

# ***Archiv für Molluskenkunde***

## **Instructions for Authors, July 2020**

*Archiv für Molluskenkunde* mainly publishes papers on the systematics, taxonomy, phylogeny, and morphology of molluscs. Contributions on fossil Cenozoic molluscs and on molluscan ecology and biogeography are also welcome. However, manuscripts on physiology, parasitology, non-Cenozoic fossils or biostratigraphy should be submitted elsewhere. Generally we do not publish regional faunistics but we may make exceptions, for instance for discoveries of general significance from poorly known regions or for comprehensive well-illustrated reviews that would facilitate future research. We discourage authors from spreading the description of several related, or co-occurring, new species over separate short papers.

Manuscripts submitted to this journal are considered on the basis that their primary content has not been published elsewhere (other than as brief conference abstracts or press releases) nor is currently submitted for publication in another journal. The covering letter should confirm this and explain cases of partial overlap with other articles or submissions. Please also confirm explicitly that all authors (other than those deceased) have agreed to the submission and that their involvement in the research reported was sufficient to merit authorship. If the editor considers that a manuscript is potentially publishable it will be sent to at least two referees. Authors are welcome to suggest appropriate referees.

A page charge will be applied only to excessively long manuscripts (except monographs). We are normally willing to print necessary colour illustrations at no cost. However, for articles with more than 3 colour plates we may require a contribution from the authors.

On acceptance of a manuscript, authors must transfer copyright to the journal. The corresponding author will be provided with a pdf of the published article for personal use only (e.g. for individual reprint requests) and 25 reprints free of charge.

### Submission and structure

Submissions should be made in the first place by sending the text (in WORD format) and figures as email attachments to [archiv-molluskenkunde@senckenberg.de](mailto:archiv-molluskenkunde@senckenberg.de). If the attachments together exceed 10 MB, please use a service such as Dropbox or Google Drive to transfer the figures. One of the editors should reply within a week to confirm receipt and to take over responsibility for the rest of the submission process.

Manuscripts must be written in English. An additional abstract in another language will be considered where appropriate for the subject matter. Spelling and punctuation should follow consistently either British or American English. Please use a spell checker! Weak English is a serious distraction and burden for referees, so we will not send them a manuscript until the language has attained a sufficient standard. In our experience, many non-native speakers will require the assistance of a native speaker or professional to attain a standard sufficient for publication.

Do not right justify the text. Present as double or 1.5 spaced, with margins all round of at least 25 mm. Number the pages and preferably also add line numbers within the left margin (running continuously across pages).

The first page should include: title, list of authors (please underline the surnames and indicate the corresponding author), institutional addresses of all authors, email addresses (obligatory only for corresponding author), abstract (there is no fixed word limit, but be concise; include nomenclatural acts), key words or phrases (up to 10, supplementary to those in the title), and short title. The short title and the surnames of authors (shortened with “et al.” if three or more) must together total under 60 characters (preferably 50), including spaces. We further appreciate inclusion of a full list of new taxa formally introduced and of other nomenclatural acts, or confirmation that there are none (the list is not itself for publication, but to help us inform *ZooBank*—see final section).

The usual main headings are Introduction, Materials and Methods, Results, Discussion, Acknowledgements, and References. However, there is no need to force an article into this structure if another would be more natural. A table of contents is an option for long articles. See a recent issue (2017 or later) for how the journal formats headings, subheadings and systematic lists. Following the list of references, add any

appendices, then tables and then figure captions; indicate the preferred placement of tables and figures in the main text, but do not place them there. Publication-quality versions of the figures themselves should be sent as separate files with identifying names (e.g. “Smith\_Jones\_Fig5.eps”). Optionally, to facilitate reviewing, consider preparing an *additional* multipage document with all the figures placed together with their respective captions, but ensure that its file size does not exceed 10 MB (to achieve this, the quality can be reduced, but please state if this is the case).

