

ENTOMOLOGIST'S MONTHLY MAGAZINE

Guidelines for Authors

The following guidelines describe the current format for articles that are published in the EMM and are subsequently available online. Authors are requested to refer to recently published articles and apply this house style when submitting manuscripts to the Editor-in-Chief (current email address available inside front cover). Manuscripts may be submitted as PDF or MS WORD files at the review stage, but should be available as MS WORD files for editing post review. A free PDF of their published article is supplied to authors; printed offprints may be ordered at a cost; if required authors should request a quotation at the time of receiving first proofs. All articles are peer reviewed by leading experts. Format and house style are presented below in the form of a mock paper. Font sizes are given for information. The appropriate font sizes and styles will be applied during type-setting, but it is helpful if authors can conform as closely as possible to house style when preparing their manuscripts. Tabulation and space keys should not be used for paragraph indentation. Paragraph and line indents should be used instead. Short notes follow a similar format, with the author(s) name, address(es) and article history details coming at the end of the note. There are no ABSTRACT or Keywords. References are written out in full as in the longer papers.

The Editor is happy to discuss potential articles with authors before submission.

A simplified example of an EMM paper, showing layout [font size = 14]

[Titles should be succinct and include authorities, but not dates attributed to names]

BY A.N. ENTOMOLOGIST & H.R. STUDENT* [SIZE=11]

ANE: *Biology Schools, University of Bognor Regis, Sussex BN12 9XZ, U.K.;*

email: ane@yahoo.co.uk [size = 10]

HRS: *Another address; email: hrs@btinternet.co.uk [size = 10]*

Article history: Received: 15 December 2017; Accepted: 26 January 2018; Published: 27 July 2018

ABSTRACT [SIZE=11]

[Authorities but not dates are included for names]

A short summary of the paper. [size=10]

Keywords: Words, that, are, useful, in, search, engines, country or region at end of list [size=10] [no full stop at the end]

INTRODUCTION [SIZE=12]

General text [size = 11]. Other main section headings (*e.g.*: METHODS, RESULTS, DISCUSSION *etc.*) are given as above and centred [size=12]. *Most other sub-headings are italicised and left justified*; otherwise, the text is fully justified. **Identification key titles are given in bold sentence case and centred.** UEA, UK, USA *etc.* used in body of text do not have fullstops between letters (unlike in addresses).

* = corresponding author [added if required]

Works with more than three authors are cited in the text as the first author's name and *et al.*; those with up to (and including) three authors are cited with all names (e.g., Taeger, Blank & Liston). There is no comma between author(s) name and date in citations within the text (e.g., Perrow *et al.* 2007; Punchard & House 2009, 2011); different authors are separated by a semi-colon; different works by the same author(s) are separated by commas. Note, however, that a comma is added between author(s) and date when used to give the authority for a name (e.g., *Genus species* Author, date). If appearing within a sentence a second comma should follow the date. Authorities and dates are given for arthropod scientific names at their first usage in the text. Plant, fungi and non-arthropod names are accompanied by authorities, but generally not dates, on first usage.

Latin and Greek words are usually in italics: e.g., *i.e.*, *ca.* [= about], *Musca domestica*, unless used as morphological terms. Reference to dates follows this format: Accepted: 28 March 2017; Published: 31 January 2018, or 'Specimens were collected on 28th June that year...'

Personal communications or unpublished observations are indicated by '(pers. comm.)' and '(unpub. obs.)' or '(unpub. pers. obs.)'.

Numbers below 10 are given in words except in a strictly numerical context. Measurements are metric and follow the SI system (Système International d'Unités), with Imperial equivalents in parentheses (where appropriate). No space is left between the value and the unit, e.g., 2.63mm, 10m, 2km, 43g, *etc.*

In the interests of clarity and a broad entomological readership, Plain English should be used where possible and obscure or specialist jargon avoided or, if essential, defined. Please use English rather than American spellings, except in 'quotations' or references, where the original spelling is retained.

FAUNAL LISTS

Faunal lists should use current peer-acknowledged nomenclature and have the following style for subtitles:

SUPERFAMILY [Large Capitals]

FAMILY AND SUBFAMILY [small capitals; but small capitals are not used anywhere else]

Tribe, *Genus*, *Subgenus*, *species* and *subspecies* [sentence case]

NEW SPECIES DESCRIPTIONS

Descriptions [size=10]

These are presented in size 10 font. ♀ and ♂ symbols are used in descriptions and *Material examined* rather than 'female' or 'male'; although the full spelling of sexes is used elsewhere. New names are given in **bold** as centred title at the beginning of a description, below which any figures relating to the description are indicated thus (for e.g.), and also centred: (Figs 1–6). New names are also given in **bold** where they appear in a key. New and other names are followed by 'sp. n.', 'gen. n.', 'syn. n.', 's. str.' *etc.*, where appropriate, but these suffixes are not bold or italic anywhere in the text. All descriptions and depositions of material must follow the rules laid out in the International Code of Zoological Nomenclature (ICZN), and authors are encouraged to register new nomenclatural acts with ZooBank.

