

Instructions for Authors

General information and procedures

Arthropod Systematics & Phylogeny

- is a scientific journal published by the **Senckenberg Gesellschaft für Naturforschung**.
- has its official website at **www.arthropod-systematics.de**.
- has a printing format of 210 mm × 297 mm (A4), and a type area of **165 mm × 250 mm**.

Please submit your manuscript package by e-mail to the editor-in-chief, Dr. Klaus-Dieter Klass: **klaus.klass@senckenberg.de** (up to 15 MB per message). Only **entirely digital** submissions of manuscripts in **English language** are considered for publication. Manuscripts should deal with some group of **Arthropoda s.l.** (including Onychophora and Tardigrada). The scope of the journal covers integrative taxonomy, morphology/anatomy, phylogeny (molecular or morphology-based), bio- and phylogeography, and palaeontology. Purely descriptive work, faunistic work, and (usually) work with a strong regional focus are outside the scope. Descriptions of new taxa are welcome, but must be embedded in a novel wider context (e.g. a phylogenetic, evolutionary, or biogeographical framework). As the printing space is limited, the editors must be selective in the consideration of manuscripts.

When preparing a manuscript for **submission**, authors should carefully follow the “**Detailed Instructions**” given below (for further details of style, a recent issue of *Arthropod Systematics & Phylogeny*, vol. 75 or later, can be consulted). The text must be concise and linguistically correct. Manuscripts not conforming with the instructions or requiring extensive linguistic improvement cannot be considered.

For submission the manuscript package must be structured into the following files (to the extent the manuscript contains the respective elements):

- **Text file** (in Word): including head of manuscript, abstract, keywords, the entire text body, the references, and if applicable appendices intended to be printed, authors’ contributions, the list of electronic supplement files (with their complete legends), and the list of zoobank registrations. No tables or illustrations shall be included in this file!
- **Legend file** (in Word): including all legends of (1) figures and (2) tables that belong to the part of the manuscript intended for print (i.e., not the legends of the electronic supplement files).
- **Table file(s)** (in Word): each table of the manuscript should be submitted as a separate original Word file (i.e., do not import tables as graphic elements into the Word file!).
- **Figure file(s)** (in PDF format): assemble all figures in one PDF file less than 10 MB in size (or in two such files in case of many figures), all in the arrangement (regarding the mounting to plates) and size as intended for printing (type area 165 mm × 250 mm). Legends can be included or not; if not, provide provisional numbering of the figures (unless this is evident from the labeling). [It is anticipated that the authors have high-resolution original figures; these will be required only at the layouting stage.]
- **Electronic Supplement file(s)**: The authors are free in the use of file types, in the design, and in the assembling of elements in a file, but file size should be less than 10 MB. Word, Excel, and PDF files are generally preferred. On the other hand, file types should be appropriate for the data contained and their intended use (such as .nex for morphological and .fasta for molecular character matrices), and they should not be too exotic. The legends of the supplementary figures and tables should be associated with the figures and tables (in addition to their proper placement in the text file, see above).

- In addition, please download the **authors agreement form** “ASP-2018-AuthorsAgreementForm” [at <http://www.senckenberg.de/root/index.php?page_id=8038>], fill in your specifications (date, title of manuscript, full name of corresponding author, full names of all other authors), print it, sign it at the end, scan it, and submit it as a single PDF file. It is anticipated that the signature is done on behalf of all authors of the manuscript in question. By submission of this form, authors give permission to the publisher to publish their contribution, and they accept the copyright note of the journal.

Submission of a manuscript to *Arthropod Systematics & Phylogeny* implies that the same work has not been published or submitted elsewhere, and it is anticipated that the authors accept and follow the rules and procedures given below. It is the responsibility of the authors alone that no copyright issues are harmed by the publication of their article in *Arthropod Systematics & Phylogeny*.

After submission, the **editor-in-chief** evaluates whether the manuscript can be considered for publication in *Arthropod Systematics & Phylogeny*, brings the parts of the manuscript into appropriate, standardised format, and may also insert corrections and suggest improvements to the authors. The resulting files have the status of new **mastercopies** that are the basis for the further development of the manuscript. Then the manuscript is forwarded to an **associate editor**, who evaluates the overall quality of the manuscript and, if quality is acceptable, sends it to **two referees** who can cover pertinent subject-specific issues. The referees are kept anonymous (unless they de-anonymise themselves). Based on the referees' reports and their own evaluation, the associate editor and the editor-in-chief decide whether a manuscript can be accepted and to what extent revision is required. In case of major revision, revised manuscripts might be sent to the referees again.

