

### Instructions to Authors

The *Mongolian Journal of Biological Sciences* publishes original articles on all aspects of biological sciences. In addition, review-type articles, book reviews and short communications are also welcome. There are no restrictions on author and geographic region.

#### Submission declaration

The corresponding author must send a signed declaration or email 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
- that the work conforms to the legal requirements of the country in which it was carried out

#### General Guidelines for submission

- Authors whose native language is not English are requested to have their manuscripts language checked by an English speaker before submission. Manuscripts written in poor English will be returned. Either American or British spelling and grammar are acceptable as long as used consistently throughout the text.
- Submit one hard (paper) copy of the manuscript including photocopies of figures and illustrations and a copy of the manuscript file on virus-checked diskette, CD or by e-mail as attachment file.
- The entire manuscript including the abstract, references, figure legends and tables should be typed with double line spacing on one side of A4 paper. Pages should be numbered consecutively throughout the manuscript.
- Do not divide words (turn hyphenation option off) and do not justify the text.
- Papers are reviewed by at least two referees before acceptance. Authors may suggest referees for their papers, however, the Editors reserve the right to choose referees other than or in addition to those suggested.
- Authors must respect the articles of the International Code of Zoological Nomenclature and International Code of Botanical Nomenclature, and its recommendation.
- Manuscripts should not exceed 20 pages, including illustrations and tables.

#### Organization of Manuscript

Arrange manuscripts in the following order: Title page, Abstract, Key words, Introduction, Materials and Methods, Results, Discussion, Conclusion (this section may be combined with 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 taxon names.

- Running title. Provide a short title that does not exceed 50 spaces including punctuation marks
- Authors' full names, postal and email addresses, academic affiliation or place of work
- Correspondence address. At the bottom of the page give the full address, fax, telephone (including international dialing code) and email 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 in Mongolian and in English. Each Abstract should not exceed 200 words. For non-Mongolian authors we can provide a Mongolian translation. 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:  $r_s=0.11$ ,  $N=25$ ,  $P=0.581$

#### Discussion

The Discussion section 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.

#### Conclusion

If a separate Conclusions section is used it should only be for concluding remarks of the obtained results

### 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, 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. Abbreviate names of periodicals according to The World List of Scientific Periodicals (if you are not certain about the abbreviation give the journal name 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. *J. Anim. Ecol.*, 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 H. Goulet & J. T. Huber (ed.): *Hymenoptera of the World: An Identification Guide to Families*. Agriculture Canada, Ottawa, pp. 161-278.

Leiler, T. E. 1992. Ljudalstring hos Lamiinae-larver (Coleoptera, Cerambycidae) [Sound production by Lamiine larvae (Coleoptera, Cerambycidae)]. *Entomol. Tidskr.*, 113: 55-56 (in Swedish, English abstr.)

### Specifications

#### Tables

Tables should include concise headings, be

self-explanatory, double-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 160mm, height 240mm, column width 75mm.

#### Figures

Retain original illustrations until the manuscript has been accepted for publication. All illustrations should have the author's name and Figure number clearly written on the back. Figure legends should be printed on a separate sheet and be explanatory without reference to the text. Photographs should be black-and-white glossy prints of good contrast and are best submitted at the actual size of reproduction. They may be submitted in digital form. Clear, technically accurate line drawings are accepted. Do not use fine lines on drawings to be significantly reduced. Original illustrations are not returned unless requested.

Use Times New Roman font for lettering on Tables and Figures. Tables and figures must be referred to in the text, submitted on a separate page and the approximate position 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. 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 and titles of books (but *not* the Latin names of taxa). At the first mention of a species, give the common name followed by the Latin name in italics. For further mention of the same species use only the common name.

#### Proofs and Offprints

No page charges are levied for articles up to 8 printed pages. Authors are asked to pay \$25 for each printed page exceeding 8 and \$50 for pages containing colour artwork. Twenty five reprints are supplied free of charge.

#### Submission of Manuscript

Manuscripts should be sent to the Editor, Mongolian Journal of Biological Sciences, Faculty of Biology, National University of Mongolia, P.O. Box 377, Ulaanbaatar 210646, Mongolia, e-mail: bayartogtokh@num.edu.mn. Manuscripts not conforming to the above guidelines are liable to be returned to the authors for correction.