

**STANDARD OPERATING PROCEDURES
OF THE
SOCIETY OF SOUTHWESTERN
ENTOMOLOGISTS**

Revised February 26, 2026

By:

Alvaro Romero
Carlos Blanco
Adam Mitchell
Allen Knutson

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Forward

The Standard Operating Procedures (SOP) of the Society of Southwestern Entomologists were first recorded in 2013. Since then, the Society has implemented a variety of new procedures and policies. These include discontinuing print publication of the journal, expanding the Society's web page to process credit card payments for membership dues, increasing use of e-mail to communicate with the membership, on-line balloting for elections and proposals, and on-line manuscript submission and management. The Standard Operating Procedures presented herein have been developed in response to these many changes. There is no record of Bylaws for the Society.

Standard Operating Procedures (SOP's) are developed by the Executive Committee and Committee Chairs. The SOPs are regarded as a working document to enable new officers, chairs, and members to become familiar with the goals and annual tasks of the Society offices and committees for which they serve. Standard Operating Procedures 1) ensure continuity from year to year in the operation of the Society, 2) provide officers and committee chairs with job descriptions for efficient operation of the Society, and 3) provide a document where changes in policy and procedure can be recorded. Changes to the SOP are made only with the approval from the Executive Committee.

These procedures should be a working document that will change over time to meet the needs of our Society. If the officers or committee chairs find any areas that are not addressed in the procedures or if they develop changes that will improve the operation, then the procedures should be revised. The procedures should ensure that the operation of our Society is consistent with the articles of the Constitution and that when needed changes may be made to the Constitution. It is recommended that the SOP document be kept current by the immediate Past-President of the Society of Southwestern Entomologists, and that it be passed on to the newly elected President within 30 days of the annual meeting to be distributed to the new slate of officers and committee chairs.

The Article and Section designations in the SOP refer to those in the Constitution.

Objective and Purpose of the Society of Southwestern Entomologists

The primary objective and purpose of the Society is to foster entomological accomplishment in the southwestern United States and Mexico, or in other regions as long as they are relevant to the SW US and Mexico through: (1) the encouragement of association and free discussion among all entomologists; (2) the dissemination of entomological information to the general public; and 3) publication of the Southwestern Entomologist.

The Society operates under the Constitution which is subject to change only by the approval from the members of the Society. Standard Operating Procedures (SOP's) are developed by the Executive Committee, Officers, Co-Editors of the Southwestern Entomologist, and Committee Chairs. The SOPs are regarded as a working document to enable officers, and members to become familiar with the goals and annual tasks of the Society offices and committees for which they serve. Changes to the SOP are made only with the approval from the Executive Committee.

Standard Operating Procedures

Membership Dues

Article VI, Section 1. – Annual Dues: The annual dues for membership in the Society shall be such amount as may be established by the Executive Committee from time to time. These dues shall be kept in a fund for use by the Secretary Treasurer for expenses incurred in publishing the journal as well as normal expenses of the Society.

Article VI, Section 2. – Time of Payment: The Executive Committee shall set such times during each year as it deems advisable for the payment of annual dues by members. The name of a member more than one year in arrears in payment of dues shall be dropped from the roll, provided two notices of indebtedness shall have been electronically communicated to the person, and such members shall have no further rights, title, or interest in the Society as provided for by Article IV, Section 3, of this Constitution.

PROCEDURES:

1. Annual dues for membership to the Society is set at the amount of \$20.00 (U.S. dollars) for one year.
2. Membership dues should be paid within the calendar year
3. Payment can be made by debit and credit card, US check or money order (payable to the Society of Southwestern Entomologists) (see link of Membership Application Form in the following link: <https://www.sswento.org/memberships>)

Officers

General charge of responsibilities by the Society of Southwestern Entomologists' Constitution

President

Article VII, Section 2. – Powers of President: The President shall be the chief executive officer of the Society and shall preside at all meetings of the Society and Executive Committee, have and exercise general and active management of the Society, execute and enforce all orders and resolutions and regulations duly adopted by the Executive Committee, execute all contracts in the name of and on behalf of the Society, and perform such other duties as assigned by the Executive Committee.

