

## INSTRUCTION TO THE AUTHORS

**!!!** Papers should not extend more than four pages in their final versions.

The papers must fit with the requirements of the International Code of Zoological Nomenclature (volume IV). All genera and species taxa names must be written in *Italic*, and when first mentioned in the text must be completely full (author, year, and brackets).

### TECHNICAL REQUIREMENTS TO THE MANUSCRIPTS

#### **Page and text format (\*.doc, \*.docx or \*.rtf – file)**

Page format A4, font Bookman Old Style, Font size 10 pt, Line spacing: exactly, 14 pt, Justified.

For ease use **the models (templates)**. Full formatting parameters [HERE](#) .

**Do not use** programs for carrying words over, extra intervals or tabulations. When inserting symbols use the font Symbol. Leave 3 blank lines before the title, one blank line before each part of the article, before each table or figure, and the explanatory text to the table and figure.

**Tables and figures** must be with proper size, placed on proper place in the text, and with an explanatory text as it is shown in the example.

**Photographs** (TIFF or JPG format) must be with proper size and resolution minimum 180 dpi, to be arranged in plates (if are many), properly labeled and placed in their exact places in the text. They also have to be sent as separate files.

### PAPERS IN ENGLISH

Common paper **structure**:

English title, author(s), address in English, Abstract, Key words, Materials and Methods (if necessary), main text, Acknowledgements, References.

#### **Citations in the text:**

... (Joakimoff 1899)	... Joakimoff (1899)
... (Gruev & Kuzmanov 1999)	... Gruev & Kuzmanov (1999)
... (Petrov <i>et al.</i> 2001)	... Petrov <i>et al.</i> (2001)
... (Theowald & Oosterbroek 1986)	... Theowald & Oosterbroek (1986)
... (Oosterbroek <i>et al.</i> 2006)	... Oosterbroek <i>et al.</i> (2006)

**List of references:** **!!!** with full journal name

#### ***Cyrillic paper without a title in another language:***

Joakimoff, D. (1899) Prinos kam faunata ot nasekomi na Rila planina (Contribution to the insect fauna of Rila Mountain). *Periodichesko spisanie na Balgarskoto knizhovno druzhestvo (Periodical Journal of the Bulgarian Literary Society)*, 60: 858-884 (in Bulgarian). [Transliterated]

#### ***Cyrillic paper with a title and summary in another language:***

Popov, S (1999) Species of family Tipulidae (Diptera) known to the fauna of Bulgaria till 1998. *Travaux Scientifiques de l'Universite de Plovdiv, Biologie, Animalia*, 35: 33-36 (in Bulgarian, English Summary).

**Paper in Latin in a journal:**

Theowald, B. & Oosterbroek, P. (1986) Zur Zoogeographie der westpalacarctischen Tipulidae. VII Die Tipulidae der Balkanhalbinsel (Diptera, Tipulidae). *Tijdschrift voor Entomologie*, 129 (1): 1-13.

Kjærandsen, J., Hedmark, K., Kurina, O., Polevoi, A., Økland, B. & Götmark, F. (2007) Annotated checklist of fungus gnats from Sweden (Diptera: Bolitophilidae, Diadocidiidae, Ditomyiidae, Keroplatidae and Mycetophilidae). *Insect Systematics & Evolution, Supplement 65*, 1–128.

**Book:**

Evenhuis, N. L. (1994) *Catalogue of the fossil flies of the world (Insecta: Diptera)*. Backhuys Publishers, Leiden, viii+600 pp.

**Book chapter:**

Krivosheina, N. P. (1988) Family Diadocidiidae. In: Soós, Á. & Papp, L. (Eds.), *Catalogue of Palaerctic Diptera. Vol. 3. Ceratopogonidae – Mycetophilidae*. Akadémiai Kiadó, Budapest, pp. 210-211.

**Internet source:**

Oosterbroek, P. (2004) Fauna Europaea: Tipulidae. In: de Jong, H. (Ed.), *Fauna Europaea: Diptera: Nematocera. Fauna Europaea version 1.3*. Available at: <http://www.faunaeur.org>. (Accessed on 13 March 2009).