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The *International Journal of Myriapodology* (IJM), a joint publication of Brill and Pensoft, is an international journal publishing original research on Myriapoda as well as Onychophora which have traditionally been “adopted” by myriapodologists. The journal’s main scope is taxonomy in a broad sense, but includes other disciplines like ecology, evolution, genetics, morphology, palaeontology, parasitology, phylogeny, physiology, and zoogeography. All submitted papers must be in English and will be considered for publication on the understanding that they have not been submitted or accepted for publication elsewhere.

1. Online submission

Rather than submitting manuscripts in the traditional way (see below), authors are now strongly encouraged to submit their manuscript online via the Editorial Manager (EM) online submission system at <http://www.editorialmanager.com/IJM>.

First users need to register. Prior to submission, authors are encouraged to read these Instructions for Authors and the EM instructions available by following the above link and clicking on the ‘help’ icon in the top left hand menu on the page. Online submission considerably shortens the overall publication time.

When submitting via the website, you will be guided stepwise through the creation and uploading of the various files and data. Authors also have the opportunity to suggest and oppose reviewers by submitting the names and addresses (including e-mail). The last stage of submitting your manuscript is selecting one of the Editors to handle your manuscript.

Various formats are allowed for the initial submission, including PDF files. The final revision must be as a Word or other suitable word processor document. When a Word or equivalent document is uploaded as the initial submission, the system automatically generates an electronic (PDF) proof, which is then used for reviewing. All correspondence, including the editor’s request for revision and final decision, will be by e-mail.

Alternatively, authors can submit an electronic copy of their manuscript. We prefer an electronic copy in (Microsoft) Word format. Tables and figures should be sent separately. Their exact position within the text must be specified.



All manuscripts should be sent to:

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- In a cover letter accompanying the manuscript the author should confirm that the material has not yet been published or submitted for publication elsewhere (in the online procedure the cover letter is incorporated in the *author's agreement*).
- The editorial board tries to keep the reviewing process as short as possible and to inform the author within two months after submission.
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- A PDF file of the paper will be supplied free of charge by the publisher to the corresponding author for personal use. No free reprints are provided but author(s) may order reprints at cost by returning the order form supplied with the proofs.

2. Guidelines for taxonomic treatments

- Preferred descriptive taxonomic articles are revisions or monographs of species groups, genera or higher categories as well as supplements to previous works of this category. "Faunas", i.e., surveys of the representatives of a myriapod group known to occur within a restricted region, may also be considered for publication; such treatments should normally contain identification keys, but full descriptive/synonymic treatment is often unnecessary.



- Descriptions of new taxa outside the framework of a revisionary treatment, in groups where a usable revision is not already available, may be acceptable in cases where the new taxa are of special interest. In such cases particular demands must be made for the discussion offered.

3. Citation of taxonomic names

- Author and year should always be given at least once for cited (sub)genera and (sub)species.
- For taxa described after 1950, a full reference to the original description should be included in the list of references.

4. Manuscripts

- **Contributions** to *International Journal of Myriapodology* must be written in English and clearly typewritten with numbered pages, double line spacing and wide margins throughout. The text should be in Times New Roman, left-justified, with font size 12, without column or page breaks, without word hyphenations. Positions within the text of figures and tables should be indicated.
- **Title** in regular type (capitals only for the first letter and the first letters of proper names) should be as brief and informative as possible. In addition, a short title should be provided, which should not exceed 50 characters, spaces included.
- **Authors** in regular type with capitals as normally used by the author (e.g., M.P. Haley; Els Van Duyse; Johan G. van Rhijn; P.G. McDonald; D. Muller-Schwarze), first name or initials as preferred, names separated by commas and between the last two names by '&', references to institutes and addresses as superscripts (e.g. ¹, or ^{1,2}) in ascending order).
- **Institutes** where the work has been done should be indicated under the authors, first letters of major words in capitals. When the authors were based at different institutes this should be indicated in superscript in front of the institute (e.g. ¹Centre for Marine Sciences – corresponding to the references under 'authors').
- Each article should be accompanied by a **summary** in English, which should mention all the principal facts and conclusions set forth in the paper.
- Three to eight **keywords** should be added.
- **E-mail addresses** of corresponding authors should be added as footnotes.
- Main **headings** in bold type (Summary, Introduction, Material and methods, Results, Discussion, Acknowledgements, References or other variants if appropriate), capitals only for first letter of sentence and first letters of proper names, separated by white lines from text. Subheadings in italic type, aligned to the left, capitals only for first letter of sentence and first letters of proper names, separated by white lines from text. Sub-subheadings in regular type, aligned to the left, capitals only for first letter of sentence and first letters of proper names, separated by a white line from preceding text, following text starting on next line.
- **Italic** type should only be used for subheadings and for scientific genus and species name, words that need to be emphasized (no italics for: e.g., i.e., et al., etc., cf.) and for mathematical



and statistical variables such as p, F, U, T, N, r, but not for SD (standard deviation), SE (standard error), DF (degrees of freedom) and NS (non significant).

