

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, members (join now at: http://www.entsocwash.org/default.asp?Action=Show_Membership) are allowed to publish for free, including two color plates (more below). ONLY ONE AUTHOR OF ANY ARTICLE NEEDS TO BE A MEMBER TO RECEIVE MEMBER RATES.

Accepted Content.—The maximum length of articles is typically 50 printed pages. For longer articles, please contact the Editor/Co-editors. Between two and two and a half double-spaced typewritten pages equal one printed page. Manuscripts are peer reviewed before acceptance. Final acceptance is the responsibility of the Editor/Co-Editors. Only the Editor/Co-Editors have the authority to reject manuscripts. Articles are published in the order accepted, not the date submitted. Authors with an outstanding balance will not be permitted to publish in the Proceedings until overdue payments are received.

Charges.—Most charges for publishing in the Proceedings are waived for members. This benefit includes page-charge waivers, free black and white and halftone plates/illustrations, up to 10 free corrections, and two color plates/illustrations. Additional color plates beyond the first two will be charged at \$50/plate/illustration; corrections above the allowed amount are charged at \$3.00 per correction. Authors who are not members of the Society will be assessed a page charge of \$40.00 per printed page, which includes black and white and halftone plates/illustrations. All color plates/illustrations are charged at \$50 per plate and corrections at \$3.00 each.

Reprints.—Electronic reprints (PDF format) are available for free to all members through BioOne on the ESW website. Nonmember authors who pay pages charges will receive a PDF copy of their published article. Hardcopy reprints may be ordered directly from the Printer at the time page proofs are received. Book reviews, biographical sketches, and obituaries are published free of charge as space is available.

Manuscript submittal and review process.—All manuscripts must be in English. Authors whose first language is other than English are encouraged to have their manuscript reviewed by a person with excellent English language skills before submission.

Manuscripts should be submitted electronically to esweditor@gmail.com. Send the text in a Microsoft Word, OpenDocument, or Rich Text format (i.e., .doc, .docx, .odt, .rtf) and the plates together as a single, reduced .pdf file (once manuscripts are accepted, we will require high resolution image files of all figures and plates). Embedding a small number of figures in the text document is acceptable, but please reduce the size of the embedded images and, therefore, the size of the manuscript file before submitting.

The Editor/Co-Editors will make an initial assessment of each manuscript. If the initial assessment reveals that a manuscript is unsuitable for peer review, the Editor/Co-Editors may reject it outright or request that the author make changes and resubmit. Manuscripts that do not conform to the formatting requirements will be returned for modification. Manuscripts deemed suitable for peer review will be forwarded to a Subject Editor (see inside cover of most recent issue of the Proceedings or visit the website for a list of Subject Editors). Subject Editors will assess each forwarded manuscript and send it to two reviewers if judged by the Editor/Co-Editors that it is suitable for peer review. Subject Editors may recommend rejection of a manuscript without sending it out for peer review, but

the Editor/Co-Editors will make the final decision. 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 see that the author provides the necessary revisions prior to forwarding the manuscript to the Editor/Co-Editors for final acceptance. After acceptance, the Editor/Co-Editors will correspond directly with the corresponding author during the layout and proof stage until the manuscript is published.

Manuscript preparation and guidelines.—Please carefully read the following guidelines and note the technical checklist of common formatting errors at the end of the document, prior to submitting any manuscripts for review. Contents must be in the following sequence:

Main Text

1. Title page with title, author(s), and author(s) byline(s). The corresponding author's name, postal address, telephone and fax numbers, and e-mail address should be in the upper left corner. The title should be centered and in all capital letters and must include order and family placement, e.g., ". . . (Hymenoptera: Xyelidae)." Genus- and species-group names in the title should include the authority for the names. The author(s) byline(s) should follow the title and be left-justified, first line indented, and in regular case. The institutional affiliation/postal address of each author preceded by their initials in parentheses should follow the byline along with the e-mail address of at least the corresponding author included in parentheses in the format (e-mail: address@domain.com). Include author LSIDs with the byline for authors of new taxa in the manuscript.