For **final submission**, the text-, legend-, table-, figure-, and supplement-files must be submitted with the same structuring as specified above for first submission. Only at the very end, when requested by the editor-in-chief, the high-resolution original files of the figures are needed, preferably delivered in .ai, eps, .cdr, .pdf, .tif, or .psd-format.

It is the responsibility of the authors that with final submission the manuscript includes (1) all GenBank accession numbers for DNA sequences used in the manuscript as well as (2) all Zoobank registrations for taxa newly described and for the article in question.

Authors are welcome to additionally submit a colour photo that could be used for the cover page of the issue including their manuscript. The photo should show an arthropod (living animal in its habitat) from the taxon the authors' manuscript deals with; it should be of high resolution and suitable for landscape (transverse) format.

Page proofs will be sent to the corresponding author as a PDF file (usually with reduced resolution). The authors should indicate final changes in the PDF file, and return the annotated file to the editor-in-chief within a few days; if this is not possible, publication of a manuscript might be delayed to the next issue. Only minor changes can be made at this stage, unless a requirement for major changes results from the layouting process.

There are no page charges (including colour plates). No royalties will be paid to authors (including a selected cover photo). Authors will receive a PDF file of their published article free of charge and are welcome to further distribute it for non-commercial purposes and to post it on their personal and institutional websites. The PDF files of articles as well as associated supplementary files can also be freely viewed and downloaded at www.arthropod-systematics.de (open access). Any commercial use of the published articles is excluded. Reprints on paper are not offered.

Detailed instructions

Text file

General matters. Keep formatting at a minimum: Do not use indentations and tabulators, do not insert page shifts, do not use automatic numbering (for e.g. headings or phylogenetic characters) and bulleting, do not hyphenate the text, use line spacing 1.0.

The **template Word file** “ASP-2018-Templates&Style” [at <http://www.senckenberg.de/root/index.php?page_id=8038>] exemplifies the style and format of many parts of the text and legend files.

Head of manuscript. Please use the **template Word file** and fill in the specifications of your manuscript (leave the red parts as they are). The title can include up to 180 characters (including spaces) and should be informative and concise. The running head can include up to 50 characters (including spaces). The Abstract should not exceed 2500 characters

(including spaces) and give a succinct account of the subject, results and conclusions; it should neither include references to previous literature nor to tables, figures, or chapters of the submitted manuscript. There is a maximum of 10 keywords. Indicating a corresponding author is optional.

Structure and contents. For the main body of the text, four ranks of headings are available. Please number the headings, at least the two or three higher ranks (3., 3.1., 3.1.2. etc., see *template Word file*), to make the structure of the text clear (do not use automatic numbering!). The text should be clearly structured and should usually consist of **Introduction**, **Material and methods** (including terminologies and abbreviations, if relevant), **Results**, **Taxonomy** (optional: descriptions of taxa; can alternatively be included in “Results”), **Discussion**, **Conclusions** (optional), **Acknowledgements** (optional), list of **References**, **Appendix** (optional). For these main sections of the text, headings of the highest rank should be used (1., 2. etc.).

The Introduction should make the article accessible to a broad range of zoologists: place the subject of the manuscript in some wider context and explain the state-of-the-art. For the taxon under consideration the systematic position and subdivision, the number of included genera and species, morphological peculiarities, size range, life history, and geographic distribution should be outlined.

The list of abbreviations can include abbreviations used in the illustrations and in the text, in alphabetical resp. numerical order. Abbreviations of different categories can be separated (e.g., morphology versus depositories; see *template Word file*). Abbreviations used in the figures can alternatively be explained in the figure legends.

Nomenclature and terminologies. Authors should strictly follow provisions of the latest edition of the *International Code of Zoological Nomenclature* (ICZN). The nomenclature for taxa as well as terminologies used in the manuscript should be up to date, and the relevant literature should be cited (including the used identification keys). Both for taxa and for structures use the international scientific names, not vernacular names. For morphological structures preferably use names that are valid throughout higher systematic entities. Geographic and other names from languages where other than Latin characters are used should be given in a generally accepted transliteration/transcription (not translation!) system.

