

INFORMATION FOR CONTRIBUTORS
These instructions supercede all previous instructions for authors.

Authors are requested to submit new manuscripts (text: RTF (Rich Text Format) and illustrations to the Managing Editor as email attachment(s). If your email system cannot accommodate the size of the files, then send disk(s) with the files to the postal address below. Within the cover email message, please indicate the names, addresses and email addresses for at least three potential reviewers of the manuscript. Upon receipt, each manuscript will receive a unique number for future reference and communication and will be forwarded to the appropriate subject editor prior to being sent out for review.

LANGUAGE OF PUBLICATION: English, with foreign language abstract or summary if desired or needed.

GENERAL SUGGESTIONS:

- a. Do not use **bold face** text and limit *italics* to scientific names and journal/book names/titles in Literature Cited;
- b. Taxon, author and year (e.g. *Acmaeodera digna* Barr, 1992) should be used for all taxa upon first mention in the text, abstract and in synonymy list(s), and in the title, if necessary. These original descriptions should be cited in the references;
- c. Host plant names and authors should also include the plant family at first mention in the text, e.g. *Prosopis pubescens* Benth. (Fabaceae);
- d. If beginning a sentence, the genus name should be given in full and abbreviated thereafter except to avoid possible confusion;
- e. The use of the following abbreviation format: sp. nov., gen. nov., comb. nov., nom. nov., nom. nud., nom. obl., syn. nov., etc. is required;
- f. Following the description of a new taxon (genus, species), the use of sp. nov. or gen. nov. is no longer needed in the text;
- g. At some place, either in the description or caption, the size or scale of the organism(s) should be indicated. 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;
- h. Text to be left-justified without any print commands except for italics (preferred) or underline used for scientific names. Style of headings, i.e. bold, caps, etc. will be per format editor at publisher;
- i. Names of authors cited in the text should not be abbreviated;
- j. Do not use footnotes unless absolutely necessary;
- k. Beginning with manuscripts submitted after 1 January 1998, *The Pan-Pacific Entomologist* will require that voucher specimens for all articles be deposited in a properly maintained collection accessible to other scientists. A clear statement will be necessary for all new taxa proposed;
- l. For gender symbols (♂ ♀), please insert using either WordPerfect (Ctrl W - Iconic Symbols) or Word (Insert Symbol Character codes: 2640 for ♀, 2642 for ♂); these symbols should translate via email or if transformed to RTF. Do not use alternative abbreviations that are assumed will be understood or translated by the editor or the printer.

Preferred sequence of manuscript sections:

1. **Title** - first word and proper nouns in caps; not entire title capitalized please!
2. **Author(s)** name/address with email; indication of corresponding author
3. **Abstract:** not to exceed 250 words
Additional foreign language abstract (where applicable)
4. **Keywords:** 5 - 7 words or concise phrases
5. **Running Title:** please suggest a short title (ca. < 30 characters)
- begin new page -
5. **Introduction**
6. **Methods and Materials** - Definition of abbreviations
7. **Discussion** (including Descriptions and Keys)
8. **Conclusion(s)**, if any or Summary (an elective section)
9. **Acknowledgements**
- begin new page -
10. **Literature cited**
- begin new page -
11. Caption(s) or Figure legend(s).

Descriptions (suggested structure)

Sections/headings:
Heading:
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.

Key (in dichotomous format, e.g.):

1 2
1' 3
2 4
2' 5
3 taxon X
3' taxon Y

placement of key in text is up to the author(s)

CITATION OF REFERENCES IN TEXT:

Coswell (1986), (Asher 1987a, Franks & Ebbett 1988, Dorly et al. 1989), (Burton in press) and (K. Will personal communication). 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. - Do not abbreviate the names of periodicals. Format examples are:

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

Cobos, A. 1986. *Fauna Iberica de Coleopteros Buprestidae*. Consejo Superior de Investigaciones Cientificas, Madrid, pp. 1-364.

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.

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)

ILLUSTRATIONS - Must be of high quality and large enough to reduce to 117 X 181 mm 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 8.5 X 11 inches for easy handling. Figures should be numbered in a logical sequence and authors may indicate a preference for placement of figures in manuscript.

Tables. - Keep tables to a minimum and do not reduce them. Tables should be formatted with the word processor of choice can be presented either at a preferred place in the text or at the end of the manuscript.

Hard copy: Illustrations should be mounted and each labeled on the back indicating: 1) figure number, 2) direction of top, 3) author's name, 4) title of manuscript, and 5) name of journal. Do not attach captions to the figures.

Electronic copy: Text figures, e.g. line drawings, color figures or plates submitted as separate files in low resolution JPG format for review and high resolution TIF for printing. JPG figures should be grouped in a single PDF file for ease of review. For final figures, to be sent to the printer by the editor: preferred formats for digital figures are either .eps or .tif. Resolution requirements are as follows: for line shots, 1200dpi; for halftones, 300dpi; and for color, 300dpi. Color figures should be in CMYK mode, not RGB. Of course, any resolution higher than these is fine too.

Caption(s), on separate page(s) (not to be part of the plate), should reflect, in short, what each figures illustrates, e.g.

Figure 1, Genus X species Y, dorsal aspect of male holotype, scale bar = 1 mm, ns = notal stripe, dc = dorsocentral seta.

Scientific Notes. - Notes use an abbreviated format and lack the following: abstract, key words, footnotes, and section headings. 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.

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. Nonmembers should contact the Treasurer for current nonmember page charge rates. Page charges do not include reprint costs, nor 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. 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 is available on the web (address above).

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