

Instructions for drafting manuscripts for "Heldia".

Authors are asked to adhere to the following instructions as closely as possible. The publishers ask authors to be understanding if they reserve the right to refuse publication of manuscripts which do not comply with the following instructions.

Manuscripts which have already been published elsewhere, either in part or in full, will not be accepted for publication. Manuscripts can be submitted in German, English, French, Italian or Spanish. Works not written in German must have a summary in German or English.

Manuscripts will be accepted on diskette (3.5"), ZIP or CD-ROM in Windows or Mac format in WORD or Frame-Maker (Version 6 or lower) together with two paper copies (1:1) on white paper (at least 2.5 cm margin on both sides). Font: Palatino (preferable) or Times New Roman, 10 pt. or 8 pt. (for brevier text). The use of italics should be reserved only for the presentation of scientific names of organisms. The names of people are to be formatted in small caps, not in all caps. If it is not possible to use small caps, the names of people should be left unformatted. When two or more authors are cited in either bibliography or in the body of the text the ligature "&" should be used rather than "and" or "et", e.g. AUTHOR & AUTHOR or "AUTHOR & al.". A decimal point is to be used rather than a comma for decimal numbers.

Do not submit captions for tables, photos, plates, etc. in the text flow, but rather as a separate document or at least on a separate page at the end of the document. References to diagrams, maps or plates must be incorporated into the text and must be denoted at the corresponding locations (if applicable using turned letters).

Tables should if possible be created using the table formatting function and not with tabs. Spaces must be inserted wherever tables appear in the text body.

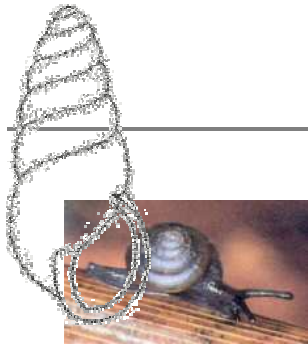
Instructions re quotations: Avoid giving bibliographical references in summary form. Literature sources are to be cited in the text. Literature quoted in the text must be listed in the bibliography and vice versa.

Terminology: when describing the shells of molluscs, please follow the suggestions of R. RICHTER (1941, Zbl. Mineral., B: 65-69; Arch. Moll., 73 (5/6): 222-223).

Synonym lists in the text: We recommend that you follow the suggestions of E. MAYR (1975, Grundlagen der zoologischen Systematik, German by O. KRAUS). If only the author, year of publication and page are quoted, the full quotation must be included in the bibliography.

Bibliography: Refer to the bibliographies of the already published issues as a specimen. Note the following in particular:





- The names of people are to be given in small caps (see above), genus and species names are to be uniformly given in italics.
- If there are several authors, use "&" or comma and "&" ["& al." (not "et al.") is only permitted in the text of the respective work].
- The titles of the quoted works are to be given in the original wording.
- The titles of periodicals should be given in full if possible and always with page numbers. (The publishers use a uniform system for shortening the titles of periodicals). Plates should only be referenced if they are not included in the consecutive pagination. Finally, authors should give the place of publication. In the case of monographs, also quote their page numbers (if necessary quote Roman and Arabic numbers separately). If published over a number of years (instalments) the publication year of each instalment must also be quoted. Finally, the place of publisher must be given; the name of the publisher is welcome.
- Bibliographical supplements are to be enclosed in square brackets.

Line drawings and graphs: in rectangular form, jet-black on white paper, no larger than DIN A4. Electronic submission: scanned in on CD or ZIP with at least 600 dpi and saved as TIF file.

Photos: glossy prints, if possible in the size provided for or larger (up to DIN A4), negatives or slides. Related species or species of similar sizes should be depicted in the same scale. If possible, simple enlargements (increments of one or five, etc.) should be chosen. When choosing enlargements, factors to take into account are that essential details must be visible and that the "Heldia"-type area cannot be exceeded. Photos can also be submitted on CD saved as a TIF file with at least 300 dpi.

New taxa: manuscripts with new taxa can only be accepted if they meet the requirements of the "International Code of Zoological Nomenclature" (ICZN, 4th ed. 1999) and the types are deposited in a public museum collection.

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Manuscripts and other submissions that are not explicitly recalled by the authors will be destroyed four weeks after the issue has come out.

Disks will only be resent if recalled by the authors. Authors will be charged for shipping.