Style and format. Scientific names of (sub)genera and (sub)species must be in italics, including parentheses embracing subgenera, e.g. *Xus (Paraxus) juglandis* – but not additions to these, such as “sp.” or “sp. indet.”, or lab-codes.

At the first mention of a species or genus, the full scientific name should be given, including the authority/-ies (not abbreviated) and the year of publication, e.g., *Xus ypsilon* Müller, 1930 (alternatively, this task can be taken over by a table, which should then be stated in the Material and methods section). In these phrases, authors’ names should not be in small capitals, which are only used for reference to cited literature. In cases where results on species or genera are quoted from another contribution, it is sufficient to indicate authority/-ies and year of publication of a species/genus to the extent given in the cited contribution.

Illustrations and tables of the submitted manuscript should be referred to as, e.g., Fig. 1; Fig. 1A,B; Figs. 1–3; Figs. 1, 3; Table 1; Tables 1–3. For figures and tables accommodated in the Electronic Supplement, S should be added in front of each number (e.g. Fig. S1; Fig. S1A,B; Figs. S1–S3; Figs. S1, S3; Table S1; Tables S1–S3). These phrases can also be combined: Figs. 1, S1. Figures, supplementary figures, tables, and supplementary tables should all be numbered separately (i.e. all start with 1). For cross reference within the manuscript please use heading numbers (e.g., see in 3.2.4. or see section 3.2.4.), but do not refer to page numbers.

References in the text should be cited by author (in small capitals) and date, e.g., MEIER (1936), or (MILLER 1936, 1938; MEIER 1995a,b), or (MEIER & MILLER 1989; JONES et al. 1978a–d). Unpublished observations should be indicated as, e.g., (M. Miller unpubl. data/observations) or (S. Meier pers. comm.), not using small capitals; a year can be added, such as (S. Meier pers. comm. 2005). Reference to particular figures, tables, plates, or pages of cited publications should be given as fig. 1; figs. 1–3; table 1; tables 1–3; plate 4; plates 3–5; p. 12; pp. 12–14; pp. 12, 14; such indications should be uniformly embedded in the references, such as MEIER (1936: p. 35) or (MEIER 1936: figs. 3, 8A,B, table 1; MÜLLER 1990: p. 3, fig. 6).

When abbreviations used in the figures or tables are referred to in the text, these may appear in bold print (then consistently so), and a particular structure can be referred to as, e.g., **kr** in Fig. 3 or **kr** in Fig. 3 (if from the submitted manuscript), or as (JONES 1936: **kr** in fig. 8) (if from another publication).

In the running text please use Arabic numerals for numbers higher than 10, and also for numbers up to 10 if desired (preferred in descriptions of taxa). Measurements should be given in the metric system; exceptions are quotations, where, however, a conversion into a metric unit should be provided. Separate number and unit by a space: 2.3 mm, 2.5 min; the only exceptions are °C and %: 15°C, 20%. Dates should be given in the form 21.vi.1961 or 06.i.2002, geographical coordinates in the form 21°13'43"N 02°24'08"E or 08.325°N 20.732°E (no comma in between; and note the identity of symbols ' and ", ASCII-coded as 2032 resp. 2033!), and fractions should be written as 2/3, 1/10, etc. The symbols =, <, >, ≥, ≤, ±, +, ≈, ~, × should always be flanked by spaces. Use en-dashes (– without flanking spaces) in all cases where a range is indicated: pp. 5–8, 2–3 mm long.

Short two- or three-part abbreviations like *s.str.*, *sp.n.*, *syn.n.*, *e.g.*, *i.e.*, *a.s.l.*, etc. should be written without a space between the parts; the same applies to initials of names, e.g., *R.D. Müller* (see also ‘References’). Symbols for ‘male’ and ‘female’ can be inserted as ♂ and ♀ or be coded as \$ and §, respectively (if you do the latter, make sure that the text does not include \$ and § with their original meaning).

There is no need to add abbreviations like *sp.n.*, *gen.n.*, *syn.n.*, *comb.n.*, *stat.n.* to the respective taxon names throughout the manuscript, and boldface should be used for them only in particularly relevant places.

