

## INSTRUCTIONS FOR AUTHORS

General policy.—Proceedings of the Entomological Society of Washington invites manuscripts of high scientific quality reporting the results of entomological and acarological research in the areas of systematics, taxonomy, morphology, natural history, ecology, behavior, biodiversity, and conservation. Articles for publication are accepted from members and non-members. However, non-members pay a higher publication charge and cannot apply for a waiver of page charges. Only one author of an article needs to be a member for member rates.

Manuscripts of 15 printed pages or less are encouraged, but longer manuscripts are considered. Publication charges for pages over 15 are at a higher rate and are never waived. Between two and two and one-half double-spaced typewritten pages equal one printed page. Manuscripts are peer reviewed before acceptance. Final acceptance is the responsibility of the Co-Editors. Articles are published in the order accepted, not the date submitted. Immediate publication ahead of schedule is available with payment of full page charges. Authors with an outstanding balance will not be permitted to publish in the Proceedings until overdue payment is received. Notes, book reviews, biographical sketches, and obituaries are published as space is available. The guidelines presented here are also available online at [www.entsocwash.org/pdf/Inst\\_Auth.pdf](http://www.entsocwash.org/pdf/Inst_Auth.pdf).

Manuscript submittal and review process.—Manuscripts must be submitted electronically as email attachments. Submit manuscripts pertaining to Coleoptera, Diptera, Lepidoptera Megaloptera, Trichoptera, and non-holometabolous aquatic insects to [Robert.Kula@ars.usda.gov](mailto:Robert.Kula@ars.usda.gov); submit those pertaining to Hemiptera, Hymenoptera, and all other orders to [Michael.Gates@ars.usda.gov](mailto:Michael.Gates@ars.usda.gov).

Send the text in RTF (.rtf) or Word document (.doc) format and the plates together as a single file in PDF (.pdf) format. Authors for which electronic submission is not possible must send a letter to the appropriate Co-Editor requesting paper-based submission. The request must include an explanation of why paper-based submission is necessary. After paper-based submission has been approved, send three hard copies to the appropriate Co-Editor by post. The Co-Editor will give instructions on sending the final copy and illustrations after acceptance.

Submitted manuscripts must fit letter-sized paper (8.5" × 11"), and the entire manuscript must be double-spaced, allowing adequate (1.0–1.5") margins. Do not underline words to be italicized, use italics. Boldface should be used only for nomenclatural actions (e.g., **new combination**, **syn. nov.**, **new species**, etc.) and headings for new taxa (e.g., *Aus bus Jones*, **n. sp.**) appearing in the abstract and main text. See articles published in the Proceedings from the last two years for formatting details. An example may be found at [www.entsocwash.org/pdf/Kula\\_Coiba.pdf](http://www.entsocwash.org/pdf/Kula_Coiba.pdf). Contents must be in the following sequence, and items one through six below must begin a new page:

1. Title page with title, author(s), and author(s) byline. The corresponding author's name, postal address, telephone and fax numbers, and email address must be in the upper left corner. The title must be centered and in all capital letters and must include order and family placement, e.g., "...(Hymenoptera: Xyelidae)." Genus- and species-group taxon names in the title may include the authority for the names. The author(s) byline, centered and in regular case, must

follow the title. The institutional affiliation/postal address of each author must follow the byline along with the email address of at least the corresponding author.

2. Abstract; key words. Key words must not include words in the title.
3. Text of manuscript; acknowledgments at end.
4. Literature cited (see below).
5. Figure legends.
6. Appendix; footnotes (if any).
7. Copies of tables; legends for tables placed at top of each table.
8. Copies of plates arranged in final form by author.

All manuscripts must include the following major sections: introduction, materials and methods, results, and discussion. The entire heading for each major section must be centered and in all capital letters except the introduction must not have a heading. A combined results and discussion section may be used rather than separate results and discussion sections. Titles for subsections within major sections are at the author's discretion, but secondary headings must be a period followed by an em dash, especially in reference to descriptive sections (e.g., Diagnosis.—, Description.—, Type Material.—, Distribution.—, Etymology.—, Remarks.—) and in taxonomic treatment sections to separate multiple works (e.g., *Aus bus* Jones 1952: 111.—Smith 1990: 80 [world catalog]). An en-dash must be used to link spans such as size ranges, dates, page numbers (e.g., 1990–1999, Figs. 1–10), and name associations (e.g., Heraty–Darling River, a Federal–State initiative). Tertiary headings must be italicized and followed by an italicized colon (e.g., *Head*: *Mesosoma*: *Wing*: *Metasoma*: etc.) except when a figure is referenced within the heading (e.g., *Head* (Fig. 1): text...).