PROCEDURES:

1. The President is a full-voting member of the Southwestern Entomologists Society Executive Committee.
2. At the conclusion of the annual membership meeting, the President-Elect will assume the office of President. At this time, the newly elected President have the opportunity to state the plan and plans and vision for the upcoming year and appoint members to the Nominations Committee and to establish other committees as needed.
3. The President shall conduct an audit of the Society's financial statement or appoint an Audit Committee to do so (see article XI). This provides an introduction to the finances of the Society and provides a critical service to the Society.
4. The President shall contact the Southwestern Branch of the Entomological

Society of America Program Chair of the Annual meeting to reserve a room for the Executive Committee meeting and the Annual Business meeting and request that these meetings and their locations and times be published in the meeting program.

- a. *Executive Committee.* The Executive Committee consists of the President, President-Elect, Secretary-Treasurer, and Past President. One of the Co-Editors shall also serve as an *ex officio* voting member of the Executive Committee. The editors rotate annually for this role. Both Co-Editors are invited and encouraged to attend all EC meetings. The names of these officers are listed on the inside cover of the Southwestern Entomologist.

The EC has the responsibility to make sound decisions regarding day-day operation of the Society without a vote of approval from the membership. However, the EC, at its discretion, should bring issues of major significance to the membership for input, discussion and vote at the annual membership meeting, or by e-mail or video conference. In making the decision of which issues require membership input and vote, the goal is to maximize membership involvement and transparency in decision making. A majority of 51% of the members voting is required for a motion to pass.

The President shall call and preside at the annual meetings of the EC and at other times as needed. The President should contact the EC to determine the best time to meet as an Executive Committee during the annual meeting. At this time, the President can also inquire about items and issues that need to be included on the agenda of the Executive and Business meetings. The length of the meeting depends on the amount of business to conduct, but 1 - 1 ½ hour is usually sufficient.

- b. *Annual Membership meeting.* The membership meeting is open to all Society members and other interested in the Society. The Executive meeting is held prior to the Membership meeting. Society members will be able to attend remotely via Zoom. The agenda typically includes Secretary's report, Editor's report, Treasurer's report, old business, new business and awarding the outgoing President with a plaque.
5. The President shall prepare an annual letter to the membership 1-2 months prior to the annual membership meeting. The letter announces the meeting times and locations of the Annual Membership meeting at the ESA SW Branch meeting, reports accomplishments of the Society during the past year and encourages members to renew their membership if they have not done so. The signed original can be sent to the Secretary for e-mailing. Also, the President may contact the President of the SW Branch of ESA to see if they are willing to include a membership notice in the e-mails sent to ESA members regarding the annual ESA Branch meeting. This is a good way to reach ESA branch members regarding the Society and increase membership.
 6. The President shall confirm meeting rooms and times with the Program Chair for the SW Branch Entomological Society of America meeting. Contact Co-Editors and Secretary-Treasurer to prepare meeting agenda.

7. The President shall preside at Executive and SSWE Membership meeting during ESA-SW Branch meeting. At the conclusion of the Membership meeting, the incoming President presents a plaque to the new Past-President for her/his service to the Society.
8. The President can present certificates for one year's free membership in the Society to the first-place winners of the ESA Student Competition (first, second and third place oral presentations and posters for Ph.D. and Masters) during the ESA-SW Branch meeting. These certificates are usually provided by the Secretary-Treasurer.
9. Members of the Executive Committee, and Co-Editors, who do not have institutional or grant funding for travel to the annual meeting will be reimbursed in-full or in-part for travel expenses including transportation to and from the meeting, meals, and hotel for 1-2 nights. Payment in advance of the meeting and lost wages due to travel to the meeting (1-2 days) will also be considered. Requests for payment of travel reimbursement, travel advances and lost wages should be itemized and submitted to the President and Sec-Treasurer for review and approval.

Past President

Article IX, Section 1. – Members and Qualifications: All properties, property rights, objects and purposes of the Society shall be managed, promoted, and regulated generally by an Executive Committee to consist of the Immediate Past-President, the President, President-Elect, and Secretary-Treasurer of the Society.

PROCEDURES:

1. For the year immediately following his year as President of the Society, the outgoing President will serve as a full-voting member of the Southwestern Entomologists Society Executive Committee as Past-President.
2. The Past-President should attend the Executive Committee Meetings and the General Membership Meeting.

President-Elect

Article VIII, Section 3. – Powers of President-Elect: In the absence of the President, or in case of his failure to act, the President-Elect shall have all of the powers of the President and shall perform such other duties as shall from time to time be imposed upon him by the Executive Committee.

