

# The Canadian Entomologist

## Instructions to authors

### General

Articles for publication in *The Canadian Entomologist* are accepted in either English or French. Manuscripts from all disciplines of entomology will be considered, unless they have been submitted for prior or simultaneous publication elsewhere. Manuscripts must contain significant new findings of fundamental and (or) general entomological interest. Low priority is given to confirmatory studies, such as investigations of local interest, techniques (unless of broad application), range extensions, and new records. Authors should deposit voucher specimens, documenting the identity of the organisms studied, in recognized institutions and to note these repositories in their papers. Information on voucher specimens is available at: <http://www.biology.ualberta.ca/bsc/briefs/brvouchers.htm>

### Types of paper

**Reviews** (10–15 printed pages) should deal with topics of general interest or current importance, and should be synthetic rather than comprehensive in emphasis. Most reviews will be solicited by the Editor-in-Chief, but unsolicited reviews will also be considered.

**Articles** should report the results of original observations or research in any aspect of entomology. The material should not have been previously published elsewhere, except in a preliminary form. Non-analytical items such as lists of specimens or bibliographies will normally not be considered.

**Notes** (1–3 printed pages) are concise but complete descriptions of an investigation, limited in scope, that will not be included in a later paper; therefore, they may not be used for publishing preliminary data. They should be as completely documented as a standard paper, both by reference to the literature and by description of the experimental procedures employed. An abstract is required (new requirement as of 1 January 2006), but other usual subheadings, such as Introduction, Discussion, *etc.*, are not required.

**Forum** (3–6 printed pages) articles should be short, providing a chance for suggesting hypotheses, challenging current thinking on issues, discussing new ideas or ways of interpreting existing information, or responding to forums previously published in *The Canadian Entomologist*.

### Submission of manuscripts for review

Manuscripts should be submitted for review via e-mail, to the Editor-in-Chief (Robb.Bennett@gov.bc.ca), with a single Word or WordPerfect document attachment. A Portable Document Format (PDF) version may be attached as well. Please note copyright transfer requirement below. Figures should be embedded in the document following the list of figure captions. Figures in a Word or WordPerfect document should be inserted as JPEG (JPG) or GIF files. Do not insert uncompressed files (*e.g.*, BMP, TIFF) and do not “cut” the images from other applications and “paste” them into the document, as this can result in an excessively large file. Reduced resolution is strongly recommended for the review process. All text should use True Type fonts. Manuscripts with non-standard symbols should be submitted in PDF format (as well as in Word or WordPerfect) to ensure readability. Please identify the software application, version number, and computer operating system used. Paper submissions will be accepted but may result in delays in the review process.

### Copyright transfer

Before a manuscript can obtain final acceptance, all authors are required to complete and sign an “Authorization to Publish / Copyright Assignment” form (available on the TCE Web site at <http://esc-sec.org/canent2.htm> ) assigning all rights to the Entomological Society of Canada. **A completed form for each co-author must accompany the final version of a manuscript, as must letters of permission for any “personal communication” cited by the authors.** The letter of permission (a forwarded e-mail is sufficient) should clearly state that the originator of the personal communication has read the text, agrees with its wording, and gives permission to cite it.

## Peer review / evaluation

Authors are welcome to suggest appropriate reviewers. Each submission is assigned by the Editor-in-Chief, based on its topic, to a Division Editor, who is responsible for the peer-review process of the article. The Division Editor, or an Associate Editor, selects at least two reviewers and does not disclose their names unless explicitly authorized to do so by the reviewer. All requests for information on the status of a submission should, however, be submitted to the Editor-in-Chief. Depending on the reviewers' reports, a manuscript will be returned to the author(s) by the Editor-in-Chief for revision or considered unsuitable. Copies of reviewers' and editors' comments are required for manuscripts previously rejected by other journals.

## Submission of accepted manuscripts

Authors are requested to provide the final accepted manuscript in electronic format (on disk or by e-mail). If providing files on disk, text files and figure files should be submitted on separate disks. All disks must be labelled clearly with the authors' names, software used, version number, and platform (IBM or Macintosh). Text, including tables, should be provided in a word-processing format (any version of WordPerfect or Word). For figures, see the section Illustrations for accepted manuscripts.

