

## INSTRUCTIONS FOR PREPARING AND SUBMITTING MANUSCRIPTS

### SCOPE

*The Pan-Pacific Entomologist* accepts manuscripts on all aspects of the biosystematics of insects and closely related arthropods, especially those dealing with their taxonomy, biology, behavior, ecology, life history, biogeography, and distribution. Manuscripts dealing with elements in/adjacent to the Pacific Basin are especially welcome. All manuscripts will be peer reviewed before acceptance.

### LANGUAGE

Papers are published in American English. A foreign language abstract in addition to the English abstract may be included if desired. Authors not fluent in English are urged to have their manuscripts reviewed by a native English-speaking colleague or English editing service prior to submission. Manuscripts written in poor English will be rejected prior to peer review.

### PREPARATION OF MANUSCRIPTS

Prepare manuscripts in Microsoft Word format (.docx, .doc, or .rtf) with as little formatting as possible (a pre-formatted template is available at the Society web site). Do not try to approximate the look of a final formatted document as it would appear in the printed journal—final formatting will be applied by the printer according to the journal's style template. Please observe the following specific guidelines:

#### General Guidelines

- Text should be single-spaced, left-justified using Times New Roman 12-pt font. Do not use **bold**, ALL CAPS, SMALL CAPS or other formatting in the title, author names, headings, or text except as follows:
  - *Italics* is required for scientific names, minor headings, and journal and book titles in the Literature Cited section.
  - **Bold** text is required for taxonomic acts (see Taxonomic Guidelines) and may also be used to emphasize significant new records; e.g., **new state record**, **new larval host** (or, the state/plant name itself may be in bold to indicate this).
  - ALL CAPS may be used if needed to cite verbatim label data, and they may also be used to emphasize country or state/province names in citations of collection data.
- Leave one space after all periods (except decimal points, e.g., 3.5) and colons (except ratios and time; e.g., 1:1, 10:30 am), and leave one space between numeric values and units (e.g., 2.1 mi, 10 weeks, 27±1 °C) except angle degrees/minutes/seconds (e.g., 38°12'14.0"N) or percent symbols (e.g., 100%).
- Do not use line numbering.
- Do not indent paragraphs or use hanging indents in the Literature Cited section.
- Use title case for all headings, with major headings (e.g., Introduction, Methods and Materials, Results, etc.) in Roman font and on a separate line and minor headings in *italics* at the beginning of the paragraph.
- Separate paragraphs with one extra hard return (two before each major heading).
- Numbers less than 10 should be written out as words except in descriptions, which should use Arabic numerals throughout. Measurements should be carried to the same decimal; e.g., 5.0–5.8, not 5–5.8.
- Introduce abbreviations in parentheses at first use in abstract and text (or list with definitions in Methods and Materials) and use consistently thereafter. Do not use periods within or after abbreviations except U.S.A., U.K., and St. (Saint, not Street).
- Hyphens (-), en dashes (–), and em dashes (—) look similar but have different uses. Use hyphens to connect words or numerals into a compound word (e.g., one-third, wind-thrown, 11-segmented). Use en dashes (MS Word Alt+0150) for date/value ranges (e.g., Figs. 1–3, pp. 1–17, 8–12 km, 10–21 July 2019). Use em dashes (MS Word Alt+0151) to create a strong break in the structure of a sentence, either in pairs—i.e., to enclose a word, or a phrase, or a clause (as done here)—or alone to separate independent clauses of a sentence. Do not use spaces before/after a hyphen or dash.
- Minimize the use of double enclosures. If deemed essential, use [square brackets] within parentheses). Do not use ((consecutive parentheses)) or (back-to-back) (parentheses).
- Insert special characters (e.g., ♂, ♀, ×, ±) using the MS Word character palette (i.e., Insert Symbol) in the same font as the rest of the document. Do not approximate the look of certain characters by creating a “faux” symbol (e.g., superscript “o” in place of °, x in place of ×, +/- in place of ±, etc.).
- Nonbreaking minus signs (Ctrl+Shift+[-hyphen]) and spaces (Ctrl+Shift+spacebar) may be used to prevent text from breaking across lines when formatted for printing (e.g., for GPS coordinates, between initials, etc.).
- Do not insert headers, footers, or footnotes into the document.

