

### ***Acta Carpathica Occidentalis***

Joint journal of Muzeum regionu Valašsko, p.o. a Muzeum jihovýchodní Moravy ve Zlíně, p.o.

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Official website of the journal: <https://aco.muzeumvalassko.cz/>

#### **Submission Guidelines**

The journal **Acta Carpathica Occidentalis** publishes contributions presenting original results of scientific research, primarily from the Western Carpathians region (Czech Republic and Slovakia). Additionally, it includes short messages of personal profiles, news, reviews, and research findings in the field of environmental education, sustainable development, and related topics. The journal adheres to an approved ethical code of publishing, which is available on the journal's website.

#### **Conditions for Acceptance or Rejection of Manuscripts**

The editorial process of the journal is managed through the Actavia system, which determines and standardizes editorial procedures. Only original and unpublished works are accepted for publication; otherwise, prior consent from the editorial board is required. Submitted manuscripts undergo an evaluation by the editorial board, and based on the vote, they are either accepted or rejected for peer review. Manuscripts go through a peer-review process, where the editorial board decides on acceptance based on assessments from at least two experts in the field. Authors receive reviews, which they can use for revision or defense of their contribution.

Contributions to the "News and Personalities" section do not undergo the peer-review process. Authors are fully responsible for the content of their contributions. The editorial board reserves the right to make stylistic, spelling, and formal edits to the text. Authors will be given the opportunity to revise or address objections raised in the reviews.

Contributions are not remunerated; in case of acceptance, authors grant the publisher a license for electronic publication. The journal adheres to an Open Access policy and publishes contributions under the licensing terms of Creative Commons CC BY-NC 4.0 International (full text available at: <http://creativecommons.org/licenses/by-nc/4.0/legalcode>). Authors receive their works only in electronic form.

#### **Timeline and Procedure for Manuscript Evaluation**

The journal is published online continuously throughout the year, with the conclusion of each volume on December 31st. Manuscripts are accepted for peer review on an ongoing basis without time restrictions. Reviewer evaluations are promptly made available to the corresponding author for revisions upon receipt from the reviewers. Accepted and editorially finalized contributions are published on the journal's website as they become available. DOI numbers are assigned to these contributions continuously.

## Manuscript Requirements

Manuscripts are primarily accepted in Czech, Slovak, and English. Format your manuscripts according to the templates provided on the journal's website. Key terms (Keywords) (words included in the article title may be repeated only exceptionally in well-justified cases), and an abstract should be provided in both English and in the main language of the manuscript (in case English is used as the main language of the manuscript, then only in English). The title of the work and captions for attachments are required in both Czech or Slovak and English. The author is responsible for providing translations, while the editorial team facilitates only minor language revisions.

Manuscripts must be submitted through the journal's editorial system after the author's registration; submissions via email will not be accepted. An alternative submission method must be arranged in advance. Works should have the following basic structure:

1. Brief and concise title with its translation into English.
2. Name and surname of the author(s).
3. Author(s)' address, including postal code.
4. Contact information for the corresponding author (preferably email).
5. Keywords.
6. Abstracts.
7. Main text of the work (recommended structure: introduction, materials and methods, results, discussion, and, if applicable, summary, acknowledgments, literature, attachments).
  - Sections may be combined as needed (e.g., combining results with discussion).
  - In justified cases and for short communications, the text may not be divided into sections.
8. Attachments (images, graphs, tables) must be submitted to the editorial team as separate files.

**Keywords:** Several (3–10) words or phrases capturing the content of the article. **Abstract:** A concise summary of the article introducing the most important results and conclusions, with a maximum length of 2,000 characters including spaces.

Headings for individual sections of the paper should be written on a separate line, with the exception of the abstract and keywords. The recommended length of the text is not specified. The text should not be formatted into multiple columns, and word division should not be used. Italicize names of genera, subgenera, species, and subspecies (excluding higher taxonomic units), but not for authors of taxa, years, and abbreviations such as subsp., sp., and others. Use italics for journal names, book titles, and manuscript titles in the "Literature" section. Capitalize authors of citations in the text and in the literature list. Avoid any other custom text formatting.

