Instructions for authors

1. All material for publication should be sent electronically to George McGlynn mcglynn@snsb.de

2. The manuscript should follow the conventional form whenever possible (Introduction, Material and Methods, Results, Discussion, Conclusions, Acknowledgements, Bibliography). Please use Microsoft Word (Times New Roman 12 Pt) for the text body. Contributions should be submitted in English or German. Preferred English spelling is British.

3. Title page

Provide a title with the name(s) of the author(s) and their institution(s). Please add a short running title for page headings.

4. Abstract and keywords

A short abstract should be submitted with the paper, together with 4-7 keywords suitable for indexing. The abstract should not contain more than 300 words and should be intelligible without reference to the main text. Abstract and keywords will be published in English and German. For non-native German speakers the translation into German will be provided by us.

5. Conventions

- The metric system must be used and SI units where appropriate. In the use of abbreviations and symbols British Standards 1991 Part 1: 1954 should be followed. Whole numbers one to nine should be spelled out (except in the Methods section) and numbers 10 onwards given in figures but this is not essential if many numbers appear together.

- If specific collections and/or comparative specimens are used, the institution in which the material is housed must be given, together with details of the registration assigned to it.

6. Figures

- All illustrations will be reduced to a maximum size of DIN A4.

- Line drawings must be of a high enough standard for direct reproduction (> 600 dpi).

- Photographs must be of high quality and maximum contrast.

- Make sure that all illustrations, whether photographs or line drawings, have been numbered in one series in their order of mention in the text.

- Figures must be submitted as separate files and their required positions indicated in the text.

- Captions of figures must be submitted in a separate file.

7. Tables

- Tables must be presented to fit the page size without undue reduction. Unfortunately, oversize tables cannot be accepted.

- Captions of tables must be submitted in a separate file.

8. References

- References in the text should be by name(s) and date(s), thus: Brown 1987, 1990; Brown & Reed 1987; Brown et al. 1987a, b.

- In the bibliography references should be arranged first alphabetically under author(s) name(s) and then in chronological order if several papers by the same author(s) are cited. The full title of the paper must be given together with the first and last pages.

- Journal titles should be given in full; Book titles should be followed by the place of publication and the publisher. If different from the author cited, the name of the editor(s) of the book must be provided. The reference list should be checked against the text to ensure (a) that the spelling of the authors’ names and the dates given are consistent and (b) that all authors quoted in the text (in date order if more than one) are given in the reference list and vice versa.

Examples:

- Books: Zeuner F., 1963. A History of Domesticated Animals. London: Hutchinson.

- Contributions to books: Wickens G., 1982. Palaeobotanical Speculations and Quaternary Environments in the Sudan. In: Williams M.A.J. & Adamson D.A. (eds). A land between Two Niles: Quaternary Geology and Biology of the Central Sudan: 23-51. Rotterdam: Balkema.

- Journals: Van Neer W., 1989. Recent and fossil fish from the Sahara and their palaeohydrological meaning. Palaeoecology of Africa 20: 1-18.

9. Notes

Footnotes and/or endnotes should be limited, but where necessary should be numbered in the order in which they appear in the text and listed at the end of the typescript (endnotes).

10. Proofs

Since manuscripts are submitted as electronic files, proofs will be provided as PDFs.

11. Copyright Transfer Agreement

A Copyright Transfer Agreement will be sent to the author(s) prior to submission to print.