

INSTRUCTIONS FOR PRODUCING CAMERA READY COPY (CRC)

By Ross H. Arnett, Jr.

Papers submitted for publication in *INSECTA MUNDI* must be ready for page make-up. If the author(s) cannot produce CRC, the publisher will have the manuscript computer composed using typewriter style type with right hand margin justification. Charges for typesetting will be given when the manuscript is submitted.

Author submitted CRC should follow these guidelines to be acceptable:

1) All CRC is to approximate 8 point type in 20 pica (3 3/8 inch, 84 mm) columns when printed. The journal will be printed in two columns on 8 1/2 x 11 inch pages (see also "keys" below) to occupy 9 x 7 inches, excluding running heads.

2) CRC should be submitted on sheets 8 1/2 x 11 inches, or larger in single columns. Each column should have complete paragraphs or key couplets, i.e., do not end a page in the middle of a paragraph or end a section of a key without complete (2) couplets. The typed impression must be clear; only impact typing with a carbon ribbon or laser printing will be accepted.

3) Unless produced on a computer or typesetter, it is recommended that either elite (12 pitch), proportional spaced type (usually approximately 12 pitch), or microprint type (15 pitch) be used. If 10 pitch type is used, see instruction 7, below. Special instructions for each of these type styles follow. ALL CRC must be single spaced. Footnotes, if any, must be typed on separate sheets (see instruction no. 11 for details about footnotes).

4) Proportional spaced type and/or right hand margin justification is preferred because it simulates printer composition, but this is not required. Set the margins on the typewriter for 22 picas (3 5/8 inches, or approximately a 44 column line. This CRC will be reduced to 90%.

5) Computer composed and printed CRC requires special instructions. If the following guidelines do not apply, please query the editor about this before submitting final CRC. Impact or laser printers must be used. Certain print wheels are preferred over others. Format details will be supplied if requested.

6) Keys may occupy the full printed width of the page (42 picas, or 7 inches), or composed to occupy two columns (usually NOT recommended).

7) Instructions for the use of 10 pitch (pica) type: Typed lines should not exceed 26 1/2 picas (4 7/16 inches, 11.2 cm), which is 53 letters per line at the 10 pitch setting. When this is reduced to 75% it is 20 picas wide. Thus this large type condenses to give a more compact appearance and more letters per line, i.e., 53 instead of 40 letters if used without reduction. If a suitable type face is used, the 10 pitch setting is recommended.

8) Instructions for the use of 12 pitch (elite) type (this page is an example): Typed lines should not exceed 22 1/2 picas (3 3/4 inches), which is 56 letters per line at the 12 pitch setting. When this is reduced to 90% it is approximately the same as the 10 pitch at the 12 pitch setting. This is recommended as the easiest CRC to produce on ordinary computer or word processing equipment.

9) Instructions for the use of 15 pitch (microprint) type: Typed lines should not exceed 20 picas (3 3/8 inches, 84 mm) which is 56 letters per line. This will

be printed at 100%. This is recommended for *Insecta Mundi* because it is economical use of available space.

10) Scientific names: Modern electronic typewriters and word processors neglect the scientist by making it difficult to use italic type for scientific names. Most of us have become used to this and we are willing to substitute other formats. WE DO NOT RECOMMEND underlining scientific names for CRC. Underlining is merely an old fashioned printer's sign to set the type in italics. Instead, if the manuscript is typed on an electronic typewriter, use boldface for scientific names. If this is not available, use capital letters for these names. IBM Selectric and similar typewriters permit the typing of names in italics by changing the typing element. AVOID Courier type elements. The italics that match this type are very poor, hardly distinct from the Roman type. Also, certain other type elements are either too drab or not suitable for reduction. NEVER use Script for italics. Further details are available on request, along with other sample formats.

11) Footnotes in general should be avoided. Author addresses, document numbers, and similar matter may be used as footnotes. These should be typed separately using widths suitable for 75% or 64% reduction. For example, if 10 pitch type is used, prepare the lines for reduction to 64%, i.e., proportionally long (for a 18 pica line, use 48 columns). When using 12 pitch type, use a 24 pica (48 column) line for reduction to 75%. For 15 pitch type, use a 50 column line for reduction to 90%.

12) DO NOT PASTE-UP PAGES. Submit CRC as single columns. We will add running heads and page numbers. Note particularly the requirement that columns should end at the end of a paragraph. We will put them together to make a full page.

13) ILLUSTRATIONS should be sent either ready to make up into plates, or made into plate to fit into a 7 x 9 inch page. If the drawings or halftones are to be reduced, enlarge the plate size to enable reduction to 90%, 75%, or 64% in the case of line drawings. Halftone plates may be reduced to fit the page. We will scale them before they are sent to the printer.

SUBSCRIPTIONS

See masthead for address for subscriptions and further information about this series and other publications on biological subjects. Authors are encouraged to query the publisher about other publication plans and schedules, particularly the new Handbook Series for larger monographs and general taxonomic works. Contractual arrangements are made with authors of books in this series. Authors receive royalty payments from the sale of these publications. Details will be sent when requested.

THIS PAGE WAS SET ON A COMPUTER USING WORDSTAR, version 3.30, WITH THE FOLLOWING FORMAT SETTINGS:

12 pitch type (Prestige Elite print wheel): .lh7, :pl75, .cw8, .pol2, .op; ctrl. OR=56; ctrl. OI=3.
Reduced to 90% for printing.

SUBMIT MANUSCRIPTS to: Dr. Ross H. Arnett, Jr., Editor, 4300 NW 23rd Ave., Suite 100, Gainesville, FL 32606 USA.