

Acta Carpathica Occidentalis

Joint publication of Museum of the Moravian Wallachia region, Vsetín, Czech Republic and Museum of Southwest Moravia Zlín, Czech Republic

Contact Address: Dr. Lukáš Spitzer, Muzeum regionu Valašsko (Wallachian Regional Museum), Horní náměstí 2, CZ-755 01 Vsetín, Phone: +420 603 304 911, E-mail: aco@muzeumvalassko.cz

Submission Guidelines

Acta Carpathica Occidentalis publishes original research in the biological sciences with a focus on the Western Carpathian mountain region, especially within the vicinity of the Zlínský kraj region. The journal also presents article reviews, and short news and announcements in the fields of flora and fauna studies, environmental education and sustainable growth.

Acceptance of Manuscripts

The journal accepts previously unpublished original research. If your contribution does not meet these criteria, contact the Editorial Board for approval. The author signs with a publisher license agreement for the next use of his contribution. Editorial Board members approve contributions for peer review using a voting system. The members approve manuscripts on the basis of at least two reviews by peer scientists knowledgeable about the topic. The comments of the reviewers are made available to the authors. The authors must consider and address reviewer comments, either by amending the text to incorporate reviewer comments or by refuting the comments. Contributions to the news section are not subject to review. Authors are responsible for the content of their contributions. The Editorial Board reserves the right to make stylistic, spelling and other minor formatting adjustments. Authors will receive proofs of their manuscripts before the journal is sent to the printers. If accepted, the journal has the right to publish the manuscript in printed and electronic forms. The journal does not pay for contributions. Authors receive an electronic copy of their article and a printed copy of the journal.

Review Process and Timeline

The magazine is published annually at the end of the year. The deadline for submitting manuscripts is the end of June. In early August, authors receive the reviewers' comments, which they must then address. In special cases, manuscripts can be submitted after the deadline with editorial board approval.

Manuscript Guidelines

Manuscripts are accepted mainly in Czech and Slovak languages or in English (when justified). The keywords (which should exclude any words used in the title) and the abstract must be in English only. The manuscript title and the captions in the attachments must be bilingual - in Czech and English or in Slovak and English. Authors are responsible for providing the translation themselves. Journal editors may provide some assistance with language revisions.

We prefer to receive manuscripts (including attachments) by email. Other methods of delivery must be agreed upon in advance.

Manuscripts should be structured as follows:

- a brief and concise name including English translation,
- the given and surname of the author(s), address of the author(s) including ZIP code, contact information for the primary author (preferably e-mail address),
- keywords (3-10 keywords must convey the content of the article),
- abstract (The abstract should provide a brief synopsis of the article, including the most important results and conclusions of the contribution. Abstracts must be limited to 2,000 characters including spaces.),
- article text - recommended structure:
 - introduction,
 - biological materials,
 - methodology,
 - conclusion,
 - discussion,
 - summary if needed),
 - acknowledgments,
 - references,
 - attachment descriptions and captions. All attachments (images, graphs, tables) must be attached as separate files. Individual parts can be coupled/connected as needed (e.g. results with discussion).

The recommended structure is not required in special cases (when justified) and with short announcements about what is happening in the field. Section headings must be on separate lines, with the exception of the abstract and the keywords. We recommend limiting your article to a maximum total length of 54.000 characters including spaces. The text should not be formatted in multiple columns and words should not be hyphenated.

Designations of genera, subgenera, species and subspecies (not higher taxonomic ranks) should be italicized. Designations of authorities (author citations and their abbreviations) and years (subsp., sp., etc.) should not be italicized. The titles of sources in the references section (magazines, books, articles) should be italicized. Designations of genera and species in the titles of the sources referenced should not, however, be italicized. CAPITALIZE the names of authors quoted in your article and listed in the references section. Other text formatting is not recommended (e.g. underlining is not permitted at all).

Images should always be submitted as separate files and formatted as JPG, TIFF, BMP, PDF, or EPS. Images should not be included in Word version of the article text. **Tables and graphs** should also be

submitted in the attachment as separate files formatted by MS Office applications (Word, Excel). Their placement can be designated in the text by **inserting a reference**, such as "insert Pic. 1 here". Original images must be submitted in a quality that allows printing in grayscale in the highest possible resolution. Captions for tables and images must be placed at the end of the text.

Authors must use scientific classification systems and reference the sources of the botanical or zoological taxonomy they use in the methodology and materials sections. **Designations of species and lower taxonomic ranks** should not be abbreviated when first mentioned in the text. The first mention should include the full name of the authority, year and any brackets. Subsequently, taxonomic designations can be abbreviated in the article. This formatting does not apply to texts about botany/in botanical science. Author citations should not be excluded from the abstract. **Dates** should be formatted to include no spaces. Months should be expressed with Roman numerals (1. VI. 1994). In English texts, Roman numerals should be written in lower case (1. vi. 1994). In English, the comma should also be replaced with the decimal point (4.7 mm).

Codes of faunistic grid squares must be denoted in brackets after the location name, such as Dobrá (6376). **Fauna and flora scientific data must include:** country, locality (code), date of the finding, number of specimen (and its gender - **M** for male, **F** for female), author of the finding (leg. or lgt.), determiner (det.) or the author's review of the determiner (rev.), the owner of the collection (coll.), and the like.

Quoting Sources: References should follow the formatting used in the previous issues of the journal. In-text quotations should be referenced as follows: NOVÁK (2005), (ŠPAŇHELOVÁ 2009), ZEMAN & KOTLÁŘ (1966), (ZEMAN & KOTLÁŘ 1966). Where there are more than two authors, use "BOHUNÍK et al. (1998). All the sources quoted in the text must be listed in the References section and vice versa. References to journals should include journal titles in full (official abbreviations of journal titles are allowed only in special cases).

Online references: Website references should include the name(s) of the website author(s), the name of the website (in italics) and the http:// or https:// address and the date the website was accessed in brackets (not the date of the creation of the website). The following examples can be found in a language guide by KONVIČKA (2009).

Reference Formatting Examples

ANONYMOUS (1981): ČSSR 1:500 000. Účelová podkladová mapa pro ústav pro výzkum obratlovců ČSAV. Kartografie, Praha, 1 mp.

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