List of References. References must be arranged in alphabetical order considering the full sequence of authors, and according to year in case of identical sequence of authors. List all and only those sources that are cited in any part of the manuscript (including the Electronic Supplement). The full titles of journals must be given. Please use the following form and pay attention to the punctuation and types of dashes used:

MILLER A.N. 1950. Anatomy of the largest insect, *Xus ypsilon*, with all things shown (Arthropoda). – *Journal on Insect Science* **38**(2): 125–189.

JONES R.S., GREGG M.O. 2013a. Anatomy of a small insect (Arthropoda: Insecta). – *Scientific Entomology* **14**: 25–38. doi:10.1371/journal.pbio.0020449

JOHNSON G.S.L., GRUSNIER K.R. 1997. Cockroaches in tropical forest – a case study in Australia. Pp. 29–42 in: MEIER E.M., SCHULZ W.E.P., SCHMIDT S. (eds), *Research on Cockroaches*, vol. 2. 3rd edn. – Competent Academic Company, Anywheretown. 234 pp.

MILLER L.G., BARTON N.D., ONEMORE S.L. JR. 1980. *A Field Guide to the Insects of the World*. 2nd edn. – Perfect Printing Company, Munich, Copenhagen & Dresden. 384 pp.

MILLER S.T. 2014. *Insects of the World*. Version 3.0. – URL <<http://Insects.World.org>> [accessed 08 August 2014].

At the end of a reference (after the fullstop), the language of the reference can be added (in parentheses [], e.g. [in Russian]), and/or the doi number of a reference (without parentheses, in the form doi:10.1371/journal.pbio.0020449).

Identification keys. Alternatives in identification keys should be preceded by **1** versus **1'** (and **1''**, **1'''** in case of more than 2 alternatives) in boldface. Alternatives should be optimised for maximum comparability, i.e. the wording of the alternatives should be completely parallel; characters only included in one alternative should be put in parentheses (). For sizes, amounts, and ratios, explicit values, ranges, or comparison must be given (i.e. do not write “eyes larger” versus “eyes smaller”). Non-correlated features in the same alternative should be separated by semicolon (;). Illustrations from the manuscript in question or from previous literature should be referred to at least in features that are not immediately understandable. Geographic distribution and habitat, if included, should be put in parentheses [] following the distinguishing characters (both are not considered characters). Telegraphic style is preferred (e.g. **2 ×** rather than ‘two times’, **>** rather than ‘more than’, **3-segmented** rather than ‘three-segmented’, etc.). Print the resulting taxon or next point in the key in boldface, separate it from the characters by “ ... ”.

1 Body length 3–4 mm; 2 eyes (MILLER 1954: fig. 2); (brown) [Australia] ... *Xus ypsilon*

1' Body length 1–2 mm; 4 eyes (Fig. 3) [Asia] ... **2**

Lists of characters used for phylogenetic analysis. Characters should be numbered starting with “**1**” and must be clearly and fully defined (i.e. the content of a character must be clear without reference to its states). States of a character should be specified by **(0)**, **(1)** etc. in boldface (preceding the definition of the state); they must also be clearly and fully defined. For sizes, amounts, and ratios, explicit values, ranges, or comparison must be given (i.e. do not only write “large(r)” versus “small(er)”; never use unspecific descriptors like “normal”, “unmodified”, or “modified”). The various states of one character must be optimised for maximum comparability, i.e. their wording should be as parallel as possible, and they must refer to the same (set of) attributes (e.g., not only to length in one state, and to length and colour in another). State definitions must not refer to any selection of taxa (as in, e.g., “long in most cases” or “long except in genus *Xus*”), and they should not imply character polarity (i.e., use “vestigial” instead of “reduced”, or “thick” instead of “thickened”). Different attributes of structures (e.g. length, shape, colour, pre/absence) should usually be coded in separate characters. Illustrations from the manuscript in question or from previous literature should be referred to at least in character states that are not immediately understandable. Additional explanations should be separated from the definitions of characters and states by “—” (em-dash). Cases of non-applicability should be stated, best by cross-reference to the relevant other character(s). Telegraphic style is preferred (e.g. **2 ×** rather than ‘two times’, **>** rather than ‘more than’, **3-segmented** rather than ‘three-segmented’, etc.).

12 Shape of tip of median process X on abdominal tergite VIII: **(0)** rounded (MILLER 1954: fig. 2); **(1)** pointed (Fig. 3); **(2)** straightly transverse (Fig. 3). — Character not applicable to taxa showing state (1) in character 14. Treated as unordered.

