

INSTRUCTIONS FOR CONTRIBUTORS (January 2008)

The Turkish Journal of Zoology accepts research articles and research notes in English in the field of zoology; abstracts in both Turkish and English are required. Research Articles should present significant original research in various fields of zoology. Research Notes are shorter submissions of a preliminary nature or those including new records, etc. The editor reserves the right to decide that a paper be treated as a Short Communication. Letters to the Editor reflect the opinions of other researchers on the articles published in the Journal. The Editor may also invite review articles concerning recent developments in particular areas of interest.

Manuscripts may be rejected without peer review if they do not comply with the instructions to authors or are beyond the scope of the journal. All manuscripts must be accompanied by the Copyright Release Form, which can be found following the Instructions. This form must be completed and signed by all the authors before processing of the manuscript can begin.

The use of someone else's ideas or words in their original form or slightly changed without a proper citation is considered plagiarism and will not be tolerated. Even if a citation is given, if quotation marks (" ") are not placed around words taken directly from another author's work, the author is still guilty of plagiarism.

Manuscripts must be typewritten on white A4 standard paper (210 × 297 mm) on one side of the page only in 12-point font, double-spaced throughout. Authors must state whether their submission is an original Research Article or a Letter to the Editor. The authors bear full responsibility for their articles.

Manuscripts should be written in English, together with an abstract written in Turkish. Contributors who are not native Turkish speakers may submit their manuscripts with an abstract written in English only. Contributors who are not native English speakers are strongly advised to ensure that a colleague fluent in the English language, if none of the authors is so, has reviewed their manuscript. Concise English without jargon should be used. Repetitive use of long sentences and passive tense should be avoided. It is strongly recommended that the text be run through computer spelling and grammar programs. Spelling should be British or American English and should be consistent throughout. In general, the journal follows the conventions of Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers, Council of Science Editors, 7th ed., Reston, VA, USA, 2006. All abbreviations and acronyms should be defined at first mention. To facilitate reader comprehension, abbreviations should be used sparingly. Latin terms such as *et al.*, *in situ*, *in vitro*, or *in vivo* should not be italicised.

Degree symbols (°) must be used (from the Symbol list on the Insert menu in Microsoft Word) and not superscript letter "o" or number "0". Multiplication symbols must be used (×) and not small "x" letters. Spaces must be inserted between numbers and units (e.g., 3 kg) and between numbers and mathematical symbols (+, −, ×, =, <, >), but not between numbers and percent symbols (e.g., 45%).

After the manuscript has been accepted for publication, i.e. after referee-recommended revisions are complete, the authors will not be permitted to make any additions.

Note: Before publication, the galley proofs are always sent to the authors for correction. Mistakes/omissions that occur due to some negligence on our part during the final printing will be rectified in an errata section in a later issue. However, this does not include those errors left uncorrected by the authors in the galley proofs.

1. Title page

Title should be short and informative and written on a separate page in title case (e.g., A Preliminary Study of the Food of the Dwarf Snake, *Eirenis modestus* (Martin, 1838) (Serpentes: Colubridae), in İzmir and Manisa Provinces). Title page must include the following: a) Name of the article, b) Name(s) of the author(s), c) Name and address of the university, laboratory or institute where the research was carried out.

2. Abstract

This must be brief (not exceeding 150 words) but give clear information about the objectives, the methodology and the results obtained. The abstract and title must appear in both English and Turkish. Below the abstract, authors must provide 3 to 10 key words.

3. Sections and Subsections

The main sections—introduction, materials and methods, results, discussion and conclusion—must be numbered consecutively, i.e., 1. Introduction, 2. Materials...3. etc. and subsections 1.1, 1.2, etc.

4. References

References should be cited in the text by the last name(s) of the author(s) and the year of publication, for example, (Kosswig, 1957) or (Birand and Şengün, 1989). For citations with more than 2 authors, only the first author's name should be given, followed by "et al." and the date. If the citation is the subject of a sentence, only the date should be given in parentheses, as in "According to Sokal et al. (1988)". References should be listed alphabetically at the end of the text without numbering.

