank (www.zoobank.org)
- Morphbank (www.morphbank.net)
- Genbank (www.ncbi.nlm.nih.gov/Genbank)
- BOLD (www.barcodinglife.org)

Providing accession numbers to data records stored in global data aggregators allows us to link your article to established databases, thus integrating it with a broader collection of scientific information. Please hyperlink all accession numbers through the text or list them directly after the References in the online submission manuscript.

Authors are encouraged to cite in the References list the publications of the original descriptions of the taxa treated in their manuscript.

Illustrations, Figures and Tables

General notes on illustrations: Figures must be submitted electronically and must be of sufficient resolution for printing. All illustrations should be prepared according to the format of the journal, such that the figure fills the entire page width (165 mm), or the column width (81 mm), and will not exceed the maximum page length (247 mm). Please submit each figure as a single file and ready for printing at final publication size.

Do not integrate the illustrations within your text files of the final version, since embedded figures are usually useless and cannot be processed.

The preferred file formats are TIFF and PSD for grayscale illustrations and EPS for vector graphics. Please do not send JPG or GIF files, as these are usually not of high enough quality for the printed version.

Should you have any problems in providing the figures in one of the above formats, or in reducing the **file below 20 MB**, please contact the Editorial Office at dez@pensoft.net.

Figures: Please submit figure files (photographs, raster images) electronically, with a minimum resolution of 300 dpi as TIFF or better as PSD (Photoshop). Do not reduce multiple layers to one layer.

Illustrations of measurable morphological traits should bear mute scale bars, whose real size is to be given in the figure captions.

Take care to optimize the contrast, and use only photographs that are sharp and in focus. Please use a white background for photographs, which will be printed in black and white. When grouping several figures into one plate, it is important to pay attention to the overall brightness of the individual figures. Please leave a margin of 2-5 mm between the figures.

Vector graphics and line drawings: Line drawings such as diagrams, maps, etc. should be submitted in EPS format, which is the preferred file format for vector graphics. However, you can also submit Adobe Illustrator files. EPS files must contain a TIFF preview. Vector graphics and line drawings must have a printable line thickness of at least 0.2 mm, to enable a sufficiently good print quality. Fonts must be embedded.

Scans: If you scan your figures, please enter the target size with a minimum resolution of 300 dpi for photographs and raster images and 1000 dpi for line drawings. Please save the file as an RGB or grayscale TIFF or PSD (not bitmap). The files will be converted into bitmaps at a later stage.

Diagrams: Diagrams should be created using Adobe Illustrator. Please fill the diagrams with textures, as colour shading will appear gray and cannot be differentiated in black and white. Labeling should be within the diagram. Please avoid unusual symbols in the labeling.

If you have created the diagrams using MS Excel, please enclose the original Excel files.

Text in illustrations: Text in illustrations should be as short as possible in sans-serif type (Arial or Helvetica) and regular style. Abbreviations should only be used in the illustration where absolutely necessary, and explained in the legend in alphabetical order. All figures must be accompanied by scale bars. Measurements must be in metric units.

Several figures grouped together with one common legend need to be numbered using a sans-serif typeface (Arial, Helvetica) and should be arranged according to the numbers.

The height of the text should be in relation to the size of the figure and be at least 1.5 mm in the final figure size.

Illustration captions: Please enter the captions on a separate page and list them in the correct order at the end of the manuscript. Figure captions should begin with 'Figure' or 'Figures' in all caps. Short title of figure (maximum 15 words) and detailed legend (if present, up to 300 words) should be listed consecutively.

Figures are referred to in the captions using Arabic numerals, followed by a point (both in bold type). Thereafter use capital letters and separate the captions with a semicolon. Abbreviations are also printed in bold type and are listed in alphabetical order. Please use an em-dash between abbreviation and explanation. Follow the example:

Figure 2. Habitat of *Mediocris commenticius*

Figures 1-3. *Mediocris commenticius* gen. n. sp. n. from Kovácsszénája, Hungary. **1.** Dorsal view; **2.** Ventral view; **am** - antenna muscle; **ts III** - 3rd thorax segment. Please note that the items in the abbreviations are listed alphabetically, based on the abbreviation. **3.** ...

Positioning of figures: Please show the preferred position for an illustration in the manuscript by way of a clear notice: (FIGURE XY) on a separate line.

