

Author guidelines to publishing in Basteria

Effective as of 01 January 2024

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. The geographical scope of the journal is worldwide.

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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 Ruud Bank (info@basteria.nl or phone: +31 (0)598 852132). For technical questions regarding to the layout, please contact Jan Johan ter Poorten (terpoorten@aperta.nl or phone: +31 (0)6 460 988 53).

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 online service like www.wetransfer.com or www.dropbox.com

Your submission will be confirmed by the editor-in-chief within three days. Please send an email to info@basteria.nl if you have not obtained a confirmation within three days.

E-mail

In the e-mail accompanying the manuscript submission one must declare that:

- (1) the submitted work is their own and that copyright has not been breached in seeking its publication.
- (2) that the submitted work has not been substantially or in full published elsewhere, and is not being submitted for publication to another journal when under review for Basteria.

Futhermore, authors are kindly requested to provide the names of at least two possible reviewers for their manuscript.

Formal guidelines for the submission of manuscripts

- The text should be 11 pt, single-spaced.
- Use a standard typeface, e.g. Times New Roman.
- Do not activate the automatic hyphenation.
- 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.

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
- Abstract
- Introduction
- Material and Methods (including abbreviations)
- Systematic Part (or Results)
- Discussion
- Acknowledgements
- References
- Figure legends
- Tables with legends above

Title page

The title page contains:

- A short, precise and meaningful title, including the class and family of the relevant taxa (e.g. Gastropoda: Epitoniidae).
- 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).
- If available: ORCID number of the author(s)
- Desired running title for the page headers.
- Key words (a maximum of 10 key words may be given)

- Abstract (the abstract should reflect the contents of the paper concisely)

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).

Reference list

- 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.
- Provide volume numbers for journal articles as applicable
- If known and as applicable: provide not only the volume number, but also the issue number.
- Ensure that the references are complete and arranged according to name and year of publication.
- Plates that are not paginated, should be cited separately; plates that are paginated should not be cited.
- Belgian and Italian compound author names should be cited as 'Van Goethem, J.L.' or 'De Wilde, J.J.' or 'De Mattia, W.', whereas compound author names of all other nationalities should be cited as 'Poorten, J.J. ter' or 'Bruggen, A.C. van' or 'Winter, A.J. de' or 'Martens, E. von'.
- Addition of DOI numbers or links to repositories should be omitted
- Place the references to Internet sites at the end of the reference list.

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*, 4 (1-3): 76-82.

Gatliff, J.H. & Gabriel, C.J., 1922. Additions to and alterations in the catalogue of Victorian marine Mollusca. — *Proceedings of the Royal Society of Victoria, New Series*, 34 (2): 128-161.

Book

ICZN, 1999. International Code of Zoological Nomenclature. Fourth edition: 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.

PhD thesis

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

Book chapter

Poorten, J.J. ter, 2011. Cardiidae: 186-255. In: Poppe, G.T. (ed.). Philippine marine mollusks. Volume IV (Bivalvia part 2, Scaphopoda, Polyplacophora, Cephalopoda & addenda). 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. Please provide, when known, the registration number of the shell.

Follow the example:

Figs 1-3. *Helix pomatia* from three localities in Europe. **1.** Hoogezand, The Netherlands (RMNH 12345). **2.** Oostende, Belgium (RMNH 23456). **3.** Lyon, 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 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 legends should be as concise as possible and placed above the table.
- Each line and column in the table has to be clearly labelled.
- Tables 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).

Figures

General notes on figures

Each figure must be referred to in the text and should preferably be numbered in the sequence of its appearance in the text. Figures of the same specimen (shell) should be numbered with letters, e.g. 14a, 14b, 14c. If logical, figures should be grouped into plates for aesthetic reasons and to reduce space. Figures are normally printed in colour, if informative. If the editorial staff feels that colour figures are not mandatory for your contribution, the staff will contact the corresponding author.

Figures should be submitted as 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 layout editor Jan Johan ter Poorten (terpoorten@aperta.nl or phone: +31 (0)6 460 988 53). 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 165 × 235 mm (two columns wide by page depth) for a full-page figure or 80 × 235 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 190 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. If the figures in a plate all have the same magnification, a single scale bar is preferred. 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 3 mm (10 pt) in height. As stated before, figures of the same specimen (shell) should be numbered with letters, e.g. 14a, 14b, 14c.

Graphs

If your graphs were made in Excel, please send the native Excel file (.xls, .xlsx). If your graphs were made with other software, please convert the files to an Excel file.

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 the e-mail. If there are objections to possible reviewers, please state their names in the e-mail 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@basteria.nl. The corrected pdf will be sent for final approval.

Reprints

From 2023 on, all accepted papers of Basteria have the status of Open Access. The corresponding author will receive at the official publication date a high-quality PDF file of his contribution free of charge, which can be distributed freely by e-mail or placed on ResearchGate or other non-

commercial repositories. The Editorial Office will place the pdf on the website of Basteria (operational as per 01.06.2025). No paper reprints are supplied, but if desired extra copies of the whole Basteria issue can be ordered (in time!) at NMV-Secretaris@spirula.nl at certain costs.

ZooBank number for new taxa

This will be provided by the editor-in-chief once a paper is accepted for publication; no action is required from the author.