



ONLINE JOURNAL OF THE NATURAL HISTORY MUSEUM ROTTERDAM

## GUIDELINES FOR CONTRIBUTORS

DEINSEA is the Online Journal of the Natural History Museum Rotterdam [DEINSEA online ISSN 2468-8983, distributed under Creative Commons CC-BY 4.0]. DEINSEA publishes original papers and short communications dealing with zoology, palaeontology and urban ecology in the English language. Contributions that are entirely or partly based on material from the collection of the Natural History Museum Rotterdam (NMR) and/or that are the result of research by NMR staff, have priority. Papers dealing with other collections or written by outsiders will however be considered. Sometimes authors are invited to submit papers.

Full papers should follow the following format (in the exact sequence): **title** (in lower case, should be short and concise; a proposal for a running head is welcomed; please give the taxonomic position of the more obscure or little known taxa in the following way, using no more than three higher categories: e.g. [Crustacea: Ostracoda, Myodocopinae] or [Coleoptera: Mycteridae]; **author(s); name(s) and address(es) of affiliated institutions** (or town if none); **abstract; keywords; author for correspondence and e-mail address** for that purpose.

'Short Communications' should not exceed three pages in length, have no abstract, no or very few subdivisions and contain no more than one Table and one Figure.

Please list Table and Figure captions at the end of the file. All illustrations (photos, maps, drawings, graphs etc.) should be called a 'Figure' and numbered appropriately. Large series of distribution maps, (line) drawings etc. should be listed at the end of the paper, and called 'Appendix'. Other listings of results should be called 'Table' or 'Appendix' (when extensive tabulations of results are concerned). In the running text reference to these are in the following format: (Fig. 12) or (Figs. 2A, 3B) or in a running sentence 'Figure 12 shows the locations of ...' or 'These results are summarized in Figure 23'. In captions 'Figure', 'Table' and 'Appendix' should not be abbreviated.

Numbers one to eleven are written in full except when linked with a measurement abbreviation or higher number, thus: 'five specimens' but '5 km' and '5-12 birds'. Numerals are used for all numbers above eleven, four-figure numbers and above using the comma, thus: '1,234', '12,234'. Dates in the running text should be written 1 January 1999. In listings of material (in Tables, Appendices or in the text) they should be written using Roman numbers for the month: 12-XII-1976 or 9-III-1923. Times of day as 08h30, 17h45 (24 hour clock). When citing a conversation (pers. comm.) or a letter (*in litt.*) the contact's name and initials should be included with the year of communication (A.B. van Deinse, pers. comm. 1988). *Italics* are used for scientific names of genera and lower taxa. Higher taxa should not be in italics. Do not otherwise use italics (except for *in litt.* and *et al.*). Any other word in a foreign language (except geographical names) should be indicated by '' (e.g. 'kepala desa'). On first mention of a taxon in the running text, both English (if available) and scientific name (with author(s) and year of description) should be given (black-chinned monarch *Monarcha boanensis* Van Bemmelen, 1939), thereafter only the scientific name without the author(s) and year. Note that a comma between author and year is used (contrary to normal references in DEINSEA). In (captions of) Tables, Figures and Appendices the scientific name(s) including authors should be given. Vernacular (English) names of

species should not start with capitals: house sparrow, badger; but note: Armenian gull, European pond tortoise, Wallace's hanging parrot when geographical names or persons are concerned.

Place-names and any other finer geographical locality names should not be translated into English, but be spelled in the native language (e.g. Westerschelde instead of Western Scheldt). Precise geographical coordinates should be provided where possible in decimal degrees (e.g. 51.910793, 4.472467).

In the reference list the cited literature should be in alphabetical order by the first word of the family name (e.g. Van Deinse under V). Titles should be given in their original language and in the following format (titles of periodicals should not be abbreviated):

Hoogmoed, M.S., Cole, C.J. & Ayarzagüena, J., 1992 - A new cryptic species of lizard (Sauria: Teiidae: *Gymnophthalmus*) from Venezuela - *Zoologische Mededelingen* 66(1): 1-18

Nijssen, H. & De Groot, S.J., 1987 - *De Vissen van Nederland* - Stichting Uitgeverij Koninklijke Nederlandse Natuurhistorische Vereniging, Hoogwoud

Reumer, J.W.F. & Graf, J.D., 1986 - Contributions to the phylogeny of *Xenopus* (Anura, Pipidae), in: Rocek, Z. (ed.) - *Studies in Herpetology* - Charles University & Societas Europaea Herpetologica, Prague, 107-110

References in the text should follow the form '(Janse 1989)', '(De Jong & Verhulst 1995)' and in case of more than two authors '(Heij *et al.* 1997)' (note no comma between author(s) and year). More than one reference within the same parentheses should be chronologically listed or alphabetically if of the same year separated by commas (Wallace 1869, Belterman & De Boer 1984, Slieker 1995). Publications by the same author(s) in the same year may be distinguished by 'a', 'b' etc. after the year (Kompanje 1992c). In a running sentence, references are mentioned as follows: 'These specimens were overlooked by Mayr (1954)'.

Submissions should be digital in a Word file, font size 11, with images and tables (but not their captions) as separate files and named accordingly. Figures should be TIFF- or JPG-files of decent size and of at least 300 dpi. Keep in mind that figures will be one or two text columns wide (83 or 171 mm). Please always indicate who made the photograph or prepared the figure in their captions.

Tables should preferably be Word files. Hard returns only at the end of a paragraph, after any heading and after each title in the reference list (followed by a blank line). No sentences or headings in capitals, except for first degree headings which should also be in **bold**, such as **ABSTRACT**, **INTRODUCTION**, **REFERENCES**, **APPENDICES**. Subheadings should be in lower case (e.g. **Measurements**, **Diagnosis** in **bold**). Authors should consult a recent DEINSEA paper for general style and layout (available at [www.deinsea.nl](http://www.deinsea.nl)), but please do not attempt to copy the design in your manuscript.

Submissions are subject to peer review and review by the editors. Upon submission you may suggest peer reviewers. Proofs include a final proof pdf in full layout (including Tables and Figures). In the proof stage only essential corrections can be made.

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