

## INSTRUCTIONS TO AUTHORS

Before submitting any manuscript please check it carefully for errors in typing and expression; make corrections neatly or retype. Refer to the Council of Biological Editors Style Manual 3rd Edition (1972) for basic style and format. Also, examine recent issues of *Florida Entomologist* for specific details. Double space *all* typed material. Submit an original manuscript (English) and 3 complete copies to the Editor (address below). Quotations on current page and reprint charges are available upon request from the Editor. The basic parts of the scientific manuscript are described below; see specific instructions for Scientific Notes near the bottom of the page.

**TITLE PAGE:** Type the name and address of a correspondent in the upper right corner.

The title should be specific and telegraphic; the order and family of key insects and mites may be included. Omit the authors of scientific names in the title. List the authors and their affiliations. Eliminate as many footnotes as possible. Place address changes (unless for the reprint correspondent), journal series number, funding sources, disclaimers, etc. in Acknowledgements or Endnotes at the end of the text.

**ABSTRACTS:** Abstracts in English and Spanish are required. Editorial assistance for preparation of Spanish abstracts is available upon request. Clearly define the basic content of the paper and avoid meaningless generalizations. Include the complete scientific name of all pertinent organisms. Use accepted common names of chemicals (see listings compiled by the Entomological Society of America) or complete chemical names as needed.

**TEXT:** Manuscripts in biology, ecology, physiology, and applied areas should follow a general format of introduction, materials and methods, results, discussion, and acknowledgements or endnotes. Manuscripts in systematics must have an introduction. Taxonomic keys should follow the format of *Florida Entomologist* 64 (1981). Descriptions of new taxa should include information that will distinguish them from other related taxa. Formal descriptions of taxa may be telegraphic; use of ♂ and ♀ symbols is acceptable except in headings or subheadings. Abbreviate collection dates with Roman numerals for months and Arabic numerals for days and years: 30-IV-1947.

Metric measurements are highly preferred. Express quantities as Arabic numerals except as the first word of a sentence or to avoid ambiguity.

Literature citations in the text follow the name-date format; use et al. for 3 or more authors. Only accepted works that are "in press" may be so cited; otherwise, cite them as "unpublished" or "personal communication". Provide written evidence of articles accepted for publication and from authorities cited as personal communicants. Include affiliations in citations of personal communication.

**REFERENCES CITED:** Include the works cited in the manuscript: journal articles, books or excerpts, theses or dissertations, reports, films, circulars, and similar material. Reference material "in press" as: Jones, J. A. (In press). New species of Texas Diplopoda. Fla. Ent. (include volume if known; leave page numbers blank). Otherwise, use the CBE Manual for style and abbreviations; also refer to the abbreviations found in the Biological Abstracts' List of Serials with Title Abbreviations.

**TABLES AND FIGURES:** Type each table on a separate page. Table and figure captions should be concise and self-explanatory. All tables and figures must be referenced in the text; in the margin of the manuscript, indicate where each table and figure should go. Table footnotes are written on the table and indicated as superscript Roman numerals. Original figures are preferred. Black-and-white photographs must have sharp contrast; crop all excess margins. Type all figure captions in order on a page separate from the text. When possible, make a plate if numerous line drawings or photographs are needed; do not combine photographs and drawings on the same plate.

**SCIENTIFIC NOTES:** These are short contributions with a maximum text length (double spaced typing) of 600 words. More than 2 figures and/or tables are discouraged. Submit a title page (see above) with the text; present the material in logical scientific order but omit the abstracts and any major or minor headings except for "References Cited;" give complete citation for each book, chapter or page used in the text.

**REVIEWS:** Authors may suggest appropriate reviewers in their cover letters. All papers are reviewed by at least 2 individuals selected by the Associate Editor. Depending upon the reviewers' comments, a manuscript will be accepted, rejected, or returned for revision.

Completed manuscripts (an original and 3 complete copies) and other editorial matter should be sent to the Editor: DR. JOHN R. McLAUGHLIN, 4628 NW 40th Street, Gainesville, FL 32606.

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