



## INSTRUCTIONS TO AUTHORS

(Copyright for *The Journal of the Acadian Entomological Society* rests with the Society but authors retain copyright for their individual articles.)

**Manuscripts should be sent to the Editor**

(see ([Email the Editor](#)))

### General

Articles for publication are accepted in either English or French. **Authors need not be members of the Society.** However, there will be a charge of \$25 **per paper** for members and \$40 **per paper** for non-members. Acadian Entomological Society members in good standing who are unable to pay these charges may ask for a waiver when submitting manuscripts. The author(s) should state the reason(s) for requesting the waiver.

Manuscripts so presented shall not be offered for prior or simultaneous publication elsewhere. Authors shall write as concisely as possible and omit all material not essential to an understanding of the main theme of the paper. Authors are urged to deposit voucher specimens, documenting the identity of organisms studied, in recognized institutions and to note these repositories in their papers.

### Types of Manuscripts

Manuscripts dealing with all facets of the study of arthropods will be considered for publication in *Journal of the Acadian Entomological Society* with preference to those where the content is of regional origin, interest, or application. The JAES will also publish short papers that describe new methods for the study of arthropods.

**Standard papers** should report the results of original observations or research on any aspect of entomology. The material should not have been previously published, except in a preliminary form. Nonanalytical items, such as lists of specimens without any relevant ecological data or bibliographies, will normally not be considered.

**Notes** are a concise, but complete, description of an investigation limited in scope that will not be included in a later paper. They should be as completely documented, both by reference to the literature and description of the experimental procedures used, as a standard paper. No abstract or subheadings (e.g., Introduction, Discussion) are required.

**Reviews** should critically summarize existing knowledge of a specific topic that is of current interest to entomologists. The Editor will solicit most reviews. Unsolicited reviews will be considered for publication only if authors have first consulted the Editor before preparing the review for submission.

**Forum** articles should be short and provide a chance for suggesting hypotheses, for challenging current thinking on issues, for discussing new ideas or ways of interpreting existing information, or for responding to fora previously published in the *Journal of the Acadian Entomological Society*.

**New Method** articles describe procedures, software or equipment applicable to entomology. The method described should be new (never published elsewhere) and validated.

**Inventories and Biodiversity Studies** may be published either as Notes or Papers with Notes being more in the form of lists of species while Papers would discuss data in terms of general ecology, biogeography, or known distributions of other taxa (flora and fauna). Specific guidelines for species lists:

a) **Inventories** of species encountered at one locality during a long-term sampling period may be acceptable provided the data are discussed in terms of detailed inventories that have been done elsewhere. Preference will be given to targeted inventories done in ecological reserves, wildlife refuges, or specialized habitats. Ecological data on habitat associations of the species should be obtained whenever possible. Methods should be presented. Data on number of individuals encountered should be given if counts were made and full collection data (locality, date of capture, determiner) for each species reported should be presented in the manuscript, in an appendix, or be available to interested parties. There should be at least one voucher specimen for each species and the collection where specimens reside should be indicated.

b) **Regional Lists** (Province, State, and County) in the form of a checklist may be acceptable provided that appropriate supporting data were obtained from museums or literature, and it is demonstrated that a number of the species have not been reported previously. The same rules apply regarding vouchers. The authors must demonstrate that it is likely that most of the potential species were encountered. For example, a Paper that lists 10 species of dragonflies for a county when 30 might actually occur there would not be acceptable.

c) **Canadian, US, Provincial and State Lists.** These are species with no literature records for their occurrence. These records must be supported by literature. County records would normally only be acceptable in the format of a Regional List.

## **Submission of manuscripts**

An electronic copy of the manuscript should be submitted. Text, including tables, should be provided in Microsoft Word (preferred), WordPerfect or PDF format.

