

Annalen des Naturhistorischen Museums in Wien, Serie A

Instruction to Authors (valid for volume 114 onwards)

In general

The “Annalen des Naturhistorischen Museums in Wien, Serie A” is a scientific journal that publishes original papers in Mineralogy, Geology, Palaeontology, Archaeology, Prehistory, and Archaeozoology. By submitting a manuscript, the authors guarantee that the work has not been published or submitted elsewhere. Manuscript acceptance is decided by the editorial board, the decisions being based on international peer-reviews.

Submission

We strongly recommend to submit research papers in English language. Submission in other languages require prior agreement by the editor. An English as well as a German abstract are compulsory for any paper submitted.

Papers (including all artwork) must be submitted in digital form. For the initial submission a single pdf-file (1.5 line spacing, 11 pt Times New Roman) including the illustrations is the preferred format (include line and page numbering and a 4 cm wide right-hand side margin). Together with the manuscript, the authors must submit a signed copyright statement (assigning the NHMW the rights to print the work and host it on its web platform) and completed presubmission checklist. Be sure to include the full names and addresses of all co-authors. Please suggest at least three potential reviewers and include their postal and e-mails addresses in the cover-letter when submitting the MS.

The revised manuscript should be submitted in a MS-Word compatible format (*.doc, *.rtf), accompanied by the illustrations as separate files in TIFF-format.

Page proofs: After receipt of the revised version and the acceptance of the manuscript, the corresponding author will receive page proofs (as pdf-files), which must be sent back to the editor within 10 days. Major changes are impossible at this stage. Delayed return of the proofs may result in postponement to a later volume (when questions are open) or printing in the present form.

Reprints are not available, but the authors will receive a pdf file of their work for non-commercial use (i.e. may be hosted on a personal website and shared with fellow researchers).

Manuscripts and correspondence regarding manuscripts should exclusively be sent to:

Dr. Andreas Kroh
Naturhistorisches Museum Wien
Burgring 7, 1010 Wien, Austria
phone: 0043-1-52177-576, fax: 0043-1-52177-459
e-mail: andreas.kroh@nhm-wien.ac.at

Manuscript structure

The manuscript should be organized as follows: Abstract, Introduction, Study Area, Material and Methods, Abbreviations, main body of text (e.g. Systematic Part, Results, Discussion), Conclusions, Acknowledgements, References, Figure Captions.

Formatting

Restrict formatting to the use of **bold font**, *italics* and SMALL CAPITALS. Do not use ANY other formatting commands. For dimensions use the metric system. Abbreviations need to be explained in the “Methods” chapter. “Pls” (plates), “Figs” (figures), and “Tabs” (tables) are contractions, not abbreviations, and thus should be written without full stop following the last letter.

Artwork

The maximum size possible is 136 x 195 mm. Figures (illustrations within the text) should be numbered consecutively according to their mentioning in the text. Please provide text-figures rather than plates. Where figures are too large to accommodate the caption on the same page, the caption will be printed on the facing page. Figures depicting specimens must include scale bars (ideally the length of the scale bar should be included in the figure rather than in the caption).

Text within artwork should be in Arial font and 12 pt size (8 or 10 for scales and annotations).

Keep in mind that the minimum visible line width will be 0.25 mm! Do not add frames to figures. The background of plates and figures must be uniform black or white and free of jpeg-artefacts or traces of untidy scanning.

Tables should only be used where strictly necessary. In many cases (e.g. material lists, abbreviations, etc.) the data can also be presented in “normal” paragraphs. When preparing tables use Arial Narrow 8 or 10 pt font and keep the journal format in mind! Do not frame each cell in a table with border lines and do not use grey fillings (“chess-board-like” tables are not acceptable).

At submission of the revised manuscript all artwork and tables must be sent as separate files labelled consecutively (fig1.tif, fig2.tif, fig3.tif, etc.). Digital artwork must be submitted in TIFF-format (*.tif), with a minimum of 300 dpi in publishing size (600 dpi are recommended). Illustrations submitted as jpeg-files or in other non-lossless compressed formats cannot be accepted.

