

INSTRUCTIONS TO AUTHORS

Acta Botanica Croatica is intended for the publication of contributions relevant to all aspects of terrestrial and aquatic botany (freshwater and marine), including algal and plant taxonomy, ecology, phytogeography, physiology, mycology, microbiology, virology, molecular biology and methodology. The journal welcomes manuscripts for publication in the following categories: original research papers, short communications, review papers, book reviews, social news/information and announcements.

Manuscript should be submitted using Online Manuscript Submission, Review and Tracking System (<http://www.abc.botanic.hr>).

The text should preferably be arranged as follows:

The full **title** (bold lower case, font size 16, left indented).

Name(s) should be listed in the Anglo-Saxon way; given full name first, family name second (capitals, font size 14, left-indented). Indicate corresponding author by asterix.

Address of authors (left-indented),

Corresponding author's e-mail address

Proposed running title

The Abstract of 20 lines should summarise the major findings and conclusions in the paper.

Up to eight keywords (not phrases).

Following title and abstract manuscript should be divided into **Introduction, Materials and methods, Results, Discussion, Acknowledgements, References, Figure and table captions, Tables, Figures.**

References (of preferably scientific, published papers) should be typed in alphabetical order. Citations of abstracts should be avoided. In case of publications in any language other than English, the original title could be retained. Examples for citations of literature in the text: WRISCHER (1974), JONES and SMITH (1987), (JONES 1987a, b), JONES et al. (1986), WRISCHER (1974:55). Arrange names of authors chronologically in text, e.g: (JONES 1986, ALLEN 1987). The list of references should contain the names of authors in alphabetical order, e.g:

HATCH, M. J., MACEK, K., 1986.....

HATCH, M. J., SMITH, H. B., 1985.....

Periodicals:

WRISCHER, M., LJUBEŠIĆ, N., DEVIDÉ, Z., 1992: Ultrastructural studies of degradational processes in amitrol-damaged photosynthetic membranes. *Journal of Structural Biology* 108, 1–5.

GITTINS, R., 1981: Towards the analysis of vegetation succession. *Vegetatio* 46/47, 37–60.

Books:

HORVAT, I., GLAVAČ, V., ELLENBERG, H., 1974: *Vegetation Südosteuropas*. Geobotanica selecta 4. Gustav Fischer Verlag, Stuttgart.

Chapter in a book:

BROADWATER, S.T., SCOTT, J., 1994: Ultrastructure of unicellular red algae. In: SECKBACH, J. (ed.), *Evolutionary pathways and enigmatic algae: Cyanidium caldarium (Rhodophyta) and related cells*, 215–230. Kluwer Academic Publishers, Amsterdam.

Published proceedings paper:

GEESEY, G. G., COSTERTON J. W., 1986: The microphysiology of consortia within adherent bacterial population. *Proceedings of the 4. International Symposium of Microbial Ecology*, Ljubljana, 238–242.

The word processing program should be **Microsoft Word**. The text should be typed using the font **Times New Roman, size 12 points**, and organized on A4 format (21 × 29.7 cm). Adjust **indentation to 1 cm** (i.e. first line of all paragraphs and hanging paragraphs of References). Do not use the space bar to make indents. An indent command should be used for this purpose. Input your text continuously, i.e. insert hard returns exclusively at the ends of paragraphs, headings etc. Use the automatic pagination function. Legends of each figure and table are part of the text and should be appended on a separate page. For both figures and tables, the desired placement should be marked in the text. Do not italicize common Latin words, abbreviations or phrases such as »et al.«, »e.g.« or »in vivo«. Do italicize the names of genes (e.g. *Arpl* gene), genera and species. Leave a space between mathematical symbols and numbers (i.e. 2 + 3 and 3 < 9). Use 12 °C never 12°C or 12° C. Do not leave a space in these cases: 6× and 12%. Latin names of genera and species should be typed in italics.

All **illustrations** are considered figures and should be numbered in Arabic numerals. Please save line art-work (vector graphics) and half-tones or photographic images as Tagged Image Format (tif) with a resolution of **at least 600 dpi**. The size of figure files in tiff format can be decreased using Lossless Compression (LZW) with Adobe Acrobat (by saving in Adobe Photoshop). Each table and illustration should contain all the necessary information to be understood independently of the text. Lettering and identification marks should be clear and legible after reduction.

Manuscripts should conform to standard rules of English grammar and style. For example, each sentence should not start with a reference, but point should be made and then the reference given. Also, sentences should not begin with »Fig. ...shows...«, but point should be made and then the figure be referred in brackets. Conciseness in writing is a major asset.

Original scientific papers submitted for publication are **reviewed** by two referees, active in the field the paper belongs to. Authors are requested to provide names and contact information of two experts in the field as possible reviewers of their paper. The subject editor will try to use one reviewer from the author's list and to comply with any special requests. Only papers with favourable reports are accepted for publication.

The revised manuscript should be returned to the editor. The acceptance of manuscripts for publication is decided by the Editor-in-Chief.

The proof should be returned within 72 hours.

When the article is published the corresponding author will receive **20 offprints** and the **electronic reprint** of the article (free of charge) in Adobe's PDF format, which requires the use of the free Adobe Acrobat Reader, available from <http://www.adobe.com>. Additional **offprints** may be ordered at cost price at the time when the proofs are returned.

Information on submission of manuscripts, editorial work, contents may be found on the WWW under

<http://hirc.botanic.hr/actabot/actahome.htm>