Copyright clearance: Please note that it is the responsibility of the author(s) to obtain permission from the copyright holder to reproduce figures or tables that have previously been published elsewhere.

Tables: Each table should be numbered in sequence using Arabic numerals (i.e. Table 1, 2, 3 etc.). Tables should not repeat information that is already in the text.

Tables should also have a title that summarizes the whole table, maximum 15 words. Detailed legends may then follow, but should be concise. Each abbreviation used in the table has to be explained in the caption or in footnotes. If table footnotes are necessary these should be listed at the end of the table.

Small tables can be embedded within the text, in portrait format (note that tables on a landscape page must be reformatted onto a portrait page or submitted as additional files). These will be typeset and displayed in the final published form of the article. Such

tables should be formatted using the 'Table object' in a word processing program to ensure that columns of data are kept aligned when the file is sent electronically for review. Do not use tabs to format tables or separate text. All columns and rows should be visible, please make sure that borders of each cell display as black lines. Colour and shading should not be used; neither should commas be used to indicate decimal values. Please use a full stop to denote decimal values (i.e., 0.007 cm, 0.7 mm).

The size of the table should largely correspond to the printed format (single-column 81 × 247 mm; two-column 165 × 247 mm).

Larger datasets can be uploaded separately as Supplementary Files. Tabular data provided as supplementary files can be uploaded as an Excel spreadsheet (.xls), as an OpenOffice spreadsheets (.ods) or comma separated values file (.csv). As with all uploaded files, please use the standard file extensions.

Taxonomic Treatments

General guidelines

By publishing in this journal you are already creating a modern taxonomic product that is more accessible than previous print only works. The following guidelines are provided to ensure that other elements of the work follow modern standards and enable the full advantage of this platform.

1. Include unique specimen identifiers for type material. Unique identifiers are for example museum collections specimen IDs. Unique identifiers can be provided also by international taxon-based databases that do not indicate ownership, such as AntWeb.org for ants, for example.
2. Holotype should not deposited in private collections.
3. Include images of type material or representative species. Imaging is not a technical problem anymore and is provided by many institutional collections or international taxon-based services (again, AntWeb.org is a good example as they will provide free imaging of ant type material if necessary).
4. Specimen data of material examined provided as auxiliary file as a .txt or .csv file or table at end of document, based on the Darwin Core standard. Specimen file should include unique specimen identifiers when possible.
5. Include latitude, longitude, elevation, habitat, microhabitat information of primary type material. For format of geographical coordinates see section "Main text" above.
6. Provide dichotomous key of taxa or related taxa (i.e. species group) or links to online-based keys.
7. Single species descriptions should be clearly justified with regard as to why a more detailed larger scale, comparative revision was not conducted. For descriptions of single species see also section "Focus and scope".

Sequence data

Manuscripts containing novel amino acid sequences (e.g. primer sequences) will only be accepted if they carry an International Nucleotide Sequence Databases (INSD) accession number from the European Biology Laboratory (EMBL), GenBank Data Libraries (GenBank) or DNA Data Bank of Japan (DDBJ). We strongly recommend that authors include institutional catalog numbers for specimens preserved in collections, and information identifying sequences that are derived from type specimens (see below) when they deposit data in genetic databanks. A summary table with the INSD accession [catalog] numbers should be included in either Materials and Methods or Data Resources section of the paper. If specimens were not vouchered (tissued specimens should be vouchered whenever possible!), collection locality data and possibly photographs of tissued specimens must be provided. A nomenclature for genetic sequences for types and confidently identified nontype specimens has been proposed by Chakrabarty et al. (2013); a sequence from a

holotype is identified as genseq-1, one from a paratype is identified as genseq-2, one from a topotype is genseq-3, etc. The genetic marker(s) used should also be incorporated into the nomenclature (e.g. genseq-2 COI).

Examples

Table 1. Ranking Sequence Reliability. Ranking of source materials of genetic sequences based on reliability of taxonomic identification. Examples of the source material are listed in the third column with the last column providing the corresponding GenSeq nomenclature (after [Chakrabarty et al. \(2013\)](#)).