## **Text**

### ***General***

Authors are invited to refer to the most recent issue of *The Canadian Journal of Forest Research* for details of layout, especially for tables, reference lists, and taxonomy papers. Manuscripts that do not conform to the requirements outlined below may be returned to the author(s) for modification. Manuscripts should be typed in 12-point font, **double-spaced throughout** (including footnotes, captions, synonymies, reference lists)

with margins at least 25 mm at the left, top and bottom. The first page of the manuscript should have only the title and the authors' names, affiliations, and e-mail addresses. British (*Oxford English Reference Dictionary*) or American (*Webster's New International Dictionary*) English spelling is acceptable, provided it is used consistently throughout the paper. Use *The Torre-Bueno Glossary of Entomology* (1989 or later) as a reference for definitions of entomological terms. Dates in text should be written as 1 April 1981, 28 June, *etc.* Dates in the Type material or Material examined sections of taxonomic papers should be written 1.iv.1981, 28.vi, *etc.*, except when in quotes. Text figures are cited as "Figure 1", "Figures 5-7", or Figures 5 & 7, *etc.* Footnotes should be kept to an absolute minimum. Where essential, they should be typed at the bottom of the page to which they refer and separated from the text by a rule.

**All genus- and species-level taxa** should include scientific authorities when first mentioned in the abstract and in the body of the text (but not in the title). For arthropods, it should be followed by the order and family placement [*e.g.*, the genus *Strobilomyia* Michelsen (Diptera: Anthomyiidae), including *Strobilomyia viaria* (Huckett)], whereas for plants it should be followed only by family placement [*e.g.*, *Quercus velutina* Lamarck (Fagaceae)]. For lists of species records, the year of publication of the species should be included at first mention [*e.g.*, *Notiophilus semistriatus* Say, 1823]. When using common names for insects, the official Entomological Society of Canada list (*Common Names of Insects in Canada*, available online at <http://www.esc-sec.ca/ee/index.php/cndb>), should be followed.

**Abbreviations and symbols** for words, phrases, and terms are in general those recommended in *The CSE Style Manual for Authors, Editors, and Publishers: Scientific Style and Format, 6<sup>th</sup> edition, 1994* (Council of Science Editors, Inc; c/o Drohan Management Group, 12100 Sunset Hills Road, Suite 130, Reston, VA 20190, USA – <http://www.councilscienceeditors.org>). The Système international d'unités (SI) should be used for measurements and weights.

**Taxonomic papers** must conform to requirements of the **International Code of Zoological Nomenclature** (The International Trust for Zoological Nomenclature 1999, The Natural History Museum, Cromwell Road, London, United Kingdom SW7 5BD). Authors are urged to regroup pertinent information of newly described or revised taxa under the following main sections (if applicable) and to introduce them, preferably in the following order: Synonyms, Type material or Material examined, Etymology, Diagnosis, Description, Variation, Biology, Hosts and distribution, and Discussion (Comments or Remarks). When describing a new taxon (species or genus), authors are to place the taxon in proper context by providing a key or a modified couplet of an existing key, where possible. When proposing formal supraspecific taxa, authors must justify these using cladistic methods. Ideally a formal cladistic analysis will be conducted, but in exceptional cases a list of synapomorphic character states with documentation of plesiomorphic character states in the outgroup(s) will be acceptable. Authors are encouraged to provide information on holotypes as it appears on labels.

### ***Title and abstract***

When the name of an organism is given in the title, use either its common or scientific name (without scientific authority), but not both. All types of papers, except

notes, must be preceded by an abstract, about 3% as long as the text, but no more than 300 words.

### ***Acknowledgments***

They should be restrained and grouped in a separate paragraph at the end of the text.