Generally '*Diagnoses:*', '*Biological notes:*', '*Etymology:*' *etc.* follow taxa descriptions and come before *Material examined* in discrete paragraphs and font size

11. These notes are justified, without paragraph indentation, and are separated from each other by a line space.

Material examined [size=10]

Holotype, ♀, MALTA: Buskett, Verdala Palace, 30.vii–30.ix.2015, Malaise trap in semi-natural woodland dominated by *Pinus halepensis*, Leg. D. Mifsud.

Paratypes, 13♀♀, 20♂♂ with same data as holotype; the following with same data as holotype except different dates of collection: 2♀♀ 1.viii–15.ix.2014; 1♀, 7♂♂ 31.x–15.xii.2014; 5♀♀, 4♂♂ 1.i–30.iii.2016.

Additional material, 2♂♂: same data as holotype except collected 31.x–15.xii.2014 and 1.i–30.iii.2016. The holotype and paratypes (4♀♀, 6♂♂) will be deposited in the Natural History Museum, London (NHML), 9 paratypes (4♀♀, 5♂♂) will be deposited in Museo Nacional de Ciencias Naturales, Madrid (MNCN), and 14 paratypes (5♀♀, 9♂♂) are retained in the authors' collections. Place names should follow the spelling given in the most recent *Times World Atlas*. Older names and alternative spellings are given in parenthesis.

ACKNOWLEDGEMENTS [SIZE=12]

General text [size = 11]. These are brief and include first names where known. A full stop follows 'Prof.' and Ed. (for *e.g.*, as the abbreviations cut the words), but not 'Dr', 'Eds' [= Editors], 'Mr', 'Mrs' or 'Revd', *etc.*, which end with the final letter of the abbreviated word.

REFERENCES [SIZE=11]

Journal and book titles are given in full and in italics. The full page run of a paper is cited, but plate numbers are not included. The number of pages in a book is *not* given. A full stop follows 'p.' [= page], 'pp.' [= pages], 'Ed.' [= Editor or Edition]. The list of references has font size 10. References are listed in alphabetical order by first and then subsequent authors where they exist; date order is used if two or more papers have the same author(s). Examples are given below:

Elith, J., Kearney, M. & Phillips, S. 2010. The art of modelling range-shifting species. *Methods in Ecology and Evolution* **1**: 330–342.

Imms, A.D. 1934. *Textbook of Entomology*. London: Methuen.

Miller, D.R. & Davidson, J.A. 1990. A list of the armored scale insect pests, pp. 299–306. In: Rosen, D. (Ed.). *Armored Scale Insects, Their Biology, Natural Enemies and Control. World Crop Pests, Vol. 4A*. The Netherlands: Elsevier Amsterdam.

Smith, R. 1923. Entomological excursions. *Syrphidae Monthly* (2)**11**(1): 12–16.

——— 1924. More entomological excursions. *Syrphidae Monthly* (2)**14**(3): 23–40. [Only volume is given in bold. Series number if given appears before volume; issue number appears after volume. Neither is bold and no spaces are left between the numbers. Series and issue numbers are enclosed in parenthesis.]

Southwood, T.R.E. 1967. The interpretation of population change. *Journal of Animal Ecology* **36**: 519–529.

Holst, K.N. 1986. The Saltatoria (Bush-crickets, Crickets & Grasshoppers) of Northern Europe. *Fauna Entomologica Scandinavica* **16**. Leiden: Brill.

Taeger, A., Blank, S.M. & Liston, A.D. 2006. European sawflies (Hymenoptera: Symphyta) – a species checklist for the countries, pp. 399–504. In: Blank, S.M., Schmidt, S. & Taeger, A. (Eds). *Recent Sawfly Research: Synthesis and Prospects*. Keltern: Goecke & Evers.

ThripsWiki 2018. ThripsWiki – providing information on the World's thrips. thrips.info/wiki/ http://thrips.info/wiki/Main_Page [accessed 22 March 2018]. [a full stop is not applied when a web address or Digital Object Identifier (DOI) closes a sentence. Date of access only required for electronic documents that can be edited on line.]

Titles to TABLES and APPENDIXES are given in uppercase and do not end with a full stop

Figures: Low resolution images are ideal for presentation at the review stage, but colour images must be at least 300dpi resolution and at 100% of final size for publication. Line drawings must be at least 600dpi resolution and at 100% of final size. There is generally no charge for colour, but authors intending to submit numerous images are invited to discuss their intention with the Editor to ensure an economic balance of text and images. Other questions relating to figures may be addressed to the Editor. Large data files are best sent directly to the Publisher (current email address available inside front cover). Figure captions follow this format:

Fig. 1. — *Chiromyia chironhausi* sp. n., ♂ paratype: habitus showing the characteristic black coloration on the anterior slope of scutum, pronotum and mediotergite.

Figs 2–3. — *Chiromyia chironhausi* sp. n., ♂ paratype: 2, postabdomen, lateral; 3, epandrium and cercus with setulae. Abbreviations: *ep*=epandrium, *cer*=cercus, *ph apd*=phallapodeme, *pa hyp*=posterior arm of hypandrium, *prg*=pregonite, *psg*=postgonite, *basiph*=basiphallus, *distiph*=distiphallus, *surs*=surstylus (scale bar=0.15mm).

Reference to figures included in a paper is given as ‘Fig.’ or ‘Figs’; reference to figures in another work is given as ‘fig.’ or ‘figs’ (lower case ‘f’).