Example affiliations section:

(MEM, DA) Department of Entomology, National Museum of Natural History, Smithsonian Institution, Washington, DC, USA (e-mail: megan_mccarty@hotmail.com, urn:lsid:zoobank.org:author:CCB97958-4D37-4645-B9F2-EC65C668A95B); (MAM) USDA, ARS, Systematic Entomology Laboratory, Beltsville, Maryland, USA (e-mail: mark.metz@usda.gov, urn:lsid:zoobank.org:author:221F8E40-12DA-43AD-85B2-E7BFF46C07C3, <https://orcid.org/0000-0002-3535-535X>); (JFL) Canadian National Collection of Insects, Agriculture and Agri-Food Canada, Ottawa Research and Development Centre, 960 Carling Avenue, Ottawa, Ontario K1A 0C6, Canada (urn:lsid:zoobank.org:author: 7F7064D9-75D0-41AD-B798-870EF2E72280)

2. Abstract with the header italicized (i.e., *Abstract*.—) and indented. Bold all new taxon names and all nomenclatural actions.
3. Key words with the header italicized, both words capitalized (i.e., *Key Words*:), and not indented. Key words should not include words in the title or the abstract.
4. Text of manuscript; acknowledgments at end.
5. Literature cited (see below).
6. Figure captions.
7. Appendix; footnotes (if any).

Tables

1. Copies of tables can be provided as separate spreadsheets or as embedded tables at the end of the text. Submit separate spreadsheets as .xls, .xlsx, or .ods files. Do not send workbooks or file macros.
2. Captions for tables should be placed at the top of each table.

Figures

1. Copies of figures and plates should be arranged in final form by author(s) and submitted as separate files; a single, reduced-size .pdf file for review and separate, high-resolution image files for production (See Illustrations).

All manuscripts (except Notes) should include an introduction (however, this section is without a heading), MATERIALS AND METHODS, ACKNOWLEDGMENTS, and LITERATURE CITED. A RESULTS and DISCUSSION sections are encouraged, but are optional depending on paper format.

The entire heading for each major section must be centered and in all capital letters. A combined results and discussion section may be used rather than separate results and discussion sections, 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.—).

In taxonomic treatment sections multiple works should be separated by commas (e.g., *Aus bus* Jones 1952: 111, Smith 1990: 80 [world catalog]) or a semicolon when there is a sequence with the same author (e.g., *Aus bus* Jones 1952: 111, 1955: 200; Smith 1990: 80).

Tertiary headings should 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 following heading hierarchy is also acceptable:

1. Primary heading in all caps.
2. Secondary heading centered and in title case.
3. Tertiary headings a period followed by an em dash.
4. Quaternary headings italicized followed by an italicized colon except when a figure is referenced within the heading (e.g., *Head* (Fig. 1): text . . .).

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

Do not underline words to be italicized, use italics.

Boldface should be used only for nomenclatural actions in the abstract (e.g., **new combination**, **new synonym**, **new species**, etc.) and new taxa (e.g., ***Aus bus* Jones**, **new species**) appearing in the abstract and as headings in the main text. Do not abbreviate nomenclatural actions. Spell them out completely in the English versions instead of Latin version (i.e., **new species** not **species nova**).

The Proceedings does not enforce a strict format for descriptions (i.e., the order of descriptive sections) or specimens examined lists (e.g., dates, geographic coordinates, etc.) as these vary by taxon. However, keep these data uniform throughout the manuscript except when quoting sources directly (e.g., verbatim label data for primary types) and be as explicit as possible in your MATERIALS AND METHODS section in describing specific formats. Refer to the Darwin Core Text Guide for data formats.

When referencing the sex of specimens in a Material Examined section, use Times New Roman font for gender symbols. Alternatively, m# and f# may be used instead of gender symbols, and they will be converted to male and females symbols, respectively, prior to the proof stage. Authors wishing to spell out male and female may do so.

Please, include unique identifiers from the depositing collection for all specimens covered in your work, particularly primary type specimens.

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., Mobile–Tensaw Delta).

Units of measure should conform to common scientific notation with a space between the value and the unit of measure. Use a leading zero for decimal values. Do not use commas as placeholders in larger numbers:

24 °C not 24°C

0.2 mm not .2mm

1600 km not 1,600 km

Remove instances of double spaces after periods and colons. These are unnecessary. Try to avoid unnecessary trailing spaces after the ends of sections and paragraphs.

Names of organisms.—The first mention of a plant or animal should include the unabbreviated scientific name along with the authority(ies). Authorities should 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 should 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 genera being discussed have the same first letter, abbreviations should be formatted to clearly differentiate the abbreviated names.

