

## **Západočeské entomologické listy**

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### **Instructions to authors** (updated March 31, 2026)

**Scope.** In the journal of Západočeské entomologické listy we publish original papers concerning mainly the faunistics and ecology of insects and other arthropods. In accordance with the journal title, the emphasis is on contributions from the territory of western Bohemia but the potential regional framework is defined by the borders of the whole of Europe. We prefer elaborated results of final reports from faunistic surveys, reports on new and rarer species, or texts focused on the occurrence and ecology.

**Language.** We accept manuscripts written in Czech, Slovak, English or German. Manuscripts written in Czech or Slovak language must include an English translation of the paper title and of the descriptions/legends of tables, graphs and figures. Paper titles in English or German texts must have Czech or Slovak translation, as well as attachments. Abstract and Key words (max. 10 words) must be always in English. For papers written in English or German, an abstract (shorter papers) or summary (more extensive papers) in Czech or Slovak is required. The editorial board will ensure language revision of foreign language texts.

**Basic instructions.** We accept manuscripts edited in the Word text format, written in Times New Roman, line spacing 1, font size 12. Use the Enter key to end only paragraphs, not lines. Write only the title of the work and chapter titles in bold, and in justified cases also some short passages in the text or the names of taxa. Write only Latin names from the genus level and below, and the botanical syntaxa in italics. Other text formatting is not desirable. Images and graphs must each be in a separate file in JPG, TIFF or PDF format of the highest possible quality. Tables can be prepared either in the same format as the manuscript (embedded in the text) or in Excel format in a separate file (do not insert an Excel table into the manuscript!). Legends for the attachments (images, tables, graphs) insert directly into the manuscript, at the end. The manuscript is not limited by the number of pages; any more extensive papers may be published in the form of a monograph as a supplement, in agreement with the editors. The author is responsible for the factual and linguistic accuracy of the text. The editors reserve the right for possible editing of the manuscript and formatting of the text.

**Structure.** The contributions should have the following basic structure (in the order given): a short title; full names of the author(-s); complete addresses of the author(-s), including street names, zip codes and e-mails (for employees of museums, PLAs and similar institutions, we prefer work addresses; if there are multiple authors, their addresses are distinguished by a number index in the superscript); English translation of the title of the work; abstract; key words; the actual text of the contribution; acknowledgements; literature (containing only sources cited in the text).

**Abstract** (always in English) – a brief content and main results of the contribution. Taxa from

the genus and species group should always be cited including the author and year of description. Recurring generic names throughout the text should be complete at the beginning and abbreviated thereafter, e.g. *Anthicus antherinus* (Linnaeus, 1760), *A. flavipes* (Panzer, 1796), ...

**Key words** (always in English) – a few (max. 5–10) words describing the content of the article, arranged thematically, which serve to classify the article in reference journals. For example: Coleoptera, Curculionidae, *Cionus*, Czechia, faunistics, bionomy, new records. Do not include terms already mentioned in the title of the article in the list of keywords.

**Actual text of the manuscript** is usually further divided into the chapters of Introduction, Material and methods, Results, Discussion, or Summary or Conclusions. Individual parts can be combined as needed (e.g. Discussion and Conclusions), for short communications the text of the work does not need to be structured at all. The headings of individual parts/chapters of the publication write on a separate line.

**Names, dates, abbreviations, faunistic data.** The names of zoological taxa from the genus level below should be written in full when first mentioned in the work, including the author and the year of description – in the following text these can be omitted and the genus shortened to the initial, if this is understandable in the context. The names of botanical taxa should be given without the author and year. Use geographical (not politically-administrative) names of countries (e.g. Česko/Czechia, Slovensko/Slovakia, not Česká republika/Czech Republic, etc.).

A standard faunistic record must include the country, locality, directional specification (optional), faunistic grid mapping square code, additional specification (optional), coordinates (in some WGS84 format; optional), altitude (optional), date, number of specimens, brief finding circumstances (optional), name of the observer/collector, name of the determiner and place/institution of voucher specimens deposit.

Examples:

Bohemia occ., Dobrá Voda, 2 km NW (6043), U Křížku (pond), 49°58'40"N 12°56'36"E, 660 m a.s.l., 29.vii.2024, 1 spec., swept on a coastal wetland, S. Benedikt lgt., det. et coll.

