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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.

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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).

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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.

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## 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.

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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).

## ■ 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., BAGLINIÈRE 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.

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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).

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The publication of color figures is possible but not automatic (contact the editor-in-chief).