



MANUSCRIPT GUIDELINES

1. PUBLICATION CRITERIA

Topics of articles

FFS is designed to publish primary scientific research. We welcome submissions in any zoological discipline or interdiscipline that will contribute to the base of scientific knowledge on fauna, ecology, evolution, taxonomy, diversity, bionomy and zoogeography of fauna in the Carpathian and Pannonian regions.

FFS publishes the following categories of papers:

- **Taxonomic contributions:** contributions to the field of descriptive taxonomy, including (re-) descriptions of taxa, (sub-) continental or global checklists, taxonomic revisions, etc.
- **Case studies** focussed on animal diversity.
- **Zoological collection reviews** or overviews.
- **Systematic reviews and reviews of fauna** (if the methods ensure the comprehensive and unbiased sampling of existing literature).
- **Description of methods**, software, databases, or other tools related to the scope of FFS.
- **Monographs:** papers falling into the categories listed above and exceeding 50 printed pages.
- Short **faunistic notes**.
- **Opinion papers:** papers, in which authors offer information and interpretation of issues related to systematic biology and science policy making.

We will not consider:

- Monographs which do not follow standard structure of research article.
- Hypothesis or proposal papers.
- Letters, commentaries, or essays.
- Policy papers.
- Any other type of secondary literature.

Language

The article is presented in an intelligible fashion and is written in standard English, Slovak or Czech languages (Slovak and Czech manuscripts must have English abstract). Editors and reviewers do not edit and correct manuscripts, so the language in submitted articles must be clear, correct, and unambiguous. We may reject papers that do not meet these standards. If the language of a paper is difficult to understand or includes many errors, we may

recommend that authors seek independent editorial help before submitting a revision.

Prior to submission, authors are encouraged to use language-editing and copyediting services (it is the responsibility of the author, and should be done before initial submission).

Results reported have not been published elsewhere

FFS does not accept for publication studies that have already been published, in whole or in part, elsewhere in the peer-reviewed literature.

All figures included in manuscripts should also be original, and should not have been published in any previous publications.

We will consider manuscripts published in a thesis and work that has been presented at conferences.

Creative Commons and cultural licence

All figures and photographic images will be published under a Creative Commons Attribution License (CCAL), which allows them to be freely used, distributed, and built upon as long as proper attribution is given. Please do not submit any figures or photos that have been previously copyrighted unless you have express written permission from the copyright holder to publish under the CCAL license.

2. FORMAT REQUIREMENTS

All submissions should be prepared with the following files:

- Manuscript, including and figure legends and tables (single text file).
- Figures (separate files).

Authors may submit their manuscript files in MS Word (as .doc or .docx) format, RTF or TXT format. PDF is not an acceptable format for submission.

If your manuscript contains equations, make sure that equations are editable.

File formats for tables and illustrations are specified below.

The editors reserve the right to make minor editorial changes in line with these instructions without the approval of authors.

File naming conventions

FFS recommends to name files with surname of the first authors and the „content descriptor“ (e.g. „Pastoralis-text.docx“, „Obona-Figure-1.tif“, „Var-ga-Table1.xlsx“).

Biological nomenclature

Application of names at any taxonomic level must follow the guidelines mentioned in actual version the International Code of Zoological Nomenclature. Corresponding nomenclature and classification system to the Fauna Europaea is recommended, application of other naming system should be explained in the chapter Discussion.

Species, subspecies and genus names should be written in italics, authors and year of description should be mentioned at the first occurrence in the text, e.g. *Scythris buszkoi* Baran, 2004 (authors should **not be written in small caps**, and separated by comma from year). Author names **should not be abbreviated**, e.g. „L., 1758“ will not be accepted.

If the manuscript contains the table where all species are listed, list authors and year of description there instead of text.

Geographic coordinates

Only coordinates based on World Geodetic System WGS 84 are accepted. Geographic coordinates can be in any standard format (e.g., decimal degrees, or degrees minutes seconds; DD MM SS, DD MM,MMM or DD,DDDDD).

All geographic coordinates should be written in the same datum and format, without spaces between numbers (e.g., 38°57'56.4"N, 95°13'35.9"W; datum = WGS84). The datum must be specified for geographic coordinates because the same coordinates can have different locations when they are based on different datums.

