

Preparing final files for publication in Zootaxa

Please consult the **Information for Authors**: www.mapress.com/zootaxa/author.html. If possible, use the common font **Times New Roman** for the main text and **use as little formatting as possible** (use only **bold** and *italics* where necessary; and indent the paragraphs from the second of each section). Special symbols (e.g. male or female sign) should be avoided because they are likely to be altered when files are converted. You are recommended to code males as m# and females as f#. We can replace them easily. Please provide the following information when submitting the final files to enable us to typeset and index your paper: a) name of corresponding author and email; b) family names of authors and preferred short running title (<60 alphabets); c) number of plates and cited references; and d) high taxon (as in Zootaxa sections) and number of new taxa described in the paper.

Specific points to note:

- 1) Text of the manuscript.** Please save the file containing the text and tables as a ms word or RTF file. Do not double space or use footer/header. Captions of plates/figures should be inserted where you want your figures to be inserted, or listed at the end of the manuscript. Vector diagrams/charts generated in programs such as excel can be embedded in the text file as well.
- 2) Tables.** Please use the table function in your word processor to build tables so that the cells can be easily re-sized to fit the page by the typesetters. Never use the Tab key to type tables, nor use space bar to adjust space. If you did that, please correct them.
- 3) Figures.** Please note that the journal has a matter size of 25 cm x 17 cm (printable area of the main text and plates) and is printed on A4 paper. If the final size of your plates is greater than this, please crop extra white areas around plates or reduce it to this size; this will reduce file size. Plates containing only black&white lines/dots are line art works and must be scanned as such (i.e. 1 bit, monochrome line art) at 600 dpi (maximum 1200 dpi). They should be saved in tiff file and LZW compression is recommended to be used to reduce file size for easy sub-mission by e-mail. Plates containing greyscale drawings and photographs should be scanned at 300 dpi and saved in TIFF (use LZW compression) or jpeg at the highest quality. **Please do not modify photographs in the jpeg files; the print quality would be severely altered if you did that. You can modify files in the TIFF file and when completed, convert to high quality jpeg for submission.** If you have colour figures, it is best to group them together in plates, which will save cost.
- 4) Reference list.** This must be formatted using Zootaxa style (see below for examples of main types of papers): Please note that (1) **journal titles must be written in full (not abbreviated)**; (2) journal titles and volume numbers are followed by a “,”; (3) page ranges are connected by a “n dash”, not a hyphen “-”, which is used to connect two words. For websites, it is important to include the last date when you see that site, as it can be moved or deleted from that address in the future.
- 5) Submission of files.** Please send final files by e-mail (or ftp) to your subject editor who will then forward files of accepted versions to Zootaxa office. Plates (if many) may be sent directly to Zootaxa office if the subject editor agrees.

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- Journal paper**
Gusarov, V.I. (2002) A revision of Nearctic species of the genus *Geostiba* Thomson, 1858 (Coleoptera: Staphylinidae: Aleocharinae). *Zootaxa*, 81, 1–88.
- Book chapter**
Newton, A.F., Thayer, M.K., Ashe, J.S. & Chandler, D.S. (2000) Staphylinidae Latreille, 1802. *In*: Arnett, R.H. & Thomas, M.C. (Eds.), *American Beetles. Vol. I. Archostemata, Myxophaga, Adepaga, Polyphaga: Staphyliniformia*. CRC Press, Boca Raton, pp. 272– 418.
- Book**
Baker, E.W. & Tuttle, D.M. (1994) *A Guide to Spider Mites (Tetranychidae) of the United States*. Indira Publishing House, West Bloomfield, Michigan, 347 pp.
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Internet resources

O'Connor, R.J., Dunn, E, Johnson, D.H., Jones, S.L., Petit, D., Pollock, K., Smith, C.R., Trapp, J.L. & Welling, E. (2000) A programmatic review of the North American Breeding Bird Survey: report of a peer review panel. U.S. Geological Survey Patuxent Wildlife Research Center, Laurel, Maryland. Available from <http://www.mp2-pwrc.usgs.gov/bbs//bbsreview/> (accessed 3 April 2003)

include the last date when you see that site, as it can be moved or deleted from that address in the future