

Instructions for Authors

Acta Musei Beskidensis

Journal of the Museum Beskyd Frýdek-Místek



Contact: RNDr. Jana Tkáčiková, Muzeum Beskyd Frýdek-Místek, příspěvková organizace, Hluboká 66, 738 01 Frýdek-Místek, tel.: 731 102 532,
e-mail: AMB_redakce@muzeumbeskyd.com

The **Acta Musei Beskidensis** journal publishes contributions presenting original results of scientific research, particularly from the Moravian-Silesian Beskids and Podbeskydí regions (Moravian-Silesian Region and adjacent areas), and further personals, news, book reviews, short floristic and faunistic notices, and results of research in the field of nature conservation, environmental studies and related topics.

Conditions of manuscript acceptance

Exclusively original, hitherto unpublished work is accepted for printing, otherwise prior approval of the editorial board is required. Manuscripts are assessed by the editorial board and accepted or rejected for review by a vote. Accepted manuscripts undergo a review procedure in which at least two reviewers, experts on the given topic, express their opinion. The editorial board then decides on acceptance or rejection. The author receives the reviews or the reviewers' arguments of objections. **Contributions to section News and Personals are not reviewed.** Authors are responsible for the substance of the paper. The editorial board may make stylistic, spelling and formal corrections to the text. Authors receive their work **for correction as a press proof.** Contributions are not salaried. In case of acceptance, the author provides the publisher the right to publish the contribution in printed and electronic forms. Authors receive the **contribution in electronic form and one copy of the journal.**

Time schedule and contribution assessment process

The journal is issued once annually at the end of the year. Manuscripts are accepted for review no later than 30 September. Reviewers' assessments are provided to the corresponding author for further elaboration immediately after reception. In particular cases a manuscript can be accepted after the set deadline in consultation with the editorial board.

Manuscript requirements

Manuscripts are predominantly accepted in Czech (in justified cases also in other languages such as English, Slovak, etc.). Manuscripts are formatted according to the examples published on the website of the journal. Keywords (**words mentioned in the title of the paper can only be repeated in justified cases**) and the Abstract are exclusively in English. The title of the work and captions to objects (figures, tables) are required in both Czech and English. The author acquires the translation, the editors only mediate minor language revision.

Papers (incl. appendices) are preferably accepted by e-mail. Other ways of delivery need to be agreed on beforehand. **Papers must have the following structure:** brief and apposite title and its English equivalent, authors' names, surnames and addresses incl. postcode, contact to corresponding author (preferably e-mail), key words, abstract, main text of the paper (division into Introduction, Materials and Methods, Results, Discussion and possibly Summary, Acknowledgements, References, and captions is recommended). According to need, chapters maybe be joined into one (e.g. Results and Discussion). Texts need not be divided in justified cases or in the case of short notices. Attachments (images, graphs, tables) must be provided to the editors as separate files. **Key words:** several (3–10) words or terms covering the content of the paper, arranged alphabetically, not according to other parameters. **Abstract:** brief content of the paper informing on the most important results and conclusions, max. length 2,000 characters, including spaces.

The titles of chapters are written on a separate line with the exception of Abstract and Keywords. The recommended maximum text length is 54,000 characters, including spaces. Do not edit the text in columns, do not use hyphenation. Use *italics* for names of genera, subgenera, species and subspecies (not for higher taxonomic units), but not for the names of authors of taxa, years and abbreviations like subsp., sp., etc. Species and genus names in the titles of cited literature are written in regular font. Use CAPITAL letters for the authors cited in the text as well as in the References. Other formatting of the text is undesirable.

Images should always be sent as separate files in JPG, TIFF, PDF formats, etc., not as part of the text in MS Word. Submit **tables and graphs** as separate MS Office (Word, Excel) files. Their position in the text can be indicated **by insert-**

ing a reference, e.g. 'Fig. 1 here'. Image templates need to be supplied in sufficient quality, allowing print in greyscale, and in the highest possible resolution. **Captions** to tables and images must be located at the end of the text.

Authors must respect the International Code of Nomenclature for algae, fungi, and plants. The source of the used nomenclature must be mentioned in the chapter Materials and Methods. **Names of species and lower taxonomic units** are unabbreviated at first mention and include the complete authors' names, year and possible parentheses (especially in entomological contributions). In phytosociological and floristic works, nomenclature should be unified according to the mentioned source. According to established publishing practices, scientific names of taxa and syntaxa are given without authors' names (in the text as well as in tables). If the nomenclature cannot follow a single or a small number of sources, taxon or syntaxon names must be followed by the authors' names (at first mention, outside of title and abstract). Authors' names are not given in the abstract. In the following text, the genus name can be abbreviated where a name is repeated unless this causes confusion or ambiguity. **Dates** are written including spaces. Avoid Roman numerals (e.g. not '1. VI. 2000', but '1. 6. 2000'). In English texts, dates are written without spaces ('1.6.2000') and decimal points are used instead of commas ('5.5 mm'). **Grid mapping quadrant codes of localities** are given in parentheses after the name of the locality, e.g. 'Dobrá (6376)'. Locality names are written unabbreviated, e.g. 'Frýdlant nad Ostravicí', not 'Frýdlant n/O'. **Floristic and faunistic data should include** country, locality (its code), date of find, number of individuals (in zoological contributions possibly also gender – **M** for males, **F** for females), name of collector (leg. or lgt.), person responsible for identification (det.), and if applicable name of person responsible for verification of the identification (rev.), collection owner (coll.), etc.

Literature citations. The References only include works cited in the text. For references to works by more than two authors, the name of the first author followed by 'et al.' is given in the text and the list of all co-authors in the References. In the case of a sequence of works in the text, these are arranged chronologically. Citations in the text are given in capitals as follows: 'TKÁČIKOVÁ (2017)', '(DANČÁK 2020; FÉR 2000)', 'SEBER & LE CREN (1967)', '(SEBER & LE CREN 1967)', in the case of more than two authors: 'KAPLAN et al. (2019)'. Names of journals remain unabbreviated.

Internet links. Include author(s) of the website, name of the site and address (as 'http://' or 'https://'), and provide date of access (not date of website) in parentheses. See the citation for PLADIAS (2021) in the examples below.

Citation examples

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