

## Legal requirements

Only original, previously unpublished articles, not simultaneously submitted for publication elsewhere, will be accepted for publication. With acceptance and publication of a manuscript the exclusive copyright for every language and country is transferred to the publishers. Authors wishing to include figures or text passages that have already been published elsewhere are required to obtain permission from the copyright holder(s) and to include evidence that such permission has been granted when submitting their paper. Any material received without such evidence will be assumed to originate from the authors.

## General information on format of manuscript

The style should be simple, consistent, comprehensible and structured.

- Text files have to be MS Word compatible (rtf., doc, txt).
- All text throughout must be double-spaced, left justified and without indentations at the start of paragraphs.
- Font for MS must be in 12 point, Times New Roman.
- Normal font style is used for standard text, bold style for highlighted parts and headings.
- Latin words and abbreviations based on Latin words (*e.g.*, *i.e.*, *et al.*, *in situ*, and others) must be written legibly and will be typeset in italics. Abbreviations based on Latin words are not written in italics in connection with the nomenclature (*e.g.*, *Cf. Pecopteris*, *Pecopteris cf. folii* Pšenička et Pšenička).
- For indentation, when required, use tab stops, not the space bar.
- International A4 paper format with 2.5 cm margins should be set as default size.
- All pages have to be numbered consecutively, beginning with the title page. Insert the page number in the down left-hand corner.
- Metric units (SI) must be used throughout the MS.
- Zoological and botanical nomenclatures have to be consistent with the rules of the ICZN or ICN, respectively. Zoological and botanical Latin species, genera and family names should be italicized.
- British as well as American spelling are accepted. However, the manuscript has to be consistently one or the other throughout.
- Footnotes are not acceptable.
- Do not use field functions.
- Do not include any figures and plates in the text body.

- **Authors for whom English is not their mother language should have their manuscripts checked by a competent linguist or native English speaker, or they may choose to have them professionally edited before submission.**
- Manuscripts that are poorly prepared will be rejected on receipt and returned to authors unrefereed.

## **A manuscript is typically organized as follows:**

- ✓ Title of manuscript
- ✓ Full author's name(s) and address(es)
- ✓ Abstract
- ✓ Key words (max. 8)
- ✓ Text
- ✓ References
- ✓ Tables – **separate file!**
- ✓ Figure captions – **separate file!**
- ✓ Appendices – **separate file!**

## **Title page must include:**

- Title of paper incorporating key words that will be useful for indexing and information retrieval. - in ALL CAPITAL LETTERS, Left justified, **bold**.
- Full name(s) of the author(s), **bold**. “&” is used before the last author name, not "and".
- Address(es) of the author(s) including e-mail address(es), and an indication as to which author will handle communications with the editorial board by \*.

### **Example:**

**FOSSIL FLORA FROM OVČÍN (BOLSOVIAN, PENNSYLVANIAN), RADNICE BASIN, CZECH REPUBLIC**

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## **Keywords**

- Authors must provide 4 to 8 keywords separated by commas.
- Do not use words that are contained in the title of the article

**Example:**

**Key words:** Cuticles, peat flora, forest structure, ecology

## Abstract

The abstract should be a concise summary of the paper stating the methods used, the main results and the conclusions in a way that does not require reference to the body of the paper.

- Abstract should be all one paragraph in an *italic* font
- Latin words are not italicized in the abstract, e.g., ... *determined, referred to the Archaeoconularia cf. fecunda (Barrande, 1855), Conularia proteica Barrande, 1854 and ...*
- It must not contain citations
- It should be a maximum of 200 words.

## The main text body

It should be arranged according to usual format of scientific papers (see above). Note the approximate placement of figures and tables in the text near the initial citation [FIGURE X NEAR HERE].

## Headings

Headings in the text should be use as follows:

**THIS IS A PRIMARY HEADING (capital letters, left justified, bold)**

**This is a Secondary Heading (left justified, bold)**

***This is a Tertiary Heading (italicized, left justified, bold)***

## References

- All references cited in the text are to be listed at the end of the paper.
- The manuscript should be carefully checked to ensure that the spellings of authors' names and publication years are exactly the same in the text as in the reference list.
- Do not type author's and editor's names in capitals.
- In the text refer to the author's name (without initials) and year of publication in brackets, or separated by a comma; if necessary, it can be followed by a short reference to appropriate pages. **Examples:** "Because Peterson (1994) has shown that...". "This is in agreement with results obtained later (Kramer 1996, pp. 12-16)". "...vertebrate and invertebrate faunas (Turek 1986, 1989, Pšenička 2010, 2011 a) ..."

