INSECTA MUNDI

MANUSCRIPT PREPARATION RULES AND GUIDELINES
Full Version July 2014 (available at http://www.centerforsystematicentomology.org/)

 Insecta Mundi is an ongoing experiment in publishing. Our goal is to produce taxonomic publications that are free for authors (no page charges) and openly accessible for users (see Skelley and Thomas 2007). To accomplish this, we *require author's participation* in the publication process. Authors are required to make their manuscripts publishable by our standards prior to submission. Authors unwilling or unable to follow the guidelines should ask friends for help or consider paying to have their article published in journals which charge for the services.

 The purposes for these rules are 1) for consistency in presentation with all articles published in the journal; 2) to prevent embarrassing or serious mistakes; and, believe it or not, 3) to prevent authors from making manuscripts so complicated that we can't work with them! Most of these rules are standard practice for any journal, others are tasks authors already practice (in theory), and other are simply aids to help educate potential authors how to clean any manuscript. These guidelines are a learning opportunity for students and professionals, even if they do not publish with Insecta Mundi. However, we appreciate your consideration.

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I. SUBMISSION REQUIREMENTS

_____ **1**. Authors are required to make their manuscripts publishable by our standards prior to submission.

_____ **2.** Authors submit manuscripts as Microsoft Word (DOC or DOCX), RTF, or WordPerfect (WPD) files. Microsoft Word is preferred.

_____ **3.** Authors submit plates as separate TIF, JPG, or PDF files, with final resolution >300 dpi for photos and >600 dpi for line art.

_____ **4.** Authors submit copies of two critical reviewer's comments. We need to see reviewer's full comments.

_____ **5.** Authors submit a Reviewer Report Form with each reviewed copy of the manuscript. Authors should provide these forms to the reviewer when requesting the review.

_____ **6**. Authors submit a Submission Contract, electronically signed and dated to show they have followed the manuscript preparation guidelines.

_____ **7.** One author for each submitted manuscript must be a member of the Center for Systematic Entomology.

II. MANUSCRIPT PREPARATION

A. General Considerations

1) **General writing rules**
    a) In general, writing needs to be clear, concise and consistent.

    Clear: Make sure what you wrote is actually what you mean to say. Put a manuscript aside for a week then approach each item as if you have never seen it, considering how others might perceive each statement. Publishing is a form of communication. A lack of understanding by the reader means failure by the author(s). Require your reviewers to be critical. Even if you do not agree with their comments, it may indicate the statement or discussion is unclear and needs fixing.

    Concise: Be concise in language and presentation. Look for places where "one paragraph can be reduced to one sentence." Lengthy discussions are frequently confusing and simply a waste of space. Avoid what has been called verbal diarrhea.

    Consistent: Be consistent in presenting headings, literature cited styles, punctuations in data sets, etc. Taxonomic writing does not always follow standard grammar rules. We write in a complicated code of words, symbols, and characters. Thus, to be clear and concise we **MUST** be consistent with punctuation and presentation.

    It is very easy to change or correct any consistent error. Writers that are consistently inconsistent make reviewing and cleaning texts difficult to impossible. Reviewers also need to be critical and comment on any inconsistencies in the paper being reviewed. However, cleaning the text is the task of the author(s). Papers have frequently been submitted that are embarrassing in the number of inconsistency errors. Hopefully these guidelines will help prevent these type of avoidable mistakes.

    b) All submissions must adhere to the International Code of Zoological Nomenclature (ICZN 1999, or more recent rules posted on their website).

    c) Each **new taxon** should be illustrated and some discussion must be provided that makes comparisons with related or similar taxa, like in a key, diagnosis, or discussion. The intent is to place the new taxon into some taxonomic framework. The only exceptions to this rule are the publication of a replacement name for a homonym, or a new combination of a species or subspecies.

    d) Submissions may be in English or Spanish. An English abstract is required for Spanish manuscripts.

    e) Articles published free are limited in length to 100 printed pages. Our production costs for these papers are covered by membership fees.

    f) For longer articles, authors should contact the Chief Editor. Authors of large manuscripts (over 100 finished pages) will be asked to pay a US$200.^{00} processing fee as a donation to the CSE to support the additional costs for their publication.

    g) Authors are to provide clean, fully reviewed manuscripts and associated files. Insecta Mundi will design layout and assemble final text and artwork for publication and release.

    h) When working with the editorial staff, never copy corrections back to a previous version of the manuscript. Work on the copy provided and return it when done. We prefer to use Microsoft Word's Track change function.

    i) It is best if you become familiar with the reviewing and editing tools of your word processing software. These can help you find and correct problems, before reviewers and editors.

