

RECOMMENDATIONS
regarding the elaboration of the papers for the scientific journal
“Oltenia. Studii și comunicări. Științele Naturii”

The journal is edited by the Oltenia Museum Craiova and it publishes original papers in the fields of vegetal and animal biology, ecology-environment protection, mineralogy-paleontology, as well as scientific reports, reviews, anniversary or commemoration papers. It appears annually, accredited by CNCIS as a B+ Journal and content indexing BDI, Zoological Record link la ISI Master Journal List: <http://science.thomsonreuters.com/cgi-bin/jrnlst/jlresults.cgi?PC=MASTER&Word=oltenia>.

I. Structure, format:

A. Original papers will be structured according to information rendered in the next table:

Table

STRUCTURE OF THE PAPER	CHARACTERISTICS	OBSERVATIONS
TITLE	Capital letters, 12 pt., bold, centered	
<i>two spare rows (12 pt.) between the title and the name of the author/s</i>		
Author/Authors	name, capital letters, first name, non capital, 11 pt., bold, normal, aligned right	between two or many authors, use comma
<i>One spare row, 10 pt.</i>		
Abstract (English)	from the beginning of the line, without tab, 9 pt., bold, normal	the abstract will be written with 9 pt., normal, maximum 300 words
<i>One spare row, 9 pt.</i>		
Keywords (English)	from the beginning of the line, without tab, maximum 5 words, 9 pt., normal	
<i>One spare row, 9 pt.</i>		
Rezumat (Romanian)	from the beginning of the line, without tab, 9 pt., bold, normal	Complete translation of the title in Romanian (no capital letters, except for the first letter of the title; 10 pt., bold). The content of the abstract – 9 pt., normal, maximum 300 words
<i>One spare row, 9 pt.</i>		
Cuvinte cheie (Romanian)	from the beginning of the line, without tab, maximum 5 words, 9 pt., normal	
<i>One spare row, 14 pt.</i>		
INTRODUCTION	10 pt. (capital letters, bold)	content – 10 pt., normal
<i>One spare row, 10 pt.</i>		
MATERIAL AND METHODS	10 pt. (capital letter, bold)	content – 10 pt., normal
<i>One spare row, 10 pt.</i>		
RESULTS	10 pt. (capital letter, bold)	content – 10 pt., normal
<i>One spare row, 10 pt.</i>		
DISCUSSIONS	10 pt. (capital letter, bold)	content – 10 pt., normal
<i>One spare row, 10 pt.</i>		
CONCLUSIONS	10 pt. (capital letter, bold)	content – 10 pt., normal
<i>One spare row, 10 pt.</i>		
ACKNOWLEDGEMENTS	10 pt. (capital letter, bold)	content – 10 pt., normal
<i>One spare row, 10 pt.</i>		
REFERENCES	10 pt. (capital letter, bold)	content – see bibliographical references
<i>One spare row, 10 pt.</i>		
Bibliography enumeration	see the detailed explanations at the references heading	
Personal data	Name and surname – 8 pt., bold, normal, centered Institution and e-mail address – 8 pt., normal, centered	

B. Scientific reports will be structured according to the author's (authors') preferences, but it has to include abstract and key words, both in English and Romanian.

C. As for reviews, there will be mentioned: author (authors) of the book (name and first name – SMALL CAPS), comma, the title of the book, non capitals (*Italic*), publishing house, publishing location, year, number of pages. Use a free space and then render the text of the review with as fewer paragraphs as possible and the same characters as in the case of original papers.