### ***References***

Citation of references in the text should be in the form “Cartier (1981) showed”, “(Cartier 1981)”, “(Walker 1976, 1978)”, or “(Walker 1976; Allen 1977a, 1977b)”. If there are three or more authors, the citation should give the name of the first author followed by the et al. (Walker et al. 1976). For a private communication, year of communication should also be given. e.g., (J.S. Jones, University of New Brunswick, personal communication, 1999); unpublished data are to be cited in the form (A. Smith, British Columbia Forest Service (BCFS), unpublished data) with subsequent similar citations as (A. Smith, BCFS, unpublished data). The reference list should be in alphabetical order by surname at the end of the manuscript. The names of serials and periodicals cited should be abbreviated as per the “Series Source List for Biological Sciences” ([http://md2.csa.com/ids70/serials\\_source\\_list.php?db=biolclust-set-c](http://md2.csa.com/ids70/serials_source_list.php?db=biolclust-set-c)). The full title for each reference and the complete pagination for all items (except books) must be given. Pages or figures should not be cited in the Reference list but, if necessary, in the text as “(Walker 1980, p 30, Fig. 6)”. Use the following formats for listing references.

#### ***Article:***

Sullivan, C.R., and Wallace, D.R. 1972. The potential northern dispersal of the gypsy moth, *Porthetria dispar* (Lepidoptera: Lymantriidae). *The Canadian Entomologist* **104**: 1349-55.

#### ***Book:***

Morse R.A., and Flottum, K. (Editors). 1997. Honey bee pests, predators & diseases. 3rd edition. Medina, Ohio: A.I. Root Co.

Philip, M.S. 1994. Measuring tree crops. In *Measuring trees and forests*. 2<sup>nd</sup> ed. CAB International, Wallingford, UK. pp. 107-150.

#### ***Conference or Proceedings:***

Bell, R.A., Owens, C.D., Shapiro, M., and Tardiff, J.R. 1981. Development of mass-rearing technology. In *The Gypsy Moth: Research Toward Integrated Pest Management*. US Department of Agriculture Technical Bulletin 1584. *Edited by* C.C. Doane, M.L. McManus. pp 599-633.

Kline, V.M., and McClintock, T. 1994. Effect of burning on a dry oak forest infested with woody exotics. In *Proceedings of the 13<sup>th</sup> North American Prairie Conference: Spirit of the Land, Our Prairie Legacy*, 6-9 August 1992, Windsor, Ont. *Edited by* R.G. Wickett, P. Dolan-Lewis, A. Woodcliffe, and P. Pratt. Department of Parks and Recreation, Windsor, Ont. pp. 207-213.

### **Report:**

- Campbell, R.W. 1993. Population of the major North American needle-eating budworms. United States Department of Agriculture, Forest Service. Research Paper PNW-RP-463.
- Nystrom, K.L., and Britnell, W.E. 1994. Insects and mites associated with Ontario forests: classification, common names, main hosts, and importance. Canadian Forest Service, Great Lakes Forest Centre. Information Report O-X-439.

### **Online:**

- Takacs, S., Gries, G., and Gries, R. 2001. Where to find a mate? Resources-based sexual communication of webbing clothes moth. *Naturwissenschaften* [online]. Available from <http://link.springer.de/link/service/journals/00114/contents/01/00282/> or <http://dx.doi.org/10.1007/s00114-001-0282-y> [accessed 1 December 2001]

Authors may not refer to their own unpublished information as “submitted” or “in preparation” but need simply state what was found. **Letters of permission must be provided** for any “personal communications” cited by authors. Do not cite “unpublished data” and “personal communications” in the Reference list.

### **Tables**

The title of each table should follow the Journal’s conventions for capitals and punctuation, and should adequately explain the contents of the table. Tables should be numbered in Arabic numerals and grouped at the end of the text, **each on a separate page**. Do not use vertical rules to separate columns. Each table footnote should be labeled with a typographic symbol keyed to the title, boxhead, or entry on the table.