13 Colour of Median process X on abdominal tergite VIII: **(0)** red; **(1)** green and long.

A character list can be included in the Results section (if it is novel to a significant extent), or in the Appendix or Electronic Supplement (if modified from a previously published character list).

Taxonomic parts. Taxonomic sections of the text (see *template Word file* for preferred formatting!) should preferably be divided into subsections ‘Type species’ (for (sub)genera) or ‘Type locality’ (for (sub)species), ‘Description’ (or ‘Redescription’; or ‘Supplementary description’; or ‘Description of male’ and ‘Description of female’; or ‘Description of adult’ and ‘Description of larva’), ‘Diagnosis’ (differential, i.e. providing distinction from similar taxa), ‘Derivatio nominis’ (in case of new names), ‘Material’, and perhaps ‘Remarks’, ‘Life history’, and ‘Distribution’ (the sequence may vary). The ‘Description’ section can be divided into subsections such as ‘Measurements’, ‘Colouration’, ‘Head’, ‘Thorax’, ‘Legs’, ‘Abdomen’, ‘Male terminalia’, and ‘Female terminalia’. The nomenclatural history should be given immediately after the heading with the taxon name; authorities of listed taxon names and references only mentioning taxon names or changing their status should be distinguished as ‘Miller, 1936’ versus ‘JONES 1936’, respectively.

Diagnostic characters/differences, even if shown in the illustrations, should also explicitly be described in words (especially genitalia characters). Within a manuscript, (re)descriptions of species should be as uniform as possible; i.e., the same set of characters should be presented in the same style and sequence and in parallel wording for each species, for ease of comparison. Characters valid for the entire genus should usually not be included in species descriptions. In ‘Derivatio nominis’, the derivation, gender, and kind (adjective, noun in apposition etc.) of new names should be explained.

Telegraphic style is preferred. This includes preference of numerals to words when addressing number (i.e. “3” rather than “three”; “3-segmented” instead of “three-segmented”), fractions (i.e. “3/4” instead of “three fourths”), and ratios (i.e. “4 × as long as” instead of “four times as long as”). The use of mathematical symbols is preferred (e.g. “>” rather than “more than”).

Abbreviations such as gen.n., sp.n., syn.n., and comb.n., should be used to indicate nomenclatural actions. When a new genus-group taxon is established, the nominal type species must be designated in its original combination and with reference to the original description immediately after the new name. New genus-group names or higher taxa will only be accepted if their proposal is accompanied by phylogenetic reasoning. When a new species-group taxon is established, one single specimen must be designated as the holotype. In line with the ICZN, authors are urged to deposit holotypes in publicly accessible collections; a clear statement about type depositories is mandatory.

In the specification of examined material, we require authors to use our convention for presenting data concisely (see example below). Type material should be listed ahead of other, non-type material. For type specimens, complete label data should be quoted in the original description, using ‘ ’ at the beginning and end of the quotation. Data should be quoted separately for each label, in chronological sequence, or from top to bottom in the case of a pinned specimen. Please use a vertical line | for separating different lines of the label, parentheses < > for including comments into the quotation (e.g., < sic >), and parentheses [] for expansions of abbreviations (e.g., Bras.[il]) and for the conversion of measurements. Dates and geographical coordinates may be modified according to the above standards, and the name of countries should be written in capitals. For primary types, labels added by the author (e.g., type labels) should be included in the quotation. For non-type specimens localities should be given in order of increasing precision and using the standards given in the preceding paragraphs, as shown in the example below. Please use ‘E of’, ‘W of’, ‘S of’, ‘N of’, ‘NW of’ in order to abbreviate ‘East of’, ‘West of’, ‘Northwest of’, etc. For certain procedures applied to specimens please use the abbreviations leg. (collected by), det. (determined by), and des. (designated by), placed behind the name of the person. The depository should be given in parentheses () after all other data, e.g., (MTD; coll. Meier).