The numbering of figures and tables should generally follow the order in which they are mentioned in the text, but exceptions are allowed. For instance, if a figure is briefly mentioned in the Material and Methods section, but referred to much more extensively in the Results section, the ordering should be adjusted so that the figure can be placed where less page-turning will be required.

The Acknowledgement section, besides thanking those who have helped, can include grant numbers and details of collecting permissions. Optionally authors can indicate here how each of them contributed to the research. Usually at the first revision it is appropriate for authors to thank the referees!

Tables will be printed boxed, normally with no shading. Since tables always have to be set anew, authors should not attempt to alter aspects such as line thicknesses from WORD’s default values, but it is helpful to convey the logical structure (e.g. the nesting of headings, alignment, etc.). The information in large tables can alternatively be provided as an EXCEL file. We try to avoid tables rotated by 90° to fit a page in landscape format.

Please try hard to avoid footnotes except in tables or lists.

## Formatting

Telegraphic style is optional for species descriptions. This entails avoiding the verb *to be* and the definite article (*the*), unless no adequate alternative ensures clarity. Do not mix normal and telegraphic style within a paragraph.

The generic name in a binomial should generally be abbreviated after first mention of the species, so long as ambiguity is unlikely. However, it may be helpful to spell out the name again if it has been mentioned only much earlier in the text. It should also be spelt out at first mention in a new major section (e.g. the Discussion) and in a figure caption, or if occurring as the first word in a sentence.

Please distinguish the en-dash (for ranges and for connecting the names of two people), hyphen, and minus symbols (e.g., respectively, 20–30 mm, blue-black stripe, and –80 °C). For minutes and seconds of a degree use prime and double prime symbols (e.g., 54° 20' 35.2" N), not quotation marks. For “times” use ×, not x. Use SI units, unless quoting others. Temperatures are written with a space between numeral and degree symbol (32 °C); degrees of arc are close up with the numeral (90°). Check that you have consistently used a period as the decimal separator, not a comma.

Use “e.g.” and “i.e.” only within parentheses or in sections using telegraphic style. The same rule is a good guide when to abbreviate north to N, etc. Abbreviate “circa” as “c.”, not “ca”.

Single-letter symbols for mathematical variables are written in italic type (unless Greek letters). This includes statistical random variables such as *n*, *t*, *F* and *p*. But abbreviations such as SD, SE and df are not italicised. Foreign phrases (including “et al.”) are not italicised but italics is used for titles of books and journals and, *sparingly* please, for emphasis. Do not use underlining unless quoting underlined handwriting.

We write numbers, including the integers 1–9, as digits, not spelt out. An exception is made for the first word of a sentence and for less quantitative uses, such as “one or two examples”, “at any one time”, “thousands of years ago” or “half the population”.

Quote numbers to an appropriate number of significant figures to reflect the accuracy of the measurement: anything more is random digits! In particular with geographical coordinates be aware that a second of latitude is about 31 m. So quoting 100ths of a second will imply that you know your location to an accuracy of 31 cm (and yet more accurately in longitude) and that your collection was restricted to such a small area. As a rough guide, standard GPS systems used in the open have a horizontal accuracy of about 5 m and for altitude 10 m or worse. When reporting whorl counts, write, for instance, 1½ if you measure to an accuracy of a half or quarter of a revolution, but 1.5 if you measured to an accuracy of 0.1 of a revolution.

When writing localities, use the local language, rather than a translation into English, as this facilitates finding the feature on a map. For Cyrillic place names we recommend transliteration using GOST2002(B), since this facilitates back transliteration. Beware of inadvertent repetition in two languages (e.g. “Erzgebirge mountains” or “river Rio Grande”). Nevertheless, if it is important that the localities were in mountains, do not assume that readers will know that this is what “Gebirge” means.

Use a format for dates that does not allow confusion between months and days, for instance “05.xi.2016”.