## Manuscript format

### General

Manuscripts that do not conform to the requirements outlined below may be returned to the author(s) for modification. Manuscripts should be **double-spaced throughout** (including footnotes, captions, synonymies, and reference lists) and should contain only 12-point font, and all margins should be at least 35 mm. The first page of the manuscript should have only the title and the authors' names, affiliations, telephone and fax numbers, and e-mail addresses. Each page of the manuscript should have the first author's name and the page number in the upper right-hand corner. Pages should be numbered sequentially to the very last page, including pages with tables, figures, and appendices. Note that line numbers are now also requested. Lines should be numbered sequentially from page 2 (Abstract). Spelling of English words should conform to the usage recommended in either the *Oxford English Dictionary* or *Webster's Third New International Dictionary*. Use *The Torre-Bueno Glossary of Entomology* (1989 or later) as a reference for definitions of entomological terms. Dates in the text should be written as 1 April 1991, 28 June 2003, *etc.* Dates in Type material or Material examined sections of taxonomic papers should be written 1.iv.1991, 28.vi.2003, *etc.*, except when in quotes. In the text, figures are cited as "(Fig. 1)", "(Figs. 1–5)", *etc.* Footnotes should be kept to an absolute minimum. Where essential, they should be typed at the bottom of the page to which they refer and separated from the text by a line.

**All genus- and species-level taxa** should include scientific authorities when mentioned first in the abstract and in the body of the text (but not in the title). For arthropods they should be followed by the order and family placement (*e.g.*, "the genus *Strobilomyia* Michelsen (Diptera: Anthomyiidae), including *Strobilomyia varia* (Huckett)"), whereas for plants they should be followed only by family placement (*e.g.*, "*Quercus velutina* Lamarck (Fagaceae)"). When using common names for insects, the official Entomological Society of Canada list (*Common Names of Insects in Canada*, computer disk available from the Entomological Society of Canada, 393 Winston Avenue, Ottawa, Ontario, Canada K2A 1Y8, or online from <http://esc-sec.org/menu.htm>) should be followed.

**Abbreviations and symbols** for words, phrases, and terms are in general those recommended in *Scientific Style and Format: The CBE Style Manual for Authors, Editors, and Publishers*, Sixth Edition (1994) (Council of Biology Editors, Inc., Chicago, Illinois 60603, United States of America). The Système international d'unités (SI) for measurements and weights should be used. This system is explained and other useful information is given in the *Metric Practice Guide* (2000), published by the Canadian Standards Association (178 Rexdale Boulevard, Toronto, Ontario, Canada M9W 1R3).

**Taxonomic papers** must conform to requirements of the *International Code of Zoological Nomenclature* (The International Trust for Zoological Nomenclature 1999, The Natural History Museum, Cromwell Road, London, United Kingdom SW7 5BD). Authors are urged to regroup pertinent information on newly described or revised taxa under the following main sections (if applicable), which preferably should be introduced in the order given here: Synonyms, Type material or Material examined, Etymology, Diagnosis, Description, Variation, Biology, Hosts and distribution, and Discussion (Comments or Remarks). When describing a new taxon (species or genus), authors are to place the taxon in proper context by providing a key or a modified couplet of an existing key, where possible. When proposing formal supraspecific taxa, authors must justify these using cladistic methods. Ideally a formal cladistic analysis will be conducted, but in exceptional cases a list of synapomorphic character states with documentation of plesiomorphic character states in the outgroup(s) will be acceptable. Authors are encouraged to provide information on holotypes as it appears on labels.

### ***Title and abstract***

When the name of an organism is given in the title, use either its common name or its scientific name (without scientific authority), not both. All types of papers must be preceded by an abstract no longer than 200 words. A French translation of the abstract is desirable; it should be provided with the submitted manuscript or with the final revision. **If a French translation of publication quality is not provided by the author(s), an extra charge of \$50.00 (\$20.00 for notes) will be applied.**

### ***Acknowledgements***

These should be restrained and grouped in a separate paragraph at the end of the text.

### ***References***

Citation of references in the text should be in the form “Klimaszewski (2003) showed”, “(Klimaszewski 2003)”, “(Walker 1976, 1978)”, or “(Walker 1976; Allen 1977a, 1977b)”. The reference list should be in alphabetical order of authors at the end of the manuscript. The names of serials and periodicals cited should be **written out in full**. The full title for each reference and the complete pagination for all items except books must be given. Pages or figures should not be cited in the Reference list but, if necessary, in the text as “(Nealis and Turnquist 2003, p. 906, Fig. 1)”. Use the following formats for listing references.

#### **Article:**

Truman, J.W., and Riddiford, L.M. 2002. Endocrine insights into the evolution of metamorphosis in insects. *Annual Review of Entomology*, **47**: 467–500.