2) Journal writing style rules

These rules reflect errors frequently made writing for Insecta Mundi, or in general scientific writing. While only a few errors are fatal, failure to follow the rules leads to sloppy or confusing work. We will ask any of these to be corrected.

a) Unless specifically stated herein, writing styles are purely up to the author. Their styles frequently follow those used in publications of their taxa. Some examples of such variations include paragraph headings in a description (e.g. materials studied, materials examined, Types, remarks, comments, discussion, etc.), the punctuations used in separating a scientific name from citations within synonymies, punctuations used in separating strings of label data, or the organization of these data. However, Authors must be CONSISTENT in use of headings and punctuations within each paper. This includes being consistent in spelling names of your own new taxa!

b) All nomenclatural acts must be listed in the Abstract.

c) As dictated by the ICZN (1999) Article 11.7, family group names are plural in their Latin form. Those of taxa higher than superfamily also must be considered as plural because of their structure and sense. Thus, "The Papilionidae are…" or "The family Papilionidae is…" are correct. The statement "The Papilionidae is…" is wrong. We never say "The people is…" even if we consider them a single group.

d) Never begin a sentence with an Arabic or Roman number, these are confusing to readers.

e) Never begin a sentence with an abbreviation or acronym, these are confusing to readers.

f) Restrict depository coden/acronyms to between 3-5 letters. Any more or less are easily confused with other abbreviations frequently used in data presentations. Primarily follow those listed in "*Insecta and Spider Collections of the World Website*" (http://hbs.bishopmuseum.org/codens/) or the "*Biodiversity Collections Index*" (http://biocol.org/static/index.html).

g) Any depository coden/acronym used in the paper MUST be stated in the Materials and Methods.

h) Footnotes and headers are prohibited. If additional institutional affiliation beyond the single contact information is desired for an author, include it in the Acknowledgments.

i) Cite figures in the text as '(Fig. #)' or '(Fig. # - #)'. The abbreviation "Fig." is both singular and plural.

j) All figures, tables, appendices, etc., must be cited in the text.

k) All cited works must appear in the Literature Cited.

l) All works referenced in the Literature Cited must be cited in the paper.

m) In general narrative text, spell out whole numbers for counts less than 10, unless they are measurements followed by units or represent a range of data. In keys, descriptions, or other technical and telegraphic texts, numbers should be used, Arabic or Roman.

n) The gender of a new specific name must agree with the generic name. Latinized names must be correctly formed.

o) All genus and species names should be spelled out in full and the author cited the first time a name is used in the text. This includes primary taxa and hosts. Exceptions may be allowed in tables or appendices.

p) For hosts, additional information should be given to indicate its taxonomic position: "... the plant, *Xus albus* Linnaeus..." or "... *Xus albus* Linnaeus (Asteraceae)." Tables and Appendices may present special cases and be exempt from this rule. Discuss these with editorial staff before submission.

q) All species names require at least a generic abbreviation with every use. The ICZN (1999) Article 5(a), Principles of Binominal Nomenclature, states a species name is the combination of the genus and specific name. Exception occur when a species name is used to represent a species group ("the binotata group"), or in checklists or catalogs. Consult the editorial staff if in doubt.

r) Authorship of generic and species names is required on first use in titles, abstracts, and text.

s) Abbreviate the genus name to its first letter (or two letters if conflicts occur) and omit the author names after the first full use. Two exceptions: 1) if the generic abbreviation begins a sentence, then spell the genus name out in full; and 2) in checklists or catalogs, the full or abbreviated genus is also highly desired. In some checklist presentations they are not needed because they make the lists more confusing. In these cases, consult the editorial staff for their thoughts.

t) All generic and species names are italicized. The exception being when a name is used as a modifier in the common name of an otherwise unnamed group. Thus the "binotata species group" is considered a common name and not italicized, nor is the generic abbreviation required.

u) Common or vernacular names in English are not capitalized, unless the word is a proper noun or geographical adjective. Examples: monarch butterfly, carabid beetle, caterpillar hunter, Florida sand scarab, or Anderson's weevil.

v) Cite references in the text as follows: Fonzerelli (1994) or (Cunningham 2005), Laurel and Hardy (1914) or (Abbott and Costello 1943), (Washington 1798, 1801a, 1805; Jefferson 1808; Smith and

Wesson 1860; Colt et al. 1945). No commas between author and year. The abbreviation for *et alii* is not italicized. Strings of citations in the text should be in chronological order.

w) References should be cited as 'in press' only after they have been accepted for publication.

x) The International Commission of Zoological Nomenclature (ICZN 1999) recommends use of commas between authors and years for taxonomic names. These commas are allowed because names are not considered literature citations. To alleviate confusion between author-years used for names and literature citations, it is recommended to avoid use of years with scientific names in narrative texts unless the dates are important for the discussion.

y) Do not use ampersand '&' for 'and' when listing authors of references. Ampersands are acceptable in reporting label data, if used in the reference's title or journal name, or in other quotes.

z) Do not underline any text. Before computers, underlining was how authors marked text to be type set in italics in the printed work. Underlining is ugly and frequently hides important parts of letters.

aa) Partial citations in synonymies are not allowed. Synonymies are not Literature Cited. Example: "*Xus albus* Smith, 1959. Journal of an Imaginary Society 14: 12-15." Simply cite the work and include a full citation in the Literature Cited. This example should simply be "*Xus albus* Smith, 1959".

