

INSTRUCTIONS TO AUTHORS

General

African Invertebrates covers the taxonomy, systematics, biogeography, biology, ecology, conservation and palaeontology of African invertebrates, whether terrestrial, freshwater or marine. All contributions are published in English (British Standard). Authors whose mother tongue is not English are strongly urged to have their manuscripts reviewed linguistically before submission. Manuscripts written in poor English will be returned. It is understood that manuscripts submitted to *African Invertebrates* have not been offered to any other journal for prior or simultaneous publication. The length of manuscripts generally should not exceed 50 printed pages. Exceptions, as in the case of monographic revisions, can be negotiated in advance with the Editor-in-Chief. Papers are considered by at least two independent referees and approved by the Editorial Board before acceptance. Authors are invited to suggest suitable referees for their papers.

Preparation of manuscript

Authors must not use Reference Managers and text styles other than Normal.

The manuscript should be in Times New Roman 12pt font and 1.5 lines-spaced, with a 2.5 cm margin on all sides. Number manuscript pages consecutively beginning with the title page.

Give full details of the **title** of the manuscript, **name(s)** of author(s), **postal address** and **e-mail address** if available, each on a separate line. The title of the paper should be informative but concise. Where appropriate, it should contain names of the higher taxa to which the invertebrates under study belong, typically the phylum, class, order and family, e.g. (Diptera: Phoridae). A short running title (for page headlines) should be provided.

The **abstract**, summarising the contents of the paper and indicating the relevance of the work, should not usually exceed 30 type-written lines. Adopt standard scientific nomenclature and avoid abbreviations and references. Abstracts of taxonomic papers should mention all nomenclatural acts and list newly proposed nominal taxa. Authors are welcome to provide a translation of the abstract in another language that uses Latin alphabet.

Key words: Select a set of up to 12 key words or phrases (index terms).

The suggested order of sections for original papers is: Introduction, Material and Methods, Results (Taxonomy), Discussion and Conclusions (the last two sections may be combined), Acknowledgements, References, *Footnotes, *Tables, *Figure legends. Begin the asterisked sections on new pages. Use footnotes sparingly, and number them consecutively throughout the text. Use up to three heading levels:

LEVEL 1 (e.g. DISCUSSION)

Level 2 (e.g. *Conservation concerns*)

Level 3 (e.g. Cnidaria)

Authors of taxonomic papers must adhere to all requirements of the current International Code of Zoological Nomenclature. Recommendations of the Code should also be followed. All newly described taxa and newly proposed *nomina*, new synonyms and new combinations should be explicitly designated as such, e.g. fam. n., trib. n., gen. n., sp. n., nom. n., syn. n., comb. n.

The suggested order of sections within a species/genus treatment is: Etymology, Type species (for new genera), Diagnosis (optional), Description, Variation (optional), Comparison (optional), Holotype (for new species descriptions), Paratypes (if any), Other material examined (information about non-type material), Species included (for genera), Distribution, Biology, other comments if appropriate. Descriptions should be written in telegraphic style. Each genus- and species-group name mentioned should appear at least once in connection with its original author and date, but do not quote the author on each occasion, particularly in non-taxonomic papers. Do not abbreviate authors' names except for L. for Linnaeus. Interpret specimen labels and geographical data consistently, using current English spelling of geographical names. **Avoid needless repetition**, group common localities together. Long lists of label data and species check-lists may be published on-line as a supplement to the paper.

Use the following abbreviations:

I(s). island(s)

Prov. province

L. lake

R. river

Mt mount, mountain

Nat. Res. Nature Reserve

If for some reason (primary types or other important specimens, difficult interpretation, incomplete data) the authors want to quote a label, they should place these data between quotation marks. Use British Standard for spelling and transliteration (available from the editors on request). Metric units should be adhered to. Male symbol (♂) should be typed as *M, and female symbol (♀) as *F.

Example:

SOUTH AFRICA: *KwaZulu-Natal*: 4*M 1*F Pietermaritzburg, Hilton (29°32'30"S:30°18'18"E), alt. 1131 m, 14.x–12.xi.2003, Malaise trap, M. Mostovski (NMSA).

Latin names of genus- and species-group taxa should be *italicised* throughout the text, including the references, but should appear in **bold** in taxonomic keys and in level 2 headers when new taxa are described (e.g. ***Phlebothrix judithmastersae*** sp. n.).

The suggested style of the genus and species synonymies is:

Plastophorides aculeipes (Collin, 1912)

Figs 1, 2

Aphiochaeta aculeipes: Collin 1912: 108, pl. 5, fig. 3. (Type locality: Seychelles)

Plastophorides aculeipes: Brues 1915: 137; Almond 2002: 148, figs 10, 11.

References:

- (a) within the text: (Martin 1968, 1970; Dewale *et al.* 2000); Palmer (1997); Artigas and Papavero (1988); (Artigas & Papavero 1988a, b); Herbert *et al.* (2003). Reference to a page number is cited as follows: (Crow 1997: 517). All publications referred to in the text (including synonymical citations) must be cited in full in the list of references.
- (b) under References: Arrange authors in alphabetical order, with multiple papers by the same author arranged chronologically. Cite all authors and full title. If an author or authors are listed more than once (new combinations of authors excepted) then their names should be replaced with 10 hyphens in the second and subsequent references. Give names of periodicals in full. Titles of papers published in languages other than Romano-Germanic should be replaced by an English translation, with an explanatory note at the end, e.g. (in Russian, English abstr.). Titles of periodicals should also be translated if they appear in languages other than Romano-Germanic; they could also be given in transliteration in square brackets. Conference proceedings and dissertations should be cited as books (i.e., with publisher and place), not as periodicals.