## Authorities, citations and references

Taxonomic authorities (authors + date of description) should follow first mention (after the abstract) of species that are the focus of the article or where there would otherwise be ambiguity. Please use your own judgement whether this is necessary for other taxa. When works are cited for this taxonomic purpose, the authors are to be written in normal case (not small caps) and separated from the date with a comma. Works cited only in this context need not be listed in the reference list, although this may be helpful in taxonomic papers.

When citing literature in other contexts, write the authors in small caps with no comma between authors and date; this literature must then appear in the reference list. When several references are cited together, order them by date, unless the same author or set of authors have several works to be cited, which then should be listed together (e.g., “SMITH 2000a, b, 2002, JONES 2001”). Authorships including three or more authors are always cited “et al.”: “Smith, Jones & Brown 2000” and “Smith, Brown & Jones 2000” would appear as “SMITH et al. 2000b” and “SMITH et al. 2000a” respectively (with the labelling as a or b depending on the ordering in the reference list). Use of “et al.” is also allowed for taxonomic authorities with three or more authors, if the full authorship is given elsewhere in the text (ICZN 51.2).

Web sources may be cited either inline or in the reference list. The latter is preferable if the authorship and date of writing is clear, or if the same work is cited repeatedly, but inline may be preferable if referring to a particular section or photograph. Sometimes it may be appropriate to cite the whole work so as to list the details in the reference list, but subsequently to cite individual pages inline. Whether the URL appears inline or in the reference list, include the most recent date of access. For instance, “... on *Nudi Pixel* (<http://www.nudipixel.net/abcd.html>, accessed 12.xii.2016)”. Because of the impermanence of many online picture libraries, where possible include in the citation where and when a cited photograph was taken and the name of the photographer.

In the reference list, works with two authors, and then with three or more, appear after works in which the same first author is sole author. All articles by Smith & Brown are listed before Smith & Jones. Works with three or more authors sharing the same first author are ordered by date of publication and then by second author. So the order would be Smith & Morris 2015, then Smith, Jones & Brown 2001, then Smith, Brown & Morris 2002a, then Smith, Jones & Brown 2002b.

The following examples illustrate how to format the references:

DAVIES, S.M. (1977) The *Arion hortensis* complex, with notes on *A. intermedius* Normand (Pulmonata: Arionidae). *Journal of Conchology* **29**: 173–187.

PILSBRY, H.A. & COCKERELL, T.D.A. (1899) Another new *Ashmunella*. *The Nautilus* **13**: 49–50.

SOLEM, A. (1989) *The shell makers: introducing mollusks*. New York: Wiley.

VERDONK, N.E, VAN DER BIGGELAAR, J.A.M. & TOMPA, A.S. (Eds) (1983) *The Mollusca. Volume 3. Development*. New York: Academic.

HELLER, J. (2001) Life history strategies. Pp. 413–445 in: BARKER, G.M. (Ed.) *The biology of terrestrial molluscs*. Wallingford, UK: CABI.

GOULD, S.J. (1967) *Pleistocene and Recent history of the subgenus P. (Poecilozonites) (Gastropoda, Pulmonata) in Bermuda: an evolutionary microcosm*. Unpublished doctoral thesis, University of Columbia.

THOMPSON, F.G. (2008) An annotated checklist and bibliography of the land and freshwater snails of Mexico and Central America. Gainesville, FL: Florida Museum of Natural History.  
[http://www.flmnh.ufl.edu/malacology/mexico-central\\_america\\_snail\\_checklist](http://www.flmnh.ufl.edu/malacology/mexico-central_america_snail_checklist) [accessed 26.ix.13].