#### Taxonomic Guidelines

- Taxonomic manuscripts must comply with all requirements and recommendations of the current *International Code of Zoological Nomenclature*.
- All animal genus- and species-level names should be spelled out completely and include authority and year (separated by a comma) (e.g. *Acmaeodera digna* Barr, 1992) at first mention only in title, abstract, text, and synonymy lists. For species-group taxa whose current generic placement differs from the original, both the authority and year must be enclosed in parentheses; e.g., *Poecilnота cyanipes* (Say, 1823), not (Say), 1823. Do not abbreviate authorities (e.g., use Linnaeus instead of L., Fabricius instead of Fab. or F., etc.). Separate page/figure numbers, when included, from year with a colon (e.g., *Mastogenius guayllabambensis* MacRae, 2003a:149, figs. 1–2). Abbreviate genus-level names after first mention except when beginning a sentence or if necessary to avoid ambiguity.

- For plants and other non-animal taxa, include authority (may be abbreviated) and family (enclosed in parentheses) at first mention only; e.g. *Prosopis pubescens* Benth. (Fabaceae), *Beauveria bassiana* (Bals.-Criv.) Vuill. (Cordycipitaceae).
- Include references to original descriptions in Literature Cited in any taxonomic work. References to original descriptions in non-taxonomic works should only be included if they are essential to the scope of the paper.
- Use the following abbreviations for taxonomic acts (**bolded at beginning of description only**): **sp. nov.** (not **n. sp.**), **gen. nov.** (not **n. gen.**), **comb. nov.**, **nom. nov.**, **nom. nud.**, **nom. obl.**, **syn. nov.**, etc. Omit further use of sp. nov. or gen. nov. following description except in keys and figure/table captions.
- Indicate the size or scale of an organism either in the description or the figure caption. For plates of several species, scale bars indicating relative size should be used to avoid an assumption that all figures were drawn or photographed at the same magnification.
- Voucher specimens for all study organisms must be deposited in a properly maintained collection accessible to other scientists. Deposition of holotypes in a public museum and a clear statement of such is required for all newly proposed taxa. List and define all collection abbreviations (not ‘acronyms’ or ‘codens’) in the Methods and Materials.

### Preferred Sequence of Manuscript Sections

- 1) **Title.** The title should be concise and informative. Use sentence case (capitalize first word and proper nouns only). Do not use hard returns to create line breaks within sentences. Indicate order and family (if relevant) of taxa dealt with in the paper in parentheses immediately after taxon name, with multiple names separated by a colon; e.g., “Synoptic review of the genus *Acmaeodera* Eschscholtz, 1829 (Coleoptera: Buprestidae: Acmaeoderini) in North America”.
- 2) **Author(s).** Place author name(s) below the title. In the case of multiple authors, use superscript numbers after author names if multiple author addresses are included in the next section and an asterisk (\*) to indicate the corresponding author (only one author may be designated as corresponding author).
- 3) **Author Address(es).** Include the full mailing address of each author with state and country spelled in full (except U.S.A. and U.K.). In the case of multiple authors, each with a different address, use a separate paragraph for each address preceded by the superscript number corresponding to the author at that address. Indicate the corresponding author and their e-mail address on a separate line following the last address.
- 4) **Abstract** (minor heading). The abstract should be concise and informative and not exceed 250 words. Include any new names or taxonomic acts proposed in the paper. Minimize the use of abbreviations and do not cite references. A foreign language abstract may be included in addition to the English abstract if desired.
- 5) **Keywords** (minor heading) (not “Key Words”). Include 5–7 words or concise phrases that are not included in the title. List alphabetically and do not capitalize except proper nouns.
- 6) **Running Title.** Suggest a short title of ~30 characters or less for use in the page headers of the published paper.