Examples:

BRUES, C.T. 1910. A peculiar type of Phoridae from Natal. *Psyche* **17**: 33–36.

DEWALE, P., LECLERCQ, M. & DISNEY, R.H.L. 2000. Entomologie et médecine légale: les Phorides (Diptères) sur cadavres humains. *Journal de Médecine Légale* **43** (7–8): 569–572.

OLDROYD, H. 1980. Family Asilidae. In: Crosskey, R.W., ed., *Catalogue of the Diptera of the Afrotropical Region*. London: British Museum (Natural History), pp. 334–373.

PONOMARENKO, A.G. 1969. Historical development of Coleoptera Archostemata. *Transactions of the Paleontological Institute of the USSR Academy of Sciences [Trudy Paleontologicheskogo instituta Akademii Nauk SSSR]* **125**: 1–239. (in Russian)

SKAIFE, S.H. 1979. *African insect life*. Cape Town: C. Struik.

Names of periodicals and titles of books should be in italics. If you cannot use italics (e.g., if you can provide only a plain text file), mark the text to be set in italics with a simple underline in the printed copy.

Illustrations and tables:

When preparing illustrations and tables, consider the journal's printed page size, which is 127×192 mm. Illustrations (including graphs) and their captions or legends should form a separate, self-explanatory unit. Explain abbreviations in the captions, or (if too numerous) collect them elsewhere in a list (preferably under Material and Methods). For line art, use good-quality black Indian ink and do not use very fine lines or dots in drawings that are to be significantly reduced. Laser printed copies are also acceptable. The original drawings should not be more than twice as large as the printed size. Use pre-printed lettering of sufficient size to permit reduction. Multipart figures should be labelled as A, B *etc.* Use *sans serif* font for labels, preferably Arial or Helvetica. Photographs are best submitted at the

actual size of reproduction. If the editor is to insert the final lettering, provide an overlay showing your requirements. Morphological illustrations (if not schematic) must include a scale bar. Tables should include headings and explanations, and should be numbered consecutively. Approximate positions of figures and tables should be indicated in the margin of the printed copy. References in the text to illustrations and tables: Fig. 1; Figs 1–3; Table 1 (Note: Do not capitalise fig., figs, table, pl., pls, when referring to items reproduced in someone else's work). The format for figure captions is as follows:

Figs 19–21. *Margdalops angustus* sp. n., female paratype (S. Africa): (19) postabdomen, dorsal view; (20) spermatheca; (21) internal sclerites, ventral view. Scale bar = 0.1 mm.

Initial Submission

Ideally, one printed copy of the manuscript and an electronic version on a 3.5" floppy, CD-R or 100M ZIP disk(s) should be submitted to the editor. Alternatively, the manuscript can be submitted as an e-mail attachment not exceeding 2M. The electronic manuscript should be a combination of a Rich Text Format (.RTF) file for text and tables and JPEG (.JPG) or TIFF (.TIF) file(s) for figures. Graphics must **not** be embedded in the Rich Text Format file, and may be of reduced quality sufficient for evaluation by the reviewers. Manuscripts submitted in unsuitable formats will not be processed and the author will be asked to re-submit them in an appropriate form.

Initial submission of only a hard copy is possible but may slow down the review process. In the latter case, please send the printed version in triplicate and illustrations in duplicate (authors should keep the originals until the paper is accepted). Print hard copies on one side of the paper (A4 or a similar format).

Final submission

The final text accepted for print must be supplied in an editable electronic format. Easily inter-transferable formats such as Rich Text Format (.RTF) are preferred. Users of Apple computers should submit the text either in a format directly transferable to PC, or as a plain text file. Original artwork will always be required for best printing quality. Graphics may also be provided in an electronic form as Tagged Image Format (.TIFF, .TIF) or Encapsulated Post Script (.EPS) files; always enclose a high-quality printed copy. Vector graphic files (e.g., .CDR) are not acceptable, unless by prior arrangement with the editor. **Never** import graphics into a word processor format (e.g., as .DOC or .RTF files). Authors should refrain from mixing b&w drawings and half tone/colour illustrations. Required modes and **minimum** resolutions for graphic files: colour in 24-bit RGB mode, 300 dpi at print size; halftones in 8-bit grayscale mode, 300 dpi at print size; line art in 1-bit black-and-white mode, at least 600 dpi at print size. However, it is advisable to submit figures prepared with higher resolution.

Proofs and page charges

The proof will be sent as a PDF (portable document format) file to the corresponding author for correction. Hard copy proofs will be posted if no e-mail address is available. Authors may be charged for excessive changes made by them to the proofs, excluding typesetting errors. No page charges will normally be levied, although authors (particularly those with institutional support) are expected to cover the costs of colour plates; alternatively, colour plates may be placed in PDF files at no charge. Twenty-five reprints and a PDF file are supplied free of charge. Manuscripts and originals of illustrations will not be returned, unless requested.

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