

INSTRUCTIONS FOR CONTRIBUTORS

Glasnik Zemaljskog muzeja Bosne i Hercegovine u Sarajevu: Prirodne nauke (Herald of the National Museum of Bosnia and Herzegovina in Sarajevo: Natural Sciences) is the official scientific journal of the National Museum of Bosnia and Herzegovina. It publishes original papers on the natural sciences – geology, palaeontology, mycology, botany, zoology, biogeography, nature conservation and ethnobiology – with an emphasis on the classical disciplines, and disciplines directly associated with the activities of the Department of Natural Sciences of the National Museum of Bosnia and Herzegovina.

The papers may not have been published in or submitted for publication to any other journal or periodical. The papers are published in exclusively in English, with an abstract and summary in one of the local languages (Bosnian, Croatian or Serbian). We recommend that authors have their manuscripts checked by a professional proofreader or native English language speaker before submission.

Upon receipt, each paper is submitted anonymously for peer review to at least two reviewers. Following the review, authors are required to make such changes to the paper as are indicated by the reviewers and the Editorial Board. After the changes are made, the reviewers and the Board will make the final decision on publication.

The Editorial Board reserves the right to reject a paper on reasonable grounds. If two reviewers submit conflicting views, the Editorial Board will submit the paper to a third person for a further review. The reviewers also propose the category in which each paper is classified, with the Editorial Board issuing the final decision.

Types of papers that can be submitted for consideration by the Editorial Board of the Herald of the National Museum of BiH:

- original scientific papers;
- reviews;
- professional papers;
- preliminary reports / short communications;
- publication reviews (books, monographs, proceedings of scientific conferences) or events of importance for the Department of Natural Sciences.

PREPARATION OF MANUSCRIPTS

Page layout. The size of the page is A4, and the text is written in a single column.

Text. The text must be clear, accurate and linguistically correct, and supplied in suitable digital form (preferably in Microsoft Word, 12 point Times New Roman, normal, double spaced). In-

dent new paragraphs by 0.5 cm. Leave a single space between words, but leave no space between a word and a following comma, semi-colon, full stop, or similar punctuation mark. The front page should consist of the title, author name(s), address(es) and abstract. The introduction should then follow on a separate page. All abbreviations used in the paper must be explained the first time they appear in the text.

Titles. These should be brief and clear, and in **bold** letters.

Author(s). State the first name and surname, separated by a comma. If there are two authors, place an ampersand (&) between their names; if there are three or more, separate their names with semi-colons, with an ampersand before the last author's name.

Address. State the institution's name and full address, and e-mail address. In the case of multiple authors, denote which address corresponds to which author with asterisks (*).

Abstract (in English and one of the local languages). This should be up to 250 words, and include the main information about the results of the research.

Summary (Sažetak). This should be up to 500 words, and present the main information about the research, including its aims, methods and key results, in one of the local languages.

Key words (in English and one of the local languages). No more than ten words or terms that do not feature in the title but reflect the essential content of the material presented.

Nomenclature. State the exact scientific sources on which the nomenclature of taxa, syntaxa, etc. is based.

Introduction. State the subject of the research, the reasons for presenting the paper, the extent to which the material has previously been studied (with mandatory reference to earlier sources), and the aims of the research.

Materials and methods. Present the data on the material that was the subject of the research; its name, collection site, and where it is housed or deposited. Provide an accurate description of the methods applied during the research, with references. Provide a fully detailed list of abbreviations used in the text, with explanations where necessary.

Results. Present only the author's own results, without unnecessary repetition of matter laid out in the introduction, discussion or other sections, and with clear reference to tables, graphs, figures, etc. used to present the results.

Discussion. This should include observations on the author's results, their significance for the subject matter in question, and a comparison with the results of other authors in the field, accompanied by suitable visuals (photographs, graphs, summary tables, etc.).

Conclusion. Provide a brief overview of the subject of the research, the methodology applied, and the results achieved, along with a brief commentary, without further reference to graphs, visuals, etc.

Acknowledgements. State briefly the name(s) of individuals or institutions that assisted with the research. Writing assistance, language and technical editing, as well as funding sources, should also be acknowledged.

References. List only the works referred to in the text, all in alphabetical order. The *World List of Scientific Periodicals* must be used for the abbreviated titles of periodicals. If no abbreviation is given in the *World List*, state the title of the periodical in full.

Original works should be cited in the following form:

Maslo, S. 2018. Vascular flora of the old town of Počitelj and its surrounding area (South Bosnia and Herzegovina). *GZM BiH*, n.s. PN, 37: 19-46.