— Page Break —

- 7) **Introduction** (major heading)
- 8) **Methods and Materials** (major heading)
- 9) **Results** (or Discussion, Taxon, Key, etc.) (major heading)
- 10) **Acknowledgments** (not “Acknowledgements”) (major heading)
- 11) **Literature Cited** (major heading)

— Page Break —

- 12) **Figure Caption(s)**

— Page Break —

- 13) **Table(s)**

**Descriptions.** Please adhere to the following structure for descriptions of new taxa:

Genus authority, date

e.g., *Acmaeodera* Eschscholtz, 1829

...or Genus *Xxx*, **gen. nov.**

Genus species authority, date

e.g., *Acmaeodera gibbula* LeConte, 1858

...or *Acmaeodera zzz*, **sp. nov.**

(Figures ... )

Synonymy (if any).

Diagnosis (optional).

Description.

Type Specimens (not Type Material) and/or Specimens Examined (not Material Examined).

Etymology.

Remarks or Comments.

**Keys.** Format each choice of a couplet as a simple paragraph using telegraphic style. Precede the first choice by a number and the second choice by a hyphen (-). Use an ellipsis (...) between the key characters and the taxon name or next couplet number (not rows of periods or tabbed dot leaders—see example below). Final formatting will be done by the typesetters.

1. Pronotum smooth, glabrous ... Taxon A  
- Pronotum rugose, with distinct hairs ... 2
2. Antennae long, surpassing hind angle of pronotum when laid alongside ... Taxon B  
- Antennae short, not reaching hind angle of pronotum when laid alongside ... Taxon C

**Citation of References in Text.** Cite a single author as Coswell (1986) or (Coswell 1986), two authors as (Franks & Ebbett 1988), and three or more authors as (Dorly et al. [no italics] 1989). Include all author names under Literature Cited. Works accepted for publication but not yet published are cited (Burton in press), information received verbally is cited (K. Will, personal communication), information received in writing is cited (D. Pearson, in litt.), and unpublished information by an author of the manuscript is cited (TCM, unpublished data). Order multiple citations chronologically and separate with commas, e.g., (Nelson & Westcott 1976, MacRae & Bellamy 2013), or semicolons between authors if more than one citation for an author, e.g., (Nelson & Westcott 1976, 1996; MacRae & Bellamy 2013). For more detailed references use, e.g., (Smith 1983:149–153, Price 1985:fig. 7a, Nothwith 1987:table 3). Never use a comma between author and year in a reference citation (in contrast to taxon authorities, for which commas are required—see Taxonomic Guidelines.)

**Literature Cited.** References must be precisely formatted as in the examples below:

- **Journals/Periodicals**  
da Veiga-Ferreira, G. 1959. Revisao das especies Sul-Africanas da subtribo Psilopterina. *Revista de Entomologia de Moçambique* 2(2):423–546.
- **Books**  
Verdugo, A. 2005. *Fauna de Buprestidae de la Península Ibérica y Baleares*. Argania Editio, Barcelona, 354 pp.
- **Book Chapters**  
Bellamy, C. L. & G. H. Nelson. 2002. Chapter 41. Buprestidae Leach 1815, pp. 98–112. In: R. H. Arnett, Jr., M. C. Thomas, P. E. Skelley & J. H. Frank (Eds.). *American Beetles*, Volume 2. CRC Press, Gainesville, xiv + 861 pp.
- **Internet Resources**  
Anonymous. 2006. Beetles (Coleoptera) in Quaternary Studies at the Department of Geology, Colby College. Available from <http://www.colby.edu/geology/Beetles.html> (accessed 25 Jan 2018).
- **Dissertations, Proceedings, etc.**  
Dissertations resulting from graduate studies and non-serial proceedings of conferences/symposia are to be cited as books.

Please note the following:

- Separate author initials with a space, e.g., C. L. Bellamy, not C.L. Bellamy.
- For multiple authors, use an ampersand (&), not 'and', before the last author. Do not use a comma before an ampersand.
- Journal titles must be written in full, not abbreviated. Format citation as follows (no comma after title, no space after colon, page range connected by an en dash, not a hyphen): *The Pan-Pacific Entomologist* 87(1):1–10.
- Include the latest date a web site was accessed, as it can be moved or deleted from that address in the future.
- Do not list references not cited in the text.

