Instructions to the Authors

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Manuscripts must be submitted in correct English on a data medium (CD or mail) for PC and in two paper copies. The following formats are accepted: Winword, Word Perfect, InDesign. The text should be left-justified, with font size 12, without column or page breaks, double-spaced (about 30 lines per page), without word hyphenations at the end of lines, on one side of A4 (210 x 297 mm) paper with margins at least 30 mm on each side. The pages must be numbered in Arabic numerals. Positions within the text of figures and tables should be indicated. Generic and species names must be cited completely once in the text and should be typed in italic. Family names of authors of taxa and of publications listed in references must be in SMALL CAPITALS, but never for collectors, preparators, acknowledgements, etc.

Four categories of contributions are published in *Acta zoologica bulgarica*, with the following volume of standard manuscript pages: 1. Research articles: 20 pages maximum length including the list of literature, figures, captions to figures and tables (on separate sheets); 2. Review articles (invited or consulted with editor before submitting): 10-25 pages; 3. Short communications: up to 8 pages; 4. Book reviews: 2-3 pages. Information about scientific events, past or forthcoming, will also be accepted.

The manuscripts should conform to the following format:

**Title:** It should be concise but enough informative. Author(s) and date of publication of taxa should be avoided. In papers dealing with lower taxa, the higher ones should be noted in the title.

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**The standard order of sections should be:** Introduction, Study Area (optional), Material and Methods, Results, Discussion (or Results and Discussion), Conclusions (optional), Acknowledgements, References, Summary in Bulgarian (translation of the abstract).

**Tables:** They must not repeat information already presented in the figures or in the text. Each table must be self-explanatory and as simple as possible, it should be double-spaced within an A4 page size. No fold-outs are accepted. Tables must be numbered consecutively. They should be typed on separate sheets and enclosed after the bibliography. An explanatory caption, located on the top of the table, should be provided.

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Each citation in the text (including synonymy lists) must be accompanied by a full reference in the list of references and vice versa. The text citations are as follows: **Buřeš, Zonkov (1941)** or **Buřeš 1941: 35** or **Buřeš 1941** or **Buřeš 1941, Ivanov 1996, Petrov 1956** or **Buřeš et al. (1949)**, if three authors or more. The references should start on a separate page. They should be arranged alphabetically by the author’s family name(s), and chronologically. In case of papers written in other than Latin letters, if there is an English (or German, or French) title in the summary, it may be used. If there is not such a summary, the author’s name must be transcribed (using Anglo-American transcription) and the title of the paper must be translated into English. This should be noted in round brackets at the end of the paragraph, for instance: (In Bulgarian, English summary).

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**Author A. V., B. B. Author and C. P. Author 1990a.** Title of the article. – *Full title of the journal*, 56 (1): 35-105.

**Author A. V. 2000b.** Title of the book. I-IX. Place of publication (publishing house). 220 p.

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