Insert images into the system as separate files in formats such as JPG, TIFF, PDF, etc., rather than embedding them within the Word document. Tables and graphs should be submitted as separate MS Office files (Word, Excel), and their placement in the text can be indicated (by

inserting a reference like "Fig. 1 here" into the text). Image templates must be provided in a quality suitable for grayscale printing, with the highest possible resolution. Captions for tables and figures should be placed at the end of the text.

Authors must adhere to the botanical and zoological nomenclature code. In the "Methods and Materials" section, the source of the used nomenclature must be indicated. Species and lower taxonomic unit names should be fully provided at their first mention in the work, including the unabridged name of the author of the description, the year, and any parentheses (note that author and year information doesn't apply to botanical contributions). Authors of descriptions should not be mentioned in the abstract. In subsequent text repetitions, it is permissible to abbreviate genus names if there is no risk of confusion or ambiguity.

Write dates with spaces, and months in Roman numerals (1. VI. 1994). In English text, use lowercase Roman numerals without spaces (1.vi.1994). Also, use a decimal point instead of a comma for numbers with decimal fractions (e.g., 4.7 mm). For site codes in grid mapping, place them in parentheses after the location name – for example, Dobrá (6376). Write location names in full, for example, Frýdlant nad Ostravicí (not Frýdlant n/O). For faunistic and floristic data, it is necessary to include: country, locality (its code), date of discovery, number of specimens (or gender, M for males, F for females), name of the discoverer (leg. or lgt.), determiner (det.), and, if applicable, the author of the determination revision (rev.), collection owner (coll.), etc.

During manuscript preparation, please follow the guidelines of the Internet Language Guide (<http://prirucka.ujc.cas.cz/>).

Follow the past issues of the journal for the citation style. In-text citations should be in the format: NOVÁK (2005), (ŠPAŇHELOVÁ 2009), ZEMAN & KOTLÁŘ (1966), (ZEMAN & KOTLÁŘ 1966). For more than two authors, use BOHUNÍK et al. (1998). Include all works cited in the text in the literature list and no others. Provide the full titles of journals without abbreviation. When citing, include authors' names in the first person.

When citing internet sources, provide the author(s) of the page, the title of the page (in italics), and the URL (starting with <http://> or <https://>). In parentheses, include the date the author accessed the page (not the creation date). For example, see KONVIČKA (2009).

### Examples of Citations

ANONYMOUS (1981): ČSSR 1:500 000. Účelová podkladová mapa pro ústav pro výzkum obratlovců ČSAV. Kartografie, Praha, 1 mp.

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HOLUŠA J. (1997a): Druhové spektrum sarančí (Caelifera) a kobylek (Ensifera) údolí potoka Dinotice (Vsetínské vrchy). *Klapalekiana*, 33: 11–16.

KONVIČKA O. (2009): Druh saranče vrzavá *Psophus stridulus* (Linnaeus, 1758). *Biolib*, <http://www.biolib.cz/cz/taxon/id252/> (accessed 10 February 2012).

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- REJZEK M. (2005): Cerambycidae (tesaříkovití), pp. 530–532. In: FARKAČ J., KRÁL D. & ŠKORPÍK M. (eds): *Červený seznam ohrožených druhů České republiky. Bezobratlí. (Red list of threatened species in the Czech Republic. Invertebrates)*. AOPK ČR, Praha, 760 pp.
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- SPITZER L. & VALCHÁŘOVÁ J. (2006): *Monitoring populací druhu Carabus variolosus a zjištění biotopových nároků druhu na vybraných lokalitách na Vsetínsku*. Ms., 41 pp. [Depon. in: AOPK ČR Praha]
- TRÁVNÍČEK D. (2010): Poznámky k výskytu *Laccobius (Dimorpholaccobius) simulatrix* Orchymont, 1932 v České republice. *Acta Carpathica Occidentalis*, 1: 104–105.