Dates

The format used for dates is the following one: D. M. YYYY, so the 17 June 2012 will be written '17. 6. 2011' (but not 17. 06. 2012 neither 17. VI. 2012). Space should be inserted between day, month and year, full stop should be after day and month.

Mathematical Signs and Symbols

Punctuating mathematical symbols

- Mathematical operators are separated by spaces; e.g., equal sign (=), < or > signs, and division (/) sign are separated on both sides by spaces (e.g., $\alpha = 0.05$, not $\alpha=0.05$; $P < 0.025$, not $P<0.025$)
- Plus sign or minus sign (en dash) separated from text by spaces when used to indicate mathematical operation (e.g., $1 + 1 = 2$), but no space is used when the symbol indicates positive or negative

values (e.g., +2 is a positive value and -2 is a negative value).

- Plus-or-minus sign (\pm) is separated from text by spaces when used to indicate a mean \pm SE (e.g., 12 ± 0.02 ; not 12 ± 0.02), except that no space after plus-or-minus sign when used to indicate positive or negative values (e.g., ± 2 indicates a positive or negative value).
- Symbols for "similar to" or „nearly equal to“ not followed by space (e.g., ~ 12 , ≈ 24)

Measurement Units and Abbreviations

Follow the International System of Units (SI), and use SI abbreviations in the text, tables, and figures for units of measured variables or data. Common measurement units and their abbreviations include:

- Millimetres = mm
- Centimetres = cm
- Meters = m
- Kilometres = km
- Milliliters = mL
- Litres = L
- Grams = g (not gm)
- Seconds = s
- Minutes = min
- Hours = h
- Days = d (or day)
- Week = wk
- Month = mo
- Years = yr
- Time of day: use 24-hour clock (e.g., 13⁰⁰ h)
- Temperatures: Celsius, with a degree symbol and no spaces (e.g., 30°C, not 30 C or 30 °C).

Statistical abbreviations

- n = sample size; lower case and not italicized
- X = mean; capitalized and not italicized; or use word „mean“
- SD = standard deviation, SE = standard error; often indicated as ± 1 SD, ± 3 SE, etc.
- r, r², T, F, t (as in t-test), U, W = statistical symbols; all italicized
- Greek letters (e.g., χ and χ^2) not italicized
- df = degrees of freedom; not italicized
- P = probability; capitalized and italicized
- NS (not significant); capitalized, not italicized, no periods between letters

Symbols and special characters

Only unicode characters should be used in the manuscript.

character	meaning	Alt + numkey	Unicode Alt-x
±	plus-or-minus sign	241	00B1
×	multiply		00D7
÷	divide	0177	00F7
°	degree (use in case of temperature, coordinated, angles...)	0176	00B0
μ	micro	0181 or 230	00B5
♀	female	12	2640
♂	male	11	2642
‰	per mille	0137	2030
∞	infinity		221E
,	right single quotation mark; use as “minute” in coordinates	0146	2019
”	right double quotation mark; use as “second” in coordinates	0148	201D
‘	left single quotation mark	0145	2018
“	left double quotation mark	0147	201C

There are several „alternatives“ of some symbols, authors should use exclusively following symbols while typing manuscripts:

- do not use ring operator ° or masculine ordinal indicator º instead the degree sign °
- do not use straight quotes, apostrophes, accents, acute accents and primes instead of quotation marks
- do not use „x“ or asterisk instead of × in formulas
- do not use „/“ or asterisk instead of ÷ in formulas
- Following table can help you easily type characters missing on keyboards:

How to cite resources

All citation mentioned in the article must be listed in the chapter References and vice versa, all listed references must appear in the text.

References in the main text should be written in Small Caps case and without commas as follows:

- ŠŮMPICH 2011 or ŠŮMPICH (2011) – do not write “comma” between author and year of publication.
- HUEMER & TARMANN 1993 or HUEMER & TARMANN (1993) – use ampersand (&) in case of two authors.
- ELSNER et al. 1999 or ELSNER et al. (1999) – if there are more authors, use „et al.“, but not italicized.
- REIPRICH 1992, 2000
- NIEUKERKEN 1990, NIEUKERKEN et al. 1996

Multiple references should be cited as (SMITH 2000; SMITH & JONES 2002; JONES et al. 2001). References published in the same year by more than two authors and containing the same first author’s surnames should be differentiated as follows: ‘SMITH et al. (2000a)’, ‘SMITH et al. (2000b)’. In the

references list, the same convention (letters a, b, c, etc.) should be used. Use chronological order for in-text citations.

