

INSTRUCTIONS FOR AUTHORS SUBMITTING MANUSCRIPTS TO THE
«*MONOGRAFIES DE LA INSTITUCIÓ CATALANA D'HISTÒRIA NATURAL*»

Scope of the Monographs

The main objective of the Monographs is to include monothematic studies such as catalogs, revisions, faunal or botanical checklists, among others, with a total extension of more than 40 pages of plain text plus the pages needed for figures, tables, index, appendix, etc., to make the monograph a complete work. This publication will not be subject to a fixed calendar or a fixed number of volumes throughout the year.

Submission of manuscripts

Only monographs by authors who are members of the ICHN will be published.

The monographs must be sent by e-mail (butlleti.ichn@iec.cat) in RTF format, Word (doc, docx) to the Editor in Chief. If manuscripts are sent by other means, the Editorial Board is not responsible for any delays that might occur.

The monographs should be written in Catalan, Spanish, English, French or any other language that employs a Latin alphabet to ensure wide diffusion. The rules concerning submissions are set forth below. The total number of pages should be greater than 40 DIN-A4, excluding figures, tables and annexes.

The submission of a manuscript implies that the work is original and has not been submitted to any other journal. The journal will not accept any article that has already been published or is in press.

If this rule is not fulfilled, the manuscript will be returned to the author.

Organization of the work

The work should be organized as follows (except in special cases):

- Title
- Authors
Name(s) and surname(s) of author(s), professional address(es) and e-mail(s). If there are two or more authors, author references will be represented in superscript.
- Corresponding author (only one if there is more than one author)
Full name and e-mail
- Abstract
If the work is in Catalan or English, abstracts should be written in Catalan and in English (maximum 250 words). In other cases, there should also be an abstract in the original language of the work. The title of the manuscript in bold will be given as a headline to the abstract(s) that are not written in the language used in the manuscript.
- Key words (max. 12), below the abstract.
- Introduction
- Material and Methods
- Results and Discussion (separate or combined)
- Conclusions (optional)
- Acknowledgements (if necessary)
- Bibliography
Organized in alphabetical order. The names of journals should not be abbreviated. References to the names of the authors of scientific names are not necessary (see below how to cite them).
- Figures and figure captions, tables and table captions should be integrated into the text or placed after the bibliography on a separate page.

Basic layout of monographs:

- 1) Written on A4 paper, with left- and right-hand margins to the text: 2.5 cm; top margin: 3.0 cm; bottom margin: 2.5 cm.
- 2) Distance between lines: 1.5.
- 3) The final text, prior to final acceptance of the manuscript, should be written preferably in RFT, although a *Word* format is also acceptable.
- 4) Source title: *Times New Roman* or *Times* font size 14 pt., bold.
- 5) Text Font: *Times New Roman* or *Times* font size 10 pt. All headings and subheadings should be left aligned and in bold.
- 6) The hyphenation text option should not be used.
- 7) Paragraphs should be justified and indented by 0.8 cm. If indentation is used, do not use spaces or tabs.
- 8) The scientific names of genera, sub-genera, species, subspecies, varieties and syntaxa (plant associations) should be written in italics. The names of higher taxa (family, order, etc. ...) should not be in italics and should have the first letter capitalized if the word is written in Latin.
- 9) The names of the authors of the species mentioned must be written in the same text font (regular font), and not abbreviated in zoology; they may be abbreviated in botany. The descriptor of the species and the year should be given the first time the name of the taxon is cited.
- 10) Use n. sp., n. gen., n. fam., etc., each time a new taxon is mentioned and n. comb. each time a new combination is cited.
- 11) References cited in the text should be written in the same style as the text. Examples: Bunyol (2001), Bunyol (2004: p. 45); Bunyol (2001, 2002), (Bunyol, 2000; Torrat, 2002), (Bunyol & Torrat 2003, 2005), Bunyol (2001: 1; 2003: 4), Bunyol (2001: fig. 2), Bunyol *et al.* (2003) (Bunyol *et al.*, 2006).
- 12) Pages should not be numbered.
- 13) Figures (drawings and photographs) should be referenced in the text as 'Fig. X' (if any) or Figs. X-XX' (if there is more than one) with a full-stop after the 'g' or 's' (if the text is in English there is no need for a full-stop after the 'g' but it is necessary in plural. Tables should be mentioned as follows: 'Table X' or 'X-XX tables'.
- 14) Multiple images in a figure should be identified with lower-case letters (a, b, c, etc. ...) in the figure and referenced in the text as 'Fig. 1' or 'Figs 1a-b', as appropriate.