Systematic part

Please be sure to strictly follow the most recent editions of the International Codes of Zoological Nomenclature (ICZN) and Botanical Nomenclature (ICBN) when submitting a palaeontological work. Additionally, we suggest following the recommendation of BENTSON (1988) for open nomenclature and MATTHEWS (1973) for synonymy lists.

It is compulsory to provide the full authority for taxa at their first use in the manuscript (except in the abstract) – do not forget these works in the reference list.

Supra-generic taxa should be accompanied by the author names only in headings or when subject to discussion in the paper. References for supra-generic taxa only need to be included in the latter case.

New taxa established need to be clearly labelled as such (using “nov. spec.”, “nov. gen.”, “nov. comb.” etc.). It is compulsory to provide the following data: Derivatio nominis, Holotype (speci-

men no. and repository in full), Paratypes (if applicable), Locus typicus, Stratum typicum, (Differential) Diagnosis, Description, and Occurrence.

Synonymy list examples

Critical synonymy lists annotated by signs indicating the degree of confidence with which particular items are attached to the species in question are encouraged (see MATTHEWS 1973).

- | | | |
|-----|------|--|
| * | 1831 | <i>Comatula tenella</i> nobis. – GOLDFUSS: 204; Pl. 62, Figs 1a-d. |
| | 1831 | <i>Camatula</i> [sic!] <i>fliformis</i> nobis. – GOLDFUSS: 205; Pl. 62, Figs 3a-b. |
| non | 1995 | <i>Saccocoma tenella</i> – MUSTERMANN: 20; Fig. 1. [= <i>Crassicoma</i> sp.] |
| . | 2002 | <i>Saccocoma tenella</i> (GOLDFUSS, 1831) – HESS: 19; Figs 12, 13. [cum syn] |

Citing

Citations in the text are to be formatted as either AUTHOR (1900: p. 13) or (AUTHOR 1900: p. 13). Two authors are linked by an ampersand (“&”) e.g. “AUTHOR & AUTHOR (1888: Fig. 1)”. In the case of three or more authors the abbreviation “et al.” is used after the first author, e.g. “AUTHOR et al. (1900)”. Multiple citations within brackets are separated by semicolons (“;”), e.g. “(AUTHOR 1911; AUTHOR 1915, 1923)”.

Note that there are two fundamentally different types of citations: in-text citations and the taxon authorities. In the latter an author and year are separated by a comma to distinguish taxon names from normal citations (e.g. “*Homo sapiens* LINNEAUS, 1758” vs. “...as stated elsewhere (WEBER 1990: pp. 45–46)...”). Author names may never be abbreviated.

References to figures, tables, or plates should always appear in upper case (e.g. “see Fig. 1”, “(Author 2002: Tab. 1)”)

References

All papers cited in the manuscript need to be included in the References section (with the exception of supra-generic authorships). References should be listed in alphabetical order (first single authors, then two authors separated by an ampersand (“&”) and finally three or more authors and formatted according to the following examples:

BENGTSON, P. (1988): Open Nomenclature. – *Palaeontology*, **31**/1: 223–227.

ICZN (ed.) (1999): International Code of Zoological Nomenclature. Fourth Edition. – xxix+306 pp. London (International Trust for Zoological Nomenclature).

MATTHEWS, S.C. (1973): Notes on open nomenclature and on synonymy lists. – *Palaeontology*, **16**/4: 713–719.

MESSING, C.G. (1997): Living Comatulids. – In: WATERS, J.A. & MAPLES, C.G. (eds): Geobiology of Echinoderms. – Paleontological Society Papers, **3**: 3–30.

SMITH, A.B. (2009): Sea urchins (Echinoidea). – In: HEDGES, S.B. & KUMAR, S. (eds): The Time-tree of Life. – pp. 302–306, Oxford (Oxford University Press).

Journal titles must be given in full. Issue numbers are optional and may follow after a forward slash (“/”); any additional numbering should appear in parentheses (e.g. article number or the year printed on volume cover if differing from printing date).