

## Guidelines for Authors

Manuscripts may be submitted in German or English to the following address:

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Manuscripts should be submitted in Word or Rich Text Format (.doc, docx or .rtf) and written in 12 point Calibri or Times New Roman font. Please insert figures and tables with legends where they are referred to in the manuscript. Digital graphics and photographs should have a minimum resolution of 300 dpi at a width of 11.5 cm and are to be submitted as .jpg or .tif files. Graphics should use hatching or monochromic colouring (black and white). Tables should be created with the Word table generator (maximum width: 11.5 cm) or with Excel.

Proper names and names of authors are to be written in standard format. Scientific genus and species names must be italicized. The standard for other taxonomic orders is: vernacular name *scientific name*.

Legends for figures and table headings should be self-explanatory and should be written in German and English. Each submitted manuscript shall be reviewed by two members of the scientific advisory committee. We expect that manuscripts will not have been and will not be submitted for publication in any other journal before notification of either acceptance or rejection has been received.

The usual structure for articles is as follows: Abstract, Summary, Introduction, Material and Methods (or Methods and Study Area), Results, Discussion, and Literature. Justifiable exceptions to this structure are possible. It is important to formulate clear distinctions between the results of evaluations, literature research, and interpretations. The translation of the title is followed by the English language Abstract. Abstract and Summary are to be kept as short and concise as possible.

Within the manuscript, references to literature are to be formulated as follows:

(MÜLLER 1986, 1987, 1990; STERNBERG & BUCHWALD 2000; CORDERO-RIVERA & STOKS 2008; ROLAND et al. 2014).

Literature cited in the manuscript should be listed in alphabetical and chronological order in the final chapter "Literature". The names of Journals should be written in full (1). Books should be quoted using only the main title, followed by the publisher (name) and the place of publication (2). Individual articles or chapters within a book are to be quoted as in Example 3 below.

JÖDICKE R, J. ARLT, B. KUNZ, W. LOPAU & R. SEIDENBUSCH (2000) The Odonata of Tunesia. *International Journal of Odonatology* 3: 41–71

CORBET P.S. (1999) Dragonflies: Behaviour and ecology of Odonata. Harley Books, Colchester

STERNBERG K. (1999) *Ischnura elegans* (Vander Linden, 1820). Große Pechlibelle. In: STERNBERG K. & R. BUCHWALD (Ed.) Die Libellen Baden-Württembergs. Band 1: 335–347. Ulmer, Stuttgart

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