PROCEDURES:

1. The President-Elect is a full-voting member of the Executive Committee and should attend both the Executive Committee meeting and the General Membership Meeting held during the annual meeting of the Southwestern Branch of the Entomological Society of America.
2. At the conclusion of the General Membership meeting, the President-Elect will assume the office of President and may use this opportunity to state his/her plans and vision for the upcoming year, appoint members to the Nominations Committee and to establish other committees as needed.

Secretary/Treasurer

Article VIII, Section 4. – Powers of Secretary-Treasurer: The Secretary-Treasurer shall attend and keep the minutes of all meetings of the Executive Committee, shall have charge of the records and seal of the Society, and shall, in general, perform all duties incident to the office of Secretary-Treasurer of the Society. The Secretary-Treasurer shall keep full and accurate accounts of receipts and disbursements on the books of the Society and shall deposit all monies and other valuable properties and effects in the name of and to the credit of the Society in such depository or depositories as may be designated by the Executive Committee. The Secretary-Treasurer shall disburse funds as may be ordered by the Committee, taking proper vouchers for such disbursements; and shall render to the Executive Committee, whenever it may require, an account of all her/his transactions as Secretary-Treasurer, copies of any current and pending contracts the Society may have regarding the Journal, and of the annual financial condition of the Society.

PROCEDURES:

1. The Secretary/Treasurer is a full-voting member of the Southwestern Entomologists Society Executive Committee and will attend both the Executive Committee meeting and the General Membership Meeting which is held in conjunction with the annual meeting of the Southwestern Branch of the Entomological Society of America.
2. The Secretary/Treasurer is compensated at a rate determined by the Executive Committee.
3. Duties
 - a. **Financial Record Keeping and Reporting**

Deposit all monies and pay debts from a bank account in the name of and to the credit of the Society, reconcile monthly bank statements and maintain an Excel spreadsheet of monthly income and expenses which are summarized in the annual Treasurer's report. The Treasurer's Report (see below) is distributed to the members at the annual meetings of the Executive Committee and general membership and published in the June issue of the journal. To-date, the Society's funds are maintained at PNC Bank and Allen Knutson, Secretary-Treasurer and Sonja Swiger, Past-President, are authorized signatories. The PNC bank requires all current, new and retiring signatories to be physically present at a PNC bank location to add or remove a signatory. Membership payments made by credit card online are processed via WAVE (waveapps.com) and automatically deposited into the Society's bank account, minus the processing fee. At the annual general membership meeting, the Secretary-Treasurer will provide bank statements, a register of checks and deposits and the annual Treasurer's Report to the Audit Committee. See Appendix A for an example of the Treasurer's report:
 - b. **Taxes**

The Co-Editors, Assistant Editor and the Secretary-Treasurer receive an

annual honorarium determined by the Executive Committee. The Secretary-Treasurer will report, as required, these payments to the IRS using forms 1099 NEC (nonemployee compensation) and Form 1096 and send copies of the 1099 NEC to the Editors and Secretary-Treasurer in January. See IRS deadline to submit these forms. The Secretary-Treasurer will work with a reliable tax preparer familiar with not-for-profit organizations to complete and submit Form 990-EZ "Return of Organization Exempt Form Income Tax" to the IRS by the annual deadline. Provide the tax preparer with an Excel spreadsheet of income and expenses and the annual Treasurer's Report (see below). Be familiar with IRS tax rules for non-profits and deadline for reporting.

c. Membership Services

Maintain an Excel or other electronic file of all current Society members' names and emails and share this as a read-only file via Google Drive or Dropbox with the President and Co-editors. As only the Secretary Treasurer receives membership payment notification, and can therefore confirm current membership, only the Secretary-Treasurer is authorized to create, edit and update the membership roll and the shared file will be "read-only." This arrangement will ensure a single, centralized membership file for accuracy, consistency, and efficient collaboration. Those interested in being a member of the Society join on-line by entering their name, address and e-mail and paying their annual membership fee via the Society's web page. Upon payment, the member immediately receives a receipt via e-mail showing their paid membership. The Secretary receives an e-mail via ZOHO at admin@sswento.org announcing the receipt of each membership. The membership payment is also recorded on the WAVE accounting platform that is linked to Society's PNC account. The Secretary then sends the new member an email thanking them for joining and providing the password and directions for accessing the journal on-line via the BioOne subscription service. Membership expires at the end of the calendar year. A membership renewal e-mail is sent to each member in January reminding them to renew their membership with a link to the website tab. A second membership renewal mailing is sent in February.

