

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 whose primary language is not English are urged to have their manuscripts reviewed by a native English-speaker or English editing service prior to submission. Manuscripts written in poor English will be rejected prior without review.

PREPARATION OF MANUSCRIPTS

Prepare manuscripts in Microsoft Word format 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 formatted paper as it would appear in the printed journal—final formatting will be applied by the printer according to the journal's style template.

General Guidelines

- All text must be single-spaced and left-justified using Times New Roman 12-pt font.
- Do not use line numbering or indent paragraphs (this includes hanging indents in Literature Cited).
- Use sentence case for the Title and Title Case for all headings, with major headings (e.g., Introduction, Methods and Materials, Results, etc.) in Roman font on a separate line and minor headings in *italics* at the beginning of the paragraph.
- Use two extra hard returns before major headings and one extra hard return before all other paragraphs except do not separate paragraphs within descriptions with extra hard returns (see Manuscript Template document for examples).
- Do not use *italics*, **bold**, ALL CAPS, SMALL CAPS or other formatting except as follows:
 - *Italics* is required for scientific names, minor headings, letters used as mathematical symbols (e.g., *n* and *p*), journal and book titles in Literature Cited, and—in scientific notes only—author affiliation addresses (but not author names). Italicize periods in abbreviated genus-level names, but do not italicize parentheses surrounding subgenus names.
 - **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 or plant name itself may be bolded to indicate this).
 - ALL CAPS may be used to emphasize country or state/province names in citations of collection data.
 - Do not italicize commonly used Latin abbreviations, and reference abbreviations (e.g., et al., in litt., in situ, etc.), including sensu stricto (s. str.) and sensu lato (s. lat.) when used in conjunction with genera and subgenera.
 - Verbatim citations of label data and other verbatim quotes are exempt from these guidelines.
- Introduce abbreviations in parentheses at first use (or list in Materials and Methods) and apply consistently thereafter. Units of measurement, Latin abbreviations, and reference abbreviations (e.g., et al., in litt., a.m., etc.) and words that appear in *Merriam-Webster's Collegiate Dictionary* (e.g., USDA, EPA) do not require explanation. Abbreviate units of measurement, including time (sec, min, hr; but not day, week, month, year) when accompanied by numeric values but not otherwise. Do not use periods for abbreviated units of measurement (except "in." for inch or inches) or abbreviations of all capital letters except proper names, U.S., and U.S.A. Do not abbreviate geographical units (countries, states, provinces, etc.) except U.S.A.
- Capitalize references to figures within the paper; abbreviate in text but spell in full in captions ("Fig." is both singular and plural—e.g., "Fig. 1"; "Fig. 1–2"; "Fig. 1, 3–5"). Abbreviate but do not capitalize figure references to other papers.
- Leave one space (not two) after a period (except decimal points, e.g., 3.5) or colon (except ratios and time, e.g., 1:1, 10:30 am). Include a space before and after mathematical operators (+, −, ×, ÷, =, etc.) (e.g., $n = 24, 27 \pm 1^\circ\text{C}$) and units of measurement (e.g., 2.1 mi) except those that are symbols (e.g., $38^\circ 12' 14.0''\text{N}$, 100%, $10\times$).
- Insert symbols (e.g., ♂, ♀, ×, ±) using the MS Word symbol palette ("Insert / Symbol"). Do not approximate the look of a symbol by creating a "faux" symbol (e.g., superscript o for °, x for ×, +/- for ±, etc.).
- Hyphens (-), en dashes (—), em dashes (—), and minus signs (−) look similar but have different uses. They are rendered differently in different fonts and, thus, should not be used interchangeably. Use hyphens to connect words or numerals into a compound word (e.g., one-third, wind-thrown, 50-mm lens). Use en dashes (Alt + 0150) as connectors for inclusive date/value ranges (e.g., pp. 1–17, 8–12 km, 10–21.vii.2019). Use em dashes (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. Use a minus sign (2212, Alt + x) as an operator in a mathematical formula or for negative numbers, including latitude and longitude (note: minus signs adhere to the following number at a line break; hyphens and dashes do not). Never use a space before or after a hyphen, en dash, or em dash. For minus signs, use one space before with a negative number and one space before and after when used as a mathematical operator (see above).
- Spell out whole numbers for counts less than 10 (except measurements followed by units) except in technical and telegraphic text (i.e., descriptions, keys, results, etc.). Spell out common fractions (e.g., one-half, two-thirds) except in compound adjectives (e.g., "½-mL aliquot"), or use decimal equivalent ("0.5-mL aliquot"). Always use decimal equivalent for measurements followed by units (e.g., "0.5 mL" not "½ mL"). Use a leading 0 for numbers that can be greater than 1