Tables and figures

Once the manuscript has been reviewed, the original artwork must be sent to the editor in separate text files along with the revised manuscript.

Drawings in shades of grey; figures and/or plans should have a resolution of 300 dpi and be in either JPEG or TIF or EPS high-quality format.

Each figure may include a metric scale without a multiplier.

Bibliography

References will be indented 1 cm as per the French model (from the second line onwards).

References will be cited as follows:

Journal articles

(Author. Year. Title. *Complete name of the journal in italics*, number: pages)

- one author:

Viñolas, A. 2002. Nova aportació al coneixement dels anòbids de la península Ibèrica (Coleoptera: Anobiidae). *Butlletí de la Institució Catalana d'Història Natural*, 70: 73-77.

- more than one author:

Pujade-Villar, J., Hanson, P., & Melika, G. 2012. A new genus of oak gallwasp, *Coffeikokkos* Pujade-Villar & Melika, gen. n., with a description of a new species from Costa Rica (Hymenoptera, Cynipidae). *ZooKeys*, 168: 19-29.

Complete book

(Author. Year. *Title in italics*. Editorial or entity responsible for the publication. Place of printing. Number of pages).

Bolòs, A. 1950. *Vegetación de las comarcas barcelonesas, descripción geobotánica y catálogo florístico*. Instituto Español de Estudios Mediterráneos. Barcelona. 579 p.

Book chapter

(Author. Year. *Title of the chapter in italics*. P. XX-XX (pages of the chapter). In: Editor (ed.). Book title. Editorial. City. Country. Number of book pages.

Montoya-Lerma, J. & Ferro, C. 1999. *Flebótomos (Diptera: Psychodidae) de Colombia*. P. 211-245. In: Amat, G.; Andrade-C., G.; Fernández, F. (eds.). *Insectos de Colombia. Volumen II. Academia Colombiana de Ciencias Exactas, Físicas y Naturales. Colección Jorge Alvarez Lleras. No. 13. Editora Guadalupe Ltda. Bogotá. Colombia. 492 p.*

Internet citations

(Author/Editor. Year. Title. Available at: 'URL', [Consulted on day/month/year, no commas].

Font, X. 2013. Mòdul Flora i Vegetació. Banc de Dades de Biodiversitat de Catalunya. Generalitat de Catalunya i Universitat de Barcelona. Disponible en: <http://biodiver.bio.ub.es/biocat/homepage.html> [Consulted on day: 5 juny 2012].

Costs

The authors will run with the layout costs.

Review of monographs

Papers will be reviewed by two reviewers chosen by the Publication Committee in accordance with the theme of the article.

Once the manuscript has been reviewed, the author will be informed, if applicable, of the modifications needed for definitive acceptance. The author should make the necessary amendments and the Publication Committee will decide whether the modified manuscript is to be accepted or rejected. In case of disagreement or if the work is not accepted if not modified (with justification), a request to removal the article may be made.

Publication

Once the work has been finally accepted it will be published online in pdf format as soon as possible with all pages and with an ISSN number (online) and DOI. At the end of the year, all manuscripts will be published on paper in a single volume.

The photographs will be published in colour.

Authors will receive the corresponding pdf.