

Guidelines for Authors

Please follow these guidelines carefully during the preparation of your manuscript in order to prevent unnecessary questions and corrections. These guidelines will be particularly useful for first-time authors to learn how to prepare a manuscript. They are intended not to constrain but to facilitate the work of writing, editing and reading; please contact the Editors if you have any questions.

Scope

ASIAN MYRMECOLOGY is a peer reviewed journal covering all aspects of research on ants in or from Asia. The journal publishes original research papers, reviews, and short communications in important subfields of myrmecology including biotic surveys (inventory), taxonomy, biogeography, ecology, ethology, genetics, conservation evaluation, and applied myrmecology. An international editorial board of ant specialists ensures that ASIAN MYRMECOLOGY is a distinguished forum for all scientists and readers interested in the study of the Formicidae.

ASIAN MYRMECOLOGY is published by the International Network for the Study of Asian Ants, "ANeT." Building capacity for myrmecological research and improving the skills of young scientists are among the primary objectives of ANeT. We welcome contributions, especially from students and beginners, but also from established professionals.

Manuscripts submitted to ASIAN MYRMECOLOGY must be typed in grammatically correct English. The manuscript should be submitted as a Microsoft Word file to the e-mail address of the Editors, together with a covering letter with the full address and telephone/fax numbers where the corresponding author can be reached:

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Contributors are not required to pay page charges to ASIAN MYRMECOLOGY. Colour figures may be included.

Cover letter

In the covering letter, authors should state that all data and interpretations are original except where stated otherwise, that no part of the manuscript has been submitted for publication elsewhere, and that all authors have agreed to submission. Other additional information may be included; for example, suggestion of suitable referees (please provide full addresses including email).

IMPORTANT: Do not include the covering letter in the body of the manuscript!

General format

Manuscripts intended for publication in ASIAN MYRMECOLOGY may be submitted electronically as PDF or preferably as MS-Word files. Format the text, tables, legends and references double-spaced on A4 paper with at least 3 cm margins. All text should be flush left and all lines should be numbered consecutively throughout the text (in MS Word: page set-up/ page layout/ line numbers). Number pages and avoid footnotes. Illustrations and graphs should be submitted as Encapsulated Post Script or Tag Images File Format (TIFF) form or included in an MS Word document. Large bodies of primary data should not be presented. These may be included in an appendix.

Extent

Articles should not exceed a length of 15 printed pages (including figures and tables). Short communications may not exceed three printed pages (including illustrations), and require key words but no abstract; otherwise they are organized as major articles (see below), but without subheadings.

Title page

This should include a concise title, an abridged title for a running header (no more than 50 characters including spaces), keywords, full names and addresses of all authors, e-mail addresses, current addresses if different, and indication to whom proofs should be sent.

Keywords

Up to ten keywords (in English) should be listed, suitable for detection in information-retrieval systems.

Abstract

Articles should include a summary that places the work in scientific context and makes clear what was accomplished. It should contain 150 to 200 words and should be suitable for use by abstracting services.

The authors may include a translation of the summary in the language of the country in which the work took place, to increase the accessibility of the work to others. This summary should begin on the same page as the English summary. Authors who write in non-European characters are asked submit a true-type font (tff) file with their submission.

Sections

All papers should begin with an introduction that describes why the work is important and what progress had been made before the paper was written. All papers should end with a discussion of the significance of the results and their relation to other work. Whether the paper follows the usual format of "Introduction", "Materials and methods", "Results", and "Discussion" is at the authors' discretion. This format is recommended for empirical studies.

Tables and Illustrations

Results should be presented in either tables or figures as appropriate, but the same information should not be presented more than once. All tables and figures must be numbered with Arabic characters and referred to in the text. Each table should be typed on a separate sheet with title and legend. Figure pages should have the authors' names and figure numbers in the head line.

Illustrations, e.g. graphs, maps and line drawings, should be designed for reduction by at least one-half. Lines and symbols should be drawn boldly enough to stand reduction to the desired size. Photographs must be sharp with good contrast, showing details in important areas.

Figures should be submitted with clearly legible labels. Letters should be at least 2 mm high throughout in the final version. The typeface used for lettering should be in a clear sans-serif font (e.g. Arial). Symbols (e.g. closed circle, open circle, closed square, open square, closed triangle and open triangle) should be no smaller than 1 mm in the final version. Include a key to symbols in the illustration unless the symbols can be described in the legend. Maps should have a scale bar and indicate the direction of north.