#### **Book:**

Layberry, R.A., Hall, P.W., and Lafontaine, J.D. 1998. *The butterflies of Canada*. University of Toronto Press, Toronto.

#### **Conference:**

Knudson, A. 1996. Evaluation of the biosprayer for the application of *Trichogramma* to cotton. *In Proceedings of the Beltwide Cotton Conference, Nashville, Tennessee, 9–12 January 1996. Edited by P. Dugger and D. Richter. National Cotton Council, Memphis, Tennessee. pp. 788–791.*

#### **Chapter in a book:**

Marshall, S.A., Buddle, C.M., Sinclair, B.J., and Buckle, D.J. 2001. Spiders, flies and some other arthropods of the Fathom Five National Marine Park islands and the upper Bruce Peninsula. *In Ecology, culture and conservation of a protected area: Fathom Five National Marine Park, Canada. Edited by S. Parker and M. Munawar. Backhuys Publishers, Leiden, the Netherlands. pp. 191–229.*

#### **Journal article with DOI:**

Wahlberg, N., Oliveira, R., and Scott, J.A. 2003. Phylogenetic relationships of *Phyciodes* butterfly species (Lepidoptera: Nymphalidae): complex mtDNA variation and species delimitations. *Systematic Entomology*, **28(2)**: 257–273. doi:10.1046/j.1365-3113.2003.00212.x.

#### **Journal article with URL:**

Wahlberg, N., Oliveira, R., and Scott, J.A. 2003. Phylogenetic relationships of *Phyciodes* butterfly species (Lepidoptera: Nymphalidae): complex mtDNA variation and species delimitations. *Systematic Entomology*, **28(2)**: 257–273. Available from <http://www.blackwell-synergy.com/doi/abs/10.1046/j.1365-3113.2003.00212.x> [accessed 28 October 2005].

#### **Journal article available online only (with DOI):**

Lamshead, P.J.D., Brown, C.J., Ferrero, T.J., Hawkins, L.E., Smith, C.R., and Mitchell, N.J. 2003. Biodiversity of nematode assemblages from the region of the Clarion–Clipperton Fracture Zone, an area of commercial mining interest [online]. *BMC Ecology*, **3**:1. doi:10.1186/1472-6785-3-1.

#### **Web site citation:**

Peck, S.B., and Newton, A.F. 2001. The leiodid beetles of Costa Rica [online]. Available from <http://www.inbio.ac.cr/papers/leiodidae/index.html> [accessed 4 January 2006].

Authors may not refer to their own unpublished information as “submitted” or “in preparation” but need simply state what was found. Do not cite “unpublished data” and “personal communications” in the Reference list.

### Tables

The title of each table should follow the Journal's conventions for capitalization and punctuation, and should adequately explain the contents of the table. Tables should be numbered in Arabic numerals and grouped at the end of the text (*i.e.*, after the list of references), **each on a separate page**. Each table footnote should be labelled with a typographic symbol keyed to the title, boxhead, or entry of the table. Descriptive material not requiring a specific footnote should be placed under the table as a general note rather than in the title of the table.

### Figure captions

Captions for all illustrations should be numbered consecutively and typed double-spaced in order at the end of the manuscript, immediately preceding the illustrations. Captions must be self-explanatory. **Captions must not be attached to illustrations.**

### Illustrations for accepted manuscripts

NRC Research Press (the publisher of *The Canadian Entomologist*) prefers the submission of electronic illustration files for accepted manuscripts and will use these electronic files whenever possible. However, both electronic files and hard copies are required for colour illustrations. A list of acceptable electronic formats is presented below. Indicate the software (including version number) and computer operating system used to create each figure.

All **colour** files must be submitted as CMYK (cyan, magenta, yellow, and black). RGB graphics (red, green, and blue; colours specifically used to produce an image on a monitor) will not print correctly. **Remember** that the more complex your artwork becomes, the greater the possibility for problems at output time. Avoid complicated textures and shadings, especially in vector-illustration programs; this increases the chance for a poor-quality final product. **Colour illustrations add significant extra costs to publication page charges.**

Final figures must fit into one column (6.9 cm × 21.3 cm) or two columns (14.4 cm × 21.3 cm). Authors should create their figures with these column widths in mind. Figures submitted as TIFF, EPS, or BMP files must be saved at the final image size (one or two columns wide). The minimum requirements for resolution are 600 dpi for line art and finelines (line art with fine lines or shading), 300 dpi for halftones and colour illustrations, and 600 dpi for combinations (*e.g.*, halftones with lettering outside the photo area).