Reliability Ranking	Source Materials	Examples	Corresponding GenSeq Nomenclature
Highest 1 st	Primary Types	Holotype, Lectotype, Syntype, Isosyntype, Neotype, Isotype	genseq-1
2 nd	Secondary Types	Paratype, Paralectotypes, etc.	genseq-2
3 rd	Topotypes (vouchered), or non-type specimens listed in original description or redescription	Topotype, Non-type specimen listed in original description or redescription	genseq-3
4 th	Collections-vouchered non-types (not from original description or redescription)	Vouchered specimen	genseq-4
5 th	Photo voucher only	No specimen voucher but photo voucher available	genseq-5
Lowest	No voucher	Non-vouchered	No classification

Table 2. Example Reporting Table. Examples of how links between genetic sequences and vouchers in institutional collections could be displayed as a table in publications reporting new sequences.

Species	Specimen Catalog #	GenBank #		GenSeq Nomenclature
		COI	ND1	
<i>Typhleotris mararybe</i>	LSUMZ 13636 (holotype)	HM590594	HM590606	genseq-1 COI, ND1
<i>Paretropus tsimoly</i>	AMNH 229558 (paratype)	JZ590596	NA	genseq-2 COI
<i>Nandopsis haitiensis</i>	UMMZ 236321 (topotype)	BK590595	BK590607	genseq-3 COI, ND1
<i>Halieutichthys intermedius</i>	FMNH 96353 (non-type specimen voucher)	AY722169	AY722306	genseq-4 COI, ND1
<i>Equilites absconditus</i>	NMNH 12345PV2 (photo voucher)	NA	BG34621	genseq-5 ND1

International Code for Zoological Nomenclature

Zoosystematics and Evolution will publish papers that strictly adhere the rules of the last edition of the [International Code of Zoological Nomenclature](#) and its [amendment](#). To assure this, authors are advised to follow the recommendations below and the [Best practice in the use of the scientific names of animals](#).

General: Each **first mentioning** of an animal species name within the text must be provided with author(s)' name(s). **Year of publication** of an animal species should be given in taxonomic revisions with quotation of the work providing the original species' description in the list of references.

New names: When new taxonomic alterations are proposed the taxonomic act should be indicated by adding its abbreviation, i.e., sp. n., comb. n., stat. n. after the taxon name. Same refer to high taxonomic ranks such as subfamily, family, suborder, etc. Authors names should be specified throughout the text if different from the authors of publication.

Examples:

- Genus *X-us* Smith, new genus (author(s) of the publication and authority (-ies) of the taxon is/are identical);

- *X-us albus* Jones & Peters, new species (the publication is authored by persons different in composition or combination from the authority (-ies) of the taxon itself, e.g. Smith, Jones & Peters or Peters & Jones).

New family-group names: Although all family group names are derived/based on their type genus, the type genus is to be compulsorily designated in any description of a family-group name published after 31st December 1999 (Article 16.2). It is not sufficient that the type genus is mentioned as belonging to the new family-group name; it must be stated that this is the type genus. We recommend a single type line as: Type-genus: *Musca* Linnaeus, 1758.

New genus-group names: The origin (“etymology”, or “derivatio nominum”) of name and its gender should be indicated. The **type-species** and the character of the proposed taxonomic act should be specified for **new genus-group names**. The type species name should be given in its original combination with an author and year. If the type species is now considered a junior synonym there need to be a clear mention of that. The fixation type should derive from the International Code of Zoological Nomenclature (see Articles 68 & 69; original designation, monotypy, absolute tautonymy, Linnaean tautonymy, subsequent monotypy, subsequent designation).

Example:

- *Sympycnus* Loew

Type-species: *Porphyrops annulipes* Meigen, 1824 by subsequent designation of Coquillett (1910: 610) = *pulicarius* Fallen, 1823

New species-group names: According to the ICZN Art. 11.9, but also Art. 11.3 the origin “etymology”, or “derivatio nominum”) new species-group names should be supplemented by information on whether the epithet is an 1) adjective or participle in the nominative singular; 2) noun in the nominative singular; 3) a noun in the genitive case; 4) an adjective used a substantive in the genitive case; or 5) an arbitrary combination of letters (ICZN Art. 11.3). For **species-group names**, there are two separate statements of type information that are needed:

- the **statement of species’ type locality** – that is the exact place whence the primary type origins, including exact collecting dataplace with geographical coordinates, geographical or political unit (Area/ District/ State) and country; also, if possible, supplementary locality information should be included – habitat type, method of collecting, date, collector’s names, host name (for parasites), etc.
- there should be a separate statement about the **type specimen**, exact quotation of its original label, condition of specimen (dry pinned, in alcohol, slide, fossil, etc.) and repository (organization’s name and city).

