

## Instructions for authors

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The editorial board decides on the acceptance of any manuscripts for publication after obtaining the opinions of external reviewers. Unsuitable or qualitatively insufficient manuscripts will be rejected. The length of a publication should not exceed 16 printed pages, otherwise a fee of € 10.– per page will be charged for additional printing costs. The editorial team decides on any exceptions to these guidelines. Very long manuscripts may be published as supplement volumes. In these cases, the AÖE will cover the expenses for layout and mailing, printing costs must be covered by the authors. The first submission of a manuscript must be sent in electronic form (e-mail, data storage medium) to the editors (address see Imprint): text and tables in MS Word (without figures), figures as JPEG, TIFF or PDF files.

Manuscripts should be organized as follows: Abstract (in English), Key words, German summary, Introduction, Material and method, Results, Discussion, Acknowledgements, References, Authors' addresses. Taxonomic publications may follow the traditional scheme. Only the scientific names of genera and species are to be written in italics, names of authors (taxa and references) are to be written in small caps (e.g., *Apatura metis* FREYER, 1829). Names of persons not related to the literature (e.g., collectors, curators) are not to be written in small caps. The use of majuscules (all caps) is not permitted.

The references should only include publications cited in the text (author and year of publication). Listing taxon-authors is optional but encouraged. The formatting of citations and references is to be adapted to the format of the respective latest published issue. Examples:

Journal article:

DOUMS C., CABRERA H. & PEETERS C., 2002: Population genetic structure and male-biased dispersal in the queenless ant *Diacamma cyaneiventre*. – *Molecular Ecology* 11: 2251–2264.

Book chapter:

TSHERNYSHEV S.E., 2015: Soft winged flower beetles (Coleoptera: Malachiidae) of the Himalayan region, with notes on the Apalochrini, pp. 389–406. – In: HARTMANN M. & WEIPERT J. (eds.): Biodiversität und Naturlausstattung im Himalaya, Volume V. – Verein der Freunde & Förderer des Naturkundemuseums, Erfurt, 580 pp.

Book:

BOLTON B., 2003: Synopsis and classification of Formicidae. – *Memoirs of the American Entomological Institute* 71: 370 pp.

Online resource:

ANTWEB, 2015: Available from <http://www.antweb.org> [accessed 15 October 2015].

After acceptance of a manuscript, all figures must be made available to the editors as JPEG or TIFF files in printable quality: Line-drawings (black and white, no greyscale) with at least 300 dpi, photographs and other colour- or halftone-images with at least 600 dpi resolution (at 12.5 cm print-space width). Printing of coloured figures is free of charge for members. Non-members must pay a fee of € 30.– per coloured page. Morphological figures must have a scale bar.

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