Authors are encouraged to apply Appropriate Citation of Taxonomy: the authors who want their citations of taxonomic names to be considered as references (and consequently to appear in the references list) should formally cite the taxonomic papers where they originate in their articles.

- For example, instead of writing „Chlamydotheca Saussure, 1858 was first described from South America“, write: „*Chlamydotheca* was first described from South America (SAUSSURE 1858)“.
- In the latter case, the reference „(SAUSSURE 1858)“ is a real reference and citation (name and date not separated by a comma), in the former it is the authorship of the taxon (name and date separated by a comma).

Mention, there is no letter in italics in citations, e.g., „(SMITH 2001a,b)“ or „SMITH et al. 2012“.

Information about the chapter References is below.

Numbers

Always spell out a number used at the beginning of a sentence (e.g., Twenty species...).

Spell out all whole numbers less than 10, except as noted below.

Use Arabic numerals:

- For numbers of 10 or greater.
- When the number is followed by a unit of measurement (e.g., 9 mm; 30°C).
- When the number is a designator (e.g., Experiment 2).

- When the number is separated by a dash, as in a range of values (e.g., 2–3 scutes).
- When numbers of 10 or more are compared to numbers less than 10 within a sentence (e.g., The 7 frogs, 9 salamanders, and 20 lizards that were collected...).
- For decimal values; if decimal value is less than one, use zero before decimal (e.g., 0.5, not .5).

Numbers with four digits are not separated by comma (e.g., 5280).

Numbers with five or more digits use commas (e.g., 15,280)

Numbers or letters in a list should be fully enclosed in parentheses; e.g., (1), (2), (3); not 1), 2), 3).

3. MANUSCRIPT STRUCTURE

FFS considers manuscripts of any length. There are no explicit restrictions for the number of words, figures, or the length of the supporting information, although we encourage a concise and accessible writing style.

Manuscripts should contain following sections:

- Title
- Authors
- Affiliations
- Abstract
- Key words
- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusions (optional)
- Acknowledgments
- References
- Figure Legends
- Tables

Articles may be organized in different ways and with different section titles, according to the authors' preference.

Figures should not be included in the main manuscript file. Each figure must be prepared and submitted as an individual file. Find more information about preparing figures here

Abbreviations should be kept to a minimum and defined upon first use in the text. Non-standard abbreviations should not be used unless they appear at least three times in the text.

Standardized nomenclature should be used as appropriate, including appropriate usage of species names and SI units.

4. STANDARD SECTIONS PREPARATION

Generally, there is not required font and size of text (except of comments in illustrations), however any serif font, size 12 is recommended (e.g. Cambria, Times, Georgia).

If you use symbol from special font sets, embed fonts to file (check Properties in MS Word).

Use italics exclusively for taxon names of genus and lower ranks.

Switch off the automatic hyphenation in your text processor.

Title

The full title must be 150 characters or fewer. It should be specific, descriptive, concise, and comprehensible to readers outside the subject field. Avoid abbreviations if possible. Where appropriate, authors should include the species or higher taxon name. Do not include authors and year of taxon description in the title (except of taxonomic revision, species descriptions etc.).

The title should always include the reference to the two higher hierarchical taxonomic categories of the taxon under discussion, e.g.: 'New species of moths (Lepidoptera, Momphidae) from Western Carpathians.

The short title (running title) (up to 50 characters), which will appear at the top of the PDF upon publication if accepted. Only the full title should be included in the manuscript file; the short title will be entered during the online submission process.

Authors and Affiliations

All author names should be listed in the following order:

- First names
- Middle names
- Last names (surname, family name)

Each author should list an associated department, university, or organisational affiliation and its location, including city, zip code, state/province (if applicable), and country.