(e.g., “SE = 0.24”) but not for numbers that cannot be greater than 1 (e.g., “ $p = .01$ ”). Carry measurements and conversions to the same decimal (e.g., “5.0–5.8” not “5–5.8”; “9 mi [14 km]” not “9 mi [14.48 km]”).

- Use logical placement of punctuation with quotation marks (i.e., place closing commas or periods within quotation marks except when not part of a verbatim quote). For longer quotations (more than two or three sentences, or multiple paragraphs), use a separate paragraph or paragraphs with 0.5” narrower page width and no quotation marks.
- Minimize use of double and back-to-back enclosures; however, if they must be used, enclose ([square brackets] within parentheses); not [(vice versa)] or ((parentheses within parentheses)) unless quoting text verbatim. Do not use ([double enclosures]) with any taxon authorities—please restructure the sentence to avoid them.
- Do not use headers or footers in the document (including for page numbers). Footnotes may be used sparingly.

Taxonomic Guidelines

- Taxonomic manuscripts must adhere to all requirements and recommendations of the *International Code of Zoological Nomenclature* (ICZN 1999, more recent rules, and revisions; <http://www.iczn.org/iczn/index.jsp>). New taxa must be clearly differentiated from existing taxa. Voucher specimens for all studies should be deposited in a properly maintained collection accessible to other scientists. Primary types (i.e., holotypes, syntypes, lectotypes, and neotypes) must be deposited in a recognized scientific or educational institution that maintains a research collection, with proper facilities for preserving name-bearing types, and makes them accessible for study. List and define collection abbreviations (not ‘acronyms’ or ‘codens’) in the Methods and Materials.
- Scientific names of animals should be spelled in full and include naming authority and year separated by a comma (e.g., *Acmaeodera digna* Barr, 1992) at first mention in Title, Abstract, and text. Genus and species names must be italicized (except when the latter is used as a modifier in a common name, e.g., “the otiosus group”). Do not abbreviate the names of authorities (e.g., Linnaeus not L., Fabricius not Fab. or F.); use a colon to separate an included page/figure range from year (e.g., *Mastogenius guayllabambensis* MacRae, 2003a:149, fig. 1, 2). Enclose authority/year in parentheses when the current generic placement of a species differs from the original (e.g., “*Poecilonota cyanipes* (Say, 1823)”; not “... (Say), 1823”). Always include the genus name or its abbreviation with any species name except when the latter is used as a modifier in a common name (see above), or in checklists or tables if their inclusion makes the list confusing. Spell genus names in full at first mention and when beginning a sentence; otherwise, abbreviate to the first letter (or second only if conflicts occur). Indicate nominotypical subgenera by “sensu stricto” (or “s. str.”) when referenced conceptually in narrative text (e.g., “The subgenus *Buprestis* sensu stricto may be diagnosed ...”) but not in a taxonomic list or as part of a species name (e.g., “*Buprestis (Buprestis) aurulenta*”; not “*Buprestis (s. str.) aurulenta*”) except in verbatim quotes.
- Scientific names of plants and other non-animal taxa follow the same conventions, except naming authorities may be abbreviated, year is excluded, and family is enclosed in parentheses following the name—e.g., *Prosopis pubescens* Benth. (Fabaceae), *Beauveria bassiana* (Bals.-Criv.) Vuill. (Cordycipitaceae).