Taxonomic papers.—Taxonomic papers should conform to requirements of the latest International Code of Zoological Nomenclature. Manuscripts where new taxa are described are required to have the new names registered in Zoobank, and the corresponding LSID for each new name placed directly under the heading for the new taxon. Authors should add LSID numbers themselves, and can get them from ZooBank.org. Holotypes must be designated for new species described, type depositories should be clearly indicated, and it is desirable they are labeled with a unique specimen identifier from the depository. New taxa should be clearly differentiated from existing taxa by means of keys and/or differential diagnoses. An etymology section should provide the derivation of name(s), and the gender should be stated for all new genus-group names. In short, papers should conform to good taxonomic practices.

Illustrations.—Authors should plan illustrations for dimensions of the printed page and allow room for legends at the bottom. Single column illustrations should be 2 5/8" (8 cm) wide and double column illustrations should be 5.5" (14 cm) wide. Maximum page height is 8 1/4" (20.5 cm.). Remove excessive white space around the edges of your illustrations to maximize printable area.

Final illustrations should be produced with good composition and graphic design principles in mind. Just like there is better prose, there are better visual communication techniques. More detailed instructions are forthcoming, but feel free to consult with the Editor/Co-Editors as necessary. There are many handy tutorials and short guides for help in constructing scientific illustrations and plates on line.

Final raster-based illustrations (files you would edit in GIMP, PhotoShop, or similar programs) must be composed with a minimum resolution of 300 ppi and submitted in a common, non-compressed format (e.g., .tif or .png). Do not use compressed formats (e.g., .jpg) for final illustration files.

Final vector-based illustrations (files you would edit in Inkscape, Illustrator, or similar programs) can be submitted as .svg, .pdf, or .eps files if not combined in a plate with raster-based illustrations. Please, use vector-based file formats for text and line-art, and embed all fonts.

All text labeling of illustrations should match the font used in the final, printed copy of the article, which is a "Times New Roman" family, serif font. Microsoft's Times New Roman is a good option. The open FreeSerif font (GNU FreeFont) is a close match. Label size is left to the discretion of the author as deemed appropriate for a particular illustration, but Editor/Co-Editors may recommend changing font size for final print.

Figures should be numbered with only integers (e.g., 1, 2, 3). DO NOT USE decimal (not 1.1, 1.2, 2.1, 2.2, etc.) or letter sub-labels (not 1a, 1b, 2a, 2b, etc.). Order figures singularly or in plates in a

sequence that composes a cohesive synthesis of the text, data, and illustrations. For articles with experimental methodology this might be the order in which the figures appear in the text, but for descriptive taxonomy it may be based on composing plates of similar features, similar taxa, or other comparative parameters.

Figure numbers should be placed in a consistent location at the lower left of each figure. Do not use background color to highlight figure numbers (e.g., a number inside a bounding box or circle). Instead, change the gray value of the figure number so it is visible and legible (e.g., black number on pale background, white or light gray number on a dark background).

Citations in text.—References in text should 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.”

Spell out the conjunction "and," rather than using an ampersand (&).

Citations “in press” should 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 should 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.).

Differentiate authors of taxa from authors of citations with a comma after the author:

e.g., Microbial communities of *Musca domestica* Linnaeus, 1758 vary (Park et al. 2019).

Literature cited.—Cite only references referred to in the text; list alphabetically by first author last name then by year; and spell out references (e.g., journal names) completely, including conjunctions and prepositions.

List first author by last name and subsequent authors separated by commas by initials then last name. Include a comma between last author in list and the word “and” when there are three or more authors (see example citations below).

Do not italicize journal names or titles of books.

Include a space between author initials (i.e., J. C. not J.C.).

Include both page ranges for a section and total pages for an entire work. Include plates and frontispiece pages as fitting. (see book citation below).

Italicize “*In*” when citing subsections of larger works.

Remove space between volume and parenthetical issue (i.e., 110(4) not 110 (4))

Include a DOI with references when available.

End each cited reference with a period.

Examples of Literature Cited:

Carpintero, D. and P. M. Dellapé. 2005. A new species and first record of *Embiophila* (Heteroptera: Plokiophilidae) from Nicaragua. *Studies on Neotropical Fauna and Environment* 40: 65–68.

Henry, T. J. 1984. Review of the spider-commensal plant bug genus *Ranzovius* Distant (Heteroptera: Miridae). *Proceedings of the Entomological Society of Washington* 82: 178–194.

Henry, T. J. 2017. Biodiversity of Heteroptera, pp. 279–335. *In* Foottit, R. G. and P. H. Adler, eds. *Insect Biodiversity: Science and Society*. Volume I, second edition. John Wiley & Sons, Ltd. 867 pp.