Material examined. Type material: Holotype ♀, ‘TURKEY, Hakk.[ari], 8 km östlich Uludere | 1200 m | 10.vi.1984’, ‘Meier leg.’, ‘coll. MTD Drsden < sic >’, ‘Holotype | *Aus beus* sp. n. ♀ | det A. Müller’ (MTD). – Paratypes 4 ♂, 4 ♀. 1 ♂, 3 ♀, ‘TURKEY | Achalzich Chambobel’, ‘1910 Korb’ (1 ♂, 1 ♀ NHMW; 2 ♀ coll. Müller); 2 ♂, 1 ♀, ‘IRAQ | Kurdistan, Sersang, 1500 m | L. Schmidt leg.’ (NHM); 1 ♂, IRAQ, ‘Shaqlawā, 1640 ft [500 m] | Kurd.[istan] | 15.–24.v.[19]57, A. Huber leg.’ (MTD). — **Other material:** TURKEY: 2 ♂, 1 ♀, Hakkari, 8 km E of Uludere, 1000 m, 05.vii.1989, Baumann leg., Müller det. (1 ♂ ITZA; 1 ♂, 1 ♀ coll. Obermeier); 1 ♂, Hakkari, 3 km NW of Uludere, 800 m, 10.vii.1993, Heinz leg., Müller det. (ITZA). GREECE:

Authors’ contributions, list of supplement files, and list of zoobank registrations. To the extent these parts are required, they should be placed at the end of the text file. Please use the *template Word file* “ASP-2018-Templates&Style” and fill in the specifications of your manuscript. Zoobank registrations can be inserted after acceptance of the manuscript.

Legends of figures and tables

A legend must make the meaning and content of the figure or table clear without reference to the text; it should be written in telegraphic style. The following standards should be applied for legends of figures and tables either included in the printed part or in the electronic supplement.

A **table legend** should start like ‘**Table 1.** Text text ...’. Special remarks on entries in a table should be indicated using a symbol or number following the respective entries in the table (e.g. *, **, ¹, ²). These symbols and numbers as well as abbreviations must be explained in the legend (not beneath the table), best collected at its end, following “... — **Abbreviations:** ...” or “... — **Symbols:** ...”, best in the format “* specimen lost; + = highest value; hd – head; ...” (using either – or = throughout). Please use the following format for table legends:

Table 1. The things to be shown. It is the same as described in the text (see section 4.3.; compare Table 3). — **Abbreviations:** hd – head; th – thorax; abd – abdomen. — **Symbols:** * specimen lost; ** specimen not lost.

A **figure legend** should start like ‘**Fig. 1.** Text text ...’ or ‘**Figs. 2–4.** Text text ...’. The view and orientation of the structure shown in a figure as well as different shading or symbols must be explained (orientation best indicated by arrows, see example). Abbreviations, symbols, and/or colours used in the figure must be explained in the legend, best collected at its end, following “... — **Abbreviations:** ...” or “... — **Symbols:** ...”, best in the format “* tip of process; hd – head; ab = abdomen; ...” (using either – or = throughout). The following examples show appropriate formatting of figure legends:

Figs. 2, 3. *Aus beus*: parts of the head. **2:** Labium, posterior view. Orientation: ↑ dorsal; ← lateral. Parts of mentum removed. (Scale bar: 2.5 mm) **3:** 3rd antennomere of left antenna, ventral view. Orientation: ← distal. (Scale bar: 0.5 mm) — **Abbreviations:** hd – head; th – thorax; abd – abdomen. — **Symbols:** * specimen lost; ** specimen not lost. — **Colours:** red – outer surface; green – inner surface.

Fig. 4. *Aus beus*, parts of the head. **A:** Labium, posterior view. Orientation: ↑ dorsal; ← lateral. Parts of mentum removed. **B:** 3rd antennomere of left antenna, ventral view. Orientation: ← distal. — **Abbreviations:** hd – head; th – thorax; abd – abdomen. — **Symbols:** * specimen lost; ** specimen not lost. — **Colours:** red – outer surface; green – inner surface. — **Scale bars:** A – 2.5 mm; B – 0.5 mm.

Tables

Tables must be instructive and produced carefully. They should be numbered consecutively using Arabic numerals. Font Arial, size 9 should be used for all entries, headlines should be in boldface. All tables must be referred to in the text. Genus and species names should be in italics (but not terms associated with them, e.g. lab codes or “sp.”). Tables should be formatted as intended for printing, i.e. the width of columns and the height of lines should have economic measures.

Character matrices are preferably formatted as in the *template Word file*, with polymorphisms coded as letters (e.g., A = states 0 and 1; B = states 0 and 2).