As Secretary, e-mail all correspondence from the Society to the membership, including President's annual letter and the ballot prepared by the Nomination Committee for election of President-elect. Maintain the Society's web domain, update web information as needed, and work with BioOne to set up a password for members to access the Journal on-line.

d. Reporting

Record minutes of all Executive Committee meetings and the general membership meeting. Send minutes to President for review, and send final copy to Editor for publication in June issue. At the general membership meeting, present Secretary's Report and Treasurer's Report for review and

acceptance as published in the June issue of the journal.
See Appendix A for an example of the Treasurer's report:

e. Society Activities

Order the President's plaque from a local supplier and bring the plaque to the annual membership meeting where the incoming President presents it to the out-going President. Provide the supplier with the 3-inch bronze casting of the Society's emblem with the beetle so it can be attached to the plaque. This bronze casting is ordered from Awards & More Inc., 2612 Hwy 36 South, Brenham, TX. See orders@awarsandmoreinc.com. Only they have the original mold for casting this emblem.

Journal Publication

Article X, Section 1. – Journal: The official publication of the Society shall be the *Southwestern Entomologist* and any other publication deemed appropriate by the Executive Committee.

Co-Editors

Article X, Section 2. Co-Editors: The journal shall be edited and published by the Co-Editors. The Co-Editors shall be responsible for identifying a publisher for the Journal, communicating Society needs to and negotiating contracts, if any, with the publisher of the Journal, as well as formulating a contract in collaboration with the President, President-Elect, and Secretary-Treasurer. The Co-Editors shall be appointed by the Executive Committee for a 3-year term and may succeed herself/himself upon approval by the Executive Committee. One of the Co-Editors shall also serve as an *ex officio* voting member of the Executive Committee. The editors would rotate annually for this role. The Co-Editors may appoint an Associate Editor for a 1-year term. The Co-Editors may identify Subject Editors with expertise to review manuscripts of frequently submitted topics.

PROCEDURES:

4. The Co-Editors are invited to attend the Executive Committee Meetings and the General Membership Meeting. Co-Editors who do not have institutional or grant funding for travel to the annual meeting will be reimbursed in-full or in-part for travel expenses including transportation to and from the meeting, meals, and hotel for 1-2 nights. Payment in advance of the meeting and lost wages due to travel to the meeting (1-2 days) will also be considered. Requests for payment of travel reimbursement, travel advances and lost wages should be itemized and submitted to the President and Sec-Treasurer for review and approval.
1. One of the Co-Editors will give a presentation and submit a written report at the General Membership Meeting. The report will be published in the June issue of the *Southwestern Entomologist*.
2. The Co-Editors and Administrative Editor are compensated by the Society

at a rate determined by the Executive Committee.

3. Duties of the Co-Editor and Associate Editor

Authors submit manuscript under the “Instructions to Authors” tab on the Society’s web page (sswento.org) where they will find the following link to in the submissions’ portal: <https://docs.google.com/forms/d/e/1FAIpQLSdeuZXB-Nv9aR1UCSTISgsjAvHkqkM2XnxU7oXw-wb50GTylg/viewform?pli=1&pli=1>

The editors find a photograph within the manuscripts to be published in the issue and contact the author for authorization. A figure within a publishing article is also suitable for the front cover of the *Southwestern Entomologist*. The Administrative Editor prepares the front page, the issue as pdf and sends it to BioOne for publication. The Administrative Editor communicates with all the authors of the issue and provides them pdf files of the whole issue’s content, the issue cover, and a link to BioOne to the current issue. The Editors constantly update the latest version of instruction to authors as it appears in the submissions’ portal. The Editor also frequently answers various questions from members of the Society, and about the Society Internet site and also sends copies of past articles in response to e-mail inquiries.

PROCEDURES:

The *Southwestern Entomologist* (ISSN 0147-1724) is published quarterly (March, June, September, and December) by the Society of Southwestern Entomologists.

Manuscript submission. Manuscripts should be submitted electronically to the journal’s platform : <https://docs.google.com/forms/d/e/1FAIpQLSdeuZXB-Nv9aR1UCSTISgsjAvHkqkM2XnxU7oXw-wb50GTylg/viewform?pli=1&pli=1>

Authors can also select the “Instructions to Authors” tab on the Society’s web page to access the “Instructions for the Preparation of Manuscripts” and to submit a manuscript for publication.