Barudanović, S., Mašić, E. & Cero, M. 2018. Comparison of Cyanobacteria and Algae Assemblages in Mine Pit lakes of Different Origin in Bosnia and Herzegovina. *GZM BiH*, n.s. PN, 37: 59-74.

Beumer, C. & Martens, P. 2013. IUCN and perspectives on biodiversity conservation in a changing world. *Biodivers. Conserv.*, 22: 3105-3120. <https://doi.org/10.1007/s10531-013-0573-6>

Books, monographs and similar publications should be cited in the following form:

Ellenberg, H. 1986. *Vegetation Mitteleuropas mit den Alpen in öko-kologischer Sicht*. Verlag Eugen Ulmer, Stuttgart, pp. 989.

Schneider-Jacoby, M. & Spangenberg, A. 2010. Bird Hunting Along the Adriatic Flyway – an Assessment of Bird Hunting in Albania, Bosnia and Herzegovina, Croatia, Montenegro, Slovenia and Serbia. In: Denac, D., Schneider-Jacoby, M. & Stumberger, B. (eds.): *Adriatic flyway – closing gap in bird conservation*, Euronatur, Radolfzell, pp. 33-51.

Kotrošan, D., Ružić, M., Radišić, D., Šimić, E., Sjeničić, J. & Derović, I. 2011. First results of the census of winter roost sites of the Long-eared Owl in Bosnia and Herzegovina. In: *Abstract Book of International Conference on the Survey, Monitoring and Conservation of the Long-eared Owl Asio otus*, 1-5 November 2011, Kikinda, p. 31.

Electronic sources should be cited in the following form:

BirdLife International, 2021. Species factsheet: *Alcedo atthis*. <https://www.birdlife.org> (Downloaded 07/10/2022).

Guiry, M.D. & Guiry, G.M. 2022. *AlgaeBase*. World-wide electronic publication, National University of Ireland, Galway. <https://www.algaebase.org> (Accessed 12/5/2023).

Avoid the use of unpublished material.

When referring to a source in the text in brackets, give the author's surname and year (Malý, 1952); if there are two authors, give both names (Malý & Bjelčić, 1948); and if more than two, cite as follows: (Lakušić et al., 1979). If several authors' works are cited in the same brackets, cite in date order, e.g. (Malý, 1852; Malý & Bjelčić, 1948). If two works by the same author published in the same year are cited, cite as follows (Malý, 1935a, 1935b).

Scientific names of taxa must reflect current nomenclature, and be correctly spelled and in *italics*.

Units of measurement must be given as per International Measurement Units (e.g. for gram use g, not gram or gr.)

Illustrations. Graphs, tables, etc. must be produced using a suitable computer program, be of appropriate resolution, and supplied in digital form as a separate attachment. Clearly indicate in the text where each graph, table, etc. should be placed.

Photographs. These must be of satisfactory contrast and high quality (figures must be in JPEG or TIFF format with a resolution of at least 300 dpi). Provide the corresponding text on a separate sheet, along with the photograph number, and the authorship. Clearly indicate in the text where each photograph should be placed. Digital photographs should be of sufficiently high resolution to produce a sharp image when printed, and supplied in digital form as a separate attachment.

All forms of visual display other than tables are considered figures.

The maximum number of pages for each paper in the final version is 25.

Manuscripts must be submitted in electronic form directly to the editor via the e-mail address: urednistvo.gzmbih.pn@zemaljskimuzej.ba.

Papers not conforming to the journal scope and style, as well as papers requiring extensive linguistic corrections, may be returned without review. If the Editorial Board establishes that the manuscript meets the journal's minimal standards for publication, the paper will then undergo the review process.

All submitted manuscripts will be screened using anti-plagiarism software.

The voucher specimens of material used in biological papers should be clearly referenced. The deposition of holotypes of newly described species in institutional collections is required.

Proofreading. The author (or authors, if more than one) is/are responsible for proofreading within 3 to 5 days of receipt of the reviewed manuscript. The corrected text (as per the directions of the Editorial Board) is to be submitted to the Board in digital form.

Prints. The author is entitled to one copy of the journal. If there is more than one author, each is entitled to one copy of the journal, up to a maximum of three copies per paper.

Papers are published free of charge in full colour.

One author may submit a maximum of one single-author paper or two co-authored papers.

No honorarium is paid for papers published in the Herald.

Publication of a special issue, supplement, proceedings of a scientific conference or monograph is only possible after consultation with the Editorial Board; publication and printing expenses must be completely covered by the author.

Editorial Board

Editorial address:

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