

1 SCOPE

The publication series NEOBIOTA focuses on applied and general aspects of invasion biology. Considered for publication are monographs (theses, dissertations) and conference proceedings (e. g. meetings of the working group NEOBIOTA or other congresses with focus on invasion biology).

2 SUBMISSION AND HANDLING OF MANUSCRIPTS

Please submit your manuscript **electronically** (see below for details) by e-mail to Petr Pyšek, **pysek@ibot.cas.cz**. Please add to the subject of an e-mail phrase "Neobiota proceedings". The deadline for manuscript submission is **31 December 2008**, manuscripts arriving after this date cannot be considered. Submitted papers will be peer reviewed and the review process will be arranged by guest editors for this special issue (Petr Pyšek, Jan Pergl et al.). The final decision remains with the editors. The editors also reserve the right to refuse manuscripts that do not conform to these guidelines or do not meet the scientific standard required for publication.

3 REQUIREMENTS FOR MANUSCRIPTS

3.1 Form

Manuscripts should be submitted as (i) MS Word **doc or rtf** document with text, tables and figure captions; (ii) **pdf** with the same contents as the doc document but also with figures; (iii) **figures** in format specified below. Manuscripts should be double spaced with 2 cm margins and **lines numbered**. The text is followed by tables (each on a separate page) and figure captions (in a pdf, place captions on the same page as the respective figure). Make sure that all figures, tables, and literature cited must be referred to in the text.

Please do not use formats other than bold or italics. Avoid the use of styles, indentations, automatic tables of contents, automatic cross-references, etc., and do not use small Caps and all caps formats. The hierarchy of headings may be indicated by number codes. Latin names of species and genera should be written **in italics**.

The title of the contribution should be short and precise; the first and the family name of the authors as well as address and affiliation should be provided directly under the title, using numbered superscript in case of authors from more institutions. A **summary** follows, listing the main results and conclusions, using simple, factual, numbered statements. It must not exceed **300 words**. Add up to 8 keywords (that are not included in the title) at the end of the summary in alphabetical order.

3.2 Extent

The size of the complete manuscripts should not exceed **5000 words**.

3.3 Language

Only manuscripts written **in English** will be considered. Manuscripts that are inadequately prepared will be returned to the authors. Non-native English speakers are advised to have their manuscripts edited by a native English colleague.

3.4 Figures

Motif and scale of microscopic photos, maps, etc. should be adjusted to the size of the published paper (A5). Provide graphs and diagrams as **eps, tif, jpg or bmp**. Please provide figures in b/w. Colour photographs may be allowed if colour is an essential feature of the result but authors will be asked to contribute to the cost. Colour pictures may also be reproduced in b/w (but with loss of differentiation).

Please do not use frames for your graphs (only 2-D presentations with x- and y-axes). Do not forget to label the axes and provide dimensions (SI units). Use Helvetica (Arial) font for axes description. Figure caption must be clear and make the figure self-explanatory.

3.5 Tables

Tables must be prepared using MS-Word function for tables (do not paste images from other programmes). Please avoid using large tables.

3.6 Literature

Please pay special attention to this section! Please keep strictly to these guidelines as it is enormously time consuming to format incorrectly formatted reference lists.

Please write names of authors neither in CAPS nor in small Caps but simple characters. Scientific (zoological, botanical) names of taxa (genera, species, subspecies, etc.) should be written in italics.

References in the text are given by author(s) and publication year in parentheses, e.g. (Müller 1990), for two authors use both names (Müller & Schulze 1991) [note: “&”, not “and”], for three or more just cite the first author and add “et al.” (Meier et al. 1991, note: “et al.” not italicised). If the author is incorporated into text flow, just provide year of publication in parentheses, e.g. “As already Mayer & Schmidt (1991) reported...”.

When authors or different groups of authors with the same first author and date occur, they should be cited thus: (Meier 1991a, b), (James et al. 1986a, b). References should be listed in chronological order in the text, e.g. (Lowe et al. 1986; Able et al. 1997).

At the end of the paper, references should be listed in alphabetical order (without numbering). Names and initials of all authors [note: no blank space between initial, i.e. Hulme, P.E. not Hulme, P. E], year of publication, full titles of papers, chapters and books, abbreviated journal titles, volumes and pagination should be provided. Examples of reference style are given below:

Books:

Ellenberg, H. (1990): *Bauernhaus und Landschaft*. – Ulmer: Stuttgart, 585 pp.

Papers in journals:

Hügin, G. (1991): *Hausgärten zwischen Feldberg und Kaiserstuhl*. – *Beih. Veröff. Naturschutz Landschaftspflege Bad.-Württ.* 59: 1–176.

Compendia:

Benkert, D., Fukarek, F. & Korsch, H. (Eds.) (1996): *Verbreitungsatlas der Farn- und Blütenpflanzen Ostdeutschlands*. Fischer: Jena, 615 pp.

Papers in Compendia:

Benkert, D. & Klemm, G. (1993): *Rote Liste Farn- und Blütenpflanzen*. – In: *Ministerium für Umwelt, Naturschutz und Raumordnung des Landes Brandenburg (Ed.): Rote Liste. Gefährdete Farn- und Blütenpflanzen, Algen und Pilze im Land Brandenburg*, p. 7-95, Unze: Potsdam.

4 PROOFS

Proofs will be sent to the corresponding author. Only corrections and essential changes should be made at this stage. Authors will be charged for extensive alterations. To avoid delay in publication, corrected proofs should be returned to the publisher immediately. The Editors reserve the right to make minor modifications to manuscripts that do not conform to accepted standards. Such alterations will always be submitted to the authors for approval at the proof stage.