Manuscript Submission Checklist
Version: August 2014

This checklist is required for each submission; include it as an attachment when submitting your manuscript. More detailed Guidelines for authors are available on the Florida Entomologist website. If there are any questions please contact the editor.

Part 1, initial submission of manuscript:

X 1. Manuscript Preparation Guidelines and the appropriate “Template” been consulted to help find and correct any potential problems prior to submission.

X 2. Organization. The organization of the manuscript follows the recommended outline, including the section headings/titles.


X 4. Referencing. All cited references are listed in the References Cited, and vice versa.

X 5. Literature Cited. Rigidly follows Florida Entomologist’s style and punctuation as described in the Guidelines.

NA 6. Keys and Synonymy texts are left justified, NOT hanging indented.

X 7. References Cited are left justified, AND hanging indented.

X 7. Figure Captions are listed after the last Table in the manuscript.

X 8. Final Clean Up has been done and the manuscript scrutinized for any problems, which have been corrected.

X 9. One reviewer is a native speaker of English, or the manuscript has been read and corrected by a qualified English-speaking editor prior to submission.

X 10. Membership in FES. I am a member in good standing with Florida Entomological Society, or one of the coauthors of this manuscript is a current member, and has a membership ID number. The membership ID number is: ________________ (If you do not know your membership number, contact the society business manager at flaentsoc@gmail.com). I joined FES in late March; ID# requested but not received.

X 11. Files for Submission. The following files are required with every submission.

X 1. Manuscript and associated appendices or other files.

X 2. Images of appropriate resolution. Multiple (small) photographic images usually are arranged into plates, with each image bearing an identification letter or number (e.g., “a”), and each plate submitted as a separate TIF, or JPG file.

NA For graphs, the labels, axes, lines, and bars are scaled to allow reduction and easy recognition.

X 3. Author listing for author index, surname first for each author, followed by initials or other names.

X 4. Copy of this checklist signed, attesting that manuscript is ready for review.

Part 2, final submission of manuscript:

____ 12. Reviewer Comments. Each comment has been addressed individually in a letter to the editor or associate editor handling the manuscript review.

____ 13. Post-Submission Correcting of Manuscripts. I attest that I have provided careful editing and the manuscript is free of mistakes.

____ 14. Page Proof Reviewing. I agree that page proof reviewing will be done in a timely manner and I will be responsible for additional charges caused by mistakes and oversight. I accept responsibility for any errors discovered after publication.

____ 15. Financial obligations. Page charges will be paid by me or by another author, as shown on the cover page. Failure to pay publication charges in a timely manner will result in refusal of Florida Entomologist to consider any future manuscripts from the authors.

I have followed the manuscript submission guidelines in preparation of this submission. I realize that it is my responsibility to present a clean manuscript, images, and other associated supporting documents. I am willing to follow suggestions of the Editor or Associate Editors to resolve any problems to correct my manuscript to journal standards. Failure to follow these rules will result in rejection of my manuscript.

Manuscript Title: Orchid bees (Hymenoptera: Apidae) of Cusuco National Park, State of Cortes, Honduras

Author Signature (typed is acceptable) and Date: Kenneth W. McCravy