

PREPARATION OF MANUSCRIPTS

The manuscripts should be prepared only in English.

Manuscripts should follow a standard page layout: only Letter or A-4 size, minimum 2.5 cm margin on all the four sides, and double line spacing. The text should be carefully checked for typographical errors, especially numerals and diacritical marks in words from different languages. British spellings are preferred. However, there should be uniformity throughout the text.

The title page should comprise: full title of the paper, initials and surname of author(s), name of the laboratory where the work was carried out, and the address to which all correspondence concerning the manuscript should be made. Please add Telephone and Fax numbers as well as Email address.

An Abstract should be placed before the Introduction. Summary is not required at the end of the paper.

The abstract should include sufficient information on the objectives, study area, methods, results and major conclusions.

Upto eight keywords, not repeated from the title of the paper, should be placed after the Abstract.

All acknowledgements should be put at the end before References.

The main text of the paper should start from a new page. It should be reasonably subdivided into sections and if necessary, subsections. No part of the manuscript should be underlined except for Latin names of organisms (genera and species). No word or phrase should be abbreviated. However, if abbreviations are absolutely necessary, they should be placed in parentheses after the words/phrases when they appear first in the text.

The tables should be typed on separate sheets and numbered consecutively with Arabic numerals. Each table should be provided a short title. The basis for the nomenclature of taxa should be indicated in the Methods section.

All diagrams, graphs and photographs should be referred to in the text as figure, and numbered consecutively with Arabic numerals. All the figures should be provided a detailed caption and all captions should be typed together on a separate sheet.

IF THE FIGURES ARE PREPARED BY HAND:

The line drawings should be drawn in India ink only. All inscriptions should be large enough to stand sufficient reduction.

Scan them at a higher resolution and save as a graphic file (JPG, TIFF, PIC, EPS, PNG or BMP formats only).

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Save them individually as a graphic file (JPG, TIFF, PIC, EPS, PNG or BMP formats only).

Photographs should be submitted as JPG files only.

NAMING TEXT AND GRAPHIC FILES

The word processing text files (including tables) as well as the graphic files should be named in a manner that these can be readily identified with the author(s) and/or title of the paper. Names such as text.doc, paper.doc or figure.jpg are NOT acceptable.

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References to literature should be given in the text by the author's name and year: e.g. Tansley (1935) when forming part of a sentence, or (Tansley 1935) when forming an addition to a sentence. If a paper has three or more authors, then it should be referred to by the surname of the first author and expression et al.

References at the end of the paper should list in alphabetical order under the first author's name all works referred to in the text. These should include the names of all authors/editors, full title of the paper, unabbreviated title of the journals, and the name and place of the publisher, and total number of pages in case of books, collective volumes and Proceedings.

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Text files must be prepared using only MS-Word 97 or later (but **NOT** MS Word 2007 or Vista).

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