• **the materials sent** for publication (printed and in electronic format) has to be between 2 and 8 pages (the number of pages must be even);

• **publishing language:** English;

• **page format** – A4 (21 x 29.7 cm), margins: top – 2.5 cm; bottom – 2.0 cm; left – 2.0 cm; right – 2.0 cm; gutter – 0 cm; header, footer – 1.27 cm. The papers will be elaborated in Microsoft Word, justified; font: Times New Roman, 10 pt., normal; single space;

• latin names (genus, subgenus, species, subspecies) will be written with *italic characters*; **suprageneric names are not written** with italic characters. The same procedure is used when they are mentioned within figures, graphs and tables;

• you have to use the English punctuation signs, namely comma instead of dot and dot instead of comma at numbers in the text, figures, and tables. For example: 54,30 m (in Romanian) = 54.30 m (in English); 2.500 m (in Romanian) = 2,500 m (in English);

• the first mention of a taxon in the text will be followed by the taxon author's name and the publishing year of the description, according to the zoological nomenclature code (e.g.: *Cossus cossus* (LINNAEUS 1758);

• the names of the authors quoted in the text, at references, as well as the authors of the scientific names will be written in SMALL CAPS; **if you do not know this option, write normally, not capital letters!**

II. References

➤ **References** in the text (quotation) includes only the author's/authors' names (SMALL CAPS) and publishing year.

Example: IONESCU (1965), ȘTEFĂNESCU, 2008a or (IONESCU, 1965; ȘTEFĂNESCU, 2008a), when it is a single author; IONESCU & WEINBERG (1970), RĂDULESCU & SAMSON (1990) or (IONESCU & WEINBERG, 1970; RĂDULESCU & SAMSON, 1990), when there are two authors; IONESCU *et al.* (1992) or (IONESCU *et al.*, 1992), when there are more than two authors;

- in case there are many papers written by the same author/authors, published in the same year, use the letters a, b, c etc. after the year (e.g.: IONESCU, 2000; IONESCU, 2000a, ..., 2000g).

➤ **References** will include **only** the papers quoted in the text (10 pt.), alphabetically rendered, without numbers, as it follows: author (SMALL CAPS), publishing year (normal), (**do not use** comma between the author and the publishing year or between the name and first name of the same author; use comma between different authors, when there are more than two), *the title of the paper (italic)*, name of the journal, publishing house, volume number (bold), the number of fascicle (normal), number of pages (normal). When there are two authors, use "&"; if there are many authors, mention **all** of them. The ladies' first name is completely written; for gentlemen, use only the first letter. The reference titles will be aligned as it follows: the first line from the beginning (no tab), the second at 1.27. Example:

Book reference:

BOȘCAIU N. 1971. *Flora și vegetația Munților Țarcu, Godeanu și Cernei*. Edit. Academiei R.S.R., București: 30-35.

Paper published in a journal:

STAN MELANIA & BACAL SVETLANA. 2006. *New contributions to knowledge of Staphylinidae (Coleoptera: Staphylinidae) of the landscape reserve "Codrii Tigheci" (Moldova)*. *Oltenia. Studii și comunicări. Științele Naturii*. Muzeul Olteniei Craiova. **22**: 155-159.

Reference to a part of a collective paper; volume (with editors):

IETIMIE AL. 2005. *Amfibieni și Reptile*. In: Botnariuc & Tatole (Eds.) *Cartea Roșie a Vertebratelor din România*. Edit. Academiei. Române: 1-325.

Papers presented at scientific manifestations and published in a volume without editors:

CIOCHIA V. & STANĂ-MOISE CRISTINA. 2001. *Contributions to the knowledge of the Macrolepidoptera from natural complex "Dumbrava Sibiuului"*. Sesiunea Științifică dedicată împlinirii a 75 de ani de la înființarea Stațiunii Biologice Marine "Prof. dr. I. Borcea" Agigea-Constanța. 19-20 octombrie 2001: 125-131.

Web page: Muzeul Olteniei Craiova. Secția Științele Naturii. *Oltenia. Studii și comunicări. Științele Naturii* (online). 2008.

Publisher: Museum of Oltenia Craiova. Romania. <http://olteniastudii.3x.ro/>. (accessed: May 8. 2011).

Entire electronic document or service (data base, e-book):

Fauna Europaea: *Chironomidae*. In: Fauna Europaea: Chironomidae, Diptera, Nematocera (Ed. H. de Jong). Fauna Europaea version 1.5. <http://www.faunaeur.org>. (accessed: June 23. 2011).

