

Author guidelines to publishing in *Basteria*

SCOPE

Basteria is a peer-reviewed journal published by the Netherlands Malacological Society. It is published six times a year in two volumes. *Basteria* publishes original research papers on all topics concerning molluscs, with an emphasis on the systematics, taxonomy, phylogeny, and biogeography of molluscs. The geographical scope of the journal is worldwide.

EDITORIAL BOARD

Editors

PROF. DR. E. GITTENBERGER, Editor-in-chief,
DR. B. KOKSHOORN, Desk-editor/Layout,
G.C. KRONENBERG, Editor.

Associated editors

DR. F. WESSELINGH, fossil molluscs,
DR. G. VERMEIJ, fossil and recent marine molluscs,
DR. G. VAN DER VELDE, freshwater molluscs,
DR. A.C. VAN BRUGGEN, non-marine molluscs,
PROF. DR. R.A. BANK, terrestrial molluscs.

GENERAL REMARKS ON THE SUBMISSION OF MANUSCRIPTS

You are kindly requested to check - before submitting - that you have fulfilled all requirements stated below! If in doubt about any requirements and/or if you need

assistance with preparing your manuscript, please contact Dr. B. Kokshoorn (info@basteria.nl).

Papers must be written in English in a clear, straightforward style and may not have been published or submitted elsewhere. Please submit your manuscript by e-mail where possible, as this will lead to a considerably faster processing and forwarding. Your manuscript has to be submitted as a plain text file (i.e. WORD). Figures and tables should be send separately (as spreadsheet file, i.e. EXCEL). Please name all files starting with the surname of the corresponding author (i.e. Gittenberger_Fig1; Gittenberger_manuscript etc.)

Send your manuscript and figures and/or tables as an e-mail-attachment to manuscripts@basteria.nl. If files are too large to send by e-mail (>10Mb), please use a ftp server or an online service like www.dropbox.com or <http://www.yousendit.com>.

Manuscripts can also be sent to the editorial office on CD-R or DVD-R. Please address your contribution to:

Prof. Dr. E. Gittenberger,
Basteria editorial office,
Naturalis Biodiversity Center,
Darwinweg 2,
P.O.Box 9517,
NL-2300RA Leiden,
The Netherlands.

COVER LETTER

In a brief cover letter authors should state:

Scope. – A short description of the topic and main findings of the paper.

Ownership. – Authors must declare that the submitted work is their own and that copyright has not been breached in seeking its publication.

Originality. – Authors should declare that the submitted work has not previously been published in full, and is not being considered for publication, elsewhere.

Reviewers. – Authors are kindly requested to provide the names of at least two possible reviewers for their contribution.

Membership. – At least one of the authors of the contribution should be a member (including Basteria membership) of the Netherlands Malacological Society. If no members are amongst the authors, a contribution equal to a one-year membership is requested as page-charges. In exceptional cases contribution can be waived (i.e. students). If you think that no charges should be made, please state so and explain in your cover letter.

FORMAL GUIDELINES

FOR THE SUBMISSION OF MANUSCRIPTS

60

- the text should be 12 pt, double-spaced and with a margin of at least 3 cm.
- use a standard typeface, e.g. Times New Roman.
- do not activate the automatic hyphenation.
- the paragraphs should be left aligned.
- enter page number on every page.
- avoid footnotes.
- use abbreviations in a consistent manner (e.g. gen. nov., spec. nov., comb. nov., stat. nov., etc.)
- do not use formatting other than *italics*, for genus and species names only.
- avoid whole words in CAPITALS.

The manuscript should be divided into sections using headlines and sub-headlines. Please do not number the headlines.

Taxonomic descriptions must comply with the rules of the ICZN (4th edition). You can find an example at <http://www.iczn.org/>.

General manuscript structure

The manuscript should be structured using headlines and sub-headlines, but without numbering according to the following sections:

- Title page
- Abstract
- Introduction
- Methods
- Results
- Discussion
- Acknowledgements
- References
- Table captions
- Figure captions

Title page

The title page contains:

- A short, precise and meaningful title, including the suborder and family of the relevant taxa,
- Desired running title for the page footers,
- Author name(s) with at least one first and family name given in full,
- Current address(es) of the authors,
- E-mail address, telephone and fax number of the *Corresponding Author*

Abstract and key words

- Please submit the abstract and key words on a separate page.
- The abstract should be concise.
- A maximum of 10 key words may be given.

References in the text

Author names are followed by the year of publication. Both these forms are possible: Darwin (1856) or (Darwin, 1856).

Two authors are named and connected by "&"; three or more authors are abbreviated to "et al."; more than one citation is separated by a semicolon: (Watson & Crick, 1953; Kerney et al., 1983).

References

- include all references mentioned in the text, but no additional ones,
- DO NOT write author names in CAPITALS, use lower case,
- write journal names in full,
- ensure that the references are complete and arranged according to name and year of publication.

The references should conform to the rules shown in the following examples:

Journal Article

Asami, T., Fukuda, H. & Tommiyama, K., 1993. The inheritance of shell banding in the land snail *Bradybaena pellucida*. — *Venus* 52: 155-159.

