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REQUIREMENTS FOR PUBLICATION IN INSECTA MUNDI

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REQUIREMENTS FOR PUBLICATION IN *INSECTA MUNDI*

The quarterly journal, *Insecta Mundi*, is among the very few journals that have no page charges. However, since the Center for Systematic Entomology is entirely financed through dues, subscriptions, and cash donations, we have certain requirements for publication in the journal. (See also information on front inside cover of the journal.)

1. All authors must be members of the society; this includes each of the authors of articles with more than one author. If foreign authors are unable to pay for membership in U.S.A. dollars, but can purchase separates, the membership may be included in the bill for separates. Other arrangements may be made by application to the Board of Directors. Membership is currently \$35.00 per year. **MEMBERSHIP ENTITLES EACH AUTHOR TO PUBLISH UP TO 25 PAGES PER YEAR; OVER THAT NUMBER OF PAGES MUST BE PAID FOR AT \$35.00 PER PAGE** (but with no additional separate charge for the additional pages).

2. Authors are required to purchase 100 separates at \$8.00/page/100 copies (e.g., a two page article costs \$16.00, 3-page, \$24.00, etc.). We cannot supply less than 100 copies. If additional copies are needed, arrangements will be made for these at additional cost, or we will supply camera-ready pages for the use of the author's printer. Shipping charges for separates is additional (see price list furnished on request).

3. No additional charge is made for illustrations. However, printers charge \$15.00 per page for the insertions of halftone illustrations, a charge passed on to the authors.

5. Full color pages are possible. These are printed on coated paper (now used in all issues). The color separations cost approximately \$75.00 per page and the additional cost of printing color increases the cost to not over \$500.00 per page, less under certain circumstances. Those anticipating using color should write for an exact quote. There is no additional charge for separates of articles with full color.

6. Authors **must** submit peer reviews from two entomologists, with comments, names of reviewers, and statement of the author as to action taken on reviewers' comments. Additional peer review will be made by the editorial board

and other reviewers as needed.

7. Articles should be submitted on electronic diskettes along with hard copy printouts. These **MUST** be copy edited, i.e., the diskette must be free of typos, misspellings, and in acceptable syntax. **If mistakes are found, the paper will be returned automatically for corrections to the diskette.**

8. Diskettes must be either MS-DOS word processor formate, Word Perfect, Word Star, Word, etc., or in recent Mac formats that can be converted to Dos. (Otherwise see scanning below.)

9. The format of the diskette must be without indication of **boldface** or type size. **Italics are to be used for Latin names of genera and species ONLY. All text is to be in caps and lower case, including subheads; never use all CAPS.** If text is placed in 2 or more columns, (e.g. copy in a checklist), the copy must be submitted as a camera ready table.

10. The diskette is **NOT TO BE FORMATTED; all commands must be omitted, the only exception is in paragraph indentation: the tab key is to be used, not the space bar.** Keys must omit dot leaders (these will be added after set in type). **NEVER create hanging indentation in a key by tabbing. ONLY species or genera are to be italicized in keys and text.**

11. We ask that collection acronyms be used when citing the location of collections, preferably as published in: "Insect and Spider Collections of the World" 1993 edition, by R. H. Arnett, Jr., G. A. Samuelson, and G. M. Nishida.

12. All geographical names must be spelled out and place names have the first letter capitalized, including World, etc.

13. Spell out: New Species; New Genus, etc.; use English or foreign language word, but **NOT** Latin.

14. Consistency in the "References" section is especially important. All journal citations are to be spelled out in their entirety. Each citation should start with the author(s). Then the title of the article as printed. The bibliographic reference should be followed without punctuation by the volume and page citations, which should be in Roman. The following are a few examples:

References

- Deyrup, M. A., N. Carlin, J. Trager, and G. Humphrey. 1988. A review of the ants of the Florida Keys. *The Florida Entomologist* 71: 163-176.
- Gyllenhal, L. 1833. *In* SchÖnherr. Genera et species curculionidum, cum synonymia hujus familiae. Volume 1(1). Paris, 381 p.
- Kingsolver, J. M. 1991. A new species of *Amblycerus* (Coleoptera: Bruchidae) from Central and South America, with notes on its biology. *Proceedings of the Entomological Society of Washington* 93: 433-436.
- Kingsolver, J. M., and P. Silva. 1991. Update of scientific names of Bruchidae (Coleoptera) listed by Bondarin "Notas Biológicas" (1931 and 1936). *Anais da Sociedade Entomológica do Brasil* 20: 411-415.
15. IF properly prepared diskettes CANNOT be submitted, clear typescripts are acceptable and will be scanned onto a diskette at a charge of \$1.25 per typescript page.
16. Papers are published in order of final acceptance, as soon as corrected proof is received.
- Any additional information needed will be supplied by members of the editorial board (see a recent copy) or by calling the editor at (904) 372-3505.

For the Editorial Board: By Ross H. Arnett, Jr. ,
Editor, *protem*