The Co-Editors will make an initial assessment of each manuscript. If the

initial assessment reveals that a manuscript is unsuitable for peer review, the Co-Editors may reject it outright or request that the author make changes and resubmit it. Manuscripts that do not conform to the formatting requirements will be returned without review. Manuscripts deemed suitable for peer review will be forwarded to a Subject Editor (see inside cover of most recent issue of the Proceedings). Subject Editors will assess each forwarded manuscript and send it to two reviewers if they concur with the Co-Editors that it is suitable for peer review. Subject Editors may recommend rejection of a manuscript without sending it out for peer review. Subject Editors will correspond directly with the corresponding author and reviewers. Reviewers will send their reviews to the Subject Editor, and the Subject Editor will recommend that the Co-Editors accept or reject a manuscript based on the reviews and the Subject Editor's assessment. After acceptance the Co-Editors will correspond directly with the corresponding author until the manuscript is published.

Illustrations.—There is no extra charge for line drawings or half tones. Authors must plan illustrations for reduction to dimensions of the printed page and allow room for legends at the bottom. Single and double column illustrations must be at least 8 cm and 15 cm wide, respectively. Maximum page height is 20.7 cm. Final illustrations must be submitted on CD, DVD, or by email in TIFF format with a resolution of 400–600 dpi. Authors who wish to submit hard copy printouts of each illustration/plate must request hard copy submission and justify why it is necessary. Consecutive figure numbers are preferred (1, 2, 3 not 1a, 1b,..., 2a, 2b,..., etc.), numbered consecutively in the sequence in which they are referred to in the text. Where possible figure numbers should be placed at the lower right of each figure. Figures must be referenced in text

as “Fig. 1;” “Figs. 2, 3;” “Figs. 2–5;” and “Figs. 2–4, 6, 9.” Tables must be referenced as Table 1, Table 2, etc.

Literature cited.—Cite only references referred to in the text; list alphabetically by author; and spell out references (e.g., journal names) completely, including conjunctions and prepositions. Do not italicize journal names or titles of books. References in text must be formatted as follows: (Henry 1990), (Henry 1987, 1990), (Smith 1990, Henry 1991), (Smith 1990; Henry 1991, 1995), (Miller 1990a, 1990b), (Miller 1990a, 1990b; Smith 1990; Henry 1991, 1995), and (Gagné et al. 1999). Do not italicize “et al.” Citations “in press” must be cited as “in press,” not the expected year of publication, and are limited to unpublished works accepted for publication.

Names of persons providing unpublished information must include initials and be referenced in the text as W. Mathis (pers. comm.) [information obtained orally] and W. Mathis (in litt.) [information obtained in writing]. Authors may reference their own unpublished data in the text as W. Mathis (unpubl.).

Names of organisms.—The first mention of a plant or animal must include the unabbreviated scientific name along with the authority. Authorities must be spelled in full for animal names but may be abbreviated for plant names. If the authority and year for a taxonomic name are provided, then the reference in which that taxon was described must be included in the literature cited section. Generic names may be abbreviated after first use but must always be spelled out at the beginning of a sentence. If two or more species being discussed are in genera with the same first letter, abbreviations must be formatted to clearly differentiate the abbreviated names.

Taxonomic papers.—Taxonomic papers must conform to requirements of the International Code of Zoological

Nomenclature (1999). Holotypes must be designated for new species described, type depositories must be clearly indicated, and new taxa must be clearly differentiated from existing taxa by means of keys or differential diagnoses. An etymology section must provide the derivation of name(s), and the gender must be stated for all new genus-group names. In short papers must conform to good taxonomic practices. When referencing the sex of specimens in a Material Examined section, use m# and f# instead of male and females symbols. The actual symbols will be inserted at the proof stage.

Book reviews.—Book review requests must be directed to the Book Review Editor, Dr. David Furth. Send the request and book to be reviewed to the postal address of the Society on the inside front cover. Book reviews must be submitted electronically in RTF or Word document format via email to [furthd@si.edu](mailto:furthd@si.edu). See book reviews published in the *Proceedings* from the last two years for formatting details. An example of a book review may be found at [www.entsocwash.org/pdf/PESWBookReview.pdf](http://www.entsocwash.org/pdf/PESWBookReview.pdf).

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completely waived and must do so when the manuscript is submitted. Requests are considered on a case-by-case basis. No more than 15 pages of an article will be waived per year for approved authors. A complete or partial waiver may delay

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