Manuscript template: Full title must be in sentence case

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**Abstract:** This document is a template for use by authors sending manuscripts to the *Turkish Journal of Zoology*. The title of the manuscript must be written in lower case except for the first word and proper nouns. Author names must be given in full, with surnames (family names) all in capitals. Author addresses must be given in English in the following order: Department, Faculty, University, City, Country, with numbers in superscript after each author name to indicate his/her address. Footnotes must not be used for addresses. The corresponding author’s email address must be clearly given, marked with an asterisk. The abstract must not be longer than 300 words and must clearly state the study’s purpose and results. The manuscript’s title and abstract must not contain mathematical formulae. The abstract must not contain any reference citations. Please provide 3 to 6 key words or phrases that will be useful for retrieval and indexing. The key words must be separated by commas and should not include acronyms.

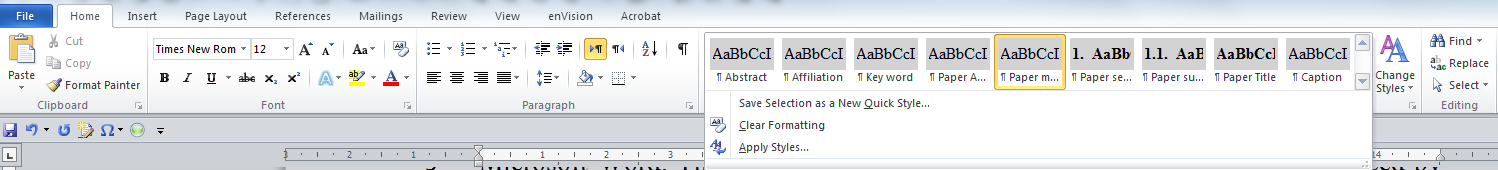
**Key words:** Zoology, instructions for authors, manuscript template

1. Introduction

The Introduction should argue the case for the study, outlining only essential background, and should not include the findings or the conclusions. It should not be a review of the subject area but should finish with a clear statement of the question being addressed.

* 1. Manuscript content

Authors should use this template when preparing a manuscript for submission to the *Turkish Journal of Zoology*. The manuscript should be written in Microsoft Word. The text in the relevant sections of the template can be replaced by typing or copying and pasting, or the Styles given in the template can be used. Styles can be applied to selected sections of the text as shown in the Figure.



**Figure.** Styles.

Research articles should be divided into the sections listed below. Principal sections should be numbered consecutively (1. Introduction, 2. Materials and methods, etc.) and subsections should be numbered 1.1., 1.2., etc. Do not number the Acknowledgments or References sections. The total number of double-spaced pages of the relevant subsections as required for the journal in question and the references (with figures and tables) excluding supplements should not exceed 15, 30, and 50 for research notes/short communications, research articles, and review articles, respectively. Manuscripts must be written in English. Contributors who are not native English speakers are strongly advised to ensure that a colleague fluent in the English language or a professional language editor has reviewed their manuscript. Concise English without jargon should be used. Repetitive use of long sentences and passive voice should be avoided. It is strongly recommended that the text be run through computer spelling and grammar programs. Either British or American spelling is acceptable but must be consistent throughout.

All manuscripts are checked for their compliance with the Information for Authors. Manuscripts not complying with the instructions will not be submitted to referees/reviewers for evaluation.

Manuscripts must be double-spaced with 3-cm margins on all sides of the page, in Times New Roman font size 12. Every page of the manuscript, including the title page, references, tables, etc., should be numbered. The manuscript must also have line numbers starting with 1 on each consecutive page.

* 1. Symbols, units, and abbreviations

In general, the journal follows the conventions of *Scientific Style and Format, The CSE Manual for Authors, Editors, and Publishers*, Council of Science Editors, Reston, VA, USA (7th ed.). If symbols such as ×, µ, η, or ν are used, they should be added using the Symbol menu of Word. Degree symbols (°) must be used from the Symbol menu, not superscripted letter o or number 0. Multiplication symbols must be used (×), not the letter x. 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%). Please use SI units. All abbreviations and acronyms should be defined at first mention. Latin terms such as et al., in vitro, or in situ should not be italicized. Use hectare instead of acre or decare.

