INSTRUCTIONS TO AUTHORS

Refer to the Council of Biological Editors Style Manual 3rd Edition (1972) for basic style and format. Examine recent issues of *Florida Entomologist* for specific details. The printer uses an electronic manuscript reader; therefore, all material must be typed (dot matrix printing is unacceptable for final copy but may be submitted during the review process), double-spaced, with at least 3/4 margins from all edges, on white bond paper (8.5 x 11") with no line numbers or black borders. Do not hyphenate words on line endings. Do not underline anything except scientific names. Submit separate pages for: 1) title, 2) abstract & resumen, 3) each table, 4) the figure legends, 5) the footnotes (use footnotes only for an address change of the corresponding author; see endnotes). Final copy may be submitted as an ASCII text file on 5 1/4" diskette together with a printed text (any type).

TITLE PAGE: Place name and address of correspondent in the upper right corner. The Order and Family of key organisms may be included; omit authors of scientific names in title. List authors and affiliations.

ABSTRACTS: Abstracts in English and Spanish are required. Editorial assistance for translation is available. Clearly define the basic content of the paper. Include the complete scientific name of all pertinent organisms.

TEXT: Follow a general format of introduction (no head), methods, results, and discussion. Manuscripts in systematics must have an introduction. Taxonomic keys should use the format of vol. 64 (1981). Descriptions of new taxa should contain information that will distinguish them from other related taxa including appropriate amendment of existing keys. Formal descriptions of taxa may be telegraphic; use of ß and ë symbols is acceptable except for headings. 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 to avoid ambiguity.

CITATIONS: Use the name-date format; Jones (1986); (Jones 1986); Jones & Smith (1986); Jones & Smith (1986) Jones (in press); (A. F. Jones, Dept. Zoology, Ohio State University, personal communication) use “et al.” for 3 or more authors. Provide evidence of acceptance for works; “in press”, otherwise cite them as “unpublished” or “personal communication”. Provide written permission from personal communicants.

ACKNOWLEDGEMENTS OR ENDNOTES: Place disclaimers, journal series numbers, funding sources, address changes other than correspondent, etc. here.

REFERENCES CITED: Include all source material cited in the manuscript: journal articles, books or excerpts, theses or dissertations, reports, films, circulars, and similar material. Provide all information that would allow the reader to obtain the material. Preferably do not abbreviate place names in journal citations (Florida Entomol., Folia Mexicana), otherwise use the CRE Manual or Biological Abstract's List of Serials with Title Abbreviations.

TABLES AND FIGURES: Captions should be concise and self-explanatory. All figures and tables are numbered in the text. Table footnotes are written on the table and indicated as superscript Arabic numerals or lowercase letters. Original figures are preferred. Black & white photographs must have sharp contrast; crop all excess margins. Make a plate if numerous line drawings or photographs are needed; do not combine photographs and drawings on the same plate. Type all figure legends in order on a page separate from the text; do not include captions as part of the plate or drawing.

SCIENTIFIC NOTES: These are short contributions with a maximum text length of 600 words. More than 2 figures and/or tables are discouraged. Submit a title page and text in logical scientific order without abstract or any headings except "References Cited". Use the citation system described above.

ARTICLES SUBMITTED to *Florida Entomologist* will be reviewed by at least 2 individuals selected by an Associate Editor. Depending upon the reviewers' comments and the judgement of the Associate, a manuscript will be accepted, rejected, or returned for revision. Manuscripts not in the proper format will be returned by the Editor. Submit an original and 3 complete copies to the Editor: Dr. John R. McLaughlin, 4828 NW 40th Street, Gainesville, FL 32606.
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