

INSTRUCTIONS TO AUTHORS

- AT LEAST ONE AUTHOR** must be a member of the Florida Entomological Society. Contact the Business Manager, P.O. Box 1007, Lutz, FL 33548-1007; Phone/FAX (813) 903-9234.
- AN ORIGINAL MANUSCRIPT** and 3 copies should be submitted to Dr. R. M. Baranowski, IFAS/UF, 18905 SW 280 St., Homestead, FL 33031 (Phone 305-246-7001, ext. 296; FAX 305-246-7003; e-mail rmb@gnv.ifas.ufl.edu). Manuscripts are assigned to an Associate Editor and reviewed by 3 peers.
- TYPE DOUBLE-SPACED** on one side of 8.5 × 11" white paper using generous margins on all sides.
- DISK SUBMISSION:** The final draft of all manuscripts (not figures) must be submitted as hardcopy and on floppy disk in an IBM compatible format using Wordperfect or Microsoft Word. Articles must be on 3.5" high density floppy disks.
- ORDER ELEMENTS** of the manuscript as: title page, abstract, resumen, key words, text, acknowledgment (or endnote), references cited, tables, figure caption list.
- 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; omit authors of scientific names in title.
- ABSTRACT:** Submit an abstract in English and resumen in Spanish (preferred), French, or Portuguese. Translation assistance is available. Include the complete scientific name of all pertinent organisms. Type 4-6 **KEY WORDS** immediately below the Abstract.
- TEXT:** Follow a general format of introduction (no head), materials & methods, results, and discussion. Metric measurements are highly preferred; 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 other 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:** Use the name-data 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 OR ENDNOTE:** Place disclaimers, journal series numbers, funding sources, address changes other than correspondent, etc. here.
- REFERENCES CITED:** 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 Abstract's List of Serials with Title Abbreviations.
- TABLES AND FIGURES:** All Figures and tables are referenced 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. All captions for figures are listed together on a separate page. Original figures or good quality glossy photographic prints are acceptable. Photographs must have sharp contrast; crop all excess margins. All illustrations must be complete and final, i.e., camera ready. Make a plate if numerous line drawings or photographs are needed; do not combine photographs and drawings in the same plate.
- SCIENTIFIC NOTES:** These are short contributions with a maximum text length of 1000 words. More than 2 figures and/or tables are discouraged. Submit a title page and text in logical scientific order without any headings except, "Summary" and "References Cited." Summary should be 1 to 3 sentences in length, "abstract-like" and located at end of text.
- CHARGES:** \$58 per printed page and a surcharge of \$26 per page figure or table are assessed. Reprints are available; order forms with the current price schedule are sent with proofs. IFWA (Immediate Free Web Access), regular article—\$100, scientific notes—\$50.
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