

Acta ZooBot Austria – Instructions for authors



Information about the journal

Acta Zoobot Austria is a scientific biological journal (ISSN 2409-367X) published by the "Zoologisch-Botanische Gesellschaft in Österreich" (Zoological-Botanical Society in Austria = ZooBot). The journal was first published in 1851 as "Verhandlungen der Zoologisch-Botanischen Gesellschaft in Wien" (ISSN 0084-5647) and has existed as a continuous series ever since. Since volume 150/151 (2014) the journal has been published under its current name.

The journal publishes articles in English and German, which are made freely available on the website https://www.zobodat.at/publikation_series.php?id=146 (open-access-policy of the Zoological-Botanical Society in Austria).

1. General guidelines

It is a prerequisite for submitting a manuscript that the work has not yet been published or submitted elsewhere for publication. All co-authors involved in the work implicitly or explicitly agree to the publication of the work under these conditions. The sole contact person for the editors is the corresponding author (CA), who is also identified as such.

The CA is also in possession of all permissions and authorisations when using parts of the text, figures and/or tables from other publications. Obtaining these rights from the copyright holders (usually the originating author and the original publisher) is the responsibility of the corresponding author. Copies of the permission(s) must be included with the manuscript submission.

It is assumed that the authors of the submitted manuscripts contributed substantially to the study design, data collection, analysis and interpretation of the results and were involved in the preparation or critical revision of the manuscript and its relevant contents. It is also assumed that no person meeting the criteria for authorship was omitted. Furthermore, it is assumed that all persons listed as "authors" have agreed to their authorship and have agreed on the order of authorship. In the cover letter, the CA declares on behalf of all authors that the manuscript is their original work, has not been published or submitted for publication in another journal, and further that all agree to their authorship and that there is no conflict of interest with any other party.

By submitting a manuscript to the editors, the authors declare to the Zoological-Botanical Society in Austria that they have all necessary rights in connection with the publication of the article and all photographic material, and furthermore expressly agree to indemnify and hold harmless the Society completely in the event that claims are made against it by anyone for infringement of any rights, in particular copyrights.

All submitted manuscripts are subject to single blind peer review by two independent (not prejudiced) persons with expertise in the relevant field. The final decision on acceptance rests with the editors. Reviewers are generally anonymous but may choose to reveal their identity.

2. Structuring and formats of the manuscript

Title page

- ✓ The title page contains the title of the work (in English, or in German **and** English)
- ✓ First names and surnames of the authors in correct order
- ✓ Affiliations of authors, with addresses of institutions, email addresses and, if available, ORCID-codes of the authors
- ✓ Designation and e-mail-address of the corresponding author

Further pages

- ✓ Abstracts in German (Zusammenfassung) and English (Abstract). For non-German-speaking authors, the editorial office will offer support for the German abstract
- ✓ Up to 8 keywords in English.
- ✓ Short title for the header in English

Text

- ✓ The text structuring follows the common classification of scientific manuscripts: introduction, material and methods, results, discussion, acknowledgements, reference list, table and figure captions. Justified deviations are possible.
- ✓ The manuscript should be written in Microsoft Word (*.docx or *.doc).
- ✓ The text should be written in a uniform basic font (e.B. Times Roman 12pt), with a line spacing of 1.5, and on consecutively numbered pages.
- ✓ The size of the manuscript (including legends of the tables and figures) should not exceed 6,000 words. In the case of manuscripts exceeding this scope, the length of the manuscript and any resulting publication costs must be negotiated with the editors.
- ✓ Structuring of the text by means of tabs and spaces should be avoided.
- ✓ Genus and species names are written in *italics* in the text.
- ✓ Technical abbreviations must be explained at first occurrence in the text.
- ✓ Names of organizations (e.g., in the acknowledgements) must always be written out in full.
- ✓ Footnotes should be avoided or used very sparingly. In any case, they must be numbered continuously. Footnotes in tables are identified by superscript numbers and explained in the table caption.
- ✓ Formulas should be created with a formula editor.

References in the manuscript text

- ✓ References in the text must be documented in the reference list. If literature is cited in the text with publication year, then according to the following patterns:
- ✓ If the author's name is part of the text:
 - ... Smith (2000)
- ✓ otherwise
 - ... (Smith 2000) ...
 - ... (Smith 2000; Frazer 2005)
 - ... (Smith 2000b, 2010; Frazer 2005) ...

- ✓ in the case of two authors
... (Smith & Frazer 2020) ...
- ✓ in the case of three and more authors
... (Smith et al. 2021) ...

Reference list style

The reference list must always be arranged alphabetically by first author, second by co-authors, and third chronologically; and for each citation – if available – the DOI number in link format is listed at the end of the reference (e.B. <https://doi.org/abc123>). This enables fast literature access in the online version of the publication.

