GUIDE FOR AUTHORS

General Information

Theriologia Ukrainica is the journal of the Ukrainian Theriological Society founded in 1998 as '*Proceedings of the Theriological School*.'

Since 2016, the journal has been a certified publication (by Decree No. 1604 of the Ministry of Education and Science of Ukraine issued on 22.12.2016). In 2018, the journal changed its title and has since been published under ISSN 2616-7379 (print) and 2617-1120 (online). Since 2019, it has been published half-yearly. In 2020, the journal received Category 'Б' (Appendix 4 to Decree No. 886 of MES of Ukraine issued on 02.07.2020) and in addition to the specialties 'biology' and 'ecology' (since 2016) was also certified in specialties 'forestry (game management).'

Each manuscript submitted for publication undergo preliminary review by the Chief Editor or one of the Associate Editors. Usually, the manuscript is returned right after to the Corresponding author to consider editorial remarks. Afterwards, the manuscript is sent for peer-review. Submission and publication of articles are free of charge. An author may submit more than one manuscript to the same volume (as a single author or in co-authorship), provided that each submission is scientifically independent, non-duplicated, and relevant to the scope of the journal.

Author guides

General requirements. The journal *Theriologia Ukrainica* accepts manuscripts in field of mammal science that are new contributions and have not been submitted elsewhere. Manuscripts should be written in Ukrainian or English and submitted electronically. Please submit articles via the google-form (>>>) or by email to the editorial office. The corresponding author is asked to fill in an Author's Declaration form and email it to the Editorial Office after the announcement of the article's acceptance for publication.

Format. Page size 19x27 cm, margins 2 cm. Font Times New Roman (11 pt). File format rtf, doc or docx. Line spacing 1.0. Do not use elements of automarking and paragraphs autonumbering. To highlight text fragments use bold or italic. The formatting rules can be downloaded from the link under the pdf icon on the left (>>> TU2520-rules.pdf). Authors can also use the template, which can be downloaded here (rtf >>> pts-template-ua.rtf). The recommended scope of a manuscript is 15 000 to 30 000 characters, including tables, figures, references, and abstracts. The recommended size of the manuscript's file is to 2 Mb.

Bibliographic information should be placed on the first page in the following order (in separate paragraphs): title, authors' names and ORCIDs, affiliation, postal and email addresses of the corresponding author, abstract (at least 1800 characters excluding spaces), key words (up to 100 characters). For two and more authors, the respective affiliations should be marked by numbers (e.g., Ihor Merzlikin[1], Raisa Pidopryhora[2]). One author may indicate several affiliations (see note 1 below). Bibliographic information should be given in both English and Ukrainian.

Introduction should not exceed 20% of the manuscript's length and it should contain the description and current state of the studied problem, references to key works in the field, and the aim of the research.

Material and Methods. This part is strongly recommended. It is important to describe the collecting methods of the studied material and its analysis. It stands for all stages of works, from the collection of primary materials and their processing to the techniques of data amassment and statistical analysis. The volume analysed materials should also be indicated.

Manuscript sections. The partition of the manuscript is arbitrary but mandatory. The man text may be indicated as 'Results and Discussion' or may be divided into sections with their own titles.

Sub-sections should not exceed 4 000 characters in scope (1–1.5 pages). Titles of sections and sub-sections are given in a separate line with an empty line before it. Sub-section titles included into the paragraphs should be given in ***bold italic*** or with e x p a n d e d s p a c i n g.

Tables should be presented directly in the text. Each table must be numbered and have a title, and should be referenced in the text ('Table 1'). Measurement values given in table titles should be followed by the respective abbreviated units (e.g., mm). Columns and rows, except for the heading, should not be separated with lines. Font size of table titles and contents is 9 pt. Table titles should be given in both English and Ukrainian.

Figures. Figures should have subsequent numbering and be referenced in the text. Figures should be submitted as separate files (gif, tif, jpg, png, xls, without compression) with a minimum resolution of 300 dpi (maximum width 150 mm). Font size in figures should be 9 pt. Figure captions should be placed after the figures as 'Fig. 1. ...' in both English and Ukrainian.

Formulas, terms, measurement units. Formulas should be given in the text and created in MS Equation; simple formulas are recommended to be given as text. Biological, physical, chemical, technical, and mathematical terms, measurement units and their abbreviations should be generally accepted. In fauna descriptions, it is recommended in the 'Material and Methods' section to refer to the systematic survey followed.

References. In-text references should be direct, in squire brackets, in Roman script, in chronological order, without initials and commans, e.g., '[Migulin 1938; Convention… 2012; Zoria *et al.* 2020], up to five in a row. The list of references should be arranged in alphabetical order, without numbering, in Roman script with indication of the original language for Cyrillic texts [Ukrainian]. Works by the same author should be listed chronologically. Citing 'grey literature' should be avoided (see: note 2). The share of cited references with DOI should be as great as possible (preferably >50%). References to websites should contain the title of the webpage, title of the website, year, and short URL (e.g., goo.gl).