- If reference is made in the text to publications written by more than two authors the name of the first author should be used, followed by "et al." This indication, however, should never be used in the list of references, where all **co-authors must be given in full**.

**Example:** ...Because Peterson *et al.* (1994) has shown that...". "This is in agreement with results obtained later (Kramer *et al.* 1996, p. 12–16)". ..."...vertebrate..."

- References in the text should be arranged chronologically.
- The list of references should be arranged alphabetically by authors' names, and chronologically per author. For co-authored works, the following order should be used: Publications of the single author, arranged according to publication year - publications of the same author with one co-author, arranged according to publication year - publications of the author with more than one co-author, arranged according to publication year.

### **Examples**

#### **Journal articles:**

Ovsík, V. 1982. Carboniferous ferns. *Sborník geologických věd, Paleontologie* 25, 9–82.

Ovsík, J., Hinter, J. & Darwin, F. 2001. The evolution of lime trees from rain forests. *Senckenbergiana lethaea* 81(1), 207–261.

#### **Electronic journal articles:**

Kraft, P. 2003. Northern Gondwanan Siluro-Devonian palaeogeography assessed by cephalopods. *Palaeontologia Electronica* 5(2), <http://palaeo-electronica.org>, 1–19.

#### **Books:**

Wild, J. 1979. *Evolution of primeroles*. 525 pp. W.H. Freeman, New York.

#### **Multiauthor books:**

Potapec, P. 1999. Coral reefs, 77–90. In Petr, P. and Pavel, P. (eds) *Organic reefs*. Elsevier, Amsterdam.

#### **PhD or Master thesis:**

Ječminek, J. 2003. *Kapradiny z fylozofické roviny*. 525 pp. Master thesis, Václav University, Prague, Czech Republic.

## **Tables**

- For making tables, use the table functions of your word processing program.
- Tables must be converted to the MS Word compatible format.
- Tables can be formatted both vertically and horizontally in standard A4 format
- Each table must consist of an independent file.
- Table caption numbers are formatted in **bold** font, followed by point
- **Example: Table 1.** Sxxxxxx xxxx, xxxx.....
- Each file should be labeled as follows: Name of [first author]\_Tab(Number).doc(x)

## Illustrations and photographs

- Charts, diagrams and drawing are all to be referred to as "Figure 1", full page sized sets of photographs to as "Plate I", and should be numbered consecutively in the order to which they are referred to in the main body of the text.
- Illustrations are in-text citations as follows: **Example:**...The surface of gently convex face (Plate II, figs 14–17, Plate III, fig. 1) lacks...., ... in central Bohemia (Figure 1A)...
- Combination of drawing and photographs in Plates is possible.
- Each must be submitted as separate a file. All illustrations should be clearly marked with the figure or plate number (Figure\_1, Plat\_ III, etc.).
- All figures can be black and white, halftone greyscale or colored (preferred). All photographs must be high quality. They must be submitted in final size and fit within full page (**170 x 230** mm) size or one column width (**82 x 230** mm).
- All **legends** must be submitted as a **separate file**, labeled as follows: Name of [first author]\_figures\_plates.doc
- Legends of Figures and Plates are formatted in bold font. Figure legend is formatted in italics. The Plates legend is formatted in normal font. **Example:** Figures: **Figure 1. A** – *schematic map of the Bohemian Massif. B* – ...; Plates: **Plate II. 1** – detail of pinnule venation. **2** – fragment...
- The accepted figure formats are PC compatible JPEG or TIFF or with vector graphic Corel or Illustrator.
- Each figure or plate must be an independent file labeled as follows: [first author]\_Fig(Number).jpg(tif)

**Line drawings:** All lettering, graph lines and points on graphs should be sufficiently large and bold to be easily readable. Dye-line prints or photocopies are not suitable for reproduction. The inscriptions should be clearly legible, minimum 8-point. The minimum line width is 0.2 mm (i.e., 0.567 pt) relative to the final size. The minimum resolution is 1200 dpi.

**Photographs:** Original photographs must be supplied as they are to be reproduced. A scale (bar) should be marked on the photograph if its magnification is to be known. Photocopies of photographs are not acceptable. Photographs can be formatted to be inserted as individual figures in the text or grouped into plates. The numbering on the Plate should be in a white circle. The minimum resolution for photographs is 600 dpi.

Manuscripts must be sent to: [jpsenicka@zcm.cz](mailto:jpsenicka@zcm.cz) (for large files please use a www transfer site: e.g., Uschovna, WeTransfer etc.).