- Janzen, D. H. and W. Hallwachs. 2019. Dynamic database for an inventory of the macrocaterpillar fauna, and its food plants and parasitoids of Area de Conservación Guanacaste (ACG), northwestern Costa Rica (yy-SRNP-nnnnn voucher codes) (<http://janzen.sas.upenn.edu/caterpillars/database.lasso>) (accessed 16 August 2019).
- Schuh, R. T. and C. Weirauch. 2020. True Bugs of the World (Hemiptera: Heteroptera). Classification and Natural History. Second Edition. Siri Scientific Press, Monograph Series, Manchester, UK. Volume 8. 767 pp. + 32 plates.
- Turbanova, A. A., I. S. Turbanov, and O. G. Gorbunov. 2019. To the knowledge of the biology and distribution of *Monopis crocicapitella* (Clemens, 1860) (Lepidoptera: Tineidae), with remarks on cavernicolous Lepidoptera. Russian Entomological Journal 28(1): 72–81.
- Webb, J. M., L. M. Jacobus, D. H. Funk, X. Zhou, B. Kondratieff, C. J. Geraci, R. E. DeWalt, D. J. Baird, B. Richard, I. Phillips, and P. D. N. Hebert. 2012. A DNA barcode library for North American Ephemeroptera: progress and prospects. PLoS ONE 7(5): e38063. doi:10.1371/journal.pone.0038063.

Figure captions.—Figure captions are formatted in sentence and paragraph style with the first line indented. A summary figure “sentence” is typically listed first followed by subsequent “sentences” for each figure or sections of specific figures. Each figure range or individual figure is the beginning of a “sentence” with the first following word capitalized and ending in a period. Internal components are separated by commas including a comma after the figure range or individual figure number. Include explanations for abbreviations, scale bars, and/or special labels (e.g., scale bar = 0.2 mm, an = antenna, white arrow points to anterior sulcus, etc.) without parentheses as needed and where appropriate.

Example of figure caption:

Figs. 11–18. Immatures and damage, *Eoreuma insuastii*. 11, Dorsal view of larva. 12, Ventral view of larva. 13, Close-up of larva and damage. 14, Dorsal view of pupa. 15, Lateral view of pupa. 16, Ventral view of pupa. 17, Field damage in sugarcane shoot. 18, Cut sugarcane shoot showing the central hole bored by the larva.

Notes.—Notes are abbreviated forms of regular articles. The word "NOTE" should be centered and uppercase above the title. The title for Notes are typed in title-case. Notes do not contain an abstract or key words. Author(s) names and addresses go at the end of the note after all the references in LITERATURE CITED . Author names are listed first name(s) and/or first initials first followed by last name(s) (e.g., A. G. Wheeler, Jr. and E. Richard Hoebeke). Addresses follow in italics with the initials of each author in parentheses. (e.g., (AGW) *Department of Plant and Environmental Sciences, Clemson University, Clemson, SC 29634-0310, USA (e-mail: awhlr@clemson.edu); (ERH) Georgia Museum of Natural History and Department of Entomology, University of Georgia, Athens, GA 30602, USA (e-mail: rhoebeke@uga.edu)). Figure captions can be listed after author(s) names and addresses.*

Book reviews.—Book review requests should be directed to the Book Review Editor. Send the request and book to be reviewed to the postal address of the Society on the inside front cover. Book

reviews should be submitted following the “Manuscript submittal and review process” outlined above. See book reviews published in the Proceedings from the last two years for formatting details.

Pricing for publishing a Memoir of the Entomological Society of Washington can be obtained by contacting the Editor/Co-Editors.

Please compare your manuscript against this technical checklist prior to submitting it for review.

1. Key words should not include words in title or abstract.
2. Include authors for species and genera. If you include a year with the author of a taxon, that reference must be cited.
3. Center and ALL CAPS for major headings.
4. Indent all paragraphs except for *Key Words*:. Indent figure captions.
5. Do not use a heading for the introduction.
6. Include a comma between author and year for taxa, and exclude a comma between author and year in citations to references.
7. Do not use "&" as a substitute for "and."
8. Use en dashes (not hyphens) for number ranges.
9. Put only new taxonomic names and nomenclatural actions as headers or in the Abstract in bold (nothing else).
10. Confirm designation of type species for new genera.
11. Confirm institutional designation of depository and unique specimen identifiers for primary types of new species.
12. Check plates and figure captions and verify that everything is numbered.
13. “Acknowledgment” heading spelled without an “e” after the “g.”
14. Ensure all new taxa are registered in Zoobank and have the accompanying LSID in the manuscript.