Buren, J.C. Van & Uit de Weerd, D., 1949. The mollusc fauna of Peru. — *European Journal of Taxonomy* 13: 1-30.

Book

Gittenberger, A., 2006. The evolutionary history of parasitic gastropods and their coral hosts in the Indo-Pacific: 1-276. — PhD Thesis, Leiden University, The Netherlands.

ICZN, 1999. International code of zoological nomenclature, ed. 4: i-xxix, 1-306. London.

Weil, A., Brown, L. & Neville, B., 1999. The wentle-trap book. Guide to the recent Epitoniidae of the world: 1-246. Rome.

Book Chapter

Groenenberg, D.S.J., Subai, G. Groot, W. de, 2011. A molecular phylogeny of the Epitoniidae (Mollusca: Gastropoda), focusing on the species associated with corals: 27-48. — In: Groenenberg, D.S.J., PhD Thesis, Leiden University, The Netherlands.

Table captions

Please enter the captions on a separate page at the end of the manuscript. Captions should be as concise as possible. Tables are consecutively numbered using Arabic numerals.

Illustration captions

Please enter the captions on a separate page at the end of the manuscript and do not distinguish between figures and plates. Captions should be as concise as possible. Figures are referred to in the captions using Arabic numerals.

Follow the example:

Figs 1–3. *Helix pomatia* from three localities in Europe. **1**, The Netherlands (RMNH 12345); **2**, Belgium (RMNH 23456); **3**, France (RMNH 34567).

When referring to figures in the text please adhere to the following:

- Figures within the manuscript are referred to as 'Fig.' or 'Figs' (with capitals)
- Figures in other articles are referred to as 'fig.' or 'figs' (without capitals)

TABLES

- tables should be simple and clearly structured,
- all tables should be referred to in the text,
- table captions should be provided at the end of the paper on a separate page,

- captions should be as concise as possible, include as much information as possible in the methods section of the paper,
- each line and column in the table has to be clearly labeled,
- tables should be in a separate spreadsheet file (i.e. Excel).
- Large lists of materials, samples, etc. may be placed in online supplementary information.

ILLUSTRATIONS

General notes on illustrations

Figures must be submitted electronically and must be of sufficient resolution for printing (i.e. at least 300 dpi for photographic materials, or 600 dpi for line drawings). Each figure must be referred to in the text and should be numbered in the sequence of its appearance in the text. Figures should generally be comprehensible without reference to the text (i.e. fig. 1; plate 1, fig e). Illustrations are printed in color, if informative, at no additional cost. If, contrary to the editorial staff, you feel that color illustrations are mandatory for your contribution, please contact the Editorial Office (info@bacteria.nl) when receiving your print proofs. Additional page charges may be required.

All illustrations should be prepared according to the format of the journal. Maximum size for illustrations is 170×230 mm (portrait) for a full page plate or 81×230mm for a single column.

Please submit each figure fully compiled as a single file and ready for printing at final publication size. The preferred file formats are TIFF and PSD (please retain all layers, including text layers!) for color and grayscale illustrations and EPS for vector graphics. Do not integrate the illustrations within your text files!

For assistance with preparation of figures, do not hesitate to contact the Editorial Office (info@bacteria.nl).

Vector graphics and line drawings

Line drawings such as diagrams, maps, etc. should be submitted as vector files. EPS is the preferred file format for vector graphics. Please include a TIFF preview in your EPS file.

Vector graphics and line drawings must have a printable line thickness of at least 0.1 mm, to enable a sufficiently good print quality. Please embed the fonts!

If you scan line drawings please select a resolution of 1200 dpi for the final figure size. Please save the file as a grayscale TIFF in case it needs to be further processed.

Graphs

If you need to include graphs (for instance from software like STATISTICA or EXCEL) please export the graphs as pdf files, or print the graphs using a pdf-printer. Several pdf-printers can be obtained for free from the internet (i.e. www.cutepdf.com). Please submit the resulting pdf file with your figures and tables.

Text in illustrations

Text in illustrations should be as short as possible. Abbreviations should only be used in the illustration where absolutely necessary, and explained in the legend in alphabetical order.

All figures must be accompanied by scale bars. Measurements must be in metric units.

Several figures grouped together with one common legend need to be numbered using a sans-serif typeface (preferably Arial) approximately 4 mm in height.

Peer reviewing

Manuscripts are subject to (anonymous) peer review. All manuscripts submitted will be independently reviewed by at least two experts in the corresponding area of research. Authors are kindly requested to provide the names of at least two (and preferably three) reviewers in their cover letter. If there are objections to possible reviewers, please state their names in the cover letter as well.

Proofs

Prior to publication of your manuscript you will receive page-proofs by e-mail in PDF format.

Please list corrections in a separate document or use the correction tool in adobe acrobat reader. Return the proofs within two weeks to manuscripts@basteria.nl.

Please send us your order for hardcopy reprints (if desired) when you return the page-proofs.

Reprints

The corresponding author will receive a high quality PDF file of his contribution free of charge, to be distributed freely.