Adding all citations to the Literature Cited helps ensure that all citation indexing companies accurately compile all references we use. Taxonomists rarely get appropriate the credit for their taxonomic hypotheses. I wonder what the Citation Index would be for Linnaeus if his initial descriptions were listed in the Literature Cited of every paper using his species names? Do not hide a citation in the text!

bb) When writing descriptions or making comparisons in keys, a statement like "Genitalia as in Figure X." is completely useless because it is not a description nor does it provide any comparative statements. ALWAYS provide some descriptive statement, then reference the figure. "Genitalia long and acute, as in Figure X."

cc) When writing keys, NEVER use the phrase "not as above." That is not a comparison of characters and leaves the readers with no idea what to compare or contrast. See discussion under Keys.

3. Reviewers' Rules

Authors seeking Reviewers. A headache for any journal is finding critical reviewers for the subject matter. Insecta Mundi requires authors handle this task because authors know the best people in their fields to review the manuscript, or they should know them. We regularly hear "…but that is difficult, where can I find good reviewers?" To be able to find critical reviewers, you must become one yourself! Every manuscript, in any journal, receives 4-5 reviews before it is completed. Thus, for any journal's publication process to work, YOU must be willing to provide 4-5 critical reviews to colleagues for every paper you publish.

"But, I am not good at reviewing." We learn by doing and good authors make good reviewers. If you are not a good reviewer, you should question your ability to be a good author. Be serious and critical reviewing your own papers, start reviewing for others, and learn.

When considering Reviewer's comments, if an author deems the suggestion inappropriate, they are not required to follow it. However, because we require authors submit these reviews, the author may be required to justify why a reviewer's concerns were not followed. This is how Insecta Mundi ensures authors are considering all reviewers' comments, and we can confidently claim Insecta Mundi is a peer reviewed journal.

We ask authors to be critical of their reviewers and seek appropriate reviews. If a reviewer does not provide an adequate review, tell them so and/or seek another reviewer. If the Review Editor finds problems and the submitted reviews are poorly done, they will ask authors to seek additional critical reviews or reject the paper.

Authors writing in English, whose native language is not English, must have one of their reviewers be a native English speaker. The reviewer will be required to help clean up grammar and other problematic text. The same rule applies for authors writing in Spanish. Problematic language will result in manuscript rejection.

When requesting a review, authors need to provide a copy of the Reviewer Report Form to complete and return with the reviewed manuscript.

Reviewers. Reviewers for Insecta Mundi are asked to CRITICALLY and FAIRLY review manuscripts not only for scientific merit, but also to confirm the writing and presentation is clear, concise, and consistent. We fully recognize reviewers have varying abilities and different approaches in their review styles. However, some standards must be set and guidelines are presented to help you provide adequate reviews for Insecta Mundi. No manuscript is perfect. If a reviewer fails to do the requested job, then the manuscript has a greater chance of being rejected. Reviewers for Insecta Mundi are to understand and follow these guidelines.

a) As a reviewer for a manuscript in Insecta Mundi, you are **not anonymous**. You will be recognized in the Acknowledgments and are expected to do a job worthy of that recognition. If you do not wish for this acknowledgement, then what is needed to improve the manuscript so you will accept acknowledgement?

b) Consider the scientific merit of the manuscript and be critical but fair in any comments.

c) Confirm a manuscript is clear, concise, and consistent in presentation, punctuation, spelling, etc. Pay attention to details, and many other concerns will be found.

d) Look for glaring gaps in text flow or confusing discussions and organization that jumps from subject to subject with no logical flow. Point these out to the Author to fix.

e) Headings must be the same between different taxonomic accounts. Example: Materials Examined vs. Specimens Studied. Are headings consistent?

f) Do statements actually mean what the author intended? Think about each statement. What is the author really saying in the following? "Let's eat Grandma." vs. "Let's eat, Grandma." A small but serious problem, easily overlooked, and easily fixed. OR "I am an expert on dung and an interesting creature that eats it." Did the author really intend to say they eat dung? Request the author clarify confusing statements.

g) Confirm key couplets are comparable (discussing the same characters) and test the keys with actual specimens if possible.

h) Check that references cited are listed in the Literature Cited. This is a major problem in most manuscripts.

i) As a reviewer, do not be afraid to point out any perceived problem to any author. They may not agree, but you have done your job. Authors must be able to take the criticism.

j) Reviewer's comments need to be presented and perceived as suggestions for the improvement of a manuscript. Reviewers are asked to help authors improve manuscript, not grade the papers. Be fair in how you present your criticisms.

k) Take the time to do the requested review thoroughly and correctly. A good author-reviewer team finds and corrects the majority of concerns, greatly improving any manuscript.

l) **Reviewers are to provide comments to the author.**

   An e-mail stating "I looked at the manuscript and found no errors," almost always indicates failure to pay attention to details. In the past, every manuscript accompanied by such reviews has been in poor shape, requiring serious effort on the Editorial staff to clean up. In the future, reviews making similar statements will be returned to the author to request you to do it correctly. Do it correctly the first time.

   Formal letters of support stating a reviewer looked at a manuscript and the author followed recommendations is not a review and will not be accepted as a review. Authors will be contacted to supply the actual comments made by the reviewer. We see the importance of such letters and have developed the following, which is now required for submission in addition to the actual reviews.

m) **Reviewers are required to complete the Reviewer Report Form,** providing it to the author for submission. Reviewers do not send them directly to the Chief Editor. These are available for download from our Author webpage.