All researchers, who qualified to authorship by e.g., influencing the conception and design of the work, data acquisition, or analysis and interpretation of data should be listed. Those who contributed to the work but do not qualify for authorship should be listed in the acknowledgments.

One author should be designated as the corresponding author.

Corresponding author should inform coauthors about the manuscript prior to its submission (to avoid unintended double-publishing).

Abstract

The abstract should:

- Describe the main objective(s) of the study.
- Explain how the study was done without methodological detail.
- Summarize the most important results and their significance.
- Full names of taxons at species and genus level (including authors and years of description) should be listed, if mentioned.
- Should not exceed 300 words.

Abstracts should not include:

- Citations (except of authors of species and genus names).
- Abbreviations.

Key Words

Key words listed in alphabetical order, and each word or phrase is separated by a semicolon; only the initial word in each term is capitalized. E.g.:

- Key word: Allozyme; Bufo microscaphus; Southwestern Toad.

Introduction

The introduction should:

- Provide background that puts the manuscript into context and allows readers outside the field to understand the purpose and significance of the study.
- Define the problem addressed and why it is important.
- Include a brief review of the key literature.
- Note any relevant controversies or disagreements in the field.
- Conclude with a brief statement of the overall aim of the work and a comment about whether that aim was achieved.

Materials and Methods

This section should provide enough detail to allow suitably skilled investigators to fully replicate your study.

Specific information and/or protocols for new methods should be included in detail. If materials, methods, and protocols are well established, authors may cite articles where those protocols are described in detail, but the submission should include sufficient information to be understood independent of these references.

Detailed information on the research sites should include name of sites, geographic coordinates (or mapping grid squares of DFS et least), and orographic units.

Dates of sampling should be listed.

Observational and field studies which require permits and approvals (e.g. research at protected areas or of protected species) for the work should include the full name of the authority that approved the study. If permits were required for any aspect of the work, details should be given of all permits that were obtained, including the full name of the issuing authority. This should be accompanied by the following statement: „All necessary permits were obtained for the described study, which complied with all relevant regulations.“. If no permits were required, please include the following statement: „No permits were required for the described study, which complied with all relevant regulations.“.

Results, Discussion (and optional Conclusions)

These sections may all be separate, or may be combined to create a mixed Results and Discussion section. These sections may be further divided into subsections, each with a concise subheading, as appropriate.

These sections have no word limit, but the language should be clear and concise.

Together, these sections should describe the results, the interpretation of these results, and the conclusions that can be drawn. Authors should explain how the results relate to the hypothesis presented as the basis of the study and provide a succinct explanation of the implications of the findings, particularly in relation to previous related studies and potential future directions for research.

Redundancy of data should be avoided.

The Discussion will consider the findings of the paper in the context of the wider literature and indicates progress made within the field.

Acknowledgments

People who contributed to the work but do not fit the criteria of authorship (see above) should be listed in the acknowledgments, along with their contributions. You must ensure that anyone named in the acknowledgments agrees to being so named.

Use initials instead of first names for individuals.

Funding sources may be included in the acknowledgments.

„Acknowledgments“ should be spelled without “e” following “g”, but not „Acknowledgements“.

References

All citation mentioned in the article must be listed in the chapter References and vice versa, all listed references must appear in the text.

Only published or accepted manuscripts should be included in the reference list. Manuscripts that have been submitted but not yet accepted should

not be cited (mention them as „personal communication“ or „unpublished data“ in the text).

References must be listed at the end of the manuscript and sorted alphabetically.

You can use a style sheet of FFS reference style in style if you use the Reference manager software.

Proper formatting of the references is crucial, manuscripts not applying this style will be rejected.

Generally:

- „et al.“ should not appear in references.
- Do not italicize names of species and genus level taxa in references.
- Do not write full stops after initials or spaces between initials of author.
- Transliterate titles in cyrillics following standard rules (e, ë, э = e, ж = zh, й = y, x = kh, ц = ts, ч = ch, ш = sh, щ = shch, ь, ь = ', ю = yu, я = ya).
- Translated titles should be in square brackets [] and list the language in brackets at the end of reference.
- Journal name should not be abbreviated.

