

ECOLOGIA BALKANICA - INSTRUCTIONS TO AUTHORS

General information

Submissions to “Ecologia Balkanica” can be original studies dealing with all fields of ecology, including ecology and conservation of microorganisms, plants, aquatic and terrestrial animals, physiological ecology, behavioral ecology, population ecology, population genetics, community ecology, plant-animal interactions, ecosystem ecology, parasitology, animal evolution, ecological monitoring and bioindication, landscape and urban ecology, conservation ecology, as well as new methodical contributions in ecology. Studies conducted on the Balkans are a priority, but studies conducted in Europe or anywhere else in the World is accepted as well.

Manuscript submission

The following types of manuscripts are accepted: *short research notes* (up to 4 pages), *research articles* (4 to 10 pages) and *review papers* (10 to 20 pages). *Short research notes* are shorter submissions of a preliminary nature or those including new records or observed phenomenon etc. *Research articles* should present significant original research in the various fields of ecology, mentioned above. *Review papers* should deal with topics of general interest or of contemporary importance, being synthetic rather than comprehensive in emphasis. Authors of Review papers should consult with the Editor before submission. The Editor may also invite review articles concerning recent developments in particular areas of interest. The Editor reserves the right to decide if a manuscript should be treated as a Short note or Research article. In general, studies that are purely descriptive, mathematical, documentary, and/or natural history will not be considered.

Manuscripts must conform strictly with the instructions to authors and sent to the Editor. Incoming manuscripts are initially judged by the Editor. Manuscripts may be rejected without peer review if they do not comply with the instructions to authors or are beyond the scope of the journal. If the manuscript is acceptable in principle, it will be forwarded

to referees for evaluation. All manuscripts are peer-reviewed by 2 or 3 independent reviewers. 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 the publisher.

Legal requirements

Submission of a manuscript implies: that the work described has not been published before (except in the form of an abstract, or as part of a published lecture, or thesis); that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities - tacitly or explicitly - at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

Manuscript preparation

Language

The manuscripts must be prepared in English. Contributors who are not native English speakers are strongly advised to ensure that a colleague fluent in the English language, if none of the authors is so, has reviewed their manuscript. Spelling should be British or American English and should be consistent throughout. All abbreviations and acronyms should be defined at first mention. To facilitate reader comprehension, abbreviations should be used sparingly.

Technical information

Manuscripts must be submitted in **electronic version only**, as well as the original figures and tables. The manuscript text should be **MS-Word** processed, justified, font size 12, "Book Antiqua" or "Times New Roman", without footnotes, column or page breaks, single spaced (about 60 lines per page), on A4 (210 x 297 mm) paper, with margins of exactly 2.5 cm on each side. Pages should not be numbered.

The manuscripts should conform to the following format:

Title: Provide a title that is concise but also an informative synthesis of the study. Where appropriate, include mention of the family or higher taxon.

Author(s): Full first name(s), middle initials and surname(s) in bold italic.

Address(es): As complete as possible, including e-mail address(es).

Abstract: Maximum of 300 words and should summarize the essential results and conclusions with no description of methods, discussions, references and abbreviations.

Key words: Normally 3–10 words suitable for information-retrieval system.

The standard order of sections should be: Abstract, Key words, Introduction, Material and Methods, Results, Discussion (or Results and Discussion), Conclusions (optional), Acknowledgements and References. The *Introduction* has to explain the actuality of the researched problem and give the aim of the study.

Materials and methods have to provide sufficient information to permit repetition of the experiment and/or fieldwork. The technical description of study methods should be given only if such methods are new; otherwise a short presentation is enough.

The *Results* section must be a concise presentation of the finding of the study. Avoid the presentation of same information as text and/or figure and/or table.

Discussion section should be separate from the results section at full-length papers and should deal with the significance of the results and their relationship to the aims of the paper. Also include how the findings of the paper will change, influence the state of our knowledge about model organism. In separate cases a joint section “Results and Discussion” is allowed but not preferable.

Conclusions should shortly describe the main contributions and recommendations of the study without including citations and statistics.

In the *Acknowledgements* section all persons and organizations that helped during the study in various ways, as well as the organization that financed the study must be listed.

Short Notes (generally less than four-five manuscript pages) should be produced as continuous text, preceded by an abstract of no more than 150 words.

Tables: The tables must not repeat information already presented in the figures or in the text. Each table must be self-explanatory and as simple as possible. No fold-outs are accepted. Tables must be numbered consecutively. They should be placed within the text at the desired position by the author(s). An explanatory caption, located on the top of the table, should be provided.

Example:

Table 1. Shannon-Wiener indexes in the burned (H_{burned}) and control ($H_{control}$) territory for the total duration of the study (2004–2006).

Illustrations: They must not repeat information already presented in the tables or in the text. Lines and letters in figures must be able to be enlarged or reduced without reduction in quality. They should conform to the size of the type area (16 × 24 cm) which is the limit for all illustrations. Magnification should be shown by scale bars. Colour illustrations are accepted, but will appear only in the electronic version of the journal (PDF). The illustrations in the hardcopy printed version will be greyscale. All illustrations must be sharp, of high quality with at least 300 dpi. The following formats are acceptable: JPEG, GIF, TIFF, EPS. Figures must be numbered consecutively and should be provided with an explanatory legend below them. They must be placed within the text at the desired position by the author(s).