### **Figure captions**

Captions for all illustrations should be numbered consecutively using Arabic numerals and typed in order, at the end of the manuscript, a separate paragraph being devoted to each figure. “Figure” should be spelled out, e.g., Figure 1 or Figures 1 & 2. **Captions must not be attached to illustrations.**

### **Illustrations**

For manuscripts with numerous illustrations, which might be saved as separate TIF or JPG files, for the purpose of review, it will be easier and more efficient for the subject editors and reviewers to have the figures converted into one larger PDF (Portable Document Format) file, instead of requiring the subject editor to save many files, cutting and copying these into a string of messages/files to the reviewers. You should retain the original figures in a higher resolution format for the final production of the accepted paper. For the text, PDF files or RTF (Rich Text format) files are preferred. The advantage of submitting a RTF file for the text part of the manuscript is that the reviewers can amend the manuscript electronically. If you cannot prepare PDF files, then submit the

text in RTF and the figures in TIF (line drawing scanned at 600 dpi and half tone at 300 dpi; please use LZW compression, if you can, to reduce the size of e-files for easy transmission); if halftone TIF files are too big (exceeding 2 MB), then submit them in JPG format. Set to Maximum Quality 10 or higher. Authors, please be aware that line drawings must be scanned at 600 dpi as line art (=1 bit); they must NOT be scanned as 8 bit or full color images.

### ***Multimedia***

We encourage authors to submit multimedia attachments to enhance the online versions of published research articles. Multimedia enhancements typically consist of video clips, animations or supplementary data such as data files, tables of extra information or extra figures. They can add to the reader's understanding and present results in attractive ways that go beyond what can be presented in the print version of the journal.

#### ***Video clips and animation***

Acceptable formats for video or animation clips are QuickTime, Windows Media Video (WMV) or Animated GIF.

Video or animation clips are intended for Internet use via our Web server, and we need to consider the needs of users with slow Internet connections (e.g., modem-based users) so that the work can be made available to the widest possible readership.

Please aim to minimize file sizes and data rates, by considering the following points:

360x240 pixels is the recommended maximum frame size. A recommended frame rate is 12-15 frames per second (fps). (Many packages output 30 fps as standard, but you can specify a lower frame rate.)

Please consider the use of lower specifications for all these points if the material can still be represented clearly. Our recommended maximum file size is 3MB. Our recommended maximum data rate is 150 KB/s.

The various formats have different characteristics that you should consider when choosing the format for your material:

#### ***QuickTime and Windows WMV***

Suitable for computer-generated material. Require users to have a third-party viewer. We recommend the Cinepak codec for compression. This provides good compression and, importantly, it is widely supported. As a general rule, we recommend using Quality 75%.

### ***Animated GIF***

Suitable for computer-generated material. Animations may be rendered directly in a Web browser without the need for a third-party viewer. Please use only standard GIF functions, as some browsers do not support the whole GIF 89 standard. Because GIF compression is not good, consider small frame sizes and low frame rates.

As the printed journal is the archival copy, a representative frame from your movie or animation should be included in the manuscript as a figure. Include the file size and type of the multimedia file in the figure caption.

### ***Submission***

When you submit your manuscript to the editor, please provide the names of three or more potential reviewers with their complete postal and email addresses.

If you are unable to produce PDF files, please contact the editor, who can help.

The text part of the accepted manuscript must be submitted as RTF and figures as TIF (photos in jpg). Authors, please be aware that line drawings must be scanned at 600 dpi as line art (=1 bit); they must NOT be scanned as 8 bit or full color images.

Authors need to complete and return an Assignment of Copyright form when the paper is accepted for publication.

### ***Review***

When the Editor or an Associate Editor receives a manuscript, he/she will have it reviewed by at least two peers qualified to evaluate the manuscript and he/she normally asks the reviewers to complete the review in one month. However, the review process will normally take longer for monographs, depending on the length of the manuscript.

### ***Page charges and reprints***

There is no page charge for publishing with Journal of Acadian Entomological Society. Publication of color figures/photographs in the online edition is also free of charge. However, as mentioned in '**General**' above, there will be a charge of \$25 **per paper** for Members and \$40 **per paper** for Non-members. Cheque or money order, in Canadian funds, should be made payable to the *Acadian Entomological Society* and submitted to the Society Treasurer.

Each author will be given a free e-reprint (PDF) for personal use (printing a copy for own use or exchange with other individuals, but not for deposition in a library/website/ftp-site for public access).