Examples:

For a **new species**:

- **Type-locality:** USA, Virginia: Fairfax County, Kingstowne, 38°46'N, 77°07'W, broad-leaf forest, under bark, 10 July 2000, J. Smith leg.
- **Type-specimen:** Holotype male, pinned, with genitalia in a separate microvial. Original label: “USA, VA, Fairfax, Kingstowne, 38°46'N, 77°07'W, 12 Oct 2003, BJ & FC Thompson” “USNM ENT 00033805” [Code 49 barcode], “HOLOTYPE / Xylota / x-us / Thompson [red handwritten label].

For a **previously described species**:

Lectotype male, pinned ... [details] here designated to fix the concept of *X-us albus* Jones and to ensure the universal and consistent interpretation of the same. Or ... [details then] by designation of Smith (1976: 999).

Previously published names: For a **previously published name**, please provide the year of description. Also use the parentheses convention for subsequent new combinations.

[Etymology]

Authors of new species name should state exactly what the epithet is in terms of the ICZN, as outlined in Article 11.9.1.1 to 11.9.1.4 as well as 11.3. A name may be a word in or derived from Latin, Greek or any other language (even one with no alphabet), or be formed from such a word. In short, a name can be declared as arbitrary combination (the best solution) or must be or be treated as:

I) a word of two or more letters, or a compound word, and, if a Latin or latinized word must be, or be treated as:

1. an adjective or participle in the nominative singular (as in *Echinus esculentus*, *Felis marmorata*, *Seioptera vibrans*), or

2. a noun in the nominative singular standing in apposition to the generic name (as in *Struthio camelus*, *Cercopithecus diana*), or

3. a noun in the genitive case (e.g. *rosae*, *sturionis*, *thermopylarum*, *galliae*, *sanctipauli*, *sanctae-helenae*, *cuvieri*, *merianae*, *smithorum*), or

4. an adjective used as a substantive in the genitive case and derived from the specific name of an organism with which the animal in question is associated (as in *Lernaecocera lusci*, a copepod parasitic on *Trisopterus luscus*).

II) An adjectival species-group name proposed in Latin text but written otherwise than in the nominative singular because of the requirements of Latin grammar is available provided that it meets the other requirements of availability, but it is to be corrected to the nominative singular if necessary.

Arranging sections within species treatments (sections in square brackets are requested for new descriptions only!):

[Name]

[Material]

- [Type material]

- Other material

[Diagnosis]

[Description]

[Etymology]

Distribution

Ecology (including phenology)

Conservation status (optional, but very desirable)

Discussion (optional, but very desirable)

Supplementary Files

Online publishing allows an author to provide data sets, tables, video files, or other information as supplementary information, greatly increasing the impact of the submission. Uploading of such files is possible in Step 4 of the submission process.

The maximum file size for each Supplementary File is 20 MB.

The Supplementary Files will not be displayed in the printed version of the article, but will exist as linkable supplementary downloadable files in the online version.

While submitting a supplementary file the following information should be completed:

- File format (including name and a URL of an appropriate viewer if format is unusual)
- Title of data
- Description of data

All supplementary files should be referenced explicitly by file name within the body of the article, e.g. 'See supplementary file 1: Movie 1' for the original data used to perform this analysis.

Ideally, the supplementary files should not be platform-specific, and should be viewable using free or widely available tools. Suitable file formats are:

For supplementary documentation:

- **PDF** (Adobe Acrobat)

For animations:

- **SWF** (Shockwave Flash)

For movies:

- **MOV** (QuickTime)
- **MPG** (MPEG)

For datasets:

- **XLS** (Excel spreadsheet)
- **CSV** (Comma separated values)
- **ODS** (OpenOffice spreadsheets)

As for images, file names should be given in the standard file extensions. This is especially important for Macintosh users, since the Mac OS does not enforce the use of standard file extensions. Please also make sure that each additional file is a single table, figure or movie (please do not upload linked worksheets or PDF files larger than one sheet).