- ✓ Citation of a journal article
Peitsch D, Fietz A, Hertel H, De Souza J, Ventura DF, Menzel R (1992) The spectral input systems of hymenopteran insects and their receptor-based colour vision. *Journal of Comparative Physiology A* 170(1), 23–40
(DOI: <https://doi.org/10.1007/BF00190398>)
Schumann K, Gewolf S, Tackenberg O (2016) Factors affecting primary succession of glacier foreland vegetation in the European Alps. *Alpine Botany* 126(2), 105–117 (DOI: <https://doi.org/10.1007/s00035-016-0166-6>)
- ✓ Citation of a book
Lütz C (2012) *Plants in alpine regions. Cell physiology of adaption and survival strategies*. Springer-Verlag, Wien 202p. (ISBN 978-3-7091-0135-3)
- ✓ Citation of a book chapter
Larcher W (2012) Bioclimatic temperatures in the high Alps. In: Lütz C (2012) *Plants in alpine regions. Cell physiology of adaption and survival strategies*. Springer-Verlag, Wien 21–27 (DOI: https://doi.org/10.1007/978-3-7091-0136-0_3)
- ✓ Citation of an online-document
Kaufmann-Boll C, Kern M, Niederschmidt S (2020) Bodendaten in Deutschland. Übersicht über die wichtigsten Mess- und Erhebungsaktivitäten für Böden. Umweltbundesamt Texte 52/2020
https://www.umweltbundesamt.de/sites/default/files/medien/1410/publikationen/2020-05-04_texte_broschuere_bodendaten.pdf (accessed: 26-12-2021)

The name of the journal may only be abbreviated in exceptional cases.

Electronic Supplement

Data or elements (e.g. figures, tables, audio/video files) that have been used to carry out the research work and that provide additional information for the readership, but are not essential for understanding the main text, can be submitted as an electronic supplement. The responsibility for content and functionality lies entirely with the authors.

All elements of the electronic supplement must be referred to in the text (as with tables, figures and appendices) and they must be numbered in the order of the first mention in the text (e.B. Table S1, Table S2, Figure S1, Figure S2...). At the end of the article, the contents of the electronic supplement must be indicated in the form of a list.

As far as possible, elements of the electronic supplement must be summarized in documents (e.g. several figures and tables in one pdf file) and provided with the following information: title and authors of the article, name of the journal with DOI-number of the article, contact data of the corresponding author.

Tables

- ✓ The tables are numbered consecutively and referred to in the text in that order.
- ✓ Each table has its own caption/heading (in German and English). For non-German-speaking authors, the editorial office can offer support for the German captions.
- ✓ All abbreviations and symbols contained in a table must be explained in the caption.
- ✓ The table captions should not be integrated into the tables but should be listed at the end of the manuscript.
- ✓ If non-original material is used, the source must be cited.
- ✓ Each table must be submitted with its own file (file name: Tab. xyz).
- ✓ Tables must be in a printable form and in their original format - either as an Excel or Word file (please do not generate image files from tables and then embed them in Word!).
- ✓ In exceptional cases (after consultation with the editors), over-formats can be provided as folding tables; otherwise, the same dimensions as above apply (max. 125 mm width and 192 mm height).

Figures

- ✓ The figures are numbered consecutively and referred to in the text in that order.
- ✓ Each figure has its own caption (in German and English). For non-German-speaking authors, the editorial office can offer support for the German captions.
- ✓ All abbreviations and symbols contained in a figure are to be explained in the caption.
- ✓ The figure captions should not be integrated into the figures but should be listed at the end of the manuscript.
- ✓ If the author's own material is not used, the source must be cited.
- ✓ Each figure should be submitted as a separate file (file name: Fig. xyz).
- ✓ Vector graphics should be saved in EPS format, half-tone illustrations (e.g. photos) in TIFF format, MS Office graphics are possible. For vector graphics in EPS format, the font must be embedded.
- ✓ For scans of photos, a minimum resolution of 300-600 dpi is required, for scans of line drawings a resolution of 1200 dpi.
- ✓ The size of the symbols, letters and numbers must be chosen in such a way that they remain legible even after the artwork has been reduced to the type area format (max. 125 mm width and 192 mm height).

3. Submission of the manuscript

Manuscripts for *Acta Zoobot Austria* must fulfil the requirements in chapter 1.3.1 and are submitted electronically. Manuscript submission is via e-mail (redaktion@zoobot.org). The length of the contributions must not exceed 6000 words (including figure and table captions). More extensive papers require consultation with the editors and may result in additional costs being charged.

The corresponding author may propose up to a maximum of four suitable (also international) reviewers in the cover letter and/or request the exclusion (stating the reasons) of one or more specific persons as reviewers. The journal reserves the right to appoint these or other reviewers to review the submitted article.

To be included in every submission:

- ✓ Cover letter signed by the corresponding author (PDF or *.docx or *.doc)
- ✓ Manuscript as Word® file (*.docx oder *.doc) with 6000 word maximum
- ✓ Tables with distinct titles (Table 1, Table 2, etc.) in a separate file
- ✓ All figures in single files (Fig01.xxx ... Fig0n.xxx)
- ✓ Permissions of external copyright holders (PDF)

It is possible to submit additional information and data (e.g. raw data, further tables and figures) together with the manuscript as an electronic supplement.

If new nucleotide sequences are analysed as part of the submitted work, these should be deposited in public databases such as NCBI GenBank or BOLD.

For species descriptions, the holotype must be deposited in a public scientific collection and the deposit reference must be given (collection, inventory number).

After online publication of the article, changes are only possible in the form of an erratum.

After acceptance of the manuscript, the authors grant the journal *Acta ZooBot Austria* and the Verein Zoologisch-Botanische Gesellschaft in Österreich as editors the non-exclusive right to publish their manuscript or publication under the Creative Commons Attribution 4.0 International (CC BY 4.0, <https://creativecommons.org/licenses/by/4.0/>) license. The authors/licensors confirm that the manuscript content, including all components (e.B illustrations, graphics, images, etc.), does not infringe any rights of third parties (e.B. copyrights, personal rights, data protection).

Acta Zoobot Austria appears annually, in the first quarter of every year. Deadline for submissions is 31 July of the preceding year.