

**THE PAN-PACIFIC ENTOMOLOGIST**  
(www.cdfa.ca.gov/phpps/ppd/Entomology/PCES/Pan-Pac.htm)

**INFORMATION FOR CONTRIBUTORS**

**SCOPE**

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

**LANGUAGE**

Papers are published in English. A foreign language abstract may also be included in addition to the English abstract if desired. Authors not fluent in English are urged to have their manuscripts reviewed by a native English-speaker prior to submission. Manuscripts written in poor English will not be forwarded for review.

**PREPARATION OF MANUSCRIPTS**

Manuscripts may be prepared using MS Word, WordPerfect, or other word processing program; however, they must be converted to Word or RTF files prior to submission. Use as little formatting as possible—final formatting is done by our printer (Allen Press) according to the journal's style template.

**General Guidelines**

- 1) Use Times New Roman 12 point font. Text should be single-spaced, left-justified, and without indentation.
- 2) *Italics* (preferred) or underline are to be used only for scientific names in the text and for journal and book titles in the Literature Cited section.
- 3) **Bold face** is to be used only in special cases, e.g. to indicate significant new records (e.g., **new state record**, **new larval host**, etc.) or new taxonomic acts (e.g., **syn. nov.**, **nom. nud.**, etc.). Do not use **bold**, ALL CAPS, or SMALL CAPS in the title, headings, authors, Literature Cited, etc.
- 4) Special symbols (e.g., male or female symbol) should be avoided because they are likely to be altered when files are read on different machines (Mac versus PC with different language systems). Instead, code males as m# (singular) or m##m# (plural) and females as f# or f##f#; as these can be replaced during page setting.
- 5) Do not use headers or footers, and use footnotes only when absolutely necessary.

**Taxonomic Guidelines**

- 1) Taxon, author and year (e.g. *Acmaeodera digna* Barr, 1992) should be used for all taxa upon first mention in the text, abstract, in synonymy lists, and, if necessary, in the title. References to these original descriptions should be included in the Literature Cited, except in the case of long, non-taxonomic manuscripts where the inclusion of such would unnecessarily add significantly to the length of the manuscript;
- 2) Host plant names and authors should also include the plant family at first mention in the text, e.g. *Prosopis pubescens* Benth. (Fabaceae);
- 3) If beginning a sentence, the genus name should be given in full and abbreviated thereafter except to avoid possible confusion;
- 4) Use of the following abbreviation format is required: sp. nov., gen. nov., comb. nov., nom. nov., nom. nud., nom. obl., syn. nov., etc.;
- 5) Use of sp. nov. or gen. nov. in the text following the description of a new species or genus is not necessary;
- 6) The size or scale of an organism should be indicated 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/photographed at the same magnification;
- 7) Do not abbreviate names of authors cited in the text, e.g., "Linnaeus" instead of "L." and "Fabricius" instead of "Fab." or "F.";
- 8) Voucher specimens for all study organisms must be deposited in a properly maintained collection accessible to other scientists. A clear statement of such is required for all new taxa proposed.

**Preferred Sequence of Manuscript Sections**

- 1) **Title.** The **title** should be concise and informative. Capitalize the first word and proper nouns. The higher taxa containing the taxa dealt with in the paper should be indicated in parentheses—e.g., "Review of the genera *Calodema* and *Metaxymorpha* (Coleoptera: Buprestidae: Stigmoderini)".
- 2) **Author(s).** Provide the name and address of each author with indication of corresponding author. Include author email addresses if available.
- 3) **Abstract.** The abstract should be concise and informative and not exceed 250 words. Include any new names or new combinations proposed in the paper. A foreign language abstract may also be included in addition to the English abstract if desired.
- 4) **Keywords.** 5–7 words or concise phrases that are not included in the title.
- 5) **Running Title.** Please suggest a short title (ca. < 30 characters).

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- 6) **Introduction**
- 7) **Methods and Materials** (include definition of any abbreviations)
- 8) **Discussion** (including Descriptions and Keys)
- 9) **Conclusion** or **Summary** (optional)
- 10) **Acknowledgements**

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- 11) **Literature cited**

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

**Descriptions.** The following structure is suggested for descriptions of new taxa:

Genus author date

e.g., *Acmaeodera* Eschscholtz, 1829

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

Genus species author date

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

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

(Figures ... )

Synonymy (if needed).

Description.

Specimens (not Material) examined.

Etymology.

Remarks.

**Keys.** In a typical dichotomous key, each choice of a couplet should be typed as a simple paragraph. The first choice should be preceded by a number and the second choice by a hyphen (-). Follow each choice with three periods (...), one space, and the taxon name or number to the next relevant couplet, as in the example below. Final formatting of keys 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.** Coswell (1986), (Asher 1987a, Franks & Ebbet 1988, Dorly et al. 1989), (Burton in press), (K. Will personal communication) [for verbal communications], and (D. Pearson in litt.) [for written communications]. For multiple papers by the same author: (Weber 1932, 1936, 1941; Sebb 1950, 1952). For more detailed reference use: (Smith 1983: 149–153, Price 1985: fig. 7a, Nothwith 1987: table 3).

