

DIRECTIONS FOR THE AUTHORS

The Bulletin of the Natural History Museum in Belgrade is publishing the original scientific papers, preliminary and short reports and overviews from the field of natural sciences.

The Bulletin of the Natural History Museum in Belgrade is published in both electronic and paper forms.

The entry papers that were not prepared according to these rules will not be accepted for printing.

All papers will be judged by competent experts from appropriate fields of science, both from our country and from abroad.

The authors of the papers will be informed on acceptance or rejecting of their paper for printing, as well as on changes and additions according to demands on judges, within three months from the arrival of the paper.

Paper manuscripts

Papers will be published in English. The translation will be provided by author, and proofreading and editing by the Editorial board.

The accepted scope of the paper is up to 20 printed pages, including all addendums. Short reports and overviews should not exceed 4 printed pages.

Manuscripts should be prepared in Microsoft Word for Windows, in font Times New Roman, style Normal, font size 12, line spacing single.

Scientific (Latin) names should be written in *Italic*.

The papers should be sent to the Editorial board through e-mail or on a compact disc (CD, DVD).

The manuscript of a paper should include:

- Title of the paper,
- Full names of all authors with the names and full addresses of institutions,
- Abstract (up to 100 words),
- Key words (4-8),
- Introduction,
- Material and methods,
- Results,
- Discussion (in rare circumstances results and discussion may be included in a single chapter),
- Conclusions,
- Literature (only list the sources cited in the text),
- Summary in Serbian (**up to one page** with authors' names).

Literature

When citing the literature sources in the text, last name(s) of the author(s) and the year of publishing should be given. Page number of the source is optional. If the number of authors of the cited source is greater than two, only the first author's name is cited, and it is followed by the abbreviation “*et al.*” If the number of authors is two, use an ampersand (&) between the two authors' names. **Please don't use semicolons (;) in citations.**

Examples: in Waldstein & Kitaibel (1805), Mayer (1962, 1968), (Hayek 1924a, 1924b, Diklić 1962, Stevanović 1996), (Velenovský 1891: 264, Meusel & Jäger 1992, Diklić *et al.* 1995: 24).

The entries in the literature list include: last name and first letter of first name of the author, year of publishing, title of paper, title of journal, volume, tome and pages (from-to). Only for the journals of the same name it is necessary to cite the place of publishing, and for the books it is necessary to cite the publisher and the place of publishing. **Names of the journals cited in the literature section may be presented by their official full titles.**

The titles of the bibliographic references in those world languages that use Latin alphabet are cited in original, while in other conditions it is necessary to use English language.

In short reports, the part dedicated to used literature should be in abbreviated form, without the complete title of the paper.

The references must be entered in the MS Office Word table which should be downloaded from the site:

<http://www.nhmbeo.rs/publications/bulletin.235.html>

This site also includes instructions for entering data. The author is obliged to send Word table file together with the manuscript. The manuscript will not be accepted without the attached Word file with properly entered literature list.

Addendum

Addendums and supplements of a paper (tables, graphs, schemes, pictures etc) should be saved in separate files. The place where the addendums should be placed should be marked in the text. At the special separate page there should be the text for each expected addendum.

Colour photographs and maps should be sent exclusively in raster image file formats (jpg, tif, png, bmp, gif), with a width of 11.8 cm and resolution 300-600 PPI. Photographs and maps in pdf format or embedded in Word or Excel files will not be accepted.

Tables and charts must be prepared in Word or Excel formats.

It is also advisable that schemes and graphs be in Word or Excel format (if it is not possible to transfer them to raster image file formats).