Examples of references are shown below:

- **Published papers:** HOU WR, HOU YL, WU GF, SONG Y & SU XL, 2011: cDNA, genomic sequence cloning and overexpression of ribosomal protein gene L9 (rpL9) of the giant panda (*Ailuropoda melanoleuca*). *Genet Mol Res*, 10: 1576–1588.
- **Paper in a journal, with a doi (Digital Object Identifier) reference:** BREMER B & MANEN JF, 2000: Phylogeny and classification of the subfamily Rubioideae (Rubiaceae). *Plant Systematics and Evolution*, 225: 43–72. <http://dx.doi.org/10.1007/BF00985458> (Note: Use of a DOI number for the full-text article is acceptable as an alternative to or in addition to traditional volume and page numbers).
- **For online-only journals,** follow the format for typical journal papers but also provide the URL for the article: O'DONNELL RP & RAYBURN AP, 2011: Biases in the protection of peripheral anuran populations in the United States. *Herpetological Conservation and Biology*, 6: 91–98. http://www.herpconbio.org/Volume_6/Issue_1/ODonnell_Rayburn_2011.pdf.
- **Article in a thematic volume of a journal:** GUYOT M, 2000: Intricate aspects of sponge chemistry. In: VACELET J (ed.): *Porifera 2000: Volume in honour to Professor Claude Lévi*. *Zoosystema*, 22 (2): 419–431.
- **Accepted, unpublished papers:** Same as above, but “In press” appears instead of the page numbers.
- **Electronic journal articles, websites:** Huynen MMTE, MARTENS P & HILDERLINK HBM, 2005:

The health impacts of globalisation: a conceptual framework. *Global Health*, 1: 14. Available: <http://www.globalizationandhealth.com/content/1/1/14>. Accessed 25 January 2012.

- **Books:** BATES B, 1992: *Bargaining for life: A social history of tuberculosis*. University of Pennsylvania Press, Philadelphia. 435 pp.
- **Book chapters:** HANSEN B, 1991: New York City epidemics and history for the public. In: HARDEN VA & RISSE GB (eds): *AIDS and the historian*. National Institutes of Health, Bethesda. pp. 21–28.
- **Contribution in a Proceedings book, Conference report, etc.:** SHANDRA P & MIRAD D, 1999: On the taxonomy of carabids (Coleoptera, Carabidae) from mountain forest in Zimbabwe. In: MERGER T, FORMSFIELD J & BROOKE D (eds): *Insect diversity in southern Africa. Proceedings of the first international symposium on African insect diversity*. Royal Museum for Central Africa, Tervuren. pp. 117–128.
- **Thesis:** DERIJK P, 1995: Optimisation of a database for ribosomal RNA structure and application in structural and evolutionary research. *PhD thesis*, University of Antwerp, Belgium.
- **User's manual for a software:** Swofford DL, 2002: PAUP*: phylogenetic analysis using parsimony (*and other methods), v.4. *Sinauer Associates, Sunderland*.

Figure Legends

Figure legends should be placed after the References in your manuscript. Figure legends should describe the key messages of a figure.

Legends should have a short title of 15 words or less. The full legend should have a description of the figure and allow readers to understand the figure without referring to the text. The legend itself should be succinct, avoid lengthy descriptions of methods, and define all non-standard symbols and abbreviations.

Tables

Tables should be included at the end of the manuscript.

All tables should have a concise title. Footnotes can be used to explain abbreviations. Citations should be indicated using the same style as outlined above.

Tables occupying more than one printed page should be avoided, if possible.

Larger tables (more than 5 × 5 cells) should be submitted as separate files in formats of MS Excel.

Title and Footnotes:

Each table needs a concise title of no more than one sentence, placed above the table with the table number (e.g., Table 1). The legend should be placed

as separate sentence between the table title and the table body. Footnotes may be used to explain abbreviations.

Tables with varying numbers of columns should be divided and renumbered as separate tables.

In the published version, tables will be formatted in FFS own style (including alternate row shading, data aligning in cells, borders etc.) so any format of tables applied by authors in manuscripts will be removed.

