

Instructions to the authors

Natur im Fokus (before: Verhandlungen des Naturwissenschaftlichen Vereins in Hamburg) publishes scientific and popular scientific manuscripts from the entire field of Natural Sciences. **Natur im Fokus** is as well a regional journal for members of the Naturwissenschaftlicher Verein in Hamburg as an internationally distributed scientific journal. Submitted manuscripts should either of these groups of persons.

All manuscripts are peer-reviewed. Depending on the recommendation of the reviewers, the editorial team (Redaktionsausschuss) will accept or reject a manuscript or ask for changes. **Natur im Fokus** is published in print format and distributed internationally through a library exchange. PDFs of the contributions are published **Open Access** on the homepage of the Naturwissenschaftlicher Verein in Hamburg.

Language

Scientific articles should principally be published in English. Exceptions should be discussed with the Editor. Popular scientific and historical articles including „Hamburgensien“ should be principally be published in German.

Structure of the Manuscript

Scientific articles should be organised according to the internationally standard and include an abstract, introduction, material and methods, results, discussion and references. In popular scientific articles, the structure may be changed according to the contents, but an introduction and references should always be present.

Format

The authors are asked to write their manuscripts in a standard text programme. The text should be formatted to the left margin, with line spacing of 1.5 lines. The font is 12 point. *Species names* are written in italics, PERSON NAMES in capital letters. Please refer to the rules of the International Code of Zoological Nomenclature. When a species name is written for the first time, the complete species name (including author and year, sample: *Gordius aquaticus* LINNÉ, 1758) must be written.

Paragraphs are not separated by a blank line, but are intended. Only the first paragraph in a section is formatted to the left margin. The pages are numbered. Footnotes should be avoided.

Figure headings and tables with headings should be saved as an extra file or, when included into the text document, appear after the references.

First Page

The first page of the manuscript includes the title, authors, addresses of the authors, contact details for the Corresponding Author, a short title of the manuscript and a note, how many figures and tables belong to the manuscript.

Abstract

The second page includes the abstract. Manuscripts in german language should contain a german “Zusammenfassung“ and an english abstract.

Figures

Figures should have a maximal format of 14 x 21 cm. They can be line drawings, graphics or photos. Figures should not be published elsewhere. Otherwise, a written permit from the publisher where figures were used the first time must be presented. Colour figures are

possible in principle, but this must be discussed with the Editor. When single figures are mounted to form a plate, please take care that the labels are good to read. The labelling of single images in a plate should be A,B ... Please take care for the optimal quality of figures, especially when you combine figures and text. Please take also care for a sufficient line size in line drawings. Please contact us with any problems.

References

Within the text, references are cited as (MÜLLER 2002), (MÜLLER & SMITH 2004) or (MÜLLER et al. 2006). All cited (and only the cited) references are listed in the references section in alphabetical order, with hanging indent, according to the following style:

Journal articles:

MÜLLER, H.A. (2002): Title of the publication. Zool. Scr. 1: 22-44.

MÜLLER, H.A., KAISER, G. & KÖNIG, H.K. (2006): Title of the publication. Zool. Scr. 1: 22-44.

Book chapters:

MÜLLER, H.A. & SMITH, J.P. (2004): Title of chapter. In: Title of book, SCHMIDT, G.F. & MILLER, A.B. (eds.). Springer, Berlin.

Book:

MÜLLER, H.A. (2003): Title of the book. Oxford University Press, Oxford.

Submission of Manuscripts

Manuscripts can be submitted to the Editor by mail or email. When submitting by mail, send three printed copies of the manuscript. When submitting by email, send text and figure files as separate files. For submission, send figure files as pdf-files of small size (keep original files in original file size until final submission). Please direct all questions to us.