Photographs should be consecutively numbered. They should be produced to fit the width of one column (6.5 x max 22.0 cm) or two columns (14.2 x max. 22.0 cm). Magnifications should be indicated as appropriate (such as by means of a scale bar). Photos should be sent separately from the complete manuscript as separate TIFF or JPG files with a resolution of at least 300 dpi at final size, all clearly named with the respective figure number, e.g. Fig.-3.jpg. Photographs and paintings can be published in colour.

Figure legends should be self-sufficient explanations of no more than four lines, and the list of figure legends should be typed on a separate page. Each legend should contain sufficient explanation to be meaningful without cross-referencing. Please do not include character symbols in the legend.

Measurements and nomenclature

Use the metric system in text, figures and tables. The system of units known as 'SI' should be used. If non-standard abbreviations must be used, they should be defined in the text. Designate time in the 24-hour system and write it as 06:30 h or 20:00 h. Use the European system of calendar notation (e.g. 4 December 2005). Percentages should be given as (e.g.) 88%. Temperatures should be in centigrade, e.g. 15°C. Area units above one square kilometre (=100 hectares) should be expressed as square kilometres (e.g. 2.5 km²); areas below 1 km² should be expressed in hectares (e.g. 65 ha).

The complete scientific name (genus, species, and authority) must be cited for every organism when first mentioned. The generic name may be abbreviated thereafter except where intervening references to other genera with the same initial could cause confusion. If vernacular names are employed, they must be accompanied by the correct scientific name on first use. The use of species names should follow the ICZN 2000 standard (<http://www.iczn.org>).

Acknowledgements

Acknowledgements should be short and include the name of the funding agencies that supported the work.

References

Citations in the text should have the authors immediately followed by the date; for example: (Maschwitz & Maryati 2001). If multiple papers by the same author in the same year are cited, they should be lettered in sequence (2000a, b). In-text citations of publications by three or more authors should be in the form "(Buckley et al. 2000)".

The references should follow the acknowledgements and should include only those publications cited in the text. Only papers published or in press should be cited in the literature list; in the case of material that is not widely available, it is suggested to give an ISBN, ISSN or URL if available. Unpublished results, including submitted manuscripts and those in preparation, should be cited as unpublished in the text. The reference list should be arranged alphabetically and presented as follows:

Reference to article in journal:

Yamane S, Itino T and Abdal Rahman Nona, 1996. Ground ant fauna in a Bornean dipterocarp forest. *Raffles Bulletin of Zoology* 44(1): 253-262.

Reference to book:

Hölldobler B and Wilson EO, 1990. *The Ants*. Springer Verlag, Berlin, 732 pp.

Reference to chapter in book:

Moffett MW, 1988. Nesting, emigrations, and colony foundation in two group-hunting myrmicine ants (Hymenoptera: Formicidae: *Pheidologeton*). In: *Advances in Myrmecology* (Trager JC, ed), Brill, Leiden, 355-370.

Reference to article on the Internet:

Eguchi K, 2005. Important characters for sorting and identifying Indo-Malayan *Pheidole* species. Downloaded from www.antbase.de/poster-exhibition.html on 9 December 2005.

Review procedure

The Editors will make the initial evaluation of the manuscript. If the topic is relevant to the journal readership, they will send the manuscript to be peer reviewed.

Manuscripts are reviewed by at least two independent experts in the particular area; normally one of them will be a member of the editorial board of ASIAN MYRMECOLOGY. The reviewers will make a scientific assessment and recommendation to the Editors. The Editors will reach a final decision either to accept, accept with revision or reject a manuscript.

ASIAN MYRMECOLOGY is not intended to have a restricted acceptance rate, and all reports of relevant, logically-constructed, accurate and objectively-interpreted work will be considered sympathetically.

Revised manuscripts should be returned to the editorial office within two months of the date on which revision was invited; after this time they will be considered as a new submission. All revised and re-submitted manuscripts should be accompanied

by a separate file containing a detailed response letter on how all the concerns of the Editors and referees have been addressed.

Proofs and reprints

Proofs will normally be sent to the corresponding author by email as a PDF file and will include a mock-up of the article with illustrations. Please inform the Editors well in advance of any address change or the system for handling proofs. The corresponding author should make a print copy, check proofs carefully against the typescript for errors, and add any necessary typographical corrections before returning the corrected proofs by fax or scanned PDF to the corresponding Editor (+49 (0)-731-502-2683; editors@asian-myrmecology.org) within two weeks of receipt. The Editors reserve the right to correct the proofs and to send the material for publication after two weeks. Corrections will be made without charge, but author revisions of proofs will be charged to the author at US\$ 5.00 per revision line. Authors will receive a PDF and 30 reprints of their paper free of charge.