Figures

Illustrations must be instructive and produced carefully, and the originals must show sufficient contrast and resolution (minimum 600 dpi for line drawings and 300 dpi for pictures in grey scale and colour – for 100% of the intended printing size). Colours must be defined according to the CMYK-(4c)-system. All figures must be referred to in the text. Relevant structures or elements must be labelled, best in all respective illustrations, and using the same terminology and/or abbreviations as in the text. Figures showing morphological structures or entire animals must bear scale bars.

Where several figures are intended to form one plate, the authors should mount them in the desired arrangement in the submitted PDF file. The intended width of a plate must reasonably fit the width of a column (80 mm) or of a page (165 mm), or the height of a page (250 mm; then plate not wider than 165 mm). Mounting must be done in a way minimising the required space! In particular, labels, other text fragments, and scale bars should be positioned in a way that they do not require extra space beyond that required for the figure they belong to.

For numbering figures there are two options: (1) All figures – including those shown on the same plate – are numbered in sequence; use Arabic numerals. (2) One plate represents one figure, and the pictures included in it are considered subfigures specified as A, B, etc.; use capital letters (e.g., Fig. 3B).

All text fragments in figures (i.e., labeling, specification of (sub)figure) should be in Arial or a similar font without serifs. The font size of numbers and letters specifying (sub)figures should be distinctly larger than the one used for the labeling of parts or structures. Scale bars should be of uniform style and width (not overdimensioned), their legends of uniform font and font size (with a space between number and unit), and the distance between the two should also be uniform. The placement of scale bars and of numbers and letters specifying (sub)figures may vary among (sub)figures and should follow practical considerations (e.g. visibility). On figures with heterogeneous brightness, labeling can vary between black and white, or white letters with black margins can be used. Indicator lines and arrows should be on the point, and the distance between lines and their labels should be uniform. Genus and species names in phylogenetic trees and other graphics should be in italics (but not terms associated with them, e.g. lab codes or “sp.”).

Electronic supplement files

The supplementary figures, tables, appendices and other material can be assembled in one or several files of different type, as appropriate. The supplementary elements should be associated with their legends to the extent this is possible regarding the file type (all legends are [additionally] included in the text file, see above). Style and format should preferably follow the above guidelines for the printed parts of the manuscript, but the rules are less strict. However, the design of a supplementary file should clearly convey its structure and should be simple and stylistically uniform.

Further recommendations

This is a loose collection of issues that frequently arise in the processing of manuscripts.

- **Singular or plural for taxon names:** Names for higher taxa are grammatically plural words, but they can also act as a singular. We suggest the following use: Grammar should be adapted to a plural meaning when this meaning is inherent (i.e. when the individual units comprised in a taxon are addressed), such as “Curculionidae *are* adapted to various food plants” or “Most Curculionidae *have* mandibles distally on the rostrum”. However, grammar should be adapted to a singular meaning when this meaning is inherent (i.e. when a taxon is addressed as one individual unit), such as “Curculionidae *is* very species-rich” or “Curculionidae *is* the sister group of ...”.
- **“Genitalia” versus “terminalia”:** The former should be used when only the true genitalia alone are under consideration, while the latter should be used when other structures of the posterior abdomen are additionally included (such as posterior sternites or tergites, cerci, or paraprocts).
- **For denoting subunits** of legs, antennae, palps, and cerci, please do not write “segments of ...” but better use the terms podomeres, antennomeres, palpomeres, and cercomeres. Note that the terminal claws of the legs do not belong to the tarsus, but to the pretarsus, thus being the “pretarsal claws”.
- **Measurements** (including those used for calculating ratios) must be unambiguously defined: from exactly where to exactly where was something measured? Definition either by picture or description, or by reference to literature where such definition is provided.
- **Sclerites versus body areas:** Names for sclerites, such as sternite / sternum or tergite / tergum, can only refer to body areas that are indeed sclerotised. Phrases like “posterior part of abdominal sternum VII membranous” are thus paradoxical. Note that the ventral side of a segment is the “venter” (pl. ventres, or venters), “sternum” (pl. sterna) is the sum of all ventral sclerites of a segment, “sternite” is one particular ventral sclerite of a segment. The dorsal side of a segment is the “dorsum” (pl. dorsa, or dorsums), “tergum” (pl. terga) is the sum of all dorsal sclerites of a segment, “tergite” is one particular dorsal sclerite of a segment.