* 1. Reference citations

References should be cited in the text by the last name(s) of the author(s) and year of publication as shown in the Table.

All references cited in the manuscript must appear in the list of references at the end, and all references listed in the reference list must be cited in the manuscript. When multiple references are cited in the same sentence, the citations must appear in chronological order from oldest to newest.

|  |  |
| --- | --- |
| Type of reference | Examples of citations |
| Reference with 1 author | (Knott, 1987) |
| According to Knott (1987)… |
| Reference with 2 authors | (Cochran and Cox, 1957) |
| Reference with 3 or more authors | (Güneş et al., 2002) |
| References by the same author(s) in the same year | (Jones et al., 2004a, 2004b) |
| Multiple references cited in the same sentence | (Knott, 1987; Güneş et al., 2002; Jones et al., 2004a, 2004b) |

**Table.** How to cite references.

Do not include personal communications or unpublished data or materials (such as project final reports, websites, computer programs, poster papers, presentations, and manuscripts that are not published yet) as references. However, these materials may be inserted as a footnote in the main text. The footnotes for websites should be given in the format shown below:

Froese R, Pauly D (editors) (2018). FishBase [online]. Website www.fishbase.org [accessed 00 Month Year].

Pollom R (2017). Hippocampus erectus. The IUCN Red List of Threatened Species 2017: e.T10066A20191442 [online]. Website http://dx.doi.org/10.2305/IUCN.UK.2017-3.RLTS.T10066A20191442.en [accessed 00 Month Year].

1. Materials and methods

Please provide concise but complete information about the materials and the analytical and statistical procedures used. This part should be as clear as possible to enable other scientists to repeat the research presented. Brand names and company locations should be supplied for all mentioned equipment, instruments, chemicals, etc.

1. Results

The same data or information given in a Table must not be repeated in a Figure and vice versa. It is not acceptable to repeat extensively the numbers from Tables in the text or to give lengthy explanations of Tables or Figures.

* 1. Tables and figures

All illustrations (photographs, drawings, graphs, etc.), not including tables, must be labeled “Figure”. Figures must be submitted both in the manuscript and as separate files. All tables and figures must have a caption and/or legend and be numbered (e.g., Table 1, Figure 2), unless there is only one table or figure, in which case it should be labeled “Table” or “Figure” with no numbering. Captions must be written in sentence case (e.g., Macroscopic appearance of the samples.). The font used in the figures should be Times New Roman. If symbols such as ×, μ, η, or ν are used, they should be added using the Symbol menu of Word.

All tables and figures must be numbered consecutively as they are referred to in the text. Please refer to tables and figures with capitalization and unabbreviated (e.g., “As shown in Figure 2…”, and not “Fig. 2” or “figure 2”). The tables and figures themselves should be given at the end of the text only, after the references, not in the running text.

The resolution of images should not be less than 118 pixels/cm when the 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 of less than 0.5 point or more than 1 point are not accepted. Scanned or photocopied graphs and diagrams are not accepted.

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

Figures that are charts, diagrams, or drawings must be submitted in a modifiable format, i.e. our graphics personnel should be able to modify them. Therefore, if the program with which the figure is drawn has a “save as” option, it must be saved as \*.ai or \*.pdf. If the “save as” option does not include these extensions, the figure must be copied and pasted into a blank Microsoft Word document as an editable object. It must not be pasted as an image file (tiff, jpeg, or eps) unless it is a photograph. Tables and figures, including caption, title, column heads, and footnotes, must not exceed 16 × 20 cm and should be no smaller than 8 cm in width. For all tables, please use Word’s “Create Table” feature, with no tabbed text or tables created with spaces and drawn lines.

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.

1. Discussion

Statements from the Introduction and Results sections should not be repeated here. The final paragraph should highlight the main conclusions of the study. The Results and Discussion sections may be combined.

Acknowledgment and/or disclaimers, if any

Names of funding organisations should be written in full.

References

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