



INSTRUCTIONS TO AUTHORS

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Printed manuscripts are submitted to the Editorial office (Natural History Museum of Montenegro, P.O.Box 374, 81000 Podgorica, Crna Gora (Montenegro), in two copies, legibly typed on paper of format A4 with double spacing, with not more than 30 rows on one page and on floppy disks, CD or DVD discs. **TO AVOID HARD COPY, PAPERS COULD BE SEND ON E-MAIL: natura@pmcg.co.me** following instructions for the work on the computer.

Manuscripts may be rejected without peer review if they do not comply with the instructions to authors or if editor estimate that they are beyond the scope of the journal.

Manuscripts of scientific and professional papers are published exclusively in the English Language. Authors whose native language is not English are encouraged to have their manuscripts read by a native English-speaking colleague before submission.

INSTRUCTION FOR THE WORK ON THE COMPUTER: Word 6.0 or more recent; font Arial, 10pt, character spacing Normal, titles and subtitles without Caps Lock, spacing single. Margins: 4 cm top and bottom, 3 cm left and right. Use in text as little formatting as possible (use only bold and italics where necessary). Special symbols (e.g. male or female sign) should be avoided because they are likely to be altered when files are read on different computers. You can code them as m# and f#, which can be replaced during page setting.

- The **title** should be concise and informative.

- The **full name** of the author(s) must be given below the title and should be typed in the upper case.

- The **address** of each author should be given below the name of author(s). E-mail address(es) should be provided if possible.

- The address in scientific and professional papers is followed by a brief **synopsis** (abstract) in the English Language, than **title and synopsis in Montenegrin/Serbian/other**. Synopsis (till 10 rows) consists of the data on thematics of the paper and the **key words** are given at the end. Synopsis (abstract) in English Language is obligatory. Abstracts in other languages (Montenegrin, Serbian or other) we suggest to be included in addition to English abstract. Authors may submit longer extracts (summary) at the end of the paper, in English/Montenegrin/Serbian/other.

Papers which have already been published either in their entity or in essential parts shall not be accepted for publishing.

Scientific paper, as a rule, should have the following chapters: introduction, subject and method of research/work, results with discussion, conclusion, which should provide a clear and brief picture of the research and obtained results, list of literature used and (optionally) summary in the alternative language. The arrangement of the main text may varies with different types of papers, but should start with an **introduction** and end with list of **literature**.

All literature cited in the text must be listed in the references in the following format:

- Journal paper:

MARIĆ, D., ĆIROVIĆ, R. 2002: Morphological Characteristics of Bass (*Perca fluviatilis* Linnaeus, 1758) (Percidae, Pisces) from Skadar Lake. - *Natura Montenegrina*, Podgorica, 1: 125-134.

- Book chapter:

COBLE, D. & KNEŽEVIĆ, B. 1981: Growth and mortality of bleak (*Alburnus albidus alborella*) and carp (*Cyprinus carpio*) in Lake Skadar. In: Karaman, G.S. & Beeton, A.M. (Eds), *The Biota and Limnology of Lake Skadar*. - *Biološki zavod Titograd, Smithsonian Institution Washington*. pp: 320-333.

- Book:

BOLTON, B. 1995: *A New General Catalogue of the Ants of the World*. - *Harward University Press*, Cambridge, Mass., London, 504 pp.

- Internet resources:

AUTHOR (year): Title of website, database or other resources. - *Publisher name and location* (if indicated), number of pages (if known). Available from: <http://xxx.xxxxxxx.xxx> (Date of last access).

- Dissertations and non-serial proceedings of symposia/conferences are to be treated as books and cited as such.

Journal titles (and publishers) must be written in full (not abbreviated).

Citation in the text:

one author: (Stumper, 1961);

two authors: (Jacobson & Forel, 1909);

three or more authors: (Wilson et al., 1967).

Scientific names of the species are written in italics. The name of the author of a taxon is quoted only the first time in the text and on the figure, subsequently it is not quoted, provided that the text does not lose its clarity.

Scope of one manuscript is limited to 16 pages (2,000 symbols per page) where two illustrations equal one page. Exceptionally, if the contents and quality justify that, the papers may have larger scope.

Contributions (Tables, Figures, Photos) **must be send as separate file or given at the end of the main text**. Author designates in the main text only the place on which that contribution should be inserted. Table legends should be sufficiently clear so that the meaning of the data is understandable without reference to the text.

Graphs, drawings and photographs are submitted as scanned contributions in .TIFF, .BMP or JPG format with **resolution of 200dpi or more**, in larger format than it will be in the publication.

Summary in Montenegrin/Serbian/other should be brief, sufficient to acquaint the reader with the character of the paper, results and conclusions regarding the problem dealt with. Above the text of the summary there should be the name and the address of the author and the title of the paper.

Scientific-popular and other articles should present interesting things and events from the nature. They are submitted in English and the Montenegrin/Serbian language; should the author fail to do so the editorial board is entitled to have the paper translated into the alternative language. They should be original, written in a clear, readable style, illustrated by the quality photographs. The authorship of the photographs has to be clearly indicated. Original photographs or scanned ones with resolution of 200 dpi should be submitted. The original negative may be submitted, and the slides must be submitted in the original.

Dr Marko G. Karaman
Editor in chief