**Instructions for the Preparation of Manuscripts
(version 31Dec25)**

It is imperative that the manuscript be prepared in the proper *Southwestern Entomologist* format that follows some of the characteristics of the Council of Science Editors 8th Edition Name-year style. Authors are encouraged to use the example at the end of these instructions (Appendix B). The Editors reserves the right to return or reject a manuscript that is unsatisfactory for this and other reasons.

The corresponding author must be a current member of the Society of Southwestern Entomologists (SSWE) at the time of submission. Membership payments should be made here: <https://www.sswento.org/memberships>. The membership fee for one calendar year is \$20. Coauthors of the manuscript are encouraged to join the SSWE, but this is not mandatory. **Currently, the *Southwestern Entomologist* does not charge publication fees. However, authors will be charged for author’s errors once the manuscript is in the production stage.**

Manuscripts submitted for consideration for publication in the *Southwestern Entomologist* should report the results of entomological research in the southwestern United States or Mexico or the results of studies with arthropods relevant to this region, which may have been conducted elsewhere, provided that such results will be germane to the southwestern United States or Mexico region. **Manuscripts that report the results of routine laboratory or field experiments for which the primary purpose is gathering baseline data, or those that report the results of a continuous evaluation program, such as the preliminary evaluation of pesticides, species lists with no supporting biological data, 'first report' without meaningful supporting information, or preliminary plant resistance evaluations, are not acceptable.** However, the reports of experiments with pesticides and microbial inoculants are acceptable if they are novel, comprehensive and include data related to economics, resistance, toxicology, current management practices, or other broad subject areas. **Bibliographies, or bibliometric analyses are not published in the *Southwestern Entomologist*.**

Short Notes can pertain to observations on new hosts, geographic records in the southwestern United States or Mexico that include valuable information, and new techniques. The preparation and review of these manuscripts are the same as those for a regular article. Short Notes that report the 'new records' of arthropods must be comprehensive and include their potential impact in the new geographical area.

A section entitled "Perspectives" is available for contributions of general interest with an emphasis on the theoretical, historical, regulatory, or methodological nature. Because of the characteristics of Perspectives articles, more tolerance for speculation is acceptable than in regular research articles. Guidelines for the preparation of Perspectives are the same as those for regular journal articles.

Supplements, which consist of a collection of papers on a similar topic or large monographic articles, are also acceptable. Guidelines for the preparation of Supplements are the same as those for regular journal articles.

See Appendix B for Complete Instructions for Preparing a Manuscript for Submission.

Editorial Board

Article X, Section 3. Editorial Board: There shall be an Editorial Board consisting of five SSWE members to assist the Co-Editors upon their request in (1) making recommendations to the Executive Committee concerning publication policies, (2) the review of submitted papers and determining their suitability for publication in the journal, and (3) when necessary, vote on actions regarding clarity and accuracy of Journal issues. Each year the Co-editors shall nominate by name and affiliation two nominees of which the Executive Committee shall appoint one. Members of the Editorial Board will serve for five years, with the option of renewal.

Society Website and Maintenance

The Society hosts a website, <https://www.sswento.org/>, that serves as a key communication platform for members and the public. The web site provides links for individuals to join the Society, conveniently pay their membership dues, access instructions to authors, submit papers for publication, and find e-mail addresses of Co-Editors and officers of the Society. Under the “Members Only” tab, members can link to the BioOne collection of journals and read and download the Society’s journal *Southwestern Entomologist* from 2007 to present. The website will be maintained by the Secretary-Treasurer.

Historical Records

There are no provisions in the Constitution for preserving the Society’s historical documents and record. However, some records of the Society were deposited with the Archivist at the Texas A&M University Sterling Evans Library. The minutes of the meetings of the Executive Committee and annual membership and the Co-Editor’s report are published annually in the June issue of the journal and serve as a historic record of the Society. A complete set of printed issues of the *Southwestern Entomologist* and Supplements are currently in the possession of Bonnie Pendelton, past Editor.

Ad Hoc Committees

Article XI. Miscellaneous Provisions, Section 5: When necessary, Committees can be established by the President to meet specific goals of the Society.

