Instructions to the Authors

General Information

Submissions to *Acta zoologica bulgarica* can be works with subject matter dealing with the basic fields of zoology, ecology of aquatic and land animals, parasitology, biology of development, population genetics, animal evolution, and new methodical contributions in zoology. Manuscripts are accepted on the assumption that they have not been published elsewhere nor have been submitted for publication in any other journal. Manuscripts must conform strictly with the instructions to authors and will be sent to the editor. Papers with systematic content should follow the International Code of Zoological Nomenclature. Incoming manuscripts are initially judged by the editor. If the manuscript is acceptable in principle, it will be forwarded to referees for evaluation. After final edition and approval by the editorial board, the manuscript will be accepted for publication. The editor reserves the right to make editorial changes. Authors agree, after the manuscript’s acceptance, with the transfer of copyright to publisher. Manuscripts, proofs, reviews, etc., concerning editorial matters should be addressed to the Editorial Office.

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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 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.

**Author(s):** Full first name(s), middle initials and surname(s) in small capitals.

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**Abstract:** It should consist of only one paragraph of up to 15 lines, briefly describing main results and conclusions with no description of methods, discussions, references and abbreviations.

**Key words:** Normally 3-6 items suitable for information-retrieval system, not repeating already those contained in the title.

**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: *Buresh, Zonkov* (1941) or (*Buresh* 1941: 35) or (*Buresh* 1941) or (*Buresh* 1941, Ivanov 1996, Petrov 1956) or *Buresh 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).

The reference list is as follows:

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The (senior) author will receive only one proof for checking (a paper copy or PDF file). Only printer errors may be corrected. Corrections must be carried out within two weeks. The corrected version should be sent back to the journal editor (corrected files on diskettes or other electronic medium, together with the printed version).
# CONTENTS

## Invited Review

Golemansky V. – Checklist of Haemosporidian and Piroplasmid Parasites (Apicomplexa: Haemospororida and Piroplasmorida) of Man and Animals in Bulgaria ................................................................. 453

## Systematics and Phylogenetics

Demir H. – Redescription of Xysticus kaznakovi Uotchoff, 1968 (Araneae: Thomisidae), with a Description of Unknown Female ................................................................. 461

## Zoogeography and Faunistics


Volkovitch M., V. Sakalian, G. Georgiev – A Checklist and a Key to the Taxa of the Subfamily Polycistinae Lacordaire, 1857 (Coleoptera: Buprestidae) in Bulgaria ................................................................. 471

Grič G., A. Hänger, D. Savić – New Faunistic Records of Spiders (Arachnida, Araneae) from the Fruska Gora Mountain, Northern Serbia ............................................................................ 479

## Terrestrial ecology and behaviour

Gül S., N. Özdemir, Y. Kumlu, S. Hakan Durmus, Ç. Ilgaz – Age Structure and Body Size Variation in Populations of Dorevskia bithynica (Méhely, 1909) (Reptilia: Lacertidae) from Different Altitudes in North-western Turkey ................................................................. 487


Ansari A., M. Karimi, H. R. Rezai, B. Riazi – Effects of Habitat Fragmentation on the Genetic Structure of Populations of Wild Goat, Capra aegagrus Erxleben, 1777 (Artiodactyla: Bovidae) in Markazi Province, Central Iran ............................................................................................................................ 501

Hussain I., M. Munir, M. Ansvar – Food Habits of Punjab Urial, Ovis vignei punjabiensis Lydekker, 1913, in Chumbi Surla Wildlife Sanctuary, Chakwal, Pakistan ............................................................................................................................ 507

Demirbas Y. – Density of European Hare and Red Fox in Different Habitats of Kirikkale Province (Central Anatolia), with a Low Level in Hare Number and an Expected Correlation in Spring ............................................................................ 515


## Aquatic Ecology

Soufi R., E. Varadinova, M. McGarrigle, M. Kelly-Quinn – Comparison of the Performance of a Quality Rating System in Two Contrasting Ecoregions ............................................................................ 529

Kozuharov D., M. Stanachkova – Long-term Changes in Zooplankton Community in Zhrebchevo Reservoir, Central Bulgaria ............................................................................................................................ 541

Reshetnikov A., A. Karyagina – Further Evidence of Naturalisation of the Invasive Fish Percottus glenii Dybowski, 1877 (Perciformes: Odontobutidae) in Germany and Necessity of Urgent Management Response ............................................................................ 553

## Parasitology

Sokolov S., E. Protasova, A. Rishetnikov – First Data on Parasites of the Rotan, Percottus glenii Dybowski, 1877 (Perciformes: Odontobutidae), from Germany, with a Detection of the Previously Unknown Merocercoid of the Grypocercidae Cestode Mashonalepis macrosphincter (Fuhrmann, 1909) ............................................................................ 557

Odevskaya I., A. Khustalev, V. Shaitanov, I. Seriofin, M. Panayotova-Pencheva – Occurrence of the Nematode Thelazia callipaeda Railliet and Henry, 1910 (Spirurida, Thelaziidae) in Wild Carnivores in the Russian Far East ............................................................................ 561

## Applied Zoology

Peševa V., I. Y. Stoyanov, B. Andjelkovic, M. Mladenović, V. H. Georgieva, E. N. Ivanova – Allozyme Analysis of Selectively Reared Populations of Honey Bee, Apis mellifera Linnaeus, 1758, in Kosovo ............................................................................ 567

Ivanova E. N. – Additional Information on Allozyme Variability of Honey Bees, Apis mellifera Linnaeus, 1758, from Bulgaria ............................................................................................................................ 573

Mirchev P., M. Dautrasic, O. Mujezinovic, G. Georgiev, M. Georgieva, P. Boyadzhiev – Structure of Egg Batches, Hatching Rate and Egg Parasitoids of the Pine Processionary Moth, Thaumetopoea pityocampa (Denis and Schiffermüller, 1775) (Lepidoptera: Notodontidae), in Bosnia and Herzegovina ............................................................................ 579

## Short Communications

Kovalyova M. – Morphometric features of the shell and distribution of Petricola lithophaga (Retzius, 1788) (Mollusca: Veneridae) along the Crimean coast (Black Sea) ............................................................................ 587

Jawad L. – Opercular Girth, Maximum Girth and Total Length Relationships for Planilia abu (Heckel, 1843) and Chondrostoma regium (Heckel, 1843) (Actinopterygii) from Euphrates River at Dier Ez-Zor Governorate, Syria ............................................................................ 591

Özer A., H. Özkan, V. Yurakino – New Host and Geographical Records of Ortholina orientalis (Schulman and Schulman-Albova, 1953) (Myxozoa, Myxosporea), a Parasite of Marine Fishes ............................................................................ 595

## In Memoriam

Professor Shela Gateva (1926-2014) ............................................................................ 598

Acknowledgement of Acta zoologica bulgarica Reviewers ............................................................................ 599