

# FAUNA OF THE URALS AND SIBERIA

A regional faunistic journal

## Manuscript Formatting

Manuscripts should be typed using MS Word for Windows (\*.doc, \*.rtf). The text shall be in the 12-point Times New Roman font, single-spaced, without hyphenation. Provide 20-mm margins on all sides. The article should be written in a simple, easy-to-understand language free of nimiety. Aim for a concise and brief style, but do not use the “diary” style (without predicates). Please make sure that the data given in your tables and/or figures are not repeated in the text. Overall, your manuscript must be prepared thoroughly.

The title of the article, the full names of the authors, the name of the institution at which the article was written, its mail address and the key words should be written in Russian and English. If applicable, please include the e-mail address of each author. The scientific names of animals should not be mentioned in titles. Articles must be covered with an extensive (preferably 100 to 250 words) summary in Russian by the author where the essence of the work, its timeliness, methods, main results and conclusions are described fully enough. Notes and short reports are to be covered with a full translation into Russian. All the information in Russian (the title of the article, the initials and surnames of the authors, the name of the institution, its mail address, the author’s summary of the article, and the key words) is to be given in a separate block at the end of the article.

Manuscripts of more than three or four pages should contain an introduction and the following sections: “Material and Methods”, “Characteristics of the Research Area”, “Results”, “Discussion”, “Conclusion”, “Acknowledgements” with information on the received grants and other financial sources. Depending on the specifics of the topic and the contents of the article, one or several of the sections may be redundant, combined with the other sections or may change their name.

In species reports, the first mention of each species should contain its scientific name without brackets and its vernacular name given in **bold**. Generic names, specific names, and subspecific names should be given in *italics*. The authors of the first description should be mentioned only in case of discussing the matters of systematics and taxonomy. In such cases, it is necessary to refer to the summary or the guide from which the names of species and the order of their appearance in the article are taken. When mentioning subspecies, please always use scientific names.

At the end of all headings and subheadings, there should be no full stop. There should be only one space between words. Also, insert a space between the initials and the surname of an author (eg. A. A. Johnson). Hyphens are used only in compound words and do not require spaces. The signs “–” (for an em-dash), “±”, “<”, “>”, “×”, “=” require spaces, the sign “-” for a minus or an interval does not require spaces (eg. –12°C, 5–6 kg).

Units of measurement should be abbreviated to conform to the International System of Units (SI) (eg. 18 m and not 18 meters). Insert a space between the value and the unit of measurement except degrees and percent (eg. 90°, 50%). Letter symbols in statistical parameters (*n*, *P*, *r*, *SD*, *x* etc.) are given in *italics*. For the decimal separator, use a dot (eg. 12.8 mm).

Give dates as follows: 18 March 2014, in July 2013, in the 1990-s, at the end of the XIX century, 2005–2007, in the 2009/10 winter. For time, use a 24-hour system and a colon (eg. 07:30) and give time ranges the following way: from 9:45 till 10:15.

All abbreviations should be expanded at the first mention. The phrase “individuals per square kilometer” should be abbreviated as “in./km<sup>2</sup>”. For numbers use figures: “a family with 3 juvenile individuals”, “a group of 8 individuals”. Measures of area and volume are to be written as km<sup>2</sup> and m<sup>3</sup>.

At the mention of settlements of a status lower than a district centre, please give the name of the administrative district where the settlement is located.

## **Literature Citations**

In the text, references to literature sources should be given as follows: (Fisher, Brown, 1965; Douglas et al., 1989), in accordance with A. Stevenson (1976). Cite references according to the year of publication starting with the earliest one. When referring to several works of the same author, please list them in the chronological order using commas; when listing works published in the same year, use letter indexes (Schafer, 1984a, b). A reference to collected works or to a book written by a large group of authors may contain a shortened name of the book, for instance, (Red Data Book of the Sverdlovsk..., 2008). In this case, please mention the surname(s) and initials of the editor(s) in the References section. When quoting a text directly, please give the page number in the reference.

The list of the cited literature should be composed in the alphabetical order by the authors' surnames and in the chronological order for publications of the same author. Works of the same author written with his co-authors are to be listed not chronologically but in the alphabetical order by the surnames of the co-authors. Please give the names of all the authors of the cited works no matter how many they are. Journal names are to be typed in *italics* and abbreviated ("*Zool. J.*"), but do not abbreviate the names of the cited works.

The References section should be typed left-indented.

## **Use the following format for the reference list:**

Author A. B., Author C. D., Author E. F. Title of article, in *Abbrev. J. Name*, 1996, v. 20, no. 3, pp. 151–158.

Author G. H., Author I. J., Author K. L. Title of article, in Title of book, place of publication, 1983, pp. 25–31.

Author M. N. Title of book, place of publication, 1955.

Title of book / eds. O. P. Editor, Q. R. Editor, place of publication, 2014.

## **Illustrations**

Tables and figures should be numbered independently according to the order of the references to them in the text. Cite tables as (Tab. 4) and figures as (Fig. 3) in the text. The only table and/or figure in the text need not be numbered at all. Captions to figures containing explanations of conventional signs and to photographs should be grouped into a separate text block at the end of the manuscript. In maps, please indicate the north and the scale graphically (not with numbers like 1:1000).

It is unacceptable to place illustrations in the text. Figures, photographs and maps must be provided as separate \*.pcx, \*.tif or \*.jpg files. Graphs and diagrams should be presented as \*.xls files. Tables are to be Word-formatted and inserted in the text right after a reference to them. Please make sure that your illustrations are sharp and contain all necessary symbols. Maps should not feature unreadable (too small) place names and other elements. The maximum size of illustrations is 10 × 15 cm with the minimum resolution of 300 dpi. In diagrams, choose contrast hatching for background instead of colouring. The headings of tables, captions and symbols for figures and photographs must be given in English and Russian.

## **An Example of a Species Report:**

**Narrow-sculled Vole** *Microtus gregalis*. A common species in the shrub tundra (Balakhonov, Shtro, 1995) and typical tundra (Bakhmutov et al., 1985) subzones of the Yamal Peninsula. V. F. Sosin et al. (1985) did not find the Narrow-sculled Vole in the arctic tundra. The northernmost finding of the species was done by L. M. Tsetsevinskiy (1940) who caught a pregnant female in the building of the Tambey Trading Station in January 1934. As for our experience, we observed Narrow-sculled Voles at the Hanovey Station (Middle Yamal) most of all in 1985 and 1988. They were common at the Seyakha River in 2006. At the Yaybari Station (Northern Yamal), they were seen in 1990 (once) and in 1991 (about 10 occurrences in the spring and summer).