

Author guidelines to publishing in Basteria

February 2021

Scope

Basteria is a peer-reviewed journal published by the Netherlands Malacological Society. It is published in two issues per year. Basteria publishes original research papers on all topics concerning molluscs, including taxonomy, systematics, faunal surveys, (palaeo)ecology, (palaeo)biogeography, mollusc behaviour, anatomy, book reviews, etc. The geographical scope of the journal is worldwide.

Editorial board

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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. Graham Oliver (info@basteria.nl or phone: +44 (0)29 2057 3220). For technical questions regarding to the layout, please contact Robert Forsyth (rforsyth.bc.ca@gmail.com).

Papers must be written in English in a clear, straightforward style and may not have been published or submitted elsewhere. For spelling, please use British English. Please submit your manuscript by e-mail. Your manuscript has to be submitted as a Word file (.docx or .doc) with tables and figure legends included. Figures should be sent separately. 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 an ftp server or an online service like www.dropbox.com or www.wetransfer.com.

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

Dr. Graham Oliver
Basteria editorial office
41 Romilly Road
Cardiff, CF5 1FJ
United Kingdom

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

- 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.
- Use 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) and **bold** (used sparingly).
- Avoid whole words in CAPITALS. However, in the Reference list authors' names should be formatted in SMALL CAPITALS.
- Do not try to emulate the final appearance of published articles; keep formatting minimal (italics, bold, small caps)

Taxonomic descriptions must comply with the rules of the International Code of Zoological Nomenclature (4th edition). You can find the Code at <http://www.iczn.org/>.

General manuscript structure

The manuscript should be structured using headings and subheadings, but without numbering according to the following sections:

- Title page
- Abstract

- Introduction
- Methods
- Results
- Discussion
- Acknowledgements
- References
- Figure legends
- Tables with legends above

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 headers,
- Author name(s) with at least one first and family name given in full,
- Current address(es) of the authors and their email address(es),
- 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). When adding page numbers: Darwin (1856: 123) or (Darwin, 1856: 123).

Two authors are named and connected by "&"; three or more authors are abbreviated to first author followed by "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 SMALL CAPITALS (preferred) or lower case.
- Write journal names in full.
- Ensure that the references are complete and arranged according to name and year of publication.
- Dutch names in the references have to be cited the English way, for example not 'Velde, G. van der' but 'Van der Velde, G.

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

Journal Article

Gittenberger, E., Budha, P.B. & Bank, R.A., 2020. Amazing *Paralaoma servilis* (Gastropoda, Pulmonata, Punctidae) in Nepal. – *Basteria* 84 (1-3): 76-82.

Book

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

ICZN, 1999. International code of zoological nomenclature, ed. 4: i-xxix, 1-306. The International Trust for Zoological Nomenclature, London.

Weil, A., Brown, L. & Neville, B., 1999. The wentletrap book. Guide to the Recent Epitoniidae of the world: 1-246. Evolver srl, Rome.

Book Chapter

Ter Poorten, J.J., 2011. Cardiidae: 186-255. In: Poppe, G.T. (ed.). Philippine marine mollusks volume IV (Bivalvia part 2, Scaphopoda, Polyplacophora, Cephalopoda & addenda): 5-676. ConchBooks, Hackenheim.

Tables and table legends

Please add the tables with their legends on a separate page at the end of the manuscript. Insert tables using Word's Insert table function. Very long tables that slow down Word can be separate Excel (.xlsx, .xls) files. Legends should be as concise as possible. Tables are consecutively numbered using Arabic numerals.

Figure legends

Please enter the figure legends on a separate page at the end of the manuscript and do not distinguish between figures and plates. Legends should be as concise as possible. Figures are referred to in the legends 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 legends 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 labelled.
- Tables with legends (as above) should be included at the end of the manuscript's Word file, or in exceptional cases when very large, in a separate spreadsheet file (i.e. Excel).
- Do not try to emulate the final appearance of published tables; keep the default appearance of tables (simple line border around all cells; merge cells with care) and other formatting minimal (italics, bold).
- Large lists of materials, samples, etc. may be placed in online supplementary information.

Figures

General notes on figures

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). Figures of the same specimen (shell) should be numbered with letters, e.g. 14a, 14b, 14c. Figures should be grouped into a full page (plate) for aesthetic reasons and to minimize costs. Figures are printed in colour, if informative, at no additional cost. When submitting your manuscript, please make clear which figures you want to have printed in colour. If the editorial staff feels, contrary to the wish of the author, that colour figures are not mandatory for your contribution, the staff will contact the corresponding author. Additional page charges may be required.

Figures should be separate files; do not integrate the figures within your text files, since Word can degrade image quality of JPG and TIF.

For assistance with preparation of figures, do not hesitate to contact the Editorial Office (manuscripts@bacteria.nl) or the layout editor Robert Forsyth (rforsyth.bc.ca@gmail.com). The layout editor is willing to help authors with file conversions and format selection if given advance notice.

Figure dimensions

All figures should be prepared according to the format of the journal. Maximum size for figures is 170 × 230 mm (two columns wide by page depth) for a full-page figure or 81 × 230 mm for a single column. If the legend has to fit on the same page, please use a maximum height of 220 mm (average legend) or 210 mm (large legend).

Raster images

Raster images 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. These are minimum resolutions at the size they will appear on the page. If figures are to be enlarged, higher resolutions will be required.

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

Please submit each figure fully compiled as a single file and ready for printing at final publication size. The preferred file formats are TIFF or PSD (please retain all layers, including text layers!) for colour and greyscale figures and EPS or AI for vector graphics.

Vector images

Electronically produced diagrams, maps, etc. should be submitted as vector graphics. EPS is the preferred file format, with all text converted to curves or outlines or with fonts embedded. 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 (0.25 pt), to enable a sufficiently good print quality. Raster images embedded in EPS files must have the same minimum resolutions as indicated above.

Text in figures

Text in figures should be as short as possible. Abbreviations should only be used in the figure 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 on a plate with one common legend need to be numbered using a sans-serif typeface (preferably Arial) approximately 4 mm (10 pt) in height.

Graphs

If your graphs were made in Excel, please send the native Excel file (.xls, .xlsx). If your graphs were made with other software, like Statistica or Graphpad, please export the graphs as pdf files or print the graphs using a pdf-printer. Please submit the resulting pdf file with your figures.

The publication process

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 use the correction tool in Adobe Acrobat or list corrections in a separate document. Return the proofs within two weeks to manuscripts@bacteria.nl.

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