

SCOPE OF THE COLLECTION

The *Mémoires du Muséum national d'Histoire naturelle* publish major original peer-reviewed contributions, such as monographs or multi-authored volumes.

Fields covered include natural history and human sciences from geology and zoology through botany to ethnology and anthropology. Researchers from the Museum or from other institutions may be published if their work concerns the Museum's collections or scientific activities developed within the institution.

SUBMISSION AND EVALUATION OF MANUSCRIPTS

Authors are requested to first submit a synopsis presenting the subject of the manuscript to allow the editorial board to considering the suitability of the project before peer evaluation.

This synopsis must comprise a presentation of the proposed subject, the scientific context of the subject, the precise contents of the monograph or the list of authors and chapters, and an estimate of the size of the manuscript (number of words or letters, number of figures).

There is no limitation in terms of number of pages in a volume, but the size of the manuscript must be more than 200 printed pages. One published page of a *Mémoires* corresponds approximately to 4000 signs (including spaces).

This synopsis must be sent to the editor-in-chief at the following address:

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The editorial board can accept or refuse project, as a whole or in part, according firstly to the synopsis, and secondly to the reviewers' reports, and after consulting the Editorial Committee Museum.

For monographs (volumes with one author), the editorial board will do the entire evaluation procedure, based on reports requested from three scientists in the field.

In the case of multi-authored volumes, once the project accepted by the editorial board, the editor of the volume will be in charge of finding at least two reviewers for each manuscript of the volume. The editor of the volume must provide the editorial board with the reviewers' reports, based on which the editorial board will take a decision. The editorial board may ask for additional reviewers if necessary. As a reminder to the authors and volume editors, manuscript evaluation is about both the scientific content and the format (text and figures). Any manuscript not following the rules presented here, or presenting serious problems of language or quality of figures, will be sent back immediately to the authors.

When the manuscript is accepted, the author(s) are required to sign the agreement for copyright transfer. Copyright of the published paper, including illustrations, will be assigned free of all royalties to *Mémoires*. Requests to reproduce material from *Mémoires* should be addressed to the editorial board.

TEXT

■ Format of the manuscripts - Monographs

The text will be provided as a single Microsoft® Word file. The language of publication in the *Mémoires* is English, with exceptions, in order to benefit from a wider audience from the scientific community. Manuscripts in French will be considered depending on the specific context of each project. The monographs must comprise an extended summary in French (for a volume in English) or in English (for a volume in French), an English abstract and a French résumé of 250 words, a short running title and a table of contents. An index of taxa, authors and any other appropriate topic must be proposed by the author in the final step of the editing of the manuscript (this index will be made after correction of the proof mounted and paginated, but a list of terms will be provided as during manuscript submission).

No more than five levels of titles (each clearly identified within the text) can be proposed within a monograph or an article.

■ Format of the manuscripts - Multi-authored volumes.

They must comprise an introduction presenting the scientific context of the volume, or the history of the achievements of the study and book contents presenting the list and order of the of papers.

The papers of multi-authored volumes must follow the general standards of scientific publications and comprise an abstract, the title in English or in French, a short running title, and the following sections: Introduction, Material and Methods, Systematic Account, Results, Discussion, Acknowledgements, References. Footnotes and keywords are not accepted.

The authors must mention an institutional postal address and their E-mail address.

■ Systematic treatment

The taxonomic descriptions must follow the rules of the appropriate *International Code of Nomenclature* (most recent edition).

— Each systematic description should be arranged as follows: name of the taxon with author and date, reference of the description, type-species, synonymies, diagnosis and/or description, etymology, remarks; species name with author and date, synonymies, type

material, type locality, (other) material examined, description, etymology, remarks;

— use n. sp., n. gen., n. fam., etc., for each occurrence of a new taxon name; and n. comb. at each occurrence of a new combination;

— every taxon names cited in the text should be followed by author(s) and date of description when first mentioned in the text, in the résumé/abstract and in the captions of the figures and tables;

— the names of genera and species must be in *italics*.

The rules of punctuation and abbreviation must follow those commonly used in the language of the manuscript (except for references).

■ Material citations

In accordance to the policy of the Muséum national d'Histoire naturelle for FAIR data & Open Science policy, the citation of material examined in zoology articles published by the publications of the MNHN is standardized, so as to allow automatic harvesting and submission of the data to international biodiversity databases, such as GBIF, the Catalogue of Life, DiSSCo, etc. Authors are encouraged to prepare their manuscripts according to this model prior to submission, but they will also be given the opportunity to comply upon acceptance of the manuscript.

Data requests are optional and should only be indicated when relevant.

ZOOLOGY

Country • specimen(s) [e.g. “1 ♂”]; geographic/locality data [from largest to smallest]; geographic coordinates; altitude/elevation/depth [using alt. / elev. / m a.s.l., etc.]; date [format: dd Mmm. YYYY, e.g., « 16 Jan. 1998”]; collector [followed by “leg.”]; other collecting data [e.g. micro habitat / host / method of collecting / “DNA voucher specimen”/ “vial with detached elements”, etc.]; barcodes/identifiers [e.g. “GenBank: MG779236”]; institution code and specimen code [e.g. “MNHN”].

