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Manuscript Typing Instructions

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INSECTA MUNDI

Manuscript typing instructions

Our system of typesetting from typescripts submitted by authors involves the use of "Pagemaker." Diskettes submitted with format instructions cause extra work. Therefore we ask authors to remove all such instructions, and to submit their papers in manuscript format, *i.e.* as if you were typing without the aid of a computer. We then add, through the media of "Pagemaker" the format as we use it in INSECTA MUNDI. By following the instructions outlined below, we save time and money.

1. Type on a 3.5" diskette, high density. Use Mac, Wordperfect, MS Word, or similar, widely used word processor programs. Double spacing for ease in editing is helpful. Do not leave extra spaces between sections of the typescript. It takes time to remove this extra spacing. We will add spacing as needed.
2. Do not try to make your manuscript look like a printed page. The editors will code the diskette the way they want it. Again, think of your article as a typewritten manuscript.
3. Indent all paragraphs by tab key. Amount of indentation makes no difference. Do not use space bar.
4. Never use boldface; we will add this where needed. [It is easy to add commands; it is harder to take them out.]
5. Use italics (or underlining) ONLY for Latin names. Never underline subheads, but *etc.* and similar Latin expressions are in italics.
6. If you use text subheads, please center them. We will adjust them as needed.
7. Never use all caps.
8. Do not use italics, all caps, or boldface for emphasis. If you want something emphasized, mark it in pencil on the hard copy.
9. Cite all references with the name of the journal spelled out in full (rules now followed by the Smithsonian editors). Do not use all caps for author's last name. Use space after every period. Make all reference citations uniform throughout the book.
10. Use comma (,) before "and" in a series to avoid ambiguity. Use only 1 space after a period.
11. You do not need to right hand justify. If your computer puts in hyphens, ok, but never hyphenate by a hard dash (en dash -). Do not use hypens for M-dashes (—). If your program does not have extended characters for the M-dash, mark hard copy in pencil where these are needed. Never use "--" for an M-dash.
12. Do not use different size type. We will change type size as needed. If you want something in smaller type, mark hard copy in pencil.
13. Other instructions are given in INSECTA MUNDI on inside front cover.
14. Start paragraphs with an indent.
15. Use "hanging indents" for keys; leave a line space between sets of couplets, but not between couplets; use em-dash (—) to start second part of a couplet set.
16. In distribution sections, do not use all caps for the name of the country; we will place country names in boldface.