

Instructions to Authors

The *Mongolian Journal of Biological Sciences* is a peer-reviewed international journal, which publishes original articles on all aspects of biological sciences. In addition, review-type articles, notes from the field, short communications, anniversary notes and book reviews are also welcome. There are no restrictions on author and geographic region.

Papers are published Online First as they are accepted to minimize publication time. Online First publishes accepted articles in electronic form prior to their appearance in the print version of the journal, eliminating the delay necessary for the completion of an entire issue. One or two print issues of the journal is published per year, containing all online publications from the preceding year.

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The Editor-in-Chief reserves the right to accelerate the publication of high-profile papers, commissioned reviews or topical papers.

The submissions listed below are considered

Original research articles: must be limited to 6000 words, excluding references, tables and figures. Research papers will undergo peer review.

Review articles must be limited to 5000 words, excluding references, tables and figures. Review articles will undergo peer review.

Notes from the field: brief note, limited to 3000 words, detailing an observation of interest, and it will undergo peer review.

Short communications: brief note, limited to 2000 words, detailing with research that is too brief to undergo peer review.

Anniversary notes: brief note of anniversary, limited to 1500 words.

Book reviews: brief review of a new book relevant to the journal (limited to 1000 words).

Submission declaration

The corresponding author must send a signed declaration or e-mail stating that:

- the manuscript submitted has not been published, accepted for publication or submitted to any other journal
- all authors approve submission of the manuscript
- all authors involved in the work and entitled to authorship have been included
- the material is original and the work conforms to the legal requirements of the country in which it was carried out.

General guidelines for submission

- Typescripts must be typed in single spacing, and pages should be numbered consecutively, including those containing acknowledgements, references, tables and figures.

- Either American or British spelling, and grammar are acceptable as long as used consistently throughout the text. Authors whose native language is not English are requested to have their manuscripts checked by a native English speaker before submission. Manuscripts written in poor English will be returned.
- Submit the manuscript including tables and illustrations via e-mail as attachment files, together with a cover letter.
- Papers are reviewed by at least two referees before acceptance. Authors are required to provide the names and e-mail addresses of 2–4 suitable reviewers, however the editor reserve the right to choose referees other than those suggested.
- Do not divide words (turn hyphenation option off) and do not justify the text.
- Authors must respect the articles of the International Code of Zoological Nomenclature and International Code of Botanical Nomenclature, and its recommendations.

Organization of Manuscript

Arrange manuscripts in the following order: Title page, Abstract, Key words, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References.

Title Page

Include the following information on the title page:

- Title. This should be concise but informative and where appropriate should include mention of family or higher taxa names.
- Running title. Provide a short title that does not exceed 50 spaces including punctuation marks
- Full names, postal and e-mail addresses, academic affiliation or place of work of authors.
- Correspondence address. Provide the full address, fax, telephone (including international dialing code) and e-mail address of the corresponding author.

Abstract

The abstract summarizing the main findings and conclusions of the paper and indicating the relevance of the work should be submitted. Each Abstract should not exceed 200 words. Use common and scientific names in the Abstract unless already used in the title. Adopt standard scientific nomenclature and avoid abbreviations, references and quotations.

Key words

The Abstract should be followed by no more than 8 key words (index terms). Title words can be repeated if considered key words.

Introduction

The Introduction should not provide a review of the area of work, but should introduce the reader to the aims and context for the work described.

Materials and Methods

This section should be sufficient to allow work to be

replicated, but should not repeat information which can be referenced to previous studies. The Methods section may also contain descriptions of the statistics used, sample sizes, techniques and regimes.

Results

The Results should be restricted to a factual account of the results obtained and the text should not duplicate information given in the Tables and Figures although it can complement it. Give details of the statistics including the test used, sample size, degrees of freedom and the probability level e.g. ANOVA: $F_{3,17}=108$, $P < 0.0001$; $\chi^2_{16}=1190.6$, $P < 0.0001$; Wilcoxon test: $Z = 2.5$, $N = 18$, $P = 0.011$; Spearman rank correlation: $r_s = 0.11$, $N = 25$, $P = 0.581$ etc.

Discussion

The Discussion should include a concise statement of the principal findings, a discussion of the validity of the observations, a discussion of the findings in the light of other published works dealing with the same subject and a discussion of the significance of the work.

Acknowledgements

Refer to people, grants and sources of support etc.

References

For references in the text:

One author: Aoki (1990) or (Aoki, 1990);

Two authors: Beck and Woas (1993) or (Beck & Woas, 1993);

More than two authors: Norton *et al.* (1993) or (Norton *et al.*, 1993).

In the reference section, all authors should be listed in full. Use lower case letters to distinguish between two papers by the same authors in the same year, e.g. (Thompson & Heck, 2002a, b). List multiple citations in chronological, but not alphabetical order, e.g. (Smith, 1985; Johnson, 1990; Beynon, 2001). All publications referred to in the text must be listed in full in the list of references in alphabetical order. Authors with multiple papers should be arranged in chronological order. Do not capitalize authors' names. Provide the journal names in full. The issue number should be given (in parentheses) only when volumes are not continuously paginated. The format for papers, books and chapters cited in the reference section is as follows:

Wiklund, C. G., Kjellen, N. & Isakson, E. 1998. Mechanisms determining the spatial distribution of microtine predators on the Arctic tundra. *Journal of Animal Ecology*, 67: 91–98.

Dhaliwal, G. S. 1970. Impact of chemical control on honey bees. *Pesticides (Bombay)*, 4(11): 17–19.

Cramp, S. & Simmons, K. E. L. 1980. *The Birds of the Western Palearctic*. Oxford University Press, Oxford.

Brothers, D. J. & Finnamore, A. T. 1993. Superfamily Vespoidea. In Goulet, H. & Huber, J. T. (eds.): *Hymenoptera of the World: An Identification Guide to Families*. Agriculture Canada, Ottawa, pp. 161–278.

Specifications

Numbers and names

- Whole numbers one to nine should be spelled out and number 10 onwards given in numerals.
- If a new taxon is described, the institution in which the type material is deposited must be given, together with details of the registration assigned to it.
- Full binomial names should be given on the first occasion an organism is mentioned (and abbreviated thereafter), except at the beginning of a sentence.
- Avoid footnotes except to add information below the body of a table.
- Do not use initial capitals for the common names of animals or plants unless derived from a proper noun.

Tables

Tables should include concise headings, be self-explanatory, single-spaced and numbered consecutively. Give extra information (e.g. results of statistical analysis) as a footnote below the table. When preparing illustrations and tables, please consider the printed page dimensions: width 160 mm, height 240 mm, column width 75 mm.

Figures

All illustrations should have the author's name and figure number clearly written in the file names. Figure legends should be explanatory without reference to the text. Photographs should be color or black-and-white with good contrast and are best submitted at the actual size of reproduction. Clear, technically accurate line drawings are accepted. Do not use fine lines on drawings to be significantly reduced. They should be submitted in digital form. Use Times New Roman font for lettering on tables and figures. Tables and figures must be referred to in the text, submitted on separate pages, and the approximate positions indicated in the left-hand margin of the text. Refer to illustrations and tables in the text as: Fig. 1; Figs. 1–2; Table 1; Tables 1–3. Do not produce the same data in figure and table form.

Use of italics

In the text: Latin names of taxa up to the generic level; in the References: names of periodicals, titles of books and the Latin names of taxa should be in *italics*. At the first mention of a species, give the common name (when available) followed by the Latin name in *italics*. For further mention of the same species use only the common name.

Proofs and Offprints

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Submission of Manuscript

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