

INSECTA MUNDI

A Journal of World Insect Systematics

Common Problems Checklist

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The largest problem for our volunteer staff has been cleaning up common errors, fixing inconsistencies, and correcting manuscripts to fit *Insecta Mundi*'s presentation style. **Please** pay particular attention to details outlined in our Manuscript Preparation Guidelines. Below is a list of the most common, often serious, manuscript preparation problems that need to be corrected. These are details often ignored by reviewers who probably assume authors care enough about their work to have corrected them already.

A related problem is inconsistent application of technical details. Occasional errors are expected, frequent inconsistencies are sloppy. Scientific writing needs to be precise and consistent. Manuscripts with excessive inconsistencies may be rejected. **Bolded problems below** are considered fatal enough to have a manuscript rejected until fixed. However, all are serious and need correcting.

- 1) **Submission does not include two reviewers' comments.** Letters of support are not acceptable.
- 2) Title and Abstract does not include higher taxonomic status of taxa.
- 3) Abstract does not include all nomenclatural acts.
- 4) Depository codens not limited to 3-5 letters, are inconsistently used and spelled throughout manuscript, or the list of codens and their meanings in the Materials and Methods is incomplete.
- 5) **References cited in the text are not all included in the Literature Cited.**
- 6) References in the Literature Cited do not all appear in the text.
- 7) References in the Literature Cited do not follow journal presentation style, or the **style is highly inconsistent and often lacking required data** (appearing to have been randomly copied from other publications). Pay close attention to punctuation and order of data in each reference.
- 8) Keys, Synonymies, and references in the Literature Cited formatted with hanging indentations, or **hanging indentations created manually.**
- 9) **Acknowledgments (if present) do not mention pre-submission reviewers.**
- 10) Plates are designed to occupy the wrong full page dimensions or have not been appropriately cropped.
- 11) **Headings for paragraphs inconsistently worded or formatted between taxonomic accounts.**
- 12) Characters of opposing statements in a Key couplet are not comparable.
- 13) **If writing in English, and it is poor or confusing, the Author needs to get help to correct the writing.**
- 14) Family name being considered singular is wrong (ICZN 1999, Article 11.7).
- 15) Authors not included with first use of a scientific name in narrative text.
- 16) Sentences begin with an abbreviation, or an Arabic or Roman number.
- 17) Figure references cited as "Figs." These need to be changed to "Fig."
- 18) Tables are too complicated or presented in a form that is not compatible with our systems.
- 19) Species names are used without a generic name or abbreviation.
- 20) Informal species or genus group names should not be italicized: "the binotata species group".
- 21) Cited references have a comma between author and year. Commas need to be removed.
- 22) Et al. should not be italicized.
- 23) Ampersands '&' used with authors of citations or taxonomic names, needs to be changed to 'and'.
- 24) **Nomenclatural acts do not follow ICZN (1999) rules and may be considered invalid or create other problems.** Examples: lectotype designations lack specific statements to be valid, type repository not blatantly stated, new generic names lack gender statement, new taxon name not spelled consistently throughout the manuscript.
- 25) Authors did not follow Final Clean Up procedures.
- 26) Problematic symbols common in manuscript.
- 27) Manuscript has not been spellchecked.

Working with Editorial Staff

No author, including members of the editorial staff and friends, are exempt from following these instructions. ALL manuscripts will go through the official processes.

When an Editor returns a corrected manuscript draft, authors must **NEVER** attempt to copy corrections back to a previous version of the document. In other words, you must use the version of the manuscript that is sent to you from the editorial staff.

We deeply appreciate your efforts and attention to these details. It helps expedite the entire process.

Paul E. Skelley

Insecta Mundi, Chief Editor

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