Guidelines for Authors

1) Manuscripts, including figures, figure captions and tables, should be submitted in duplicate form when the article is sent on floppy disc (only in 3 1/2" size), ZIP-disk CD or via e-mail. The editor decides about accepting the article after obtaining reviews.

Following elements must be included:
Title page of manuscript: Title, Authors, names and initials, Address (and footnote with address for correspondence, if different)
Abstract in English and German
Introduction
Materials and methods
Results
Discussion and Conclusions
Acknowledgements
References

2) Your findings of statements should be outlined in the Introduction. Sufficient details of methods and equipment should be provided so that another worker can repeat your work, but minute details that are generally known should be omitted.

3) The position of tables and illustrations should be indicated in the margin of the manuscript. All pages should be numbered consecutively. The title page should include a concise, informative title, the names of all authors, and the name of the institution where the work was done. Plates will be added at the end of the paper. The display area is 166 x 240 mm.

4) The abstract should cover the main points of the article and contain a statement of the problem, methodes, results and conclusion. If a german version is not possible, the editor will translate the abstract.

5) The text of the paper should be divided into Introduction, Materials and Methodes, Results, Discussion and Conclusion. Figures, tables and figure captions should be submitted on separate sheets. Footnotes should be avoided whenever possible.

6) References should be listed alphabetically at the end of the paper and styled as in the following examples:
Journal papers: Names and initials of all authors, year, full title, journal abbreviated in accordance with international practice, volume number, first and last page numbers.
ABEL, O. & KYRLE, G., 1931. Die Drachenhöhle bei Mixnitz. — Speläolog. Monogr., **7-9**:1–952, Wien.
Books: Names and initials of authors, year, article titel, editor(s), title of book, page, numbers, edition, volume number, place (publisher).
MICHELSEN, A., 1974. Hearing in invertebrates. – [in:] KEIDEL, W.D. & NEFF, W.D. (eds.). Handbook of sensory physiology. — **1**:389–422, Berlin – Heidelberg – New York (Springer).

7) Citations in the text should read: (MEYER, 1860) or MEYER (1860). When a paper has more than two authors, the style: MEYER et al. (1860) should be used. The convention (BROWN, 1979a), (BROWN, 1979b) should be used when more than one paper is cited in the same year.

8) Genus and species names should be underlined once for italics. Units and abbreviations: Standard International Rule should be used in the journal.

9) List of synonyms: Lists have to meet the terms of references in RICHTER (1948, p. 54, Einführung in die Zoolog. Nomenklatur. – 2. Auflage (Verlag W. Kramer, Frankfurt/M.).

10) Tables should be numbered consecutively and typed on separate pages. They should be self-explanatory and should supplement, not duplicate, the text. Each table must have a caption.

11) Illustrations must be restricted to the minimum needed to clarify the text. All figures should be numbered consecutively in Arabic numerals and must be referred to in the text. Where possible, figures should be grouped, bearing in mind that the maximum display area for figures and captions is 166 x 240 mm.

12) Proofs. Authors will receive one set of proof. Typographical errors should be corrected and returned together with the manuscript. A charge will be made for major changes introduced after an article has been typeset.

13) Offprints. For each paper, authors will receive 15 offprints free of charge. Any number of additional copies will be purchased. Orders should be placed when returning the proof.

14) Submission of digital information. In order to achieve a consistent workflow texts should be sent as Word-files, RTF- or plain text files. Illustrations, as far as bitmaps are concerned, are to be sent in tiff, jpeg or genuine Adobe Photoshop- or Corel Photopaint-format, vectorized graphics are accepted in Adobe Illustrator- or CorelDraw-format.