B. MANUSCRIPT OUTLINE and Specific Guidelines

General organization of submitted manuscripts should include: Title, Author(s) contact information, Abstract (Resumen), Introduction, Text, Acknowledgments, Literature Cited, Figure Captions, tables or appendices.

1) **Heading Styles.** Headings for various sections have specific styles as noted. If there are concerns, contact the Chief Editor, but most importantly, consistent in what you do.

   a) **Titles**. Present titles in normal font (not all capitalized, no small capitals, not bolded), with only proper names having initial letters capitalized.

   b) **Abstract, Resumen, Key Words**. The heading is in bold, initial letters capitalized, flush left, with a period separating the heading from the text or words.

   c) **Primary Level Headings**. Introduction, Materials and Methods, main taxonomic headings, Acknowledgments, Literature Cited, etc., are considered primary level headings. They should be bold, initial letters capitalized and separated from following text by double space. Paragraphs following these headings have the first line tabbed. Exceptions are synonymies after a taxon name or references in the Literature Cited, which are left flush left. We use automatic hanging indentation in the final proof.

   d) **Paragraph section headings**. These consist of a word or short phrase at the beginning of a paragraph or set of related paragraphs. For these the heading is flush left (not tabbed), bold, initial letters

capitalized, and followed by a period. The text of the paragraph immediately follows the period. Examples in a taxonomic account include paragraph sections like Diagnosis, Description, Distribution, Types, Materials Examined, Etymology, Remarks, Comments, etc., that use this level heading. Subsequent paragraphs under these headings are simply tabbed at the first line.

    e) **Secondary Paragraph section heading**. If further subdivisions are needed, they have the first line tabbed, the heading bold or italics, followed by a period. Subsequent paragraphs under these headings are simply tabbed.

    f) **Additional subheadings**. If additional subdivisions and headings are needed, consult one of our editors for suggestions, or be consistent in presentation so it can be easily changed if needed.

Examples of Heading Styles:

Introduction

       The rain in Spain falls mainly on the plain, unless it is June. In June, rain falls in the mountains only on weekdays, but not Saturdays or Sundays when the rain must rest.
       The purpose of this paper is to describe the new genera and species making the names available for pending ecological work on the endangered taxa.

Materials and Methods

       Specimens were borrowed from the following institutions, colleges, universities, governmental agencies and private collections: …

Family Imaginariidae

Genus *Nonexistus* Smith, new genus

Type species. *Dubiosus fakeuoutus* Jones, 1895, present designation.

Description. Length 15 km, width 10 km. Body robust and transparently colored red; legs black with white stripes; forewings white with black stripes; ….
       Head. Long, wider than 10 times eye width, with labial proboscis reaching apex of caudal appendage. Mandibles short, triangular, modified for cutting ethereal plasma….
       Antennae are long, broad, with antennomeres I-IV flabellate, remainders being moniliform and black. Antennomere XI lacking sensillae; ….
       Thorax. Width 10 times length; anterior margin with 14 protruding horns, longest at midline, becoming shorter near anterior angles; …

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2) **Titles.** Titles are not bold, not all capitalized, with no small capitalized characters. Titles must reflect the content of the paper. They must include full taxonomic position of the taxa included: "(Coleoptera: Carabidae)". Genus and species names used must include authors.

3) **Authors(s).** Author(s) affiliation and contact information are not bold and not all capitalized. Author(s) contact information must be limited to a single physical mailing address for each author. Only include the name of the primary (or preferred) institutional affiliation. An e-mail address is required for one author, the senior or corresponding author. E-mail addresses are recommended for all other authors, and will be published. Personal titles, credentials, or abbreviations of educational degrees should not be included here.

4) **Abstract**. Abstract and Resumen should be brief, clearly define the high points of the paper and main conclusion(s), and should contain full scientific names (including authors for genera and species) for taxa mentioned. The higher taxonomic position of any taxa mentioned is needed. All nomenclatural acts made in the paper need to be listed here.

5) **Key Words**. These should be limited to words not used in the title and kept to a reasonable number. We recommend fewer than 10.

6) **Introduction.** Introductions set the stage for the manuscript. What information should the reader find useful to understand the scope and purpose of the study? Why this paper is important? What events lead to the study? What is the scope and purpose of the manuscript? The Introduction should not be a summary simply restating the abstract.

7) **Materials and Methods.** This section is vital for all manuscripts. Define procedures and methods used during the study, or cite references that describe them. Describe any non-standard procedures used. Discuss the equipment used, especially if it is something special or different from standard equipment. Define all codens or acronyms used to represent specimen depositories. Define uncertain, new or unusual terms used.