For e-book:

CARROLL L. 1994. *Alice's Adventures in Wonderland* (online). Texinfo ed.2.1. (Dortmund, Germany): WindSpiel, November 1994 (cited 30 March 1995). Chapter VII: A Mad Tea-Party. Available from the World Wide Web: http://www.germany.eu.net/books/carroll/alice_10.html#SEC13 (accessed: March 30. 1995).

Electronic publication (papers):

DANILEVSKY M. L. 2007. *A check-list of Longicorn Beetles (Coleoptera, Cerambycoidea) of Europe*. Available online at: http://www.coleoptera-literatura.ic.cz./literatura/checklist_cerambycidae_2007.doc. (accessed: May 20. 2011).

Official publications (laws, decrees, official reports):

*** România. *Legea nr. 13 / 1993 pentru aderarea României la Convenția privind conservarea vieții sălbatice și a habitatelor naturale din Europa, adoptată la Berna la 19 septembrie 1979*. Monitorul Oficial al României, An. V, nr. 62/25 martie 1993. București: 1-20.

Ph.D thesis: COSTACHE I. 2005. *Flora and vegetation Motru River Lower Basin*. Ph.D. Thesis, University of Bucharest: Romania. 290 pp., 8 Pl.

Note: The papers published with other characters than the **Latin** ones, **will be re-written with Latin characters**, both in text and at references.

Example: ALEXANDROVICH O. R. 1995. *Reconstruction of the ways of the ground beetles (Coleoptera, Carabidae) fauna forming at the West of the Russian plain*. In: I. K. Lopatin, Pisanenko A. D., Shklyarov L. P. (Eds.). *Fauna and taxonomy: Proceed. Zoology Museum Byel. University Minsk: Nauka i Tehnika*. **1**: 52-68. [In Russian with English abstract]

III. Illustration:

Images (white/black or colour) are inserted into the manuscript, but the original versions have to be also sent separately: original drawing made in ink, good contrast photographs, electronic images in TIFF format at a minimum resolution of 300 dpi.

➤ Tables and graphs will be inserted into the manuscript, but original versions will be sent separately, as well. Tables have to be achieved using the same text editor mentioned above, 8 pt. Graphs must be achieved in Microsoft Word or Microsoft Excel. The table's legend will be written under the table, 8 pt., normal.

➤ Illustrations references (tables, images) will be made in the text as it follows: (Fig. 1), (Figs. 1a, b), (Figs. 3; 5); (Table 1); to the photos, the source or the photo's author will be mentioned.

➤ The title of a figure (both in English and Romanian), will be centered below the figure; as for tables, put it above (aligned right), both 9 pt., normal. Examples:

a) Table 1. List of the identified staphylinids from the Lower Dniester. / Tabel 1. Lista faunistică a stafilinidelor identificate în pădurile Nistrului Inferior.

b) Figure 1. Distribution of the butterfly *Papilio machaon* L. / Figura 1. Distribuția fluturei *Papilio machaon* L.

➤ **For diagrams, use white, black, grey, different tones and hatches. They will not be published in colours.**

➤ Diacritical marks will be used for the Romanian authors and towns.

The paper will be accepted for publishing if:

➤ it acquires a favourable review from the scientific reviewers of the journal;

➤ it respects the aforementioned requirements;

➤ it is sustained within the framework of the International Conference "Museum and scientific research", organized annually in September;

➤ the publication fee is paid;

➤ it is respected the deadline, **March 31** of the current year.

The editorial board has the right to reduce the number of figures and photos (if there are too many as compared to the text of the paper or if they do not correspond to the requirements) and not to accept papers sent after deadline, **March 31, 2013**.

➤ **With all the respect for the authors, papers that do not correspond to the recommendations will be sent back.**

➤ **The responsibility of the scientific content of the papers depends entirely on the authors.** Authors must revise the papers reviewed by the reviewers.