**Tables.** Keep tables to a minimum and do not reduce font size within them. Use of the table function in your word processor for building tables is required so that cells can be easily re-sized to fit the page by the typesetters. Never use the Tab or Space keys to align text or adjust space within tables. Tables should be placed at the end of the manuscript after the Figure Captions using the most space efficient orientation (i.e., portrait or landscape).

**Illustrations.** Must be of high quality and large enough to reduce to 117×181 mm (4.6×7.1 inches) while maintaining label letter sizes of at least 1 mm; this reduction must also allow for space below the illustrations for the typeset figure captions. Figures should be numbered in a logical sequence—the printer will determine figure placement based on first mention. Submit plates or illustrations in a separate file for review; do not embed them within the text file. For manuscripts with a single plate or illustration, this may be a reduced-size JPG or PDF file. For manuscripts with multiple illustrations, group illustrations into a single, reduced-size PDF to minimize the number of files that must be handled during the review process. Retain the original figures in higher resolution (minimum 300 dpi) TIF (preferred) or JPG format for the final production of the accepted paper, with captions indicated in the text file (on a separate page after the Literature Cited section) and not as part of a plate.

#### SCIENTIFIC NOTES

Notes use an abbreviated format and lack the following: abstract, keywords, footnotes, and major headings. A short acknowledgment is permitted as a minor heading paragraph. List authors and affiliations in the last text paragraph (before Literature Cited) using *italics* except author names only in Roman text, with state and country spelled in full (except U.S.A. or U.K.). The Literature Cited section should follow the same conventions listed above for full research papers. See the most recent issue of *The Pan-Pacific Entomologist* for examples.

#### SUBMISSION OF MANUSCRIPTS

Please review manuscripts thoroughly prior to submission to ensure that all the above guidelines are met (a "Manuscript Submission Checklist" is available at the journal web site). *The Pan-Pacific Entomologist* uses an electronic submission and review process for all manuscripts. Submit files to the Managing Editor as e-mail attachments at the e-mail address indicated below. Text files must be submitted as Microsoft Word files—do not convert to PDF, since these cannot be easily emended electronically by reviewers. If your e-mail system cannot accommodate the size of the files, contact the Managing Editor for

alternate instructions. Include the names and e-mail addresses of at least three potential reviewers (at least one of whom is fluent in American English) in your cover message (not within the manuscript). Upon receipt, the Managing Editor will verify that submissions are complete and correctly formatted. Incomplete or incorrectly prepared submissions will not be forwarded for review. Manuscripts satisfying submission guidelines will be assigned a unique manuscript number (to be used in all future communication about the manuscript) and forwarded to the appropriate Subject Editor.

#### **REVIEW PROCESS**

When a manuscript is received by the Subject Editor, he/she will send it to at least two peers qualified to evaluate the manuscript. These may include but are not necessarily limited to the potential reviewers suggested by the author. Reviewers are requested to complete the review in one month for full research papers and two weeks for scientific notes. However, the total time required for review may be longer depending on the length of the manuscript, its condition, and the reviewer's comments. When reviews are complete, the Subject Editor will make a preliminary decision, inform the corresponding author regarding any needed revisions, and make a final decision on the revised manuscript. Accepted manuscripts will be forwarded to the Managing Editor, who may request additional revisions prior to submission of final files to the printer.

#### **PAGE CHARGES**

Normal page charges are waived for PCES members for up to 20 pages per volume (not issue); pages 21 and up are charged at the member-discounted rate of US\$35.00 per page. Non-members are charged the full rate of US\$88.00 per page. Page charges do not include reprint costs or charges for author alterations to printer proofs. The submitting author will be sent a Page Charge Agreement (PCA) acknowledging manuscript receipt. Manuscripts will be processed once the PCA is signed by the author and returned to the Managing Editor. Figures printed in color are charged at the rate of US\$20.00 per plate. Figures must be printed in color to appear online in color. Further instructions, current Society officers and their contact information, and general information on the Pacific Coast Entomological Society are available on the Society web site (address above).

#### **MANAGING EDITOR**

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