Note that author names in the reference list appear in small caps. Initials are separated by periods without spaces and follow each surname. The placement and capitalisation of personal titles such as “van” will depend on the nationality of the author. If multiple papers share the same authors, write the authorship out each time rather than using “ibid.” or dashes. The date of publication appears in parentheses. If a publication appeared in a different year to that printed on the title page, give the correct date in square brackets and add the wrong date in quotation marks thus: AUTHOR, A.N. [1990] (“1989”). This would be cited in the text simply as “AUTHOR (1990)”. Square brackets can also be used to indicate the actual name of an author whose name is not given in the publication (e.g. an unsigned editorial). Titles of articles, books and theses are printed in italics in sentence case (i.e. without extra initial capitals), regardless of the capitalisation in the original. However, especially for old books written in several parts, please follow the original wording on the title page precisely (e.g. write “*Tome II*” not “*Vol. 2*”). Titles of journals are unabbreviated and printed in italics with initial capitals for major words. As an exception, German journals retain the normal differentiation between the capitalisation of adjectives and nouns, but note that some German societies nevertheless capitalise adjectives within their own names: e.g. *Mitteilungen der Deutschen Malakozoologischen Gesellschaft*).

The number of plates is to be added if, but only if, they are not part of the usual pagination. Issue numbers are not to be included unless they are necessary to specify the page unambiguously or have some special significance to the context (they then appear in parentheses between the volume number and colon, not in bold). It is thus the authors’ responsibility to check whether in the cited volume of the journal pagination started anew with each issue or ran consecutively across issues. Generally we rely on authors to check exactly the authorship, titles and other bibliographic information in all references against a copy of the original publication; if the editor finds mistakes in a sample of the references, the manuscript will have to be returned to the authors for revision.

As an example of what to do when referencing articles written in a non-Latin script, we explain in terms of the example of Russian. Either (a) give the title in Cyrillic and provide an English translation in square brackets immediately following, or (b) provide an English translation instead of the Cyrillic one and write “[in Russian]” at the very end of the reference. Where possible, use a translation provided in the referenced article even if it has grammatical errors; if the only such official translation is into German or French, use that instead of a newly coined English one. Follow either (a) or (b) for all Russian references in a list (not a mixture). For manuscripts in which many references are in Cyrillic, and many readers are likely to read Cyrillic, option (a) is preferable. The names of Russian authors should be transliterated into Latin script, as written in the original work or in other publications by the same author. For the title of the journal do not use Cyrillic but the journal’s official, or common, transliteration or translation.

The reference list should not include manuscripts yet to be formally accepted for publication. Instead cite as a personal communication from the authors (with initials). Where possible, include the date(s) of personal communications. Thus: “(A. Smith personal communication, 3.iii.2017)”. Note that the name is in normal type since we use small caps only if the work cited is included in the reference list. Unpublished historical manuscripts deposited in a library can be included in the reference list, but provide details there of where they can be consulted.

If citing unpublished observations by an author of the submitted manuscript, or when specifying which author did what, the name can be abbreviated to the initials (e.g., “AS measured all specimens”).

## Illustrations

Each illustration is referred to as a “Figure” (with a capital F) or, when appearing in parentheses, as “Fig.” (plural “Figs”). When referring to illustrations in other articles, instead use a lower-case initial f. We will no longer be referring to separately numbered “Plates” or “Maps”. The component parts of Figure 2 are labelled with capital letters (e.g. “Fig. 2C”). If some further level of hierarchy is required to refer to a component, “Figure 2Cb” can be used (where Fig. 2C might be three views of the same shell and Fig. 2Cb is the side view). We do not wish that each view of a shell appearing on the same “plate” is given a separate figure number.

Labels and other lettering on the illustrations should be written in a sans serif font such as Arial or Helvetica. An appropriate size for the main labels (A, B, etc.) is usually 12 pt, with other labelling at 10 pt. It is often

easier for readers to read information (e.g. a species name) directly off the figure than to have to consult the caption, but figures should not become too cluttered with writing.

The scale of illustrations should be indicated with a scale bar. Write the length of the scale bar above or below it rather than in the caption. If all scale bars in an illustration are the same real-world length, it is acceptable to state this in the caption and write the length on just one of the scale bars.

