



INSTRUCTIONS FOR THE AUTHORS

Hacquetia is a scientific journal that publishes research papers in the fields of taxonomy, floristics, faunistics, vegetation ecology, biocenology and palynology. *Hacquetia* is not geographically restricted, but the editors encourage the submission of papers from southeastern Europe.

Submission of a manuscript implies that the work has not yet been published or otherwise submitted for consideration elsewhere.

Manuscripts should be uploaded to Hacquetia submission system (<http://ojs.zrc-sazu.si/hacquetia/about/submissions#onlineSubmissions>) or sent to the Editor-in-Chief (urban.silc@zrc-sazu.si) in MS Word or pdf format or. Manuscripts should be written in English, in Times New Roman font CE, size 12, double-spaced and left-justified, with numbered lines and pages. All Latin names must be written in italics. Tables and figures should be enclosed separately. For more details on the format, see the current issue of *Hacquetia*. Each manuscript will be reviewed by at least two appropriate reviewers. Authors are encouraged to nominate potential reviewers. The editors may or may not consider these suggestions during the review process. Manuscripts that require corrections are returned to the (first) author, who must insert the corrections according to the comments and suggestions of the editors, reviewers, and copy editors. The author uploads the corrected version of the manuscript to the journal's manuscript system. The galley proofs are sent to the (first) author. Upon acceptance for publication, the authors transfer their material author's rights (copyright) to the publisher once and for all and free of charge for all cases. The copyright includes the rights of reproduction and distribution for unlimited editions and for all types of media.

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Outline of the manuscript

Language: Hacquetia accepts manuscripts in English. Manuscripts must be read and reviewed by a language editor.

Title: short and concise. Add also a shorter running title.

Author details: The institutions of all authors must be listed (institution, city, country). The corresponding author must be indicated and given an email address. Authors should also provide their ORCID number, which is freely available at <https://orcid.org>.

Abstract: The abstract must not exceed 1200 characters (including spaces). It should summarise the background, main findings and conclusion of the study. Do not refer to the text or cite literature. List a maximum of eight appropriate keywords without repeating words from the title. The abstract and keywords should be written in both Slovenian and English (foreign authors only in English).

Text: Follow the IMRAD structure (introduction, methods, results, discussion). Possible additional chapters are also conclusions, acknowledgements and funding. Individual chapters should be numbered. Indicate the position of tables and figures in the text. Avoid underlined, bold, and italic type (except for scientific names).

Figures: Figures should be numbered consecutively and sent as separate files. The following file formats are accepted: TIF, GIF and JPG. Figures should be a maximum of 1600 mm wide.

Tables: Tables should contain as few lines as possible. In phytosociological tables, only the vertical lines can be used to divide the different syntaxa. Tables should be submitted in XLS or XLSX file formats.

References: Only works cited in the text should be included in the list. Hacquetia uses the APA referencing style (<https://apastyle.apa.org/instructional-aids/reference-examples.pdf>).

Include the author and year of publication in the text: Dakskobler & Mayer (1992) or (Dakskobler & Mayer, 1992). If there are more than two authors, we cite as follows: Martinčič et al. (1999) or (Martinčič et al., 1999).

Some examples of references:

Journal papers: Šilc, U., Ačić, S., Škvorc, Ž., Krstonošić, D., Franjić, J., & Dajić Stevanović, Z. (2014). Grassland vegetation of the *Molinio-Arrhenatheretea* class in

the NW Balkan Peninsula. *Applied Vegetation Science*, 17(3), 591-603.
<https://doi.org/10.1111/avsc.12094>

Book: Dierschke, H. (1994). *Pflanzensoziologie. Grundlagen und Methoden*. Eugen Ulmer Verlag.

Book chapter: Bates, J. W. (2000). Mineral nutrition, substratum ecology and pollution. In A. J. Shaw & B. Goffinet (Eds.), *Bryophyte biology* (pp. 248-311). Cambridge University Press.