- Avoid use of common or vernacular species names except for widely recognized species (e.g., monarch butterfly) or papers discussing species of economic importance with an accepted common name. Do not capitalize common names except words that begin a sentence or are proper names or geographical adjectives (e.g., Say stink bug, California root borer, etc.).
- Clearly state the methods used for identification of included taxa (i.e., the names of identifiers, literature used to make identifications, etc.).
- Include references to original descriptions in Literature Cited in any taxonomic work; however, references to original descriptions in non-taxonomic works should only be included if they are relevant to the scope of the paper.
- Use the following abbreviations for taxonomic acts (**bolded** at first use in Abstract and Taxonomy sections): **sp. nov.** (not **n. sp.** or **sp. n.**), **gen. nov.** (not **n. gen.** or **gen. n.**), **comb. nov.**, **nom. nov.**, **nom. nud.**, **nom. obl.**, **syn. nov.**, etc. Omit subsequent use of an abbreviation in each section except in keys and figures/tables or their captions (but not in bold text).
- 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 are presented at the same scale.
- GPS coordinates are encouraged (but not required) for specimen or sampling locations. Include all standard symbology (e.g., 38.20326°N, 90.54300°W [decimal degrees]; 38°12.195'W, 90°32.567'W [degrees, decimal minutes]; or 38°12'11"N, 90°32'34"W [degrees, minutes, seconds]) except when citing label data verbatim. Do not exceed five (three) decimal places when reporting decimal degrees (decimal minutes). Minus signs may be used in lieu of cardinal directions (N, S, E, W) for latitudes south of the Equator and longitudes west of the Prime Meridian (e.g., 38.20326°, -90.54300°).
- Label data should be cited verbatim for all primary types (i.e., holotypes, syntypes, lectotypes, neotypes). Enclose complete data for each specimen within quotation marks. Separate data on different lines of a label with a single pipe/vertical line (|) (slash / not recommended since it is often used on data labels) and on different labels with a double pipe (||). Enclose author notations (e.g., missing text, clarifying comments, converted measurements, etc.) within [square brackets]. Example: “MEX[ICO], MICH[OACÁN], 9mi. [14 km] S. | Cuatros Caminos | 12-VII-1972 | G.H.Nelson || on Acacia | sp. [handwritten “12” on printed white labels] || HOLOTYPE | *Chrysobothris daveverityi* | MacRae [printed red label]”.
- Cite label data for secondary type and non-type specimens verbatim only if essential for interpretation; otherwise, harmonize in standardized format: country, state/province, county/department (or equivalent), locality/place name, GPS coordinates (if available), date of collection (or “date unknown”), name of collector(s) (or “collector unknown”), and repository. Elevation, ecological information, # specimens, and sex are optional; however, avoid trivial data (trap numbers, museum accession numbers, etc.) if not essential. Cite country, state, or county (or equivalent) only in the first record from each; end a record

with a semicolon if the next is in the same state and a period if in a different state/country. Use “same locality” for further records from a locality; use “same data except...” for records differing from the previous by one or two fields. Example: U.S.A., Missouri, Jefferson County, 2.4 mi S Hillsboro, Victoria Glades Conservation Area, 38.20326°N, 90.54300°W, 752 ft, 14–21.vi.2021, molasses/beer fermenting bait trap in dolomite glade, T.C.MacRae [2♂ 1♀, TCMC].