8) **Text body.** This is the main part of the study. Each paper is different, thus setting rules for all possibilities is impossible. Follow the discussions above for various heading styles. Rules for some frequently encountered concerns are discussed below.
   a) For new taxa headings, spell names out in full, clearly state authorship and the nomenclatural act being made (new species, new genus, new combination, etc.).
   b) New genera MUST include a designation of the type species and provide a statement on the gender of the new name. The gender statement is best placed in the etymology.
   c) For new species a primary type must be designated, full label data are required, including a clear statement of where it is deposited.
   d) Primary types of species described in Insecta Mundi are to be deposited in institutional collections as recommended by the ICZN (1999, Recommendation 16C).
   e) Materials examined or paratype data may be summarized in paragraph form or presented as an appendix in table form (see restrictions on tables and appendices).
   f) New taxa descriptions must be accompanied by a diagnosis, discussion, or inclusion of the new taxa in a key comparing/contrasting the new taxa with similar taxa. The new taxon needs to be placed within a taxonomic framework. This can easily be done by including each new taxon in a new key, updating an old key, or by providing a detailed discussion comparing characteristics of the new taxon with those most similar to it. The only exceptions to this rule are the publication of a replacement name for a homonym, or a new combination of a species or subspecies.
   g) New taxonomic names require an etymology briefly discussing the formation and meaning of the name.
   h) Each new generic name must include a statement of its gender, which is best placed in the Etymology statement.
   i) Synonymies must never include partial references. Cite the work and add it in full to the Literature Cited.
   j) Other concerns can be discussed with the Review Editor. Most authors present acceptable text layout without trying, or with minor correcting by the Editor.

9) **Keys.** Keep the formatting of keys simple. Do not attempt to add a string of periods leading to the end selection (a dot leader). Do not attempt to create hanging indentations (these will not translate into layout programs), we create those in the proof.
   a) Key couplets must be comparable, contrastable, and readily understandable by the reader. Couplets must comment on the same structures.
        Ambiguous characters like "larger" or "smaller" need to have additional characterizations, like "larger, > 5.0 mm length". Characters seemingly unambiguous to authors can be confusing to readers. Example: "Pronotum moderately punctured vs. not", or "Punctures coarse vs. fine". What constitutes coarse, moderate, or fine? Does moderately punctured mean in size or distribution?
        Remember that keys are written for users, not for the authors. Many keys use the character statement, "not as above". Consider the following comparison mistake of the author: "Color pattern yellow on black, vs. not as above". We would assume the correct comparison would be something other than "yellow" on black, maybe red, green, or metallic blue. But, the author was actually comparing "yellow on black vs. black on yellow", the amount of each color. Never use the statement "not as above" or anything similar to it in your key. Be very clear with statements in keys and review manuscripts with this in mind.
   b) Keys are dichotomous, having two comparable sets of statements. Never have trichotomous keys. We have yet to see one that is not easily corrected.
   c) For larger keys, we recommend use of parenthetic numbers indicating the previous couplet where the selection was made.
   d) Use an m-dash to lead the second part of a couplet, not a primed number (e.g. 12').
   e) In couplets stating more than one character, be consistent in use of punctuation to separate statements on separate structures.
   f) Do not end the list of characters in each couplet with a period.
   g) Bold the number or names that end each part of a couplet.

h) Names at the end of a couplet still require generic name or abbreviation.
i) Authors for the names are required because most users find this helpful.
j) Submit your key as indicated in the example. Dot leaders and appropriate indentation will be added during layout.

Example of Key layout for submission:

23(10). Antenna lamellate; abdomen coarsely punctate laterally, lacking punctures medially **24**
—Antenna filiform; abdomen finely punctured throughout **25**

24(23). Pronotum black; elytra dull *X. nigra* **Bates**
—Pronotum white; elytra glossy *X. alba* **(Linnaeus)**

25(23). Tarsal claws absent *X. adigitatus* **Vander**
—Tarsal claws present **26**

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10) **Acknowledgments.** The alternate spelling, Acknowledgements (with the extra 'e'), has only recently come into favor. However, the Editorial Board elected to stay with the older preferred spelling, A*cknowledgments*.

      With the requirement that two reviews be obtained before submission, acknowledging the reviewers is required. No Insecta Mundi paper will be published without them.

11) **Literature Cited**. Until policies are changed, this section is not called 'References Cited'. In the Literature Cited we present full citations for all references cited in the text so that users can find the works. Incomplete citations make it impossible for fellow scientists to locate the work, making it irreproducible and bad science. Include only references cited in the text.
  a) Use text-wrapping functions. Do not use hanging indentation! NEVER use hard returns, tabs, or spaces for every line trying to create hanging indentation.
  b) Bold names of the authors and year at the beginning of each entry.
  c) Pay particularly close attention to details and punctuations. Only first author's name has initials following their family name, subsequent author's initials precede their family names.
  d) Use periods, not commas, between major parts of the citation.
  e) Do not capitalize every word in titles of books or journals, unless a proper noun. Exceptions will be made for non-English titles, as dictated by rules of the language used. Names of journals or publishers can have every name capitalized.
  f) Names of journals and books are to be spelled out in full, no abbreviations.
  g) Publishers are separated from their locality (cities/countries) by a semicolon.
  h) The abbreviation 'p.' for page(s) is both singular and plural.
  i) When citing pages for journals articles, numbered bulletins, or other numbered publications, always present the full page range, even if it is published as an entire entity. Example: "Occasional Pamphlet of the Ohio Department of Agriculture N13: 1-2." Not "… N13: 2p."
  j) When referencing books, we require publishers, cities, and total pagination be included with the reference. Total pagination is a number followed by a 'p.'
  k) **Completing Book Data**. If you need assistance finding reference data to complete a citation (like finding publishers or total pages) and lack the physical copy, these data can be found on various internet accessible library catalogs like the Smithsonian Institution Library, or other referencing sources like WorldCat, Google Scholar, or OpenLibrary.
  l) Where available, a publisher's city is to be given in its English equivalent (example: Linnaeus references stating the city as 'Holmiae' = Stockholm).
  m) References should be arranged in alphabetical order by authors, then chronological order (oldest first). For papers with identical authors and years, use of a, b, c, etc. as needed after the year to identify each reference independently: Smith et al. 1992a, 1992b.
  n) Websites and web publications need to be restricted to primary sources. Sources like Wikipedia pose problems because they are continually changed and updated. This is a serious problem for scientific work which is supposed to be repeatable. A changed website is lost and irreproducible, thus not available for future workers to repeat any study and therefore not science. When possible, cite the primary resource for the data.

