

**PUBLICATIONS OF THE
MUSEU DE HISTÓRIA NATURAL DO FUNCHAL
INSTRUCTIONS FOR THE PREPARATION OF MANUSCRIPTS**

Editorial Policy

The **Boletim do Museu de História Natural do Funchal** and **Bocagiana** publish all aspects of Natural History of Macaronesia (Madeira, Azores, Canaries and Cape Verde Islands) and the surrounding sea. Papers should report the results of original research including bibliographies considered relevant for the area, and must not previously have been published, or be under consideration for publication, elsewhere.

General

Papers should be written in English or French and should be as clear and succinct as possible. If acronyms are used they must be specified in full on their first occurrence. SI units should be used.

Manuscripts should be electronically submitted (see section below). Tables and legends for illustrations should be typed separately at the end of the manuscript. All pages should be numbered serially. High-resolution (min. 300dpi for colour illustrations and 800dpi or more for line drawings) illustrations should be provided.

Short papers describing new species or new records and which may also report on new methods or techniques, will generally be published more rapidly than longer papers such as monographs. They should in general not exceed eight printed pages, including tables and illustrations.

Authors are requested to see that their papers are in finished form and completely ready for publication so that corrections may be reduced to a minimum. Alterations to the text at the proof stage as well as extensive language revisions of the manuscripts will be charged to the author.

It should be noted that all manuscripts will be reviewed by external referees and the decision to publish or not will be taken by the Editorial Board.

Electronic page proofs only will be sent. A file in Portable Document Format (*.pdf) will be provided free of charge as soon as the paper is published on-line. No free paper reprints will be provided. However, these may be purchased if ordered when the final proofs are returned (a form to apply will be sent for this purpose).

Title

The title should be kept as short as possible, and if specific names are included the taxonomic group to which the species belong should be given (*e. g. Aphanopus carbo* (PISCES: TRICHIURIDAE); *Eupteryx capreola* (HOMOPTERA: CICAPELLIDAE)). A running headline title of not more than 45 characters should be suggested.

The title should be followed by authors' names in small capitals (*e. g.* By J. A. QUARTAU¹ & A. I. FANÇONY²). Authors' postal address should be indicated by a footnote keyed to authors' names by an Arabic numeral within parentheses. E-mail of the corresponding authors should also be indicated. Below authors' name the number of figures, plates and tables contained in the text should be given (*e. g.* With 3 figures, 2 tables and 1 plate).

A running title not exceeding 60 characters (including the first author's last name and blank spaces) should be proposed.

Abstract

Each paper must start with a brief abstract summarizing the main results and conclusions of the work, and such other information as make it suitable for publication without change in abstracting journals. A Portuguese translation of the abstract will be made free of charge. No references should be given in the abstract. A reasonable number of key words must be indicated at the end of abstract.

Text

The text should contain, whenever applicable, the following sections: Introduction, Material and Methods, Results, Discussion, Conclusions, Acknowledgements and References.

Only the scientific names of genus and species should be italicized, and their first mention should be followed by the authority and date (*e. g.* *Laemonema curtipes* Biscoito & Maul, 1990) except where reference is made to a work in which the authority appears. If a new taxon is described, the location where the type material is deposited should be indicated, as well as reference collection number(s).

Symbols, units and Greek letters should be identified in the left-hand margin the first time they are used. Dates should be in the form "12 January 1989" or "12 Jan. 1989", the month should not be indicated by a figure. Names of persons should be written in small capitals (*e.g.* MOORE, 1988). Names of localities should be given according to their national spelling and whenever possible should be the ones used on official maps.

Footnotes should be avoided unless absolutely necessary. The approximate positions of figures and tables should be noted in pencil in the left-hand margin.

Taxonomic papers and specially the ones describing new species must be written in accordance with the rules and associated recommendations of the International Code of Zoological Nomenclature and the International Code of Nomenclature for algae, fungi, and plants (Melbourne Code).

