

## INSTRUCTIONS TO AUTHORS

**AT LEAST ONE AUTHOR** must be a member of the Florida Entomological Society. Contact the Business Manager, Teresa DuChene, P. O. Box 1007, Lutz, FL 33548-1007; Phone (813) 903-9234, FAX (813) 979-4908.

**AN ORIGINAL MANUSCRIPT** as an electronic version in Microsoft Word should be submitted as an e-mail attachment or on a CD to Dr. Waldemar Klassen, University of Florida, Tropical Research & Education Center, 18905 SW 2800 Street, Homestead, FL, USA 33031-3314, editor.flaentsoc@gmail.com **A PAPER COPY IS NOT NECESSARY.** Double-space sentences. Use 8.5" x 11" format, 1-inch margins. Manuscripts may be assigned to an Associate Editor.

**ORDER** manuscript as: title page, abstract with key words, resúmen, text, acknowledgments (or end-note), references cited, tables, figure-caption list. Number pages.

**TITLE PAGE:** Place name, address, e-mail address, and phone number of author designated to process revisions and review proofs in upper right corner and suggested running head (60 characters or spaces or less) in upper left corner. Order and Family of key organisms should be included in title, but omit authority for scientific names in title.

**ABSTRACT:** Submit an abstract in English and resúmen in Spanish (preferred), or Portuguese. The Editor will obtain a translation if author cannot. Include the complete scientific name and authority for name of all pertinent organisms. **KEY WORDS:** 4-6 below the Abstract.

**TEXT:** Follow a general format of introduction (no head), **MATERIALS AND METHODS, RESULTS, DISCUSSION.** Use metric measurements; express quantities as Arabic numerals except as the first word of a sentence or to avoid ambiguity. Manuscripts in systematics must have an introduction. Taxonomic keys should use the format of vol. 72(2) (1989). Descriptions of new taxa should contain information that will distinguish them from related taxa including appropriate amendment of existing keys. Formal descriptions of taxa may be telegraphic; use of gender symbols is acceptable except for headings. Abbreviate collection dates with Roman numerals for months and Arabic numerals for days and years: 30-IV-1947.

**CITATIONS IN TEXT:** Use the name-date format: Jones (1986); (Jones 1986); Jones & Smith (1986); (Jones & Smith 1986); Jones (in press); (A. F. Jones, Dept. Zoology, Ohio State University, personal communication). Use "et al." for 3 or more authors. Provide evidence of acceptance for works "in press", otherwise cite as "unpublished" or "personal communication." Provide written permission from personal communicants.

**ACKNOWLEDGMENTS:** Place disclaimers, journal series numbers, funding sources, address changes other than correspondent, etc. here.

**REFERENCES CITED: Important format change: Put initials of ALL authors after the last (family) name. Example: JONES, B. J., AND SMITH, C. A. 2008....** Include all source material cited in the manuscript. Provide all information that would allow retrieval of the material. Do not abbreviate place names in journal citations (Florida Entomol, Folia Mexicana), otherwise use the abbreviations found in the Council of Biological Editors Style Manual or Biological Abstracts List of Serials with Title Abbreviations. All author names are to be in uppercase.

**TABLES AND FIGURES: Submit all figures and photographs as .jpg or .tiff files.** All figures and tables must be referenced in the text with Arabic numerals **in the order in which they appear in the text.** Table footnotes are written below the table and indicated as superscript Arabic numerals. Table legend in uppercase. All captions for figures are listed together on a separate page. All illustrations must be complete and final. Make a composite figure if numerous line drawings or photographs are needed; do not combine photographs and drawings in the same figure.

**SCIENTIFIC NOTES:** Short contributions with a maximum text length of 1000 words. Not more than 2 figures and/or tables. Submit a title page and text in logical scientific order without any headings except "Summary" and "References Cited." Summary should be "abstract-like" and located at end of text.

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