

INSTRUCTIONS TO AUTHORS

Manuscripts should be in clear, concise English. Contributors with a native language other than English are strongly recommended to have their manuscripts linguistically revised prior to submission. Articles that might be suitable for the journal will be evaluated by at least two referees. Authors will be notified of acceptance, need for revision, or rejection within due time. Editors reserve the right to make minor adjustments.

Manuscripts submitted to *Acta entomologica serbica* must not have been published or accepted for publication elsewhere. Twenty offprints of each paper are provided free. More copies may be ordered at current prices when proofs are returned. Authors may be required to pay for excessive alterations to proofs.

Manuscripts generally should not exceed 40 pages including tables and figures. Short communications must not exceed 3-4 pages. Manuscripts should be submitted in two copies. Tables should be comprehensive without reference to the text, numbered with Roman numerals and referred to as "Table I (II-III, V, ...)". Please avoid long column headings, complicated structures and vertical lines. All illustrations (graphs, drawn figures, photographs, etc.) should be numbered consecutively with Arabic numerals, referred to in the text as "Fig(s). 1 (2, 4-6, ...)". The preferable position of all figures and tables should be indicated in the margin of the main text. Manuscripts should be typed double spaced throughout with ample margins, unjustified and without hyphenation. They should include: a title (preferably not longer than 20 words), the name of the author(s) followed by full address [including e-mail address(es) of corresponding author(s)], a summarizing abstract (not longer than 200 words), key words (4-8), a short running title (not more than 40 letters), and a summary in Serbian; contributors with a native language other than Serbian should submit a summary in English, which will be translated by editors. Please examine recent issues for more details of acceptable style and format.

Authors are expected to submit three hard copies of the manuscript and an electronic copy on CD or by e-mail, with the final, accepted version of their manuscript. Original art work and disk copies should not be forwarded before a paper has been accepted for publication. Such material will not be returned unless specifically requested by the author(s). The word processing format should be MS Word RTF.

Illustrations should be prepared about twice their printed size, labelled with pre-printed lettering large enough to allow the necessary reduction (due consideration should be paid to the format of a printed page). Authors are encouraged to submit all the computer produced graphics and tables, each in a separate file. All the text file(s) should be written in UNICODE font and one size type throughout. In cases of paragraph and table formatting, the use of multiple spaces should be avoided.

Diagrams, photographs, figures and maps should be supplied as pictures in TIFF format, the file resolution should not be not less than 240 ppc/300 ppi at 170 mm wide. For the details of the file format, fonts, software, etc. authors may contact the editor.

References in the text should be given chronologically as: (SMITH, 1960); ELTON (1962, 1963a, 1963c, ...); (SMITH & NOVAK, 1964; NOVAK *et al.*, 1966); KURZENKO (in press), etc. Do not cite papers in preparation. References section should include all titles referred to in the paper, conforming to the format of citation applied in recent issues of the journal. The authors' names in both the main text and References section should be typed in ALL CAPS, not SMALL CAPS (reserved for the final layout). Names of journals must be abbreviated according to the "World List of Scientific Periodicals".

When referring to books of abstracts, proceedings or publications other than journals that include chapters written by different authors, the names of publication editor(s) should be stated.

References to publications like books or monographies should include publisher name(s) and location(s).

For the references written in languages other than English, French, German, Spanish, Italian or Latin, the title of their translated abstracts (if any) should be used or the original title should be translated into English (followed by the statement "[in Serbian/Russian/Hungarian/...]", meaning that the translation was not originally contained in the reference). If there is a summary in any other language, it, too, should be stated. Examples:

CVIJIĆ, J., 1902. Cryptodepressions in Europe. Glas. Srp. Kralj. Akad., 53: 229-239. [in Serbian]

DEVAI, G., 1976. Phenological study of the Hungarian dragonfly (Odonata) fauna. Acta biol. debrecina, 13(Suppl. 1): 159-203. [in Hungarian, with English s.]

MANI, M.S., 1968. Ecology and biogeography of high altitude insects. Series entomologica, Vol. 4, Dr. W. Junk, The Hague, 528 pp.

RISTIĆ, J. & VIZI, O., 1981. Synoptic survey of the dominant macrophytes in Lake Skadar. *In*: Karaman, G.S. & Beeton, A.M. (eds.): The biota and limnology of Lake Skadar. University Veljko Vlahović, Institute of Biological and Medicine Research, Titograd, pp. 117-125.

Reference section in short communications should be in condensed form, without any title.

Nomenclature must follow the current ICZN rules. Taxonomic affiliation and authority (unabbreviated, followed by the year of description), of all specific and lower taxa (optional for the genus-group taxa) should be given at least once in the main text, preferably the first time mentioned. Use underline or *italics* for Latin genus- and species-group names only. In the electronic copy special characters such as ♂/♀ should be substituted by some unique combination of symbols, e.g., "\$M", "#F", etc. Specimens label data should not be blindly quoted (except in case of primary types), but the information transcribed into an unambiguous sequence of geographic terms, given in their present spelling (in English), if necessary with the original spelling in parentheses. For the newly described species-group taxa, the depository of the type material must be quoted.