

# SOUTHWESTERN ENTOMOLOGIST

## Instructions for Preparation of Manuscripts

Manuscripts submitted for consideration for publication in the *Southwestern Entomologist* should report results of entomological research in the southwestern United States or Mexico or should report results of studies on entomological species, relevant to this region, which may be done elsewhere, provided such results are geographically applicable. Manuscripts that report results of routine laboratory or field experiments for which the primary purpose is gathering baseline data or those that report results of a continuous evaluation program such as preliminary pesticide evaluation experiments, species lists with no supporting biological data, or preliminary plant resistance evaluations are not acceptable. However, reports of experiments with insecticides, acaricides, and microbials are acceptable if they are comprehensive and include data related to economics, resistance, toxicology, or other broad subject areas. Bibliographies will not be published in *Southwestern Entomologist*.

Scientific Notes can pertain to observations on new hosts, geographic records, and new techniques. Manuscript preparation and review are the same as that for a regular article. Scientific Notes should not exceed four, single-spaced pages and may contain a single figure or a table. The only section that should be identified by a No. 1 heading is the References Cited section.

A section entitled "Perspectives" is available for contributions of general interest with an emphasis on papers of a theoretical or historical nature. Because of the nature of Perspectives articles, more tolerance for speculation is acceptable than in regular research articles.

Supplements, which consist of a collection of papers on a similar topic or large monographic articles, may be published periodically. Guidelines for preparation of Supplements are the same as those for regular journal articles. Anyone wishing to develop a supplement should contact the Editor.

It is imperative that the manuscript be prepared in proper journal style. The Editor reserves the right to return or reject a manuscript that will not reproduce clearly or is unsatisfactory for other reasons. Publication charges for members will be \$40.00 per printed page or any portion thereof. Price quotations on pages printed in color will be made upon request.

The following specific instructions must be adhered to:

1. Manuscripts should be submitted electronically as Word<sup>®</sup> files to the Editor (bpendleton@wtamu.edu). When initially submitted for review, the manuscript should be double spaced.
2. The final copy shall be single spaced. Single spacing applies to text, footnotes, tables, table captions, figure captions, and references. The font should be Arial 12-point. Use a smaller font size, such as 10-point, for superscripts and subscripts which should not be set off by an underline and slash.
3. Both left and right margins are to be justified. Do not hyphenate a word at the end of a line.
4. The title should be left justified only and in bold font with only the first letter of the main words in upper-case letters on no more than two lines and be 1-7/16 inches from the top of the page. Leave two line spaces between the title and the author's name(s). The author's name(s) also should be left justified on the page with only the first letters of the name(s) capitalized. Leave one line space between the author's name(s) and the address which also is to be left justified. Use footnotes if more than one address for authors is required. The printed area of the title page should be as close to 6.2 inches wide by 9.7 inches long

as possible. The second and succeeding pages should begin within 0.65 inch of the top of the page to use the maximum printed space.

5. The author shall provide a short abstract immediately after the author's address. The word abstract, in bold font with the first letter capitalized and followed by a period, should be placed at the left margin immediately preceding the text of the abstract itself, similar to a No. 2 heading (see following). An additional abstract in Spanish is optional.
6. No. 1 heads throughout the paper should be centered on the width of the page in bold font with only the first letter of the main words in upper-case letters and be separated from preceding and following paragraphs by one line space. No. 2 heads should be indented as for paragraphs, be in bold font with only the first letter of the main words in upper-case letters, and be followed by a period.
7. A paragraph should be indented by a half-inch tab space, but not separated by a line space.
8. Tables should be typed as part of the text, but in such a manner as to avoid confusion with text; that is, leave at least 2 lines of extra space above and below the table. Tables should be inserted in the text as close to the point of reference as possible. Use Arabic numerals for table numbers. The first letter of the word Table should be capitalized and placed at the beginning of the caption followed by a period after the Arabic numeral. The table caption should use the full width of the printed page, with only the first letter of the main words in upper-case letters. Double lines are to be placed under the table caption. Footnotes for a table should appear as superscripted lower-case letters and the corresponding explanation should immediately follow the table. Decimals less than 1.0 are to be preceded by 0.
9. Figures and graphs should be placed directly onto the printed page as close to the point of reference as possible. All figures and lettering must be of a size to remain legible after a 25% reduction from the original size. The caption should cover the full width of the page margins. The abbreviation Fig., with the figure number in Arabic numerals, is placed at the beginning of the caption; designation for figures in the text is Fig. Leave at least 2 line spaces above and below the figure to avoid confusion with text. If a small photograph is used, the text may also be presented beside the photograph.
10. Acknowledgments should be written as text and placed before the References Cited. The word Acknowledgment is singular and centered in bold font with the first letter in upper case.
11. References should be indicated in the text by author and year not separated by a comma. The words References Cited should be centered above the reference list in bold font with the first letter of each word in upper-case letters. All citations should contain initials and names of all authors. The complete title should be given. Do not use *ibid* or blank spaces for repetition. Page numbers come one space after the colon. Do not include issue numbers. Titles of journal articles are to have only the first letter of the first word capitalized; book titles are to have letters of major words capitalized.
12. Footnotes should be indicated in the text by consecutive superscripted small numbers and appear at the bottom of the corresponding page but separated from the main text by a space and a 2-inch line.
13. If insect names are mentioned in the title (common or scientific), order and family names should be footnoted. Scientific names should be in italics throughout the manuscript and should include the author of the species the first time they are used in both the abstract and the text.
14. All abbreviations, etc., should follow the *AIBS Style Manual for Biological Journals*.