Figures are printed filling either one column width (81 mm) or two column widths (165 mm wide, up to 252 mm long, but try to allow space for a caption beneath). Please make clear which width you intend for each figure and design it so that line widths and lettering sizes are appropriate for this scale. Colour and greyscale illustrations are printed at 350 dpi: either provide exactly sized figures at precisely this resolution or use a rather higher resolution so that we can rescale. Line drawings are printed at 1200 dpi, but 600 dpi is adequate resolution. Vector-based formats are preferred for the final submission (e.g., postscript EPS with fonts converted to curves/outlines, or PDFs with fonts embedded; bitmaps embedded in such files must still meet the requirements above). The native format of common graphics programs (e.g. if graphs have been made in EXCEL, ADOBE programs or CORELDRAW) may also be a good solution. For bitmaps, TIF files compressed with LZW are often the best choice, but in the case of an unedited photograph (e.g. of habitat) the original JPG file from the camera is good. For figures showing shells against a black background with labelling added, please provide as a PSD or TIF file *with layers* so that the images, background and labels may be edited independently. Either CMYK or RGB colour is fine.

The caption of a figure begins “**Figure 2.**” in bold text. The component parts (A, B, etc.) may be highlighted using bold within the caption.

Maps should be of equal quality to the other illustrations, in particular concerning resolution and lettering. The labelling produced by default in *Google Maps*, for instance, is not acceptable. Line-based black-&-white maps are preferred. Maps should indicate the direction of north and include a scale bar. It is desirable that latitudes and longitudes are shown around the frame, but an inset map at a broader scale showing the position of the main map may be an acceptable alternative.

In the case of illustrations derived from other publications in copyright, the authors are responsible for obtaining permissions from the original authors and publishers. Please confirm in a covering letter that these permissions have been obtained and indicate the source and copyright in the caption. Permission should include the electronic distribution of the journal. Note that the journal is not free to access, so the licenses of some free-to-use images may restrict their use.

### Data policy: the deposition of specimens, DNA sequences and other data

We consider it a norm that our authors will allow researchers appropriate access to specimens described in *Archiv* and will respond positively to reasonable requests for the associated data; that entails having diligently archived those data and the details of their processing.

We require that types of new species and subspecies are deposited in established **public museums and collections** (preferably more than one) so as to be preserved over the long term and made available to other scholars. The names of these museums and the catalogue numbers of the types are to be included in the article. It is also desirable that illustrations can be linked to specific museum specimens by means of catalogue numbers cited in the figure captions.

*Archiv* is subsidised by the Senckenberg Gesellschaft für Naturforschung. One way for authors to reciprocate is to provide a Senckenberg museum with paratypes or other specimens relevant to their articles. This is not obligatory, only encouraged, and we recognise that some local laws may prevent it.

New gene sequences utilised in the research must be deposited in **GenBank** or an equivalent database, and the accession numbers included in the article.

Likewise, other sorts of data, including faunistic records, DNA alignments, raw data from next generation sequencing, phylogenies, and 3d morphological data, are suitable for deposition in **data repositories** specialising in these data; this maximises the chances that others find and can re-use the information. Other general data repositories will accept further sorts of data with fewer constraints on the formatting. *Archiv* encourages authors to utilise these services to ensure the long-term accessibility and preservation of information. Doing so before publication ensures that we can cite DOI numbers linking to these data sets.

In addition, the same or other data may be made accessible online as **supplementary information** hosted by our publisher along with the article. These could be large tables, additional illustrations, video files, or program code, for instance. The editors can advise on suitable formats to ensure long-term accessibility. There are some constraints on file size. However, where it is practical to print this information in the article itself, *Archiv* will often favour that option.

### *ZooBank*

The journal automatically registers taxonomic acts in *ZooBank*. For technical reasons, it is preferable that the journal does this once all details of the article are finalised, rather than that authors register acts themselves in advance.

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