All lines must be sufficiently thick (0.5 points minimum) to reproduce well, and all symbols, superscripts, subscripts, and decimal points must be in good proportion to the rest of the drawing and large enough to allow for any necessary reduction without loss of detail. Avoid small open symbols; these tend to fill in upon reproduction. Lettering produced by dot matrix printers or typewriters, or by hand, is not acceptable. The same font style and lettering sizes should be used for all figures of similar size.

All **terms, abbreviations, and symbols** (see above) must correspond with those in the text. Only essential labeling should be used, with detailed information given in the caption. **Scale bars must be provided for line drawings of insects and all micrographs. Maps must indicate latitudes and longitudes (or UTM coordinates) and a scale.** All place names and geographic features on Quebec maps must be in French, with proper accents and capitalization, except those that are considered areas of pan-Canadian significance. For a complete list of areas of pan-Canadian significance, see pp. 236–237 of *Le guide du rédacteur* (2nd ed., 1996), published by Public Works and Government Services Canada, Ottawa, Ontario, Canada K1A 0S5.

If electronic files are not available, paper versions of the figures will be scanned. Note that the scanner will easily reproduce flaws (*e.g.*, correction fluid, smudges). Submission of noncontinuous (screened) photographs and scanned illustrations printed out on laser printers is not recommended. Originals must not be larger than 200% of the final one-column or two-column size, as further reduction is likely to result in some loss of detail.

### List of Accepted Graphic Files

- The preferred graphic software for submission is CorelDRAW.
- Listed below are software programs (compatible with CorelDRAW) with their preferred (\*.xxx) extensions.
- If the software (your program) does not appear in this list, please submit as a \*.eps, \*.tif (300 dpi minimum), or \*.jpg (high-resolution, "maximum quality") file.
- Please maintain files in their original formats. Try to avoid resaving files in a secondary software (such as PowerPoint or Word). Finally, please provide high-resolution files (colour and continuous tone 300 dpi, line drawings 600 dpi).
- Figures can also be submitted as \*.pdf (portable document format) files. PDF files can be created by using Acrobat Distiller or by exporting or saving as a \*.pdf file through the software used to create the figure.

PC software compatible with Corel Draw	File extensions (Save As or Export)
Adobe Acrobat 6	*.pdf
Adobe Illustrator 8	*.ai, *.eps
Adobe Photoshop 8 (CS)	*.psd, *.tif
AutoCad	*.dxf, *.dwg
Canvas 10	*.cvx
ChemDraw 6	*.cdx, *.chm, *.cda
ChemWindows	*.eps
CorelDRAW 10, 11 and 12	*.cdr
MS Excel 2000	*.xls
MS PowerPoint 2000	*.ppt
MS Word 2000	*.doc
Origin 6.1	*.opj
Quattro Pro 11	*.wb3
SigmaPlot 9	*.jnb
WordPerfect 11	*.wpd

Mac software	File extensions (Save As or Export)
Adobe Illustrator 8 and 10	*.ai, *.eps
Adobe Photoshop 6.0	*.psd, *.tif
Aldus Freehand 8.0 and 10 (Macromedia)	*.fh8
AppleWorks 6	*.eps, *.pict, *.jpg and *.tif
Canvas 8	*.cnv, *.eps
ChemDraw 6	*.cdx, *.chm, *.cda
CorelDRAW 8	*.cdr, *.eps
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Requests for permission to republish a paper, in whole or in part, should be sent to the Entomological Society of Canada, 393 Winston Avenue, Ottawa, Ontario, Canada K2A 1Y8 ([email:entsoc.can@bellnet.ca](mailto:entsoc.can@bellnet.ca) )

### Publication charges

Papers published in *The Canadian Entomologist* by members are subject to a page charge of \$35.00 per published page; *non-members* will be charged an extra \$10.00 per published page. **Additional costs associated with the publication of colour illustrations are charged directly to the author (contact the Editor-in-Chief for current charges).** Retired scientists and amateur entomologists *not attached to universities or official institutions*, who must pay these charges from their personal funds and are unable to do so, may apply for assistance. **Only members of the Entomological Society of Canada may apply for waiver of page charges. In the absence of a page charge waiver application when a manuscript is submitted, authors are responsible for publication charges.** Canadian customers must include 7% GST (business No. 10730 6003 RT 0001).

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