Example:

Fig. 1. Indicative map of the study area.

All tables and figures must be referred to in the text.

Citations and references

Literature citations in the text should indicate the author's surname in SMALL CAPITALS with the year of publication in parentheses, e.g. CARLIN (1992); BROOKS & CARLIN (1992); SHAPIRO *et al.* (1968). Citations in brackets should be divided with semicolons and the author's name and the year of publication with comma (*example:* CARLIN, 1992; BROOKS & CARLIN, 1992; SHAPIRO *et al.*, 1968). If there are more than two authors, only the first should be named, followed by "*et al.*" in *italic*. References at the end of the paper should be listed in alphabetical order by the first

author's family name and chronologically. If there is more than one work by the same author or team of authors in the same year, a, b, etc. is added to the year both in the text and in the list of references. Each citation in the text must be accompanied by a full reference in the list of references and vice versa.

Examples:

A journal article:

AUTHOR A. 1990. Title of the article. - *Full title of the journal*, 56(3): 35-105.

AUTHOR A., B. AUTHOR. 1990. Title of the article. - *Full title of the journal*, 56(2): 35-105.

AUTHOR A., B. AUTHOR. C. AUTHOR. 1990. Title of the article. - *Full title of the journal*, 56(1): 35-105.

A book:

AUTHOR A. 2000. *Title of the book*. Vol. I. Place of publication. Publishing house. 220 p.

Proceedings or book chapter:

AUTHOR A., B. AUTHOR 1990. Title of the contribution. - In: Author A. (Ed.): *Title of the book or proceedings*. Place of publication. Publishing house, pp. 235-265.

Software:

STATSOFT INC. 2004. STATISTICA (Data analysis software system), Vers. 7. Computer software. [<http://www.statsoft.com>].

GARMIN LTD. 2007. MapSource, Vers. 6.12. Computer software. [<http://www.garmin.com>]

Website:

FAUNA EUROPAEA. 2007. Invertebrates. Fauna Europaea. Vers. 1.1. Available at: [<http://www.faunaeur.org>]. Accessed: 12.10.2009.

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 must be transcribed and the title of the paper must be translated into English and put in square brackets. If the name of the journal is also not in Latin letters it also

should be transcribed. This should be noted in round brackets at the end of the paragraph, for instance: (In Bulgarian, English summary).

Example:

ANGELOV P. 1960. Communications entomologiques. I. Recherches sur la nourriture de certaines espèces de grenouilles. – *Godishnik na muzeite v grad Plovdiv*, 3: 333-337. (In Bulgarian, Russian and French summary).

KOROVIN V. 2004. [Golden Eagle (*Aquila heliaca*). Birds in agricultural landscapes of the Ural]. Ekaterinburg, Published by Ural University, 57 p. (In Russian).

Names of persons who provided unpublished information should be cited as follows: “(ANDERSSON, 2005, Stockholm, pers. comm.)”.

Additional requirements

For special symbols (Greek letters, symbols for male and female etc.) use the Symbol list on the Insert menu in Microsoft Word with the following preferable fonts: Symbol, Webdings, Wingdings, Wingdings 2 and Wingdings 3. Degree symbols (°) must be used (from the Symbol list) and not superscript letter “o” or number “0”. Multiplication symbols must be used (×) and not small “x” letters. Spaces must be inserted between numbers and units (e.g., 3 kg) and between numbers and mathematical symbols (+, -, ×, =, <, >), but not between numbers and percent symbols (e.g., 45%).

Small capitals and italic letters. The Latin genus and species names must be cited completely once in the text and should be typed in *italic*. Family names of authors of taxa and for publications listed in reference must be in SMALL CAPITALS, but never for collectors, preparators, acknowledgements, etc.

Word 2007. Unfortunately, the journal **cannot accept** Microsoft Word 2007 documents. Please use Word's 'Save As' option therefore to save your document as an older (2003 or earlier) ***.doc file** type.

Statistics

Mean values should always be accompanied by some measure of variation. If the goal is to describe variation among individuals that contribute to the mean standard deviation (SD) must be used. When the aim is to illustrate the precision of the mean standard errors (SE) should be given. The last paragraph of Materials and Methods section should briefly present the significance test used. Quote when possible the used software. Real p values must be quoted both at significance or non-significance. The use of the sign is acceptable only at low values of p (e.g. $p < 0.0001$).

Ethics

The authors of articles that are based on experiments that caused injuries or death of animals should explain and justify the grounds of the study and state that the scientific results of the study is at least in trade-off with the sufferings caused. In the Materials and Methods of the manuscript, authors should detail as precisely the conditions of maintenance, transport, anaesthesia, and marking of animals. When available, references should be added to justify that the techniques used were not invasive. When alternative non-harming techniques exist, but were not used, the manuscripts may not be considered for publication.

Proofs and Reprints:

Proof will be sent to the **first (or corresponding) author** for checking (a PDF file) only once and it should be returned without delay. Corrections should be limited to typographical errors. No additional changes of the manuscript are allowed. Following publication, the first (or corresponding) author will be provided with electronic copy (PDF) of the article. Hardcopy reprints are no longer available.