Tables must:

- Be cell-based (e.g., created in MS Word with Tables tool or in MS Excel)
- Be editable (i.e., not a graphic object).
- Have heading/subheading levels in separate columns and rows.
- If possible, be no larger than one printed page.

Tables must not:

- Use returns or tabs within a cell.
- Have colour or shading.
- Use lines, rules, or borders.
- Contain spaces within cells to align text.
- Have vertically merged cells; horizontally merged cells should be applied warily.
- Have inserted text boxes or pictures.
- Have tables within tables.
- Include empty columns, rows, or cells to create spacing.
- Include hyperlinked text.

If submitted table contains any of these elements, it will be returned for adjustments.

5. FIGURES

Figures should not be included in the manuscript text file, but submitted in separate graphic files instead..

Titles and legends (captions) for figures should be included in the main article file after the references but before tables, not as part of the figure files themselves.

Do not include author names or the article title within the figure files. Instead, list the following information for each figure at the end of the article file:

- Figure number (in sequence, using Arabic numerals: Figure 1, Figure 2, Figure 3, etc.)
- Short title using a maximum of 15 words.
- The figure title should be bold type, using sentence case ending with a period (.). For example: **Figure 1. *Clogmia albipunctata*, habitus.**

- A detailed legend of 300 words maximum can follow the figure title.
- Each panel (if illustration consists of panels) should be described in the legend.

Recommended graphics software

Several graphics software packages are available to help you create, improve and compose a high-quality graphics:

- Adobe Photoshop
- Adobe Illustrator
- PowerPoint (MS PowerPoint is a presentation program, used to display information, normally in the form of a slide show. While it is not designed to create artwork for publication, there are simple workarounds that will allow you to submit your PowerPoint figures).
- CorelDraw
- GIMP (freely distributed at www.gimp.org)
- Inkscape (freely distributed at www.inkscape.org)
- – MS Word is not recommended to adjust image size (Word automatically down-samples figures and embeds them in the document at 72 ppi, so the images may be at a lower resolution and quality than is acceptable).

Figures like charts, graphs, or histograms generated from cell data created in MS Excel should be submitted with all data in file. Other than creating charts, graphs, or histograms, Excel should be only be used to make tables (see Table Guidelines for more information on formatting tables).

MS Paint does not create files at higher than 96ppi resolution, so we strongly recommend that you never use it in creating your figures.

Figure Preparation

- File Size – Individual figure files should not exceed 10 MB.
- Figure Quality – A figure that looks good on screen may not be at optimal resolution. Test your figures by sizing them to their intended dimensions and then printing them on your personal printer.
- The online version should look relatively similar to the personal-printer copy: it should not look fuzzy, jagged, pixilated, or grainy at the intended print size.
- Colour Mode – Figures containing colour should be saved in either Grayscale or RGB (millions of colours), rather than Indexed Colour, CMYK or any other colour space.
- Grayscale or RGB files should be saved with a bit depth of 8 bits per channel, not 16.
- Monochrome images are not acceptable.
- Layered TIFFs TIFF files with multiple layers are not an accepted format for figures. Please make

sure you provide us with a flattened version of your file.

– TIFF files with multiple pages are not an accepted format for figures.

– Background Colour of figures should be white or transparent

– **Lines, rules, and strokes** should be at least 0.5 point and no more than 1.5 point in order to reproduce well in a PDF file or web format (in relation to the final width of illustration – see table below).

– Each figure should be closely **cropped** to minimize the amount of **white space** surrounding it. Cropping figures improves accuracy when the figure is placed among other elements during production of the final published article.

– **Text within figures** – Figure text must be in Arial font, between 8 and 12 point (when figure scaled the page width or column width). Make sure that the visual information is readable at the size you select. Figure text that requires a font family other than Arial (math symbols, etc.) must have the font information embedded in the figure file, or be converted to outlines.

– Multi-panel figures (those with parts A, B, C, and D) should be submitted as a single file that contains all parts of the figure. Label the figure itself with capital letters, Arial bold font, 12 points. Any TIFFs with layers must be flattened.

Figure dimensions

Figures for publication will be sized to fit 1 or 2 columns of the final printable PDF of the article (7,8 or 16 cm). Please follow the sizing recommendations below for your original submission to create high-quality, appropriately sized figures. See table below for sizing information of figures for articles (at resolution of 300 DPI).