Literature Cited Presentation Styles. When considering these examples, *pay attention to punctuation*, capitalization of books and journal names, use of italics and bold, and page referencing style.We realize that not all references easily fit into one of the following styles. Discuss problem citations with an Editor.

Examples of books: See above; e) Completing Book Data.

Arnett, R. H., Jr., G. A. Samuelson, and G. N. Nishida. 1993. The insect and spider collections of the world (second edition). Flora and Fauna Handbook No. 11. Sandhill Crane Press; Gainesville, FL. 310 p.

CBE [Council of Biological Editors]. 1994. Scientific style and format: the CBE manual for authors, editors, and publishers (6th edition). Cambridge University Press; Cambridge, U.K. 825 p.

ICZN [International Commission on Zoological Nomenclature]. 1999. International code of zoological nomenclature. Fourth edition. International Trust for Zoological Nomenclature; London. 306 p.

Example of book chapter or part of a larger work. Book chapters still require full citation for the book, including publisher and total page numbers.

LeConte, J. L. 1878. Descriptions of new species. p. 593-626. *In*: H. G. Hubbard and E. A. Schwarz. The Coleoptera of Michigan. Proceedings of the American Philosophical Society 17: 593-668.

Skelley, P. E., and R. D. Gordon. 2002. Family 37. Scarabaeidae. V. Subfamily Aphodiinae. p. 42-48. *In*: R. H. Arnett, Jr., M. C. Thomas, P. E. Skelley, and J. H. Frank (eds.). American beetles, Vol. 2. CRC Press; Boca Raton, FL. 861 p.

Examples of journal or series:

Arnett, R. H., Jr., and R. E. Woodruff. 1998. CSE style manual and requirements for publication in Insecta Mundi. Insecta Mundi 12: 38, 58.

Davis, A. C. 1934. Notes on the insect inhabitants of wood rat houses in California. Bulletin of the Southern California Academy of Sciences 33: 1-13.

Gordon, R. D., and P. E. Skelley. 2007. A monograph of the Aphodiini inhabiting the United States and Canada (Coleoptera: Scarabaeidae: Aphodiinae). Memoirs of the American Entomological Institute 79: 1-580.

Skelley, P. E., and M. C. Thomas. 2007. Insecta Mundi: procedures, production and publication. Insecta Mundi 0001: 1-7.

Example of website:

Perkins, P. 2006. MCZ Type Database @ Harvard University. (Available at ~ http://mcz-28168.oeb.harvard.edu/mcz/. Last accessed February 2007.)

Example of abstract from proceedings of a conference.

Nikbakhtzadeh, M. R., and M. Naderi. 2009. *Paederus* (Col.: Staphylinidae) diversity in central Iran and intraspecific variations of allopatric populations of *Paederus mesopotamicus*. Abstract, p. 23. *In*: Program of the 57th Annual Meeting of the Entomological Society of America, Indianapolis, USA. Available at: http://esa.confex.com/esa/2009/webprogram/Paper42059.html (Accessed on July 3, 2014)

12) **Figure Captions.** 'Figure' is spelled out in full, followed by the number range appearing. Within the figure caption, each cited number is the beginning of a sentence and is boldfaced. The first word following these numbers is capitalized

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Example of a completed Figure Caption.

Figures 1-5. Adult and larval habitus and structures of *Platypsyllus castoris* (from Desneux 1906). **1)** Adult dorsal habitus. **2)** Adult ventral habitus. **3)** Larval dorsal habitus. **4)** Adult maxilla, ventral view. **5)** Adult labium and mentum. Scale line = 0.25 mm.