The manuscript should be carefully checked to ensure that the spellings of author's names are exactly the same in the text as in the reference list. Authors bear primary responsibility for the accuracy of all references.

References should appear as in the examples provided below:

Journal articles

Hsuing, T.S. 1931. The protozoan fauna of the rumen of Chinese sheep. *J. Gen. Microbiol.* 20: 1-5.

Göçmen, B. and Öktem, N. 1999. İşkembe siliyatı *Entodinium longinucleatum* Dogiel, 1925 (Ciliophora: Entodiniidae)'un evcil sığırlardaki taksonomik durumu. *Turk. J. Zool.* 23: 465-471.

Books

Mayr, E. 1969. *Principles of Systematic Zoology*, McGraw-Hill Inc., New York.

Cochran, W.G. and Cox, G.M. 1957. *Experimental Designs*. John Wiley and Sons, New York.

Chapter in Books

Kence, A. and Tarhan, S. 1997. Status in Turkey. In: *Wild Sheep and Goats and Their Relatives* (ed. D.M. Shackleton), IUCN Gland, Switzerland, pp. 134-138.

Proceedings

Tyler, G. 1975. Effect of heavy metal pollution on decomposition and mineralization in forest soils. In: *Proceedings of the International Conference on Heavy Metals in the Environment* (Eds., B. Nath and J.P. Robinson), Vol. 2 WHO, Toronto, pp. 217-226.

Theses

Sezen, Z. 2000. Population viability analysis for reintroduction and harvesting of Turkish Mouflon *Ovis gmelini anatolica*, MSc thesis, METU, Ankara, 119 pp.

5. Tables and Figures

All illustrations (photographs, drawings, graphs, etc.) not including tables must be labelled "Figure". The correct position of each table and figure must be clearly indicated in the paper. All tables and figures must have a caption and/or legend and be numbered (e.g., Table 1, Figure 1), unless there is only one table or figure, in which case it should be labelled "Table" or "Figure". All tables and figures must be numbered consecutively and given at the end of the manuscript.

Figures and tables, including captions, titles, column heads, and footnotes, must not exceed 16 × 20 cm and should be no smaller than 8 cm in width. Tables must be clearly typed, each on a separate sheet, and double-spaced. Tables may be continued on another sheet if necessary, but the dimensions stated above still apply. Captions must be written in sentence case (e.g., Map of the study area.)

The resolution of images should not be less than 118 pixels/cm when width is set to 16 cm.

Images must be scanned at 1200 dpi resolution and submitted in jpeg or tiff format.

Graphs and diagrams must be drawn with a line weight between 0.5 and 1 point. Graphs and diagrams with a line weight less than 0.5 point and more than 1 point are not accepted. Scanned or photocopied graphs and diagrams are not accepted.

Graphs and diagrams drawn in a program other than MS Word should be pasted in a blank MS Word page and submitted separately. When figures are transferred into MS Word, they should not be converted into or exported as image file formats (jpeg, tiff, eps, pdf, etc.), but simply pasted as an editable object.

Charts must be prepared in 2 dimensions unless required by the data used. Charts unnecessarily drawn in 3 dimensions are not accepted.

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FINAL CHECKLIST

Before submitting your paper (and other writings as applicable), please make sure that the following requirements have all been met:

- Copyright Release form is enclosed, completed and signed by all authors
- Spell check and grammar check have been performed
- Entire paper is double-spaced (NOT 1.5) including abstract, tables, captions/legends, references
- Margins are 3 cm each side
- Font size is 12 pt
- Decimals are shown by a full stop (e.g., 10.24)
- Percent signs appear without a space after the number (e.g., 53%)
- Names of authors are written in full (not abbreviated)
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- English title is given
- Turkish title is given (if possible)
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- Turkish abstract is given (if possible)
- English key words are given
- Turkish key words are given
- Original figures are enclosed
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