

ACTA ZOOLOGICA CRACOVIENSIA

INSTRUCTIONS FOR AUTHORS

Submission of Manuscript

Manuscripts need to be prepared in correct English (proofreading by native speaker is recommended).

For the first submission please provide:

- a separate title page with authors data and any other information that allow identification by the reviewers (see below) to enable double-blind review;
- the body text as one file (PDF or MS Word) including: main body text with references, tables and figures (with captions) embedded where they should appear in the text, and supplementary materials and statements at the end (see details below). Files are submitted via e-mail to:

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Alternatively, to any of the three editors.

Please title your file: SURNAME(of the 1st author)_year_AZC.pdf (e.g. Smith_2026_AZC).

Manuscript Layout

While initial submission is required in a single file, all parts of the manuscript need to be originally saved in appropriate editable formats (text and tables in MS Word, figures as stated below).

1. **Title page** (separate file). Complete title of the paper, author's name(s), ORCID numbers wherever applicable, institution(s), full addresses, e-mail.

2. **First page. Title, Running title, Abstract & Keywords.**

The **title** should be concise but informative and should include higher taxa. Title should not exceed 20 words.

The **abstract** should not exceed 1500 characters including spaces.

Key words. Maximum 6 words, additional to those in the title.

3. **Subject matter.** Papers need to be divided into chapters numbered with Roman numerals (I. Introduction, II. Material and Methods, III. Results, IV. Discussion, V. References. In case of fully taxonomic papers the chapter III is entitled III. Systematic part).

Taxonomic descriptions must comply with the rules of the International Commission on Zoological Nomenclature (ICZN; 4th edition) and include following sections in this order: diagnosis, etymology (obligatory for new names), material, description. Strongly recommended are the **differential diagnoses** of new taxa, i.e., those that list the characters enabling the distinction of a newly introduced taxon among the most similar ones. The type specimens should be deposited in national or international public museums or collections, and their registration numbers should be listed in the description.

The style of abbreviations is as follows: gen. n., sp. n., comb. n., syn. n., etc. Binominal Latin names first used in the text are given in full, e. g. *Podotenus subfuscus* (Petrovitz, 1973), *Clanga pomarina* Brehm, 1831; if repeated later in the text, the authors' names are omitted. The generic names may be replaced by initials (e. g., *P. subfuscus*) if repeated in the same paragraph. However, full names are repeated in captions to the figures.

Tables and Figures.

Tables and data matrices in Word format are numbered with Roman numerals and accompanied by a title.

Figures are provided as single drawings or photographs in JPEG or TIFF with minimal resolution 300 dpi, or arranged in plates set in vector files (svg, cdr). The inscriptions on the figure should be clear (minimal font 10 pt) and fit the size of a printed figure or plate. Figures should be numbered serially with Arabic numerals.

For a subsequent/revised submission the figure captions need to be listed separately, after the References; figures and tables are saved in separate file each, in final resolution at least 300 dpi.

Supplementary files. All additional information (text, tables, graphs, electronic materials etc.) are attached to the main manuscript as a separate PDF file (all combined in the single file, unless the size does not allow for that e.g. large datasets or raw data).

References. For initial submission any style of reference arrangement is allowed, except for numerical style bibliography. On acceptance, the references must be arranged according to the regulations below.

In the text, references are cited without coma between name and year, e. g. (Voous 1962) or Voous (1962); Howden & Gill 2001; Brown et al. (1988). List of references at the end of the paper must be complete and arranged alphabetically and chronologically. **Full references of the original descriptions of taxa should be included.** Papers that have not been accepted for publication are not included in the list of references. Titles of periodicals are given in full. Whenever applicable please add full DOI of cited publication. Examples:

Journal: Sanmartin I. 2003. Dispersal vs. vicariance in the Mediterranean: historical biogeography of the Palearctic Pachydeminae (Coleoptera, Scarabaeoidea). *Journal of Biogeography*, 30: 1883-1897. <https://doi.org/10.1046/j.0305-0270.2003.00982.x>

Book: Mellars P. 1996. *The Neanderthal Legacy: an Archaeological Perspective from Western Europe*. Princeton University Press, Princeton, 471 pp.

Chapter: Hutterer R. 2005. Order Erinaceomorpha. [In:] D. E. Wilson, D. A. Reeder (eds). *Mammal species of the world: a taxonomical and geographical references*. 3rd edition. Johns Hopkins University Press, Baltimore. Pp: 212-219.

In the case of reference papers written in other than Latin alphabet (e. g. Cyrillic), original references should be given in UN1987: GOST 1983 or British Standard transliteration. If a paper is accompanied by a summary in Latin alphabet, references should include remark, e. g.: [In Russian with English summary].

Page proofs

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obliged to add **statements** about ethical standards, conflicts of interests, funding agencies, data accessibility statement, and authors contribution, all embedded in to the “Title page” (see above).

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