Audit Committee

PROCEDURES:

1. The President shall conduct an audit of the Society’s financial statement or appoint and Audit Committee. The committee shall ensure transparency and accountability in financial matters. It shall act in the best interests of society members ensuring sound society corporate governance.
2. The Secretary-Treasurer will provide a financial statement, bank statements, and register of checks and deposits.
3. Upon completion of the audit, the President or Chair of the Audit Committee shall send a letter to the Secretary-Treasurer regarding the audit which is printed with the minutes in the June issue of the Journal (see previous minutes printed in the June issue for letter examples). The letter must be received by late April as it will be published in the June issue.
4. Example of Audit Report:

Audit Committee Report

Date

To: Members of the Society of Southwestern Entomologists

The Audit Committee and I have examined the Society's financial records and the Secretary-Treasurer's Report from January 1, 20XX – December 31, 20XX. The financial records for the Society of Southwestern Entomologists are in good order and accurately reported.

Respectfully submitted,
Chair of Audit Committee (or President)
Society of Southwestern Entomologist

Nominating Committee

PROCEDURES:

1. The President shall appoint a Nominations Committee whose duty is to select two candidates for President-elect. A list of previous Society Presidents is listed on the Society's web page. Efforts will be made to rotate nominations among the branch states, agencies (including universities, extensions, industries, ARS, etc.), and society members affiliated with Mexican institutions. Ideally, candidates should have published in the Southwestern Entomologist in the last two years, demonstrating a commitment to the Society and Journal.
2. The committee must request each candidate to send a one-half page biographical sketch or resume highlighting their professional accomplishments, service, and their reason for wishing to serve as President. This information will be provided on the ballot. The chair of the Nomination Committee or designee creates the on-line ballot (via Survey Monkey, etc.) and provides the link to the Secretary-Treasurer.
3. The ballot should be sent as an e-mail attachment to the membership at least 4-5 weeks before the annual meeting so that the election can be conducted and the results of the election can be reported at the annual membership meeting.

Appendix A

EXAMPLE

Treasurer's Report for 2025

January 1, 2025-Dec. 31, 2025

PNC Bank Checking Account.

	Balance on hand January 1, 2025	\$275,231.73
Income:		
Memberships	\$ 3,561.00	
Bio One Revenue Share	<u>\$ 67,885.00</u>	
Total Income	\$ 71,446.00	
Expenses:		
Co-Editor-Spanish Manuscripts (C. Blanco)	\$ 6,000.00	
Co-Editor English Manuscripts (H. George)	\$ 8,000.00	
Assistant Editor (A. Rosario)	\$ 1,500.00	
Secretary-Treasurer (A. Knutson)	\$ 5,000.00	
Travel Reimbursement, C. Blanco	\$ 1,078.00	
Travel Reimbursement, H. George	\$ 1,501.52	
Post Office: Postage, PO Box	\$ 49.80	
President's Plaque	\$ 146.14	
Bank Charges	\$ 18.82	
Adwin Studios-Graphics Company	\$ 2,035.00	
SW Branch Student Awards	\$ 5,462.50	
ESA Chrysalis Fund	\$ 1,000.00	
Insect Expo	\$ 4,000.00	
ESA SW Branch Mixer	\$ 2,000.00	
Tax Return Preparation	\$ 750.00	
Web Site Hosting, Google Workspace	<u>\$ 1,916.57</u>	
Total Expenses	\$ 40,458.35	
	Balance on hand December 31, 2025	\$306,219.38
<u>PNC Bank Money Market Account</u>	Balance Dec 31, 2025	\$15,222.60
	Total assets	\$321,441.98

As of December 2025, there were 196 members of the Society. The Society has no outstanding debts.

Appendix B

Instructions for the Preparation of Manuscripts (version 31Dec25)

- 1 Manuscript submissic
- 2 Title
- 3 Author names
Corresponding
- 4 author
- 5 Arthropod names
- 6 Abstract/Resumen
- 7 Keywords
- 8 Headers
Paragraph
- 9 Indentation
Statistical
- 10 packages
- 11 Tables
- 12 Figures
- 13 Acknowledgment
- 14 References
- 15 Footnotes

The following specific instructions must be adhered to in any manuscript submitted:

1. **Manuscript submission.** Manuscripts should be submitted electronically to the journal's platform <https://docs.google.com/forms/d/e/1FAIpQLSdeuZXb-Nv9aR1UCSTISgsjAvHkqkM2XnxU7oXw-wb50GTyIq/viewform?usp=sharing> **and simultaneously emailed to both Dr. Carlos Blanco at SWEntomologist2@gmail.com and Dr. Helga George at HelgaGeorgeRS@gmail.com.** Authors can also select the "Instructions to Authors" tab on the Society's web page to access the "Instructions for the Preparation of Manuscripts" and to submit a manuscript for publication in the Southwestern Entomologist.
2. **Title.** The title should be in bold font with only the first letter of the first word in uppercase letters. The title translated into Spanish must appear below the title in English and be separated by one space. The font of a manuscript is Verdana and the size of the main body is 12.