Declarations. Acknowledgements and Declarations should be given before the list of references. In the Acknowledgements, it is important to mention all colleagues whose data were used in the text with reference to personal communication (the same stands for illustrations). Declarations should contain information on funding (scientific projects or grants, for which the author(s) can report with the article), author contributions (especially relevant for PhD students), conflict of interests (as well as its absence), and material treatment. After acceptance and prior to publication, the corresponding author should fill out and submit an Author's Declaration form.

Documents and correspondence. Original files should be named after the surname of the first author with a key work, in Roman script (e.g., barkaszi-endemism.rtf, barkaszi-fig1.jpg). During editorial process, the editor will add the number of the current version to the title (e.g. -ver3.rtf). Manuscripts should be submitted via a submission form available on the site (>>>) or via email. Correspondence takes place only via email (mammalia@ukr.net or mammalia.ua@gmail.com).

The journal on the Internet. The journal's Google Scholar profile is available at https://goo.gl/rjopA9 (h = 22). The archive of published articles, author guides, and other relevant information are available on the journal's website (http://terioshkola.org.ua/en/journal/contents.htm). The contents of volumes and pdf are also available on the website of the V. I. Vernadsky National Library of Ukraine (http://bit.ly/2e1XHwJ) and in the Scientific Electronic Library of Periodicals of the National Academy of Sciences of Ukraine (https://bit.ly/2AUrLGQ).

Editorial process

The Editorial Office works with the authors and manuscripts in electronic format. The Corresponding author is asked to send the paper's manuscript, designed in accordance with the journal's requirements, via email (see 'Documents and correspondence'), along with figures (photos, graphs, maps, etc.) and tables. Figures should be sent as zip archive. Then the manuscript undergoes several stages of editorial work.

Preliminary assessment. All submitted files are evaluated by the Chief Editor or one of the Associate Editors. This process in mandatory in order to analyse that the submitted material meets the journal's topics, formal requirements are met, the research is novel, relevant, and of high quality. Then the manuscript is sent back to the author to consider editorial remarks and to prepare it for external peer-review.

Peer-review. After editorial remarks are considered, all papers except for those in informative sections (history, chronicles, reviews) are sent for external peer-review. The Editorial Board selects peer-reviewers without consultations with the authors. The reviewer, who is expert in the respective field, is sent the manuscript and the peer-review form via email and is asked to comment on the quality of the research and the relevance of the presented results and materials. The peer-review process usually lasts for a month, after which the author receives the reviewer's anonymised comments and recommendations, along with additional editorial remarks. After considering the comments, the author is expected to submit a revised version of the manuscript with responses to these comments. In cases when the reviewers' recommendations contradict, decision about the manuscript is made by the Chief Editor or one of the Associate Editors.

Manuscript versions. After peer-review and acceptance, the manuscript undergoes copy editing and typesetting. Technical corrections are made at each stage of the editorial work. Intermediate versions of the manuscript are numbered and labelled respectively by the author, reviewer, and editor (e.g., *name-ver-6aut.doc*). The author receives all intermediate and the final version of the manuscript, particularly 1) after preliminary editorial assessment, 2) after peer-review (along with the reviewers' comments), 3) after editing, 4) the final version accepted for publication, 5) pdf of the published article (after the volume is distributed).

Editing. There are three rounds of editing after peer-review: 1) scientific editing of the manuscript's content and its adherence to the author guides (changes in wording, need for additional illustrations, references, etc.); 2) technical editing of the text, tables, figures, and references, as well as edits relevant for further typesetting (changes in the length of various text elements, table structure, figure arrangement, etc.); 3) copy editing of the language and style of the manuscript.

Dissemination. Published articles are disseminated by several means, which includes 1) sending the hardcopies of published volumes to about 20 scientific repositories and libraries; 2) distribution of hard copies among authors and colleagues, particularly participants of the annual theriological shools; 3) uploading the electronic versions of articles onto the website of the Theriological Society, website of the National Museum of Natural History, NAS of Ukraine (at which the Ukrainian Theriological Society operates), and website of the V. I. Vernadsky National Library of Ukraine as the main repository of the National Academy of Sciences of Ukraine.

Ethics. Peer-review is double-blind, although reviewers can reveal their identity to the authors if they wish to do so. It is strongly recommended to include an Acknowledgments section indicating projects as part of which the research was conducted and colleagues who contributed to the research and preparation of the work. Authors are requested to avoid conflict situations (emotional evaluations, publication of data without appropriate citation) and to declare any potential conflict of interests. The Author's declaration form is filled out by the author and is sent to the editorial office via e-mail together with the revised version of the manuscript after peer-review or later, if the editorial office so requests. The declaration form is available on the journal's website on the page 'Author Guides'.

Notes

1. In case an author's affiliation changes, the former affiliation cannot be omitted or at least should be mentioned in the Acknowledgements. The current affiliation should be indicated in second position or in current postal address. The Editorial Office adheres to the policy of Springer Nature, according to which the author's main affiliation should be the one where most of the work was carried out, but the current affiliation should also be indicated (https://www.nature.com/srep/journal-policies/editorial-policies).

2. ‘Grey literature’ includes conference abstracts, preprints, collections of student works, proceedings of local conferences, newspapers, ‘books’ published by LAP LAMBERT, etc.