

INSTRUCTIONS FOR AUTHORS

TREUBIA is a peer-reviewed, scientific zoological journal with focus on biosystematic aspects of terrestrial and aquatic fauna in the Indo-Australian region. TREUBIA is published yearly and accepts manuscripts within the scope of the journal. It is accessible online at <http://e-journal.biologi.lipi.go.id/index.php/treubia>.

The missions of TREUBIA are to: (1) promote sciences and disseminate information in animal systematics and on the biodiversity of the region; (2) participate in the effort of educating public through good quality of scientific media and available professional researchers; (3) establish linkages among zoologists particularly in the field of systematics.

TREUBIA accepts manuscripts based on original research, taxonomic review or short communication. The manuscript should not be offered for prior or simultaneous publication elsewhere. It must be written in English and must use the British spelling. Manuscripts should be prepared double-spaced in Microsoft Word, using Times New Roman font 12, A4 paper size. To facilitate the reviewing and editing processes, please apply continuous line numbered option. An electronic file of the manuscript along with a formal cover letter – indicating the importance, stating its originality and its approval by all co-authors – should be submitted to the editors of TREUBIA through email address: treubia@gmail.com or submitted directly to the editors at Division of Zoology, Research Center for Biology – LIPI, Widyasatwaloka, Jl. Raya Jakarta Bogor Km. 46, Cibinong, Bogor 16911, Indonesia.

Concise writing and omission of unessential material are recommended. All numbers under 10 and any number forming the first word of a sentence must be spelled out, except in the Materials and Methods section of taxonomic papers. Year should be completely written. Names of genera and species should be in *italic* type. It is recommended to use metric measurements in abbreviation (e.g. kg, cm, ml). Please consult and refer to a recent issue of TREUBIA for an acceptable format.

Manuscripts should be presented in the following order (Appendices can be added if necessary):

Title section. This includes the title of the paper (all capitalised), author's full name, author's institution and address (all with first letters capitalised), and e-mail address of the corresponding author. The title should be short, informative and without abbreviation.

Abstract. Except for short communications, articles should be accompanied by an abstract. The abstract consists of no more than 250 words in one paragraph which should clearly state the essence of the paper, with no references cited.

Key words. Following the abstract, list up to 5 key words, all typed in lowercase except a proper noun, separated by commas, presented in alphabetical order.

Introduction. The introduction must briefly justify the research and give the objectives. References related to the justification of the research should be cited in the introduction but extensive and elaborate discussion of relevant literature should be addressed in the Discussion section. References are to be cited in the text by the author's surname and year of publication. When citing multiple sources, place them in chronological order, e.g. (Somadikarta 1986, Calder 1996, Carpenter 2005). For two authors, both names should be

cited: *e.g.* (Ackery & Vane-Wright 1984). For three authors or more, only the first author is given followed by *et al.*, *e.g.* (Foster *et al.* 2002).

Materials and Methods. Provide a clear explanation of materials and methods used in the research. The place of specimen depository must be mentioned here.

Results. The results can be presented in the form of tables and figures when appropriate. The text should explain and elaborate the data presented. Captions of tables, figures, and plates should be inserted where you want them to be inserted. All line drawings, photographs and other figures may be submitted in JPEG format and the image size should be at least 1024 by 768 pixels.

Discussion. The discussion should interpret the results clearly and concisely, and should discuss the findings in relation with previous publications.

Acknowledgements. Acknowledgements of grants, assistance and other matters can be written here in one paragraph.

References. List of references should be in alphabetical order by the first or sole author's surname. Journal references should include author's surname and initials, year of publication, title of the paper, full title of the journal (typed in *italic*), volume number (typed in **bold**) and inclusive page numbers. Book references should include author's surname and initials, year of publication, title of the book (typed in *italic*) or/and title of the chapter and editor (if part of a book), publisher, city of publication, and page numbers.

For example:
LaSalle, J. & M.E. Schauff 1994. Systematics of the tribe Euderomphalini (Hymenoptera: Eulophidae): parasitoids of whiteflies (Homoptera: Aleyrodidae). *Systematic Entomology* **19**: 235-258.

MacKinnon, J. & K. Phillips 1993. *Field Guide to the Birds of Borneo, Sumatra, Java and Bali*. Oxford University Press, Oxford, 491 pp.

Natural History Museum 2013. Wallace100 - celebrating Alfred Russel Wallace's life and legacy. [Online] <<http://www.nhm.ac.uk/nature-online/science-of-natural-history/wallace/index.html>> [Accessed 11 October 2013].

Stork, N.E. 1994. Inventories of biodiversity: more than a question of numbers. *In*: Forey, P.L., C.J. Humphries & R.I. Vane-Wright (eds.), *Systematics and Conservation Evaluation*. Clarendon Press (for the Systematics Association), Oxford, pp. 81-100.

Upon receiving a manuscript, a Treubia editor will check the compliance with these instructions and will send the manuscript to two reviewers. Based on comments from the reviewers and the suitability of the manuscript, Treubia editors will decide the acceptance or rejection of the manuscript. The author will be notified of the decision and will receive the manuscript with reviewers' comments.

Following the process of reviewing and revising, a final proof will be sent to the first or sole author for correction and approval. Five reprints are supplied free of charge but delivery cost will be charged. Joint authors will have to divide these copies among them at their discretion.

Additional reprints can be provided at cost, the order should be placed before the final printing.