3. **Author names.** The author's name(s) should be left-justified on the page with only the first letters of the name(s) capitalized. The authors' names are not written in bold font. Use footnotes if more than one address or affiliation for authors is required. Refer to the example at the end of these instructions. The footnote with multiple authors must appear at the bottom of the first page.
4. **Corresponding author(s).** There should be an asterisk after the corresponding author(s) name(s), which should also provide an e-mail address. Refer to the example at the end of these instructions.
5. **Arthropod names.** Arthropod names in the title (scientific [preferred] or common), must have the order and family names as footnotes. The use of scientific names in the title is preferable to common names. Scientific names should be in italics throughout the manuscript and should include the author of the species the first time they are used in the Abstract, Resumen, and the text but not in the title. If possible, the common name should be used as a keyword if it is not provided otherwise.
6. **Abstract / Resumen.** The author must provide an Abstract two spaces below the author's name(s). A Spanish translation of the Abstract must appear as "Resumen" and placed two spaces below the Abstract. When a manuscript is written in English, the Resumen can be slightly longer than the abstract, to include basic methodology or additional important information. The words "Abstract" and "Resumen" should be written in bold font. Refer to the example at the end of these instructions.
7. **Keywords.** Keywords should be added one space under the abstract starting with "Keywords" in bold. That should be followed by 4-7 lowercase keywords that are germane to your research. Use "Palabras Clave" for the translation of keywords into Spanish, one space below the "Resumen". Please do not add a period after the Keywords. The common name of the arthropod studied should be used as a keyword (if feasible). (If you are not sure of the common name, you can search it at the Entomological Society of America [database of insect common names](#).) For example, there are many papers on specific Scolytinae species. "bark beetles" would be an appropriate keyword. If Scolytinae is featured but is not in the title, that could be an additional keyword.
8. **Headers.** No. 1 headers throughout the paper should be centered in bold font with only the first letter of the main words in uppercase letters and be separated from preceding and following paragraphs by a one-line space. No. 2 headers should be indented as for paragraphs and in bold font with only the first letter of the main words in uppercase letters and followed by a period. Refer to the example at the end of these instructions. Headers are not included in scientific notes.
9. **Paragraph Indentation.** A paragraph should be indented by a half-inch tab space, but not separated by a line space.
10. **Statistical Packages.** If you used SPSS to analyze the statistics in your manuscript, please ensure that the correct manufacturer's location is provided. Although the software was originally sold out of Chicago, it was sold to IBM after SPSS 18.0, which changed the location.
SPSS 18.0 and earlier: (SPSS, Inc., Chicago, IL)
SPSS 19.0 and later: (IBM, Inc., Armonk, NY)
R should be cited as "R Core Team (2023). R: A Language and Environment for Statistical Computing. R Foundation for Statistical Computing, Vienna, Austria."

Please adapt this to the appropriate form for the year that you used.

JMP® v. 15.2.1 should be cited as: JMP®, Version 15.2.1. SAS Institute Inc., Cary, NC, 1989-2021.

11. **Tables.** Tables should be included in such a manner as to avoid confusion with the 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 the 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. A translation into Spanish language of the table caption (Cuadro) must be included below in a separate line. Footnotes for a table should appear as superscripted lowercase letters, and the corresponding explanation should immediately follow the table. Decimals less than 1.0 are to be preceded by 0. Refer to the example at the end of these instructions. Tables should fit into one vertical page. Do not change the formatting of the page to 'horizontal' to fit tables. A solution for wide tables could be rotating them 90 degrees. Please note that the authors are responsible for the content of the tables, and the editors will not edit them. Additional information should be placed below the table following "Note:" or "Notes:". Please try to use superscript numbers for notes beneath the table instead of asterisks. Please limit the use of asterisks to statistical significance, i.e. *P<0.05. **P<0.01. There is 'flexibility' in the construction of a table.
12. **Figures.** Figures and graphs should be placed directly onto the printed page as close to the point of reference as possible. "Figure" with the corresponding number in Arabic numerals should be placed at the beginning of the caption. The designation for figures in the text is "Figure". A translation into Spanish of the figure caption (Figura) must be included below in a separate line. Leave at least 2-line spaces above and below the figure to avoid confusion with the text. If a small photograph is used, the text may also be presented beside the photograph. Refer to the example at the end of these instructions.
13. **Acknowledgement.** Acknowledgments should be written as text and placed before the References Cited.
14. **References.** References should be indicated in the text by author and year and 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 uppercase letters. All the citations should contain the complete names of all the authors. Please use the Chicago font for the references. Here is an example of a citation that uses it:

Harrison, Robert L., Joseph D. Mowery, Gary R. Bauchan, David A. Theilmann, and Martin A. Erlandson. "The complete genome sequence of a second alphabaculovirus from the true armyworm, *Mythimna unipuncta*: Implications for baculovirus phylogeny and host specificity." *Virus Genes* 55, no. 1 (2019): 104-116.

An easy way to format the references is to look them up in Google Scholar, select Cite and then Chicago. Please ensure that all the scientific names are in citations. The complete title should be provided. Do not use Ibid or blank spaces for repetition. The page numbers should be placed one space after the colon. The

titles of journal articles should only capitalize the first letter of the first word, and book titles should capitalize all the letters of major words. The Internet link or ISBN for the reference may be listed when available. Refer to the example at the end of these instructions.

15. **Footnotes.** 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.

16. **Methods.**

Chemical/equipment manufacturer and location:

This information should be provided for all kits and equipment used in the paper. The location should be formatted as shown by these examples:

US: (Thermo Fisher Scientific, Waltham, MA)

Other countries: (Macrogen, Seoul, Korea).

If a common piece of equipment is used that is available from multiple vendors, please list the company you bought it from.

Trademark symbols:

Both ® and ™ should be in the superscript format.

GPS:

The GPS of the study site(s) should be provided. Exceptions will be made on a case by case basis. One example where this was excluded was a site of beetles that are highly desirable for collectors and stood a chance of being eliminated if their location became public knowledge.

Equations: Equations should be centered on the line below the text that cites them. They should also be numbered on the right side of the page in parentheses. Example:

$$y=mx+b \quad (1)$$

The definitions for the terms in the equation should be defined starting on the next line. The definition should start with "where" left justified in lower case. Subsequent equations should be numbered sequentially.

Pesticides: If the commercial name of a pesticide is used, please provide the chemical name in parentheses when the commercial name is first used.

17. **Molecular biology.** The names of genes should be italicized throughout the paper. PCR is used so commonly that it does not require definition. However, advanced types of PCR should be defined when the term is first used in the abstract and main text, i.e.:

qPCR = quantitative PCR

RT-PCR = reverse transcription PCR

RT-qPCR = real-time quantitative PCR

qRT-PCR = quantitative reverse transcription PCR

18. **SI Units.** Starting in 2026, please use the format specified by SI Units:

<u>SI Unit</u>	<u>Alternate way</u>
15 °C	15°C
8000 x g	8000 RPM (appropriate conversion from g depending on the rotor)
s	second
m	meter
mol	mole
kg	kilogram

The National Institute of Standards and Technology (NIST) recommends the use of mL, therefore the Southwestern Entomologist follows this nomenclature.

Example:

Title: Sexual signal loss: the link between behavior and rapid evolutionary dynamics in *Teleogryllus oceanicus*¹ (as a footnote add the order: family of the arthropod(s))

Título: Pérdida de la señal sexual: el vínculo entre el comportamiento y la rápida dinámica evolutiva en *Teleogryllus oceanicus*¹ (repeat the footnote numbers that appear in the title here)

Leave one space

Authors (not bold letters): Marlenee Zuk^{2*}, Natalia W. Bailey², Benito Gray³, and John Rotenberry²

Abstract. Text (no bold letters)

Keywords: Four to seven words separated by commas that do not appear in the title (no bold letters)

Resumen. Text (no bold letters)

Palabras Clave:

Introduction

Sexual signals may be acquired or lost over evolutionary time (Wagner et al. 2001, Wiens 2001), with the likelihood of either determined by how much natural selection imposes a cost on such signals.

One explanation for the existence of the two types of songs is that they contain different kinds of information (Zamora 1993), with the calling song serving in species identification and the courtship song giving information about their individual characteristics...

Materials and Methods