Keys are desirable in taxonomic papers. They should be dichotomous and not serially indented.

Papers not following this text presentation can be returned.

Figures and Plates

Figures should be sent on separate files and not embedded in the text. All figures should be high-resolution, min. 300dpi for colour illustrations and 800dpi or more for line drawings. Most common file types are accepted (jpg, tiff, psd, eps, etc.). File names should clearly identify figure numbers.

Symbols should be kept to a minimum and clearly explained in the legend. Sizes should be indicated by scale bars near but not above the relevant illustration, requiring no reference in the caption. Magnifications must not be given.

Legends for figures and plates must be typed all together on a separate page at the end of the manuscript. All illustrations, including photographs, are numbered in Arabic numerals (Figures) or Roman (Plates) and referred to in the text as “Fig. 1”, “Plate I”, etc. Where a figure or plate comprises two or more distinct components they must be given a single Figure (or Plate) number and distinguished by capital letters.

Whenever non-original figures are used their source should be given in the legend.

Colour illustrations will be published only in the on-line editions. They will be converted to B&W in the print versions.

Tables

Tables should be set out on separate MS Excel spread sheets, numbered in Arabic numerals and given a concise heading. All captions should be self-explanatory and should include a key to any symbols used. Tables are referred to in text as “Table 1”, etc.

References

References should be listed alphabetically at the end of the paper. Names of authors should be written in capitals. Names of journals and magazines should be written in full.

Example:

BISCOITO, M. J. & G. E. MAUL:

1989. A new species of *Laemonema* from the northeastern Atlantic (Pisces: Moridae). *Bocagiana*, **127**: 1-8.

CANCELA da FONSECA, L.:

1989. *Estudo da influência da “abertura ao mar” sobre um sistema lagunar costeiro: a Lagoa de Santo André*. Ph. D. Thesis. Faculty of Sciences, University of Lisbon, Portugal. 355 pp.

MOORE, C. C.:

1988. Birds at sea: A pelagic transect between Madeira and Portugal. *Boletim do Museu Municipal do Funchal (História Natural)*, **40** (197): 65-73.

QUÉRO, J.-C., M. DESOUTTER & F. LAGARDÈRE:

1986. Soleidae. In: *Fishes of the North-eastern Atlantic and the Mediterranean*, Vol. III (eds.: P. J. P. Whitehead, M.-L. Bauchot, J.-C. Hureau, J. Nielsen & E. Tortonese), pp. 1308-1324. Unesco, Paris.

WOLLASTON, T. V.:

1854. *Insecta Maderensia, being an account of the insects of the islands of the Madeiran group*. John van Voorst, London, pp. xliii + 634, xiii Pls.

1862. On additions to the Madeiran Coleoptera. *Annals and Magazine of Natural History*, **5**: 358-365.

In text citations should be chronologically arranged, following the style: (QUÉRO *et al.*, 1986; MOORE, 1988; BISCOITO & MAUL, 1989)

Authors must ensure that references are accurately cited; they will not be checked by the Editor.

Electronic submission

Manuscripts following the above mentioned rules must be submitted electronically (manuel.biscoito@cm-funchal.pt) or in a CD-ROM to: The Editor, Museu de História Natural do Funchal, Rua da Mouraria, 31, 9004-546 FUNCHAL, Madeira, Portugal. Texts must be sent in Rich Text File format (*.rtf). Drawings and photographs can be sent either in *.tif or high quality*.jpg formats. Tables and graphics should be submitted in separate MS Excel files. Tables and graphics in MS Word or MS Powerpoint should be avoided. Ensure that the file you send contains only the final version of the manuscript. Use no special formatting characters. Do not right-justify the text, set a left-hand margin and centre headings. Make sure you distinguish numerals from letters, e. g. zero (0) from O; one (1) from l and I.

Last updated: 03/04/2013