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 within the title. Indicate higher classification (minimum order and family) in parentheses immediately after any scientific name appearing in the title, with multiple categories 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) in a single paragraph 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 mailing address and/or institutional affiliation of each author with state or province and country spelled in full (except U.S.A. and U.K.). In the case of multiple author addresses, use a separate paragraph for each address preceded by the superscript number corresponding to the author(s) at that address. Indicate the corresponding author and their e-mail address on a separate line following the last address, preceded by an asterisk (*).
- 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** (not “Key Words”) (minor heading). Include 5–7 words or concise phrases that are not included in the title. List alphabetically; capitalize proper nouns or geographical adjectives only.
- 6) **Running Title.** Suggest a short title of ~30 characters or less for use in the page headers of the published paper.

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- 7) **Introduction** (major heading). Provide study background and relevant literature.
- 8) **Methods and Materials** (major heading)
- 9) **Results** (for non-taxonomic papers) or **Taxonomy** (for taxonomic papers) (major heading)
- 10) **Discussion** (may be combined with Results; optional for taxonomic papers) (major heading)
- 11) **Acknowledgments** (not “Acknowledgements”) (major heading)
- 12) **Literature Cited** (major heading)

— Page Break —

- 13) **Figure Caption(s)**

— Page Break —

- 14) **Table(s)**

Taxon Treatments. Please adhere to the following structure for taxon treatments. For newly described taxa, indicate the taxon author(s) only if they differ from the manuscript author(s):

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.**

(Fig. or Figs. ...)

Synonymy (if any).

Diagnosis (optional).

Description.

Type Specimens (not Type Material).

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 printer). Keys referencing new taxa must be placed after the descriptions.

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 in the references under Literature Cited. Works accepted for publication but not yet published are cited (Burton in press). Information received from others is cited (K. Will, personal communication) if received verbally and (D. Pearson, in litt.) if received in written form. 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. (Journal/periodical titles must be italicized and written in full, not abbreviated.)
- **Books**
Verdugo, A. 2005. *Fauna de Buprestidae de la Península Ibérica y Baleares*. Argania Editio, Barcelona, 354 pp. (Book titles must be italicized and written in Title Case.)
- **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). (Include the latest date a website was accessed, as it can be moved or deleted from that address in the future.)
- **Dissertations, Proceedings, etc.**
Dissertations resulting from graduate studies and non-serial proceedings of conferences/symposia should be cited as books.

Please note the following:

- Do not attempt to format references using hanging indents, hard returns, tabs, etc.
- 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.
- Do not list references not cited in the text.

Tables. Keep tables to a minimum and do not reduce font size within them. Use the table function in your word processor for building tables so that cells can be easily re-sized to fit the page by the typesetters. Never use hard returns, tabs, or spaces to align text or adjust space within table cells. 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) in 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

Scientific Notes are concise descriptions of a complete investigation that is more limited in scope or lacks replication. They are not intended for preliminary data or for research with design flaws or questionable interpretations, nor are they suitable for any paper describing new taxa. Scientific Notes use an abbreviated format—i.e., they lack an Abstract, Keywords, footnotes (a short Acknowledgment is permitted as a minor heading paragraph at the end of the main text). List authors/affiliations in the final paragraph before Literature Cited with all text except author names in *italics* and all states/provinces and countries spelled in full except U.S.A. and U.K. Literature Cited follows the conventions listed above for Regular Papers. See recent issues of *The Pan-Pacific Entomologist* for examples of Scientific Notes format.

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

Upon receipt, the Subject Editor will send the manuscript to at least two peers qualified to evaluate it. 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 Regular Papers and two weeks for Scientific Notes. The total time required for review, however, 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 and will provide instructions for submitting original figure files.

PAGE CHARGES

Normal page charges are waived for PCES members for up to 20 pages per volume; pages 21 and up are charged at the member-discounted rate of US\$35.00 per printed page. Non-members are charged the full rate of US\$88.00 per printed page. Page charges do not include reprint costs or charges for author alterations to printer proofs. Plates submitted in color will appear online in color at no cost; however, printing in color incurs an additional charge of US\$20.00 per plate. 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. 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

Ted C. MacRae. E-mail: PanPacEditor@gmail.com

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