BOTANY

Country • locality data [from least to most specific]; geographic coordinates; altitude / elevation / depth (using alt. / elev. / m a.s.l. etc.); date [format: dd Mmm. YYYY, e.g., “16 Jan. 1998”]; phenology (e.g., fl / fr); collection number [collector's name + number in italics]; determinator [followed by “det.”]; repository [identifier in the repository] (format: herbarium acronym [identifier]; e.g., “NY[133679], NY[3774223], NY[3774224], L[L.1264510]!, PLP[PLP-0012346], BR[AWH10018408]”; genetic identifiers [e.g., “GenBank no.: MG779236”].

This standardized format is presented and explained in the article: CHESTER C., AGOSTI D., SAUTTER G., CATAPANO T., MARTENS K., GÉRARD I. & BÉNICHOU L. 2019. — EJT editorial standard for the semantic enhancement of specimen data in taxonomy literature. *European Journal of Taxonomy* 586: 1-22. <https://doi.org/10.5852/ejt.2019.586>

■ References

The citations of authors in the text must read thus: Dupond (1989) or (Dupond & Dupont 1989; Dupond *et al.* 1989) or also Dupond (1989: 68, fig. 3).

The figures must be cited: (Figure 1) or (Figures 3, 5; Figures 8-10) or also (Tableau 1). The species names will be in *italics* with their authors' names.

The references must be presented according to the following standards:

BALON E. K. 1974 — *Domestication of the Carp* (*Cyprinus carpio L.*). Royal Ontario Museum, Toronto, 37 p. (Life Science Miscellaneous Publication).

MASSA F., GRIMALDI C., BAGLINIERE J. L. & PRUNET P. 1998 — Évolution des caractéristiques physico-chimiques de deux zones de frayères à sédimentation contrastée et premiers résultats de survie embryo-larvaire de truite commune. *Bulletin français de la Pêche et de la Pisciculture* 350-351: 359-376.

GUYOT M. 2000 — Intricate aspects of sponge chemistry, in VACELET J. (ed.), *Porifera 2000: Volume in honour to Professor Claude Lévi. Zoosystema* 22 (2): 419-431.

BAER J. G. & EUZET L. 1961 — Classe des Monogènes Monogenoidea Bychowsky, in GRASSÉ P. P. (ed.), *Traité de zoologie. Anatomie, systématique, biologie. Tome IV, Fascicule 1: Plathelminthes, Mésozoaires, Acanthocéphales, Némertiens*. Masson, Paris: 243-325.

POUYET C. 1987 — *Problèmes posés par les introductions de poissons en France*. DEA, Université Claude Bernard, Lyon, France, 39 p.

BALON E. K. 1995 — Origin and domestication of the wild carp, *Cyprinus carpio*: from Roman gourmets to the swimming flowers, in BILLARD R. & GALL G. A. E. (eds), *Aquaculture, Proceedings of the second aquaculture symposium, 6-9 September 1993, Hungary*. Royal Ontario Museum, Toronto: 3-48.

ILLUSTRATIONS

Figures must be numbered from 1 to n for the whole iconography (photographs, drawings, maps, graphs). Plates composed of several figures will consequently consist of a list of numbered figures (Figures 2, 3, 4 or 2A, B, C).

Tables are similarly numbered from 1 to n separately.

Figures will be provided as files (300 dpi for photographs and 1200 dpi for line drawings). Graphics, diagrams and maps with patterns or greyed figures will be accepted in vectorial format.

Les graphiques, diagrammes et cartes avec des motifs ou des figures grisées seront acceptés en format vectoriel.

Each plate or figure must be submitted as an editable file **without merging the layers including letterings, scale bars and legends**. Files in formats Adobe Illustrator or Photoshop are preferred.

The location of the illustrations will be indicated in the margin of the submitted manuscript or on the word file.

The *Mémoires* do not publish figures orientated in landscape (broadside) format and recommend avoiding frames around figures and captions within figures, while recommending provision of sufficient information in the legends. The number of each figure will be placed at the top left, in Ivory I Latin size 14 Medium.

The horizontal scale bar (thickness 1 point) will be placed at the bottom right. The scale value is not shown in the figure but will be included in the legend.

In all cases, it is imperative to account for possible reduction in the dimensions, letterings and details of the figures to fit the layout and justification of the *Mémoires* (130 mm wide for a caption in the margin or 169 mm wide for full-page figures - 247 mm maximum height).

The captions (should be include abbreviations and scale values) of the illustrations will be provided on a separate file. The reproduction of a figure already published must be justified and accompanied by the appropriate authorization. The publication of color figures is possible but not automatic (contact the editor-in-chief).