**Literature cited.** Format references as in the examples below:

- 1) **Journals/Periodicals**  
da Veiga-Ferreira, G. 1959. Revisao das especies Sul-Africanas da subtribo Psiloptera. *Revista de Entomologia de Moçambique* 2(2):423–546.
- 2) **Books**  
Cobos, A. 1986. *Fauna Iberica de Coleopteros Buprestidae*. Consejo Superior de Investigaciones Cientificas, Madrid, pp. 1–364.
- 3) **Book Chapters**  
Bellamy, C. L. & G. H. Nelson. 2002. Chapter 41. Buprestidae Leach 1815, pp. 98-112. *In*: R. H. Arnett, Jr., *et al.* (Eds.). *American Beetles, Volume 2*, CRC Press, Gainesville, xiv + 861 pp.
- 4) **Internet Resources**  
Beetles (Coleoptera) in Quaternary Studies at the Department of Geology, Colby College. Available from <http://www.colby.edu/geology/Beetles.html> (accessed 30 November 2004).
- 5) **Dissertations, Proceedings, etc.** Dissertations resulting from graduate studies and non-serial proceedings of conferences/symposia are to be treated as books and cited as such.

Please note the following:

- 1) Journal titles must be written in full (not abbreviated).
- 2) Journal volume, issue number, and page range are not separated by spaces, and page ranges are connected by an dash (–) (MS Word character code: 2013, or Alt+0150), not a hyphen (-), e.g., “*The Pan-Pacific Entomologist* 85(1):26–28.”
- 3) For websites, it is important to include the last date the site was accessed, as it can be moved or deleted from that address in the future.

- 4) 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 can be presented either in portrait or landscape orientation at a preferred place in the text or at the end of the manuscript.

**Illustrations.** Must be of high quality and large enough to reduce to 117 X 181 mm (4.6 X 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. Authors are strongly encouraged to provide illustrations no larger than 8.5x11 inches for easy handling. Figures should be numbered in a logical sequence and authors may indicate a preference for placement of figures in manuscript. Text figures (e.g., line drawings), color figures or plates may be submitted as separate files in low resolution JPG format for review (do not embed illustrations within the text file). Retain the original figures in higher resolution TIF format for the final production of the accepted paper. For manuscripts with numerous illustrations, please convert figures and group within one large PDF to minimize the number of files that must be handled during the review process. Captions are to be placed in the text file on a separate page after the Literature Cited section—do not include captions as part of a plate.

#### SCIENTIFIC NOTES

Notes use an abbreviated format and lack the following: abstract, key words, footnotes, and section headings. The Literature Cited section should follow the same conventions listed above for full research papers. A short acknowledgment is permitted as a minor heading paragraph. Authors and affiliations are listed in the last paragraph of the note. See recent issues of *The Pan-Pacific Entomologist* for examples.

#### SUBMISSION OF MANUSCRIPTS

Please review manuscripts thoroughly prior to submission to ensure that all of the above guidelines are met. *The Pan-Pacific Entomologist* uses an electronic submission and review process for all manuscripts. Submit manuscripts to the Managing Editor as email attachment(s) at the email address indicated below. Text files must be submitted as MS Word or RTF files—do not convert to PDFs, since they cannot be easily emended electronically by reviewers. If your email system cannot accommodate the size of the files, either send them as single attachments in separate emails or transfer the files to a CD and mail to the Managing Editor at the street address indicated below. Include within the email message or cover letter the names, addresses and email addresses for at least three potential reviewers of the manuscript. Upon receipt, the Managing Editor will check the manuscripts to verify that the guidelines specified in this document have been met. Incomplete or incorrectly prepared submissions will be held until the issues identified are addressed. 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 for review.

#### REVIEW PROCESS

When a manuscript is received by a 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 is often longer, depending on the length of the manuscript, its condition, and the reviewer's comments.

#### PAGE CHARGES

PCES members are charged US\$35.00 per page for the first 20 (cumulative) pages per volume and full galley costs for pages thereafter. Non-members should contact the Treasurer for current non-member page charge rates. Page charges do not include reprint costs or charges for author changes to manuscripts after they are sent to the printer. Contributing authors will be sent a page charge fee notice with acknowledgments of initial receipt of manuscripts. The page charge fee notice must be signed by the contributing author and returned to the Managing Editor for reviews to proceed. Color illustrations are accepted but priced by the publisher to be paid by the author. Further instructions, current Society officers address and email details, and general information on the Pacific Coast Entomological Society are available on the Society web site (address above).

#### MANAGING EDITOR

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