

# BULLETIN OF THE NATURAL HISTORY MUSEUM – PLOVDIV

## INSTRUCTIONS FOR AUTHORS



### General information

Submissions to Bulletin of the Natural History Museum – Plovdiv (Bull. Nat. Hist. Mus. Plovdiv) accepts submissions of original studies in the field of paleontology, natural history, geology and speleology, zoology, botany, ecology, biogeography, museology, history of natural studies, information about museum collections, etc. *The Editorial Board reserves its right to reject publication of any manuscript that does not fit the aim and scope of the journal or does not comply with these instructions!*

### 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, 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.

The official language of the journal is English. It is recommended for the authors to consult the translation of their manuscripts with a native speaker, before sending. The journal do not provide any translations or language corrections. If the English translation is not good enough, the manuscript will be send back to the author. Exceptions are possible, certain manuscript may be published in Bulgarian language, with extensive abstract in English.

All manuscripts must be written according to [International Code of Zoological Nomenclature](#) (IV edition, 1999) and [International Code of Nomenclature for algae, fungi, and plants](#) (2012). For the correct geographical names transcriptions, please see [THIS](#) article.

All scientific names (genus and species) must be written in *italic* font. When the name is written for first time in the manuscript it must be written in full (including author, year, etc.). Between the author's name and the year, a comma should be placed (for example *Belgrandiella pussila* Angelov, 1959).

Manuscripts must conform strictly with the instructions to authors and sent to the Editor to the journal's e-mail. 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, 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**

Bulletin of the Natural History Museum in Plovdiv (BNHMP) follows the standards for Ethics and Publication Malpractice set by the Committee on Publication Ethics ([COPE](#)). Conformance to standards of ethical behavior is therefore expected of all parties involved: Authors, Reviewers, Editors, and the Publisher. Submission of a manuscript implies: that the work described has not been published previously (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.

### **Technical requirements**

The following formats are accepted: \*.doc, \*.docx or \*.rtf. The text should be all with same font (with no bold font, no uppercase, except for abbreviations), no footnotes, no following intervals, no brakes and unnecessary formatting). The title, authors' names, address, abstract, key words, the chapters and the subchapters, also the references should be separated with a blank row. Italic font should be used only for the genus or the species names.

### **Page and text formatting**

Page size should be 17.6x25.01 cm (ISO B5), margins 1.5 cm from left and right and 2 cm from top and bottom. Garamond font, 12pt, with single spacing. Do not use software for hyphenation, additional spaces and tabulators. In case of inserting a symbol, please use font Symbol. Pages should not be numbered and with no additional information in the header and footer.

### **Manuscript formatting**

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). The corresponding author should be marked with the \* -symbol.

*Affiliation:* As complete as possible. Also include postal address. E-mail address is given only for the corresponding author.

*Abstract:* Maximum length 300 words. The abstract should state briefly the objective of the research, the primary results and major conclusions, with no description of methods,

discussions, references and abbreviations.

*Key words:* Usually 3–6 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 (optional) 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 presentation of the 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 or influence the state of our knowledge about the topic at hand. 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. Key words are also included.

*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 (landscape oriented tables) 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. **В таблиците да няма фон** (shading).

*Figures:* 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. 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). All tables and figures must be referred to in the text! Please send all figures attached as separate files (with the same size and resolution) as well as in the text. If the figures are charts made with Excel,

please provide the Excel file as well.

### Citations and formatting of the references list

All references should be cited in the text in the following way: “Josifov (1996)” or “(Josifov, 1996)”; “Josifov & Kerzhner (1995)” or “(Josifov & Kerzhner, 1995)”; “Golemansky *et al.* (1993)” or “(Golemansky *et al.*, 1993)”. 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). Where there more than two authors “*et al.*” in *italic* font is added after the name of the first author.

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. In case of papers written in other than Latin letters, if there is an English (or German, or French) title in the summary, it is recommended to be used. If there is not such a summary, the author’s names 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 (not translated). This should be noted in round brackets at the end of the paragraph, for instance: (In Bulgarian, English summary).

#### *Examples:*

##### *Article in Cyrillic, without summary in western language:*

Joakimoff D. 1899. Contribution to the insect fauna of Rila Mountain. *Periodicheskoe spisanie na Balgarskoto Knizhovno Druzhestvo*, 60: 858-884 (in Bulgarian).

##### *Article in Cyrillic, with summary in western language:*

Popov S. 1999. Species of family Tipulidae (Diptera) known to the fauna of Bulgaria till 1998. *Travaux Scientifiques de l'Universite de Plovdiv, Biologie, Animalia*, 35: 33-36 (in Bulgarian, English summary).

##### *Journal article:*

Theowald B., P. Oosterbroek. 1986. Zur Zoogeographie der westpalacarctischen Tipulidae. VII Die Tupilidae der Balkanhalbinsel (Diptera, Tipulidae). *Tijdschrift voor Entomologie*, 129(1): 1-13.

##### *Book:*

Evenhuis N.L. 1994. *Catalogue of the fossilflies of the world (Insecta: Diptera)*. Backhuys Publishers, Leiden, 600 p.

##### *Book chapter:*

Krivosheina N.P. 1988. Family Diadocidiidae. In: Soos, A., L. Papp. (Eds.), *Catalogue of Palaerctic Diptera. Vol. 3. Ceratopogonidae - Mycetophilidae*. Akademiai Kiado, Budapest,

pp. 210-211.

*Internet site:*

Oosterbroek P. 2004. Fauna Europaea: Tipulidae. In: de Jong, H. (Ed.), *Fauna Europaea: Diptera: Nematocera*. Fauna Europaea version 1.3. Available at: <http://www.faunaeur.org>. (Accessed on 13 March 2009).

*Software:*

Statsoft Inc. 2004. STATISTICA (Data analysis software system), Vers. 7. Computer software. Available at: <http://www.statsoft.com>.

Garmin Ltd. 2007. MapSource, Vers. 6.12. Computer software. Available at: <http://www.garmin.com>.

**Unpublished theses (BSc, MSc, PhD, DSc) are not considered officially published scientific literary sources, therefore they are not allowed. If you absolutely must cite such a source, you may site it as an exception as “personal communication”.**

**Citing references that are still “in press” is also considered frown upon, but not forbidden. If possible, please avoid using such references.**

### **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 section of the manuscript, the authors should detail as precisely the conditions of maintenance, transport, anesthesia, 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.

**E-mail: [bnhm\\_plovdiv@abv.bg](mailto:bnhm_plovdiv@abv.bg)**