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13) **Photos and Artwork.** Whenever possible, illustrations should be assembled into plates using standard photo editing programs (never assemble in PowerPoint or word processing programs).
   a) Maximum final printable page dimensions for a full page are 6.5" × 9.0" (1.0:1.3). Plates need to occupy a maximum space of 6.5" × 8.5", allowing the extra 0.5" space for the figure caption. Please take these dimensions and proportions into account when assembling plates.
   b) Crop excessive white space around the plates before submission. This space adds dramatically to the file size, and will need to be removed to be sized and placed in the page proof.
   c) Resolution of electronic images should be >300 dpi in the final printed size for photographs, >600 dpi for line drawings. Images with too high a resolution create massive PDF files or crash systems, and will be reduced. Low resolution images cannot be improved and we may require authors submit better images before the manuscript is accepted. We frequently release a high and low resolution version of manuscripts where size or number of images resulted in massive final file size.
   d) Submission of original artwork or photos on paper is strongly discouraged, as it is costly. Contact the Chief Editor if this is a problem. Any costs accrued to handle, ship or scan them into electronic form will be passed directly to the author.
   e) Use scale lines where appropriate.
   f) Figures on plates must be numbered by author, using Arial or similar sans-serif font that will be approximately 12 point in final reproduction size.
   g) Figure numbering must be sequential throughout the manuscript (Figures 1-10). Use of letters is for subreference is acceptable (Figures 1a-1g). Use of Plate numbers with sequential image numbers is prohibited. All figure numbers are to be Arabic, not Roman.
   h) Color images are acceptable and will be used if provided. RGB color settings preferred. Others may produce color shifts when converted.
   i) Artwork should be in JPG or TIF format, with each illustration or plate submitted as a separate file (no multi-page TIF files please). We can use .pdf files of artwork, but each illustration or plate must submitted as a separate file.
   j) Individually name each plate with a file name(s) that clearly associates the file with the appropriate figure captions.
   k) Electronic media and original artwork will not be returned, unless specifically requested, and at the author's expense. Contact the editors if there are concerns or questions.

14) **Tables or Appendices** created using word processing programs table functions or databases frequently present problems converting for insertion into the page proof. However, technologies are improving the capabilities of those programs. In general, use of complicated tables is discouraged unless they are submitted as a graphic (TIF, JPG, or PDF), or they may be printed and scanned as a graphic for insertion. Contact the Chief Editor if you have questions, or be prepared to work with the Review Editors if your table is problematic.

15) **If in doubt.** Other general concerns should follow the most recent CBE Style Manual (now CBE 1994).

III. FINAL CLEAN UP

Believe it or not, the general rule throughout this entire discussion is to KEEP IT SIMPLE. Manuscripts go through several conversions in other programs. More complicated formatting commands are lost, or they create problems and must be removed before moving to the next step. When your manuscript is completed, there are some final steps that help clean the document of extraneous or hidden computer coding allowing more rapid, easy processing.

Before submission, please check and correct the following, then review the manuscript again in detail to correct any problems that now appear. It is often best to put the manuscript aside for a week, then review it critically yourself one last time.

These steps are required to clean every manuscript before creating the page proof. It is best if authors perform these steps and fix problems before submission.

A. Symbols. The underlying problem with symbols or special formatting is how your program's installation creates those symbols and if they are compatible with our programs. Because of the nearly infinite varieties of computer programs, installations, versions, updates, etc., it is impossible to create a simple list of characters that will not work to help guide authors. This can only be learned by experience publishing with us. In general, avoid using overly specialized characters and formatting, as they frequently do not translate into our layout program.

   1) Most problematic characters are eastern European symbols, some mathematical symbols, or characters from other languages.
   2) Male and female symbols are frequently lost. IF you must use the symbols, we may manually insert them. Please use M# and F# to represent where these symbols are placed, and clearly state that you wish to have these replaced when you submit the manuscript.
   3) There are at least five symbols available for the degree symbol. Frequently these are intermixed within the same manuscript. The only symbol for degrees we guarantee will not be lost in the processing are those created as a superscripted 'o'.
   4) Plus-minus and some other mathematical symbols (statistics, Greek, etc.) are frequently problematic.
   5) The multiplication symbol '×' is preferred over an 'x' for 'times' but sometimes these are lost.
   6) Remove all small caps. These special commands become hidden, yet always mess up characters and formatting in the final files.

Having said this, technologies are constantly changing and symbols that once were problematic, may not be in the future. **In all cases, authors MUST carefully check every version of the manuscript and page proofs** to confirm formatting is correct and symbols have not been lost in the process and are correct, or at least present in some acceptable alternative.

B. Tabs. Using reveal codes, confirm each tabbed paragraph is tabbed, not a Microsoft Word's automatically indented paragraph. These automatically created tabs are always lost and must be manually replaced. With the reveal codes (hide/show function) turned on, a tab appears as a small arrow. Indentations have no symbol. If there is no small arrow, you need to manually make it a tab.

C. Extraneous formatting. Remove page numbering, headers, manuscript line numbering, or other presentation aids used solely for manuscript review.

D. Spellchecking. Excessive misspelling in a manuscript will result in rejection of the manuscript until it has been corrected. Authors need to use whatever resources they have to check spelling, including reviewers. Most word processing software have automatic spellchecking functions. Checklists with hundreds of scientific names a program does not recognize may be problematic. In which case, we recommend removing the text to spellcheck it separate from the list.

Words can also be added to your computer's dictionary, so that it will be found acceptable in any subsequent manuscript you check.

Using Microsoft Word's spellchecking in a taxonomic paper start at the beginning, and select 'ignore all' for every questioned word that is deemed to be correct. This generally allows the following errors to be found:

   1) Spelling errors, including extra letters and doubled words (ex. relevent, lettters, the the).
   2) Incorrectly spelled names. Example: if *Scarabaeus* is accepted as correct in the abstract or introduction, later misspelled occurrences will be questioned, glaringly. Authors occasionally spell *their own new names* incorrectly.