- **Bold** type should only be used, apart from in main headings, in exceptional cases of extra emphasis or in some formulas.
- **Capitals** should only be used for first letters of sentences, first letters of proper names and first letters of specific words (e.g. tables, figures, experiments, behaviour patterns) that should be emphasized; small capitals for words that should be printed in capitals (e.g. ANOVA, MANOVA)
- **References to the literature** should consist of one or two authors and the year of publication or first author + et al. and year, totally in brackets or only the year in brackets, authors separated by '&', author(s) and year not separated by comma. Different references should be separated by semicolon, chronologically ordered. If the list contains several references of the same author(s), extra years should be added to the first entrance of an author. Differentiate between references by the same author(s) from the same year by adding a, b, etc. Examples: (Gaston 1977) or Gaston (1977); (Wingfield 1985; Wingfield & Wada 1989; Wingfield & Hahn 1994; McDonald et al. 2001); (Silverin 1993, 1998a; Wingfield & Hahn 1994).
- **References to tables and figures** should consist of the complete word, first letter capital (also in the middle of a sentence or in brackets) + number in Arabic numerals. Examples: Figure 1 or (Figure 1); Table 7 or (Table 7).
- **Abbreviations** should be followed by '.' unless the abbreviation is written with the last letter of the original word at the end position (thus: i.e. - e.g. - cf. - etc. but eds - Dr - edn) - measures (such as mm cm m s l) without '.'.
- Use single **quotation marks** for isolated words or conceptions, double for literal quotes.
- **Tables** should be kept as simple as possible with at least 3 horizontal rules and additional rules if appropriate, data ordered in a convenient way. The title should give all details that are needed to understand the table except obvious footnotes.
- **Illustrations** must be provided in a digital format. Publication of colour figures/photographs in online edition is free of charge (print version in black and white). If colour plates in the print edition are desired, authors will be asked to contribute towards the costs. **Figures** should be drawn for reproduction within the type page (13 × 21 cm). Small illustrations should be grouped into plates. When preparing illustrations, authors should bear in mind that the journal has a printed page size of 16 cm by 24 cm.. The required resolution for half-tone images is 300 dpi (dots per inch), for bitmap files it is 600 dpi. Save all half-tone files as .TIF files without LZW compression. Save bitmap files as bitmap. Do not save original scans as jpegs, gifs, or any other compressed file format. Lettering size should be the same for all figures and be matched with information density. Diagrams, maps, drawings, charts and photographs should be free of charge and copyright.
- **Legends for figures** should not be attached to the figures but to the end of the manuscript.
- **References** should be listed in alphabetical order, italics only for scientific species names, capitals in titles (also for books) only for the first letter and first letters of proper names - author's family name (also for succeeding entries), ',' initials each followed by '.' (different authors separated by ',' or '&' for the last one), year in brackets, title, ',', '-', journal title



written in full, volume, ':', page numbers – or (for a book) author's family name, ',' initials (different authors separated by ';' or '&' for the last one – if they are the editors add 'ed.' or 'eds'), year in brackets, title, ':', publisher, ',', city, page numbers, ':', – or (for a contribution to a book) author's family name, ',', initials (different authors separated by ';' or '&' for the last one), year in brackets, title of chapter, ':', '-', 'In: editors of book (family name/s, ',', initials), in brackets: 'ed.' or 'eds', title of book, if appropriate add edition (e.g. 2nd edn), ':', publisher, ',', city, ',', page numbers preceded by 'p.'

Examples:

- Korsós, Z. (1992) Millipedes from anthropogenic habitats in Hungary (Diplopoda). – *Berichte des Naturwissenschaftlich-Medizinischen Vereins in Innsbruck, Supplementum 10*: 237-241.
- McAllister, C. T. & Shelley, R. (2003) Millipeds (Arthropoda: Diplopoda) of the Ark-La-Tex. IV. New geographic distribution records from Southcentral and Southwestern Oklahoma. – *Proceedings of the Oklahoma Academy of Sciences* 83: 83-86.
- Mauriès, J.-P., Golovatch, S. & Stoev, P. (1997) The millipedes of Albania: recent data, new taxa; systematical, nomenclatural and faunistical review (Myriapoda, Diplopoda). – *Zoosystema* 19 (2-3): 255-292.
- Hoffman, R. (1980) Classification of the Diplopoda. *Muséum d'Histoire Naturelle, Genève*, 237 pp.
- Hoffman, R. (1982) Diplopoda. – In: Parker, S. (ed.) *Synopsis and Classification of Living Organisms*, 2nd ed. Melbourne University Press, Carlton, p. 689-724.

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