

Vita Malacologica - Guidelines for authors

30.10.2016

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 the editorial contact address (vitamalacologica@ziggo.nl).

Scope

Vita Malacologica is a peer-reviewed journal published by the Netherlands Malacological Society. It is published once a year. Vita Malacologica publishes original papers concerning molluscs compiled around a central theme. This theme may be systematics, taxonomy, phylogeny of certain (super)families, but also related to behaviour, one particular region, or otherwise. Although many contributions are by invitation, if you have a manuscript that will be around 64 printed pages including illustrations in European Standard A4 format, please do not hesitate to contact the editorial contact address (vitamalacologica@ziggo.nl).

The geographical scope of the journal is worldwide.

Editorial board

Gijs C. Kronenberg, editor,
Jan Johan ter Poorten, editor.

General remarks on the submission of manuscripts

Papers must be written in British English, or in the case of American citizens, in American English in a clear, straightforward style and had not be published or submitted elsewhere. Please submit your manuscript by e-mail when 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. Please name all files starting with the surname of the corresponding author (i.e. Verhecken_Fig1; Turner et al_manuscript etc.).

Send your manuscript and figures and/or tables as an email-attachment to vitamalacologica@ziggo.nl.

If files are too large to send by e-mail (>10Mb), please use an online service like dropbox or www.wetransfer.com.

Manuscripts can also be sent to Gijs C. Kronenberg on CD-R or DVD-R. Please address your contribution to:

Gijs C.Kronenberg
Den Bult 98
NL-5616 GJ Eindhoven
The Netherlands

Formal guidelines for the submission of manuscripts

- the text should be 10 pt, double-spaced and with a margin of at least 2 cm;
- use a standard typeface, e.g. Times New Roman;
- do not activate the automatic hyphenation;
- the paragraphs should be left aligned, do not make insertions at the beginning of paragraphs;
- 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;
- 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;
- (Materials and) Methods;
- Results;
- Discussion and conclusions;
- 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 name and family name given in full;
- current address(es) of the author(s);
- e-mail address(es);

The corresponding author should be indicated by an asterisk (*).

Key words and abstract

Five to ten key words may be given; try to avoid overlap with those in the title.

The abstract should be concise.

References in the text

- author names are followed by the year of publication;
- both these forms are possible: Darwin (1856) or (Darwin, 1856), or when referring to a specific page: Dijkstra (2013: 58) or (Dijkstra, 2013: 58);
- 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;

- write author names in CAPITALS;
- 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.

MEEUSE, A.D.J. & HUBERT, B., 1949. The mollusc fauna of glasshouses in the Netherlands. — *Basteria* 13: 1-30.

Book

SEVERNS, M., 2011. Shells of the Hawaiian Islands – the sea shells. 1-564, ConchBooks, Hackenheim, Germany.

INTERNATIONAL COMMISSION ON ZOOLOGICAL NOMENCLATURE, 1999. International code of zoological nomenclature. Ed. 4: I-XXIX, 1-306, London.

SHORT, J.W. & POTTER, D.G., 1999. Shells of Queensland and the Great Barrier Reef – marine gastropods. 1-246, Robert Brown and associates, Bathurst, N.S.W., Australia.

Book Chapter

GITTENBERGER, A., KOKSHOORN, B. & GITTENBERGER, E., 2006. A molecular phylogeny of the Epitoniidae (Mollusca: Gastropoda), focusing on the species associated with corals. 207-213 [In] Gittenberger, A., 2006, The evolutionary history of parasitic gastropods and their coral hosts in the Indo-Pacific. 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.

Figure 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 and the arrangement of the included data should be as consistent as possible. Figures are referred to in the captions using Arabic numerals.

Follow the example:

Figs 1–3. *Helix pomatias* 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' (starting with capital)
- Figures in other articles are referred to as 'fig.' or 'figs' (without capital)

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,

- each line and column in the table has to be clearly labelled,
- tables should be in a separate spreadsheet file (i.e. Excel) or MSWord.
- large lists of materials, samples, etc. may be placed in an appendix.
- it is advisable to include complex tables also in PDF format in order to avoid misunderstandings.

Illustrations

Figures must be submitted electronically and must be of sufficient resolution for printing (i.e. at least 300 dpi for photographic materials). Each figure must be referred to in the text and should be numbered in the sequence of its appearance in the text. Illustrations are printed in colour, if informative, at no additional cost. As a rule of thumb one of every four printed pages may contain a colour illustration. Example: a printed version of a manuscript with a total of 12 pages can carry three pages with colour illustrations. If, contrary to this rule of thumb, you feel that more colour illustrations are mandatory for your contribution, please contact the editorial address (vitamalacologica@ziggo.nl) prior to submission.

All illustrations should be prepared according to the format of the journal. Maximum size for illustrations is 165 × 220 mm for a full page plate or 80 × 220 mm 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 colour and grayscale illustrations and EPS or PDF 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 address (vitamalacologica@ziggo.nl).

Vector graphics and line drawings

Line drawings such as diagrams, maps, etc. should be submitted as vector files. EPS or AI 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 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. Graphs may also be delivered as Adobe Illustrator EPS files.

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 either accompanied by scale bars or measurements should be given in the caption. 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 3 mm in height.

Initial process of acceptance

Manuscripts will only be taken into consideration for publication when complete, i.e. with all illustrations, tables and graphics present.

All manuscripts submitted by non-native English speaking authors should have the English checked by a native English speaking person, preferably a malacologist, prior to submission.

The publication process

Peer reviewing

Manuscripts are subject to (anonymous) peer review. All manuscripts submitted will be independently reviewed by at least one expert in the corresponding area of research.

Authors are kindly requested to provide the names of at least two (and preferably three) reviewers in e-mail that has the manuscript attached to it. If there are objections to possible reviewers, please state their names in that e-mail as well.

All remarks by the reviewer(s) should be addressed whether one agrees (visibly incorporated in the final manuscript) or disagrees; disagreement with the reviewer(s) should be founded in an accompanying e-mail of document when the final manuscript is submitted. Other changes to the original text should also be made visible.

Proofs

Prior to publication of your manuscript you will receive page-proofs by e-mail in PDF format. At that point minor corrections can still be made. Please list these corrections in a separate document or use the correction tool in Adobe Acrobat Reader. Return the proofs ASAP to the address you received these proofs from.

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