Instructions for Authors

The Editorial Boards of the Upper Silesian Museum journals and editions has accepted and upholds the standards of publication ethics which are in line with COPE Guidelines (COPE – Committee on Publication Ethics). In case of a discovered misconduct on the author's part, such as plagiarism, falsifying data or double publication, the journal Editorial Team will call for explanation and then undertake appropriate steps by following the COPE flowcharts.

Annals of the Upper Silesian Museum in Bytom, Entomology series is published regularly online (printed version 1 volume pro year) by the Upper Silesian Museum in Bytom.

It is an international journal devoted to all aspects of entomology (in broad sense). Papers are submitted with the understanding that they have not been published elsewhere and are not being considered for publication elsewhere (This restriction does not apply to abstracts published in connection with meetings). Prior to acceptance for publication each manuscript is reviewed by anonymous referees.

Authors are requested to adhere to the instructions below concerning preparation of the manuscript; manuscripts deviating from the required format will be returned for revision.

Acceptable languages for publication is English. Authors whose mother tongue is not the language of the submitted paper are advised to have the manuscript linguistically reviewed before submitting it to the editor. Poorly written manuscripts will be returned without further review.

Electronic submission of text and figures. After all the editorial work is completed and revisions have been made by the Author, the final electronic version of the text and illustrations should be submitted on PC-compatible CD/DVD disc to the Editors.

Text. Please submit to one of the Editors electronic version of the manuscript. Use only MS Word compatible word processors working in a Windows environment (*.doc format) and convert text to Rich Text Format (*.rtf) format (in this case, both converted and native format files should be sent). The body text should be typed in 12 point Times New Roman font, 1.5-line spacing, with captions to tables and figures.

- **Title page.** This should include title, authors, institutions, address of the corresponding author (including e-mail address, as applicable), key words. The title should be concise but informative, and, where appropriate, should include the names of families and/or higher taxa covered in the paper. When submitting a paper with multiple authors, one author must accept the responsibility for all correspondence.
- **Abstract.** The abstract should be informative, concise, and in a form that is fully intelligible in conjunction with the title. It should not exceed 200 words and should not include citation of references. Names of new taxa and an indication of nomenclatural acts (synonymies, etc.) should be included.
- **Table of contents.** For larger papers (over 100 manuscript pages) authors are requested to submit a "Table of Contents".

- The standard arrangement for the main paper is as follows: Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References.
- Names of genera and species should be in italics. Use SI units and appropriate symbols. The International Codes of Nomenclatures must be strictly followed. Papers including new taxonomic decisions on previously described taxa (synonymies, new combinations, lectotype, designations, etc.), must include bibliographic data of the original description of the taxon (including page number).
- References. References in the text should be cited: Aspöck (1991); (Aspöck 1991) or Aspöck

& Hölzel (1990: 231); dealing with two authors use "and" ("et" only in the case of authors of scientific names in zoology); for references with more than two authors use the form: Mansell et al.

References should be listed alphabetically with book and journal titles given in full. Use small letters a ... z to indicate references published by the same author(s) within one year. For papers published using an alphabet other than Latin but having a summary, title, or abstract in Latin alphabet, cite this "original" translation. If there is no such translation, use an English translation in brackets [] with an indication of the original language.

Examples: Mazur S. 1984. A world catalogue of Histeridae. Polskie Pismo Entomologiczne 54: 1–379. Mulsant E., Rey A. 1844a. Histoire Naturelle des Coléopteres de France. Maison, Paris: vii + 1–196, pl. 1.

Lawrance J.F. 1982. Coleoptera, In: Parker S.P. (Ed.), Synopsis and Classification of Living Organisms. Vol. 2, McGraw-Hill, New York: 482–553.

Ponomarenko A.G. 1985. [Beetles from the Jurassic of Siberia and western Mongolia]. Trudy Paleontologicheskogo Instituta 211: 47–87. [In Russian]

Please give DOI identifers to the cited papers if applicable.

Tables. Tables should be kept as simple as possible and prepared using word-processing software. They should be printed on separate sheets, be numbered consecutively, and be self-explanatory. Tables should be headed with a brief main title and be referred in the text as Table 1, Table 2. etc., consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article. Please avoid lengthy tables, if necessary use appendices for longer tables.

Illustrations.

- All submitted illustrations (black-and-white line drawings and half-tone illustrations) must be high quality.
- All illustrations (both drawings and photographs) are referred to as "Fig., Figs" in the text (not as plates) and consecutively numbered.
- Illustrations should be mounted in plates in the arrangement desired in the printed work, with maximum size of 13×19.5 cm.

- Line art images should be scanned and saved as black and white TIFF images at a resolution of 1200 dpi (not compressed or interpolated) and tightly cropped. If the line art-work is computer generated, please send both printouts and computer files.
- Halftone/colour illustrations have to be sent as TIFF images at a resolution of 600 dpi and tightly cropped, or if generated from computer graphic package must be high quality prints and computer files.
- **Photographs** are best submitted in their final size. Computer versions of the photographs submitted with the final version of the manuscript should be saved in TIFF format of at least 600 dpi (not interpolated or compressed).
- **Composites** of line art /halftone/colour illustrations have to be sent as TIFF images at a resolution of 600 dpi and tightly cropped, or if generated from computer graphic package must be high quality prints and computer files.
- Lettering and numbering must be done before submission. It should be of uniform style. Use only sans-serif fonts (Arial, Helvetica and Symbol), using lower case lettering.
- Magnification should be indicated by a scale bar with appropriate units on both drawings and photographs.
- All relevant detail in the illustration, the graph symbols (squares, triangles, circles, etc.) and a key to the diagram (to explain the explanation of the graph symbols used) must be discernible.
- Captions to illustrations must be self-explanatory, sent on a separate page(s). These should not contain details of results. Please use the following format: Figs 84–86. Aus bus (Linnaeus), female: 84 dorsal view; 85 ventral view; 86 antenna.
- **Preparing illustrations using computer graphic package.** When you are using layers make one layer before saving your image (Flatten Artwork).

The final files should be saved as TIFF images and tightly cropped, at a resolution of 1200 dpi, if black and white, at a resolution of 600 dpi if halftone/colour or combined line art/halftone/colour.

Page proofs. Only one set of page proofs will be sent, and authors are charged for any major authorgenerated alterations.

Reprints. Authors will receive pdf online version and printed version. Printed reprints may be ordered at extra cost at the proof stage.

Copyright. Acceptance of the manuscript for publication means that the right to publish the whole paper or any substantial part of it is transferred to the Publisher. This applies to all media.

Open Access Policy. This is an open access journal which means that all content is freely available without charge to the user or his/her institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles in this journal without asking prior permission from the Publisher or the Author.

Creative Commons License. The Author acknowledges and agrees that the Work will be published by the Publisher (the journal) and made freely available to users under the terms of the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International Public License, as currently displayed at http://creativecommons.org/licenses/by-nc-sa/4.0/legalcode (the "CC BY-NC-SA"). The Author(s) acknowledges and agrees that the Publisher is the exclusive "Licensor", as defined in the CC BY-NC-SA, of the Work and that the Publisher may make the Work freely available to all users under the therms of the CC BY-NC-SA.

Author's self-archiving. Authors are permitted to post the publisher's version of their work online (e.g. in institutional repositories or on their website) after its initial publication in this journal.

Archiving. The copies of published articles are deposited to the Digital Repository of the National Library of Poland.