

INSTRUCTIONS TO AUTHORS

1. The journal ANNALES (*Annals for Istrian and Mediterranean Studies*, Series historia naturalis) publishes **original scientific** and **review articles** in the field of natural studies related to the specifics of various subfields of Mediterranean natural studies: marine biology and ecology, ichthyology, geology with paleontology, karst studies, olive growing, biodiversity of Slovenia, nature protection, pollution and environmental protection, physical geography of Istria and the Mediterranean, etc. It also publishes **short** scientific papers on completed research projects related to the above-mentioned subfields.

2. The articles submitted can be written in the English, Slovene or Italian language. The authors should ensure that their contributions meet acceptable standards of language, while the editorial board has the right to have them language edited.

3. The articles should be no longer than 48,000 characters (spaces excluded) or 32 typewritten double-spaced pages. They can be submitted via e-mail annales@mbss.org (preferably) or regular mail, with the electronic data carrier (CD) sent to the address of the editorial board.

Submission of the article implies that it reports original unpublished work and that it will not be published elsewhere.

4. The **title page** should include the title of the article, the name and surname of the author(s), their affiliation (institutional name and address) or home address, and e-mail address (of the first author or the corresponding author only).

5. The article should contain the **summary** and the **abstract**, with the former (c. 30 lines) being longer than the latter (c. 10 lines).

The *abstract* contains a brief description of the aim of the article, methods of work and results. It should contain no comments and recommendations.

The *summary* contains the description of the aim of the article and methods of work and a brief analysis or interpretation of results. It can contain only the information that appears in the text as well. It should contain no reference to figures, table and citations published in the main text.

6. Beneath the abstract, the author(s) should supply appropriate **keywords** (max 6) and, if possible, the English (or Slovene) translation of the abstract, summary, keywords, and captions to figures and tables. If unprovided, the translation will be provided by the editorial board.

7. The **main text** should include the following chapters: Introduction, Material and Methods, Results, Discussion or Results and Discussion, Conclusion, Acknowledgement (not obligatory), References. Individual parts of the text can form a sub-chapter (e.g. Survey of Previous Studies under Introduction; Description of Research Area under Material and Methods). Captions to figures should appear on a separate page beneath References.

8. Each **table** should be submitted on a separate page in Word programme (just like the main text). It should be numbered consecutively and supplied with the title – brief description. When referring to the tables in the main text, use the following style: (Tab. 1).

9. **Illustrative matter** (diagrams, maps, photographs, plates) should be submitted as separate files (in jpeg or tiff format) and saved at a minimum resolution of 300 dpi per size preferred, with the maximum possible publication size being 17x20 cm. Prior to publication, the author(s) should obtain all necessary authorizations (as stipulated by the Copyright and Related Rights Act) for the publication of the illustrative matter and submit them to the editorial board. All figures should be captioned and numbered consecutively (cf. Item 7). When referring to the figures in the main text, use the following style: (Fig. 1).

10. **Bibliographic notes or citations** – i.e. references to other articles or publications – should contain the following data: *author* and *year of publication*, e.g. (Novak, 2007). If there are two authors, include both surnames (Novak & Kranjc, 2001); if there are more than two authors, include the surname of the first author followed by a comma and the abbreviation *et al.* (Novak *et al.*, 1999). If there is more than one reference, separate them by a semicolon and list them in ascending chronological order, e.g. (Novak *et al.*, 1999; Adamič, 2001; Kranjc & Zupan, 2007). When citing information obtained through personal communication (oral, written), provide the initial letter of the name and full surname of the informant followed by a comma and the phrase *personal communication*, e.g. (J. Novak, *personal communication*).

11. The entire list of **bibliographic data** should be published under References in alphabetical order. The author(s) should list only the works cited in the article. If you are listing several works by the same author with some of them written in co-authorship, first list those written by the author him/herself, then those written in co-authorship with another author, and finally those written in co-authorship with more than one author, with the entries listed in chronological order. The names of journals in which the works cited were published should be abbreviated (cf. list of official journal abbreviations). Unpublished articles can be cited only if they have been

approved for publication, which should be indicated by adding the phrase *in press* to the end of the relevant bibliography entry.

Some examples of how to cite different types of bibliographical data:

Articles published in serial publications:

Klock, J.-H., A. Wieland, R. Seifert & W. Michaelis (2007): Extracellular polymeric substances (EPS) from cyanobacterial mats: characterisation and isolation method optimisation. *Mar. Biol.*, 152, 1077-1085.

Books and other non-serial publications (reports, diploma theses, doctoral dissertation):

Wheeler, A. (1969): The fishes of the British Isles and North-West Europe. McMillan, London, 613 p.

Chapters published in a book:

McEachran, J. D. & C. Capapé (1984): Myliobatidae. In: Whitehead, P. J. P., M. L. Bauchot, J.-C. Hureau, J. Nielsen & E. Tortonese (eds.): *Fishes of the North-eastern Atlantic and the Mediterranean*, Vol. 1. Unesco, Paris, pp. 205-209.

12. Miscellaneous: Latin phrases such as *in vivo*, *in situ*, *e.g.*, *i.e.*, and names of genera (*Myliobatis* sp.) and species (*Myliobatis aquila*) should be written in italics. Whenever possible, use the SI units (Système international d'unités).

13. The authors are sent the **first page proofs**. They should be returned to the editorial board within a week. When reading the proofs, the authors should use the correction signs listed at the end of the book *Slovenski pravopis* (2001), Ljubljana, ZRC SAZU, 24–25.

It is not allowed to lengthen the text during proof-reading. Second proof-reading is done by the editorial board.

14. For additional information regarding article publication contact the editorial board.

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