Figure File Types

- Line Art – sharp, clean lines and geometrical shapes against a white background. Line art is typically used for charts, graphs, and gene sequences. You can use a program like Illustrator to create high-quality line art. A minimum resolution of 300 ppi will maintain the crisp edges of the lines and shapes.
- Grayscale figures contain varying tones of black and white. They contain no colour, so grayscale is synonymous with „black and white.“ The gray scale is divided into 256 sections with black at 0 and white at 255.

- Halftones (the best example of a halftone is a photograph, but halftones include any image that uses continuous shading or blending of colours or grays, such as micro- and macrophotographs, photos of habitats and sites, gels, stains, microarrays, brain scans, and molecular structures).

- Figures for publication must only be submitted in high-resolution TIFF or EPS; Minimum Resolution: 300 ppi (see table above).

- JPG files (commonly used method of lossy compression for digital photography) significantly reduce the colour depth and image quality. JPG files with medium or high colour compression are rejected. Set up your camera correctly to record photographs in the highest resolution and in TIF or RAW file format instead of JPG.

Multimedia files will be rejected.

6. SPECIAL PAPERS

Software Papers

Manuscripts describing software should provide full details of the algorithms designed.

Describe any dependencies on commercial products or operating system. Include details of the supplied test data and explain how to install and run the software.

A brief description of enhancements made in the major releases of the software may also be given.

Authors should provide a direct link to the deposited software from within the paper.

Database Papers

For descriptions of databases, provide details about how the data were curated, as well as plans for long-term database maintenance, growth, and stability.

Authors should provide a direct link to the database hosting site from within the paper.

New Zoological and Protist Taxons

For proper registration of a new taxon of animals or protists, we require two specific statements to be included in your manuscript.

In the Results section, the globally unique identifier (GUID), currently in the form of a Life Science Identifier (LSID), should be listed under the new species name, for example:

	cm	pixels
Width for 1-column figures	7,8	922
Width for 2-column figures	16	189
Height maximum for all figures	25,2	2977

- *Anochetus boltoni* Fisher sp. nov.
urn:lsid:zoobank.org:act:B6C072CF-1CA6-40C7-8396-534E91EF7FBB

Authors are required to register newly described taxon in Zoobank according to recent amendments of ICZN.

Please also insert the following text into the Methods section, in a sub-section to be called „Nomenclatural Acts“:

„The electronic edition of this article conforms to the requirements of the amended International Code of Zoological Nomenclature, and hence the new names contained herein are available under that Code from the electronic edition of this article. This published work and the nomenclatural acts it contains have been registered in ZooBank, the online registration system for the ICZN. The ZooBank LSIDs (Life Science Identifiers) can be resolved and the associated information viewed through any standard web browser by appending the LSID to the prefix „http://zoobank.org“. The LSID for this publication is: urn:lsid:zoobank.org:pub: XXXXXXXX. The electronic edition of this work was published in a journal with an ISSN, and has been archived and is available from the following digital repositories: DFS [author to insert any additional repositories].“ All articles published in FFS are deposited also in the Databank of Slovak Fauna (DFS).

Descriptions and redescriptions of taxa should be concise and uniform throughout the paper. Use standardized abbreviations in the text: gen. nov., sp. nov., ssp. nov., syn. nov., comb. nov., stat. nov., stat. restit.

Type material deposition should be specified.

Faunistic notes

The structure of faunistic notes providing information on one or few records of single or more species can be reduced to:

- Title.
- Authors.
- Affiliations.
- Abstract.
- Key words.
- Introduction and Materials and Methods chapter (including the description of sites) merged into brief introduction; no chapter title is required.
- Results and Discussion; no chapter title is required.
- Acknowledgments.
- References.
- Figures.

Faunistic record should be accompanied by illustration with proof of the record.

7. SUBMISSION PROCEDURE

Manuscript finalised in accordance with the guidelines should be submitted via online form at the journal website www.ffs.sk and sent to address ffs.sk@hotmail.com as an email attachment. Alternatively, it can be submitted on most recent digital media (DVD, CD, ZIP, CF, SD medium, memory stick).