3) Reference errors. Spellcheck challenges most author's names, and if more than one spelling has been used it will question each. If first author's names are questioned in the Literature Cited section it indicates that the reference was not used previously in the manuscript, or that the author's name is differently spelled in the text.

4) Inconsistent acronyms. If spellcheck is used on the Materials and Methods list of acronyms, ANY other place where an acronym is challenged represents an error. Either the acronym does not appear in the list or it has mutated in spelling. In Microsoft Word it is necessary to tell spellcheck to include words in all caps.

5) Spellcheck is also frequently helpful with grammar.

E. Find and Replace. Much cleaning can be done by CAREFULLY using the find and replace functions. Any misspelling in one place could occur elsewhere, search for a misspelled word and fix it. Search and clean any strange commands, like replacing a double hard space with a single hard space, removing unneeded hard spaces before periods or commas, some symbols can be searched for and replaced (like degree symbols with superscripted 'o') to standardize presentations. Search for ampersands and replace those needing to be changed to 'and'. Search for inconsistent headings and replace with the preferred heading.

If an Editor sends a corrective comment asking you to "replace globally" or "fix throughout the manuscript", the electronic Find function is the most confident way to quickly locate offending text and fix it.

F. Format Code Cleaning. A final step is to confirm the most common hidden code commands are removed and that your symbols and formatting will translate cleanly into our layout programs. The following steps are designed for Microsoft Word, and do not guarantee a manuscript is completely clean, but it will help. Once completed, authors need to check for lost symbols or changed formatting and correct any problems. However, formatting and symbols may still be problematic in the page proof, authors are warned to carefully check page proofs.

These procedures are designed for Microsoft Word. If you use some other program, do what you can with your word processor. We find Word Perfect's reveal codes and find and replace functions better than Microsoft Word's (but technologies are changing). If you use some other word processor, work with the Review Editor to do this final step. We may have to do it for you.

1) In Microsoft Word, select all of the text. Making sure the entire manuscript stays highlighted, make the following alterations.

2) Align text left.

3) In the Paragraph formatting window: Set Special Indentation to 'none' (removing any hanging indentations); set right and left indentations to '0'; set paragraph spacing before and after to '0'; set line spacing to single.

5) Select black text color.

6) Remove any color highlighting by selecting "no color".

7) Make text font Century Schoolbook, 10 pt. (if not available use Times New Roman)

8) Click anywhere on the document to un-select the text.

9) Save the file as RTF document, exit the file, and reopen file. (This is not required but can help remove other unforeseen formatting messes.

10) Review the entire manuscript in careful detail to check and fix any formatting or symbol problems discovered.

11) Once the text has been cleaned and saved, it is ready to submit.

IV. WORKING WITH EDITORIAL STAFF

The Editorial Staff is there to help authors follow our rules and guidelines, turning a diversity of author's works into a set of publications that are similar in quality and aesthetics. Authors are asked to work with the staff, and to willingly follow or discuss comments and corrections.

A. Communication on Manuscript Changes. We prefer to use Microsoft Word's track change and comment functions to help communicate changes to the manuscript. We request authors become familiar with these functions. Using these functions reduces work for all, because corrections made by anyone can simply be 'accepted'.

B. Making Corrections. Frequently, authors try to copy corrections back to an earlier version of the file which leads to a loss of minor corrections made by Editors. This poses a serious problem. Authors must **NEVER** attempt to copy corrections back to a previous version of the document. Work with the file as returned by the editorial staff to prevent this loss. Authors who try to copy corrections only double the work for everyone.

C. Rushing Manuscripts. No author, including members of the editorial staff and friends, are exempt from following these instructions. ALL manuscripts will go through the official processes. If any author of a manuscript is an editor for Insecta Mundi then another Review Editor will be processing the manuscript. Authors trying to rush a paper, skip steps, or who expect special treatment, ALWAYS create editorial and processing problems.

When manuscripts are clean when presented, they are quickly processed and released. In general, the larger a manuscript the longer it will take to process. But, the majority of manuscripts with a long Receipt to Publication time have been the fault of authors not understanding the publication process, not following these guidelines, or not accepting responsibility to clean their work based on Review Editor's comments.

If you want your manuscript published fast, the best way to accomplish this is to follow these guidelines in detail before submission.

V. SUBMISSION GUIDELINES

Submission requirements and documents may be updated with the most recent versions available at the Insecta Mundi website.

Submit manuscripts and associated documents by attaching them to an e-mail sent to the Chief Editor, at InsectaMundi@gmail.com. If combined files are too large for a single e-mail (>28 megabytes), then send multiple messages and attachments. If a single file is too big, we can accept them compressed in various formats. They can also be placed in various internet drop boxes. Work with the Chief Editor to confirm files have been received and opened.

If there are still problems, manuscripts and associate documents can be mailed by regular post on some acceptable electronic medium: flash or thumb drive, SanDisk chip, CD or DVD.

In conclusion, these steps to clean and organize you manuscript are not difficult, but they do take time. This is where authors must take full responsibility for their work. While performing these final cleaning processes, many overlooked errors will be discovered. Learning how to electronically build a manuscript and use word processing software to clean it helps authors produce better manuscripts for any journal.

If you have questions, feel free to contact members of our staff.

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