Bohemia occ., Dolní Hradiště (6046), Kaňon Střely (SAC), 49°54'46"N 13°28'40"E, 9.vii.2024, 1 spec., light capture, M. Ouda lgt. et coll., J. Hejkal det.

Slovakia mer., Velký Lél (8273), 110 m a.s.l., 17.viii.2013, 1 ♀, on a sandy bank of the Danube, J. Vávra lgt., L. Ádám det., coll. Hungarian Natural History Museum, Budapest.

If stated otherwise for the entire paper (preferably in the methods chapter), then this standard form of faunistic data can be replaced by an abbreviated form.

The names of localities should be written in full, e.g. České Budějovice, not Č. Budějovice.

Write the numbers of map squares in round brackets, e.g. (6754). Dates should be written without spaces, and the month in Roman numerals (lowercase), e.g. 9.vi.2008. Use a dot instead of a decimal point, e.g. 5.7 mm. When specifying an interval, use a dash (–, keyboard shortcut Alt+0150), not a hyphen (-), e.g. 28.–30.v.2009. The characters for sex distinguishing

are ♂ for males and ♀ for females (doubled in the case of multiple individuals, e.g. ♀♀), other variants must be explained in the methods chapter.

Geographical coordinates should be written according to the following: 50°04'20"N 14°25'28"E, keyboard shortcuts for the required characters are: Alt+0176 (degrees), Alt+8242 (minutes), Alt+8243 (seconds). Basic abbreviations common for entomological works: centr. – central, bor. – northern, mer. – southern, or. – eastern, occ. – western, coll. – collection, lgt./leg. – collected, det. – determined (identified), revid. – revised, observ. – observed, pers. comm. – personal communication. Abbreviations associated with the collector are always written after the name (with the exception of the simple designation of the collection) and are connected with the conjunction “et”, e.g. “S. Benedikt leg., det. et coll.” or “L. Dvořák leg. et det., coll. P. Heřman”. Generally, it is always better to explain the abbreviations used (recommended, preferably in the methods chapter), in the case of other abbreviations (not listed above), it is necessary.

**Citations of literature in the text.** Names of the authors should be written in capitals as follows, e.g. BENEDIKT (2003), (DVOŘÁK & KEJVAL 2001), or TĚŤÁL et al. (2001) if there are more than two authors. For internet links, indicate the author of the page (if known) and/or the name, and the date of its creation (or last update).

**Literature.** The journals should be listed by full names. For unpublished reports and theses, indicate the place of deposition, see examples below – BENEDIKT (2015) and JEŽKOVÁ (1974). Always indicate the number of pages, and for monographs and books also the publisher and city, see PAVELKA & TREZNER (2001) and SMETANA (2004). For publications that are written in Czech, Slovak or other less frequent languages and have the title of the work and summary in one of the congress languages written in Latin (English, German, French, Spanish) or in Latin, also indicate the title in the second language in round brackets, see e.g. ZELENÝ (1972). For publications that are written only in Czech or another less frequent language and the title of the work and summary in one of the congress languages or in Latin are missing, provide your own translation of the title into English. However, such a translation must be enclosed in square brackets, see LOKAJ (1869) and PAVELKA & TREZNER (2001). For bilingual publications, give both titles (without brackets), see JELÍNEK (1993).

For articles in online journals, provide the address, see BENEDIKT et al. (2016). For other online sources whose content may change over time, also provide the date the relevant pages were visited (not the date the page was created), see FIBIGER & SKULE (2010).

Examples:

BENEDIKT S. 2015: *Inventarizační průzkum PR Bělýšov (Coleoptera)*. [*Inventory research of the Bělýšov NR (Coleoptera)*]. Unpublished manuscript, 24 pp. [Deposited in: Krajský úřad Plzeňského kraje, odbor životního prostředí, Plzeň].

BENEDIKT S., KRÁTKÝ J. & SCHÖN K. 2016: Nové a potvrzené druhy nosatců (Coleoptera: Curculionoidea) pro Českou republiku a Slovensko. (New and confirmed records of weevils (Coleoptera: Curculionoidea) for the Czech Republic and Slovakia). *Západočeské*

*entomologické listy* 7: 25–31. Online: <https://www.entolisty.cz>.

FIBIGER M. & SKULE B. 2010: Fauna Europaea: Noctuidae. In: KARSHOLT O. & VAN NIEUKERKEN E. J. (eds): *Fauna Europaea: Lepidoptera, Moths*. Fauna Europaea version 3.1. Online: <https://www.faunaeur.org> (accessed 24.2.2010).

JELÍNEK J. 1993: Nitidulidae. Pp. 94–96. In: JELÍNEK J. (ed.): Check-list of Czechoslovak Insects IV (Coleoptera). Seznam československých brouků. *Folia Heyrovskyana Supplementum 1*: 3172.

JEŽKOVÁ V. 1974: *Současný stav faunistického výzkumu čeledi ovádovitých (Insecta, Diptera, Tabanidae) na území ČSSR*. [Present state of faunistic research on horse flies (Insecta, Diptera, Tabanidae) in the territory of Czechoslovakia]. Unpublished dissertation thesis, 99 pp. [Deposited in: Pedagogická fakulta, Univerzita Karlova, Praha].

KRÁSENSKÝ P. 2018: Drabčící (Coleoptera: Staphylinidae) rašelinné louky a nivy potoka u Počátek na Kraslicku (západní Čechy). (Rove Beetles (Coleoptera: Staphylinidae) of peat bog meadow and floodplain meadow near Počátky in Kraslice region (Western Bohemia)). *Sborník Oblastního muzea v Mostě, řada přírodovědná* 39 (2017): 130–142.

LOKAJ E. 1869: Seznam brouků českých. [Check-list of Czech beetles]. *Archiv pro Přírodovědecké Proskoumání Čech* 1(4): 7–76.

MERTLIK J. 2007: *Faunistické mapování druhů čeledí Cerophytidae, Elateridae, Eucnemidae, Lissomidae a Throscidae (Coleoptera: Elateroidea) České republiky a Slovenska*. [Faunistic mapping of species from the families Cerophytidae, Elateridae, Eucnemidae, Lissomidae, and Throscidae (Coleoptera: Elateroidea) of the Czech Republic and Slovakia]. Online: <https://www.elateridae.com/page.php?idcl=105> (accessed 13.2.2020).

PAVELKA J. & TREZNER J. (eds) 2001: *Příroda Valašska*. [Nature of the Valašsko region]. Český svaz ochránců přírody, Vsetín, 568 pp.

SMETANA A. 2004: Staphylinidae: Omaliinae. Pp. 237–268. In: LÖBL I. & SMETANA A. (eds): *Catalogue of Palaearctic Coleoptera, Vol. 2: Hydrophiloidea – Histeroidea – Staphylinoidea*. Apollo Books, Stenstrup, 942 pp.

ZELENÝ J. 1972: Návrh členění Československa pro faunistický výzkum. (Entwurf einer Gliederung der Tschechoslowakei für Zwecke der faunistischen Forschung). *Zprávy Československé Společnosti Entomologické při ČSAV* 8: 3–16.

**Attachments.** All figures, graphs and tables must be referred to in the text, e.g.: Fig. 1, Figs 2–3, Tab. 2. Attach the legends of tables and figures to the end of the text (after the references). Attachments in English or German texts must have Czech or Slovak translation. Edit all supplied tables and figures to a satisfactory quality. Unsatisfactory ones will be returned to you for a revision.

**Faunistic records from western Bohemia.** This section can be used to publish a brief standard report on significant findings from the territory of western Bohemia (Plzeň and Karlovy Vary regions), especially in case of species not previously reported from the territory, or reported without reliable documents or findings based on very old historical sources. The format of the faunistic report is very different from a regular article, e.g. the authors and their addresses are listed at the end, the list of cited literature is without a title and individual

literary sources are written consecutively and separated by a dash (–), see already published reports.

**As an example for preparing your contribution, check already published works (from volume 11 onwards) issued at <https://www.entolistv.cz>**

**Manuscripts submission.** Please send your contributions in electronic form to the editor-in-chief: Petr Heřman, e-mail: [petr.272@centrum.cz](mailto:petr.272@centrum.cz)

**Editorial process.** Each manuscript that the editorial board has accepted for publication is assigned to a responsible editor who usually arranges for two independent reviewers and later comments on the manuscript by the entire editorial board. Then the contribution is sent back to the author for possible corrections and additions. The responsible editor hands the manuscript with the incorporated corrections over to the editor-in-chief who arranges for the typesetting and sends the resulting product (layout) to the author and the entire editorial board in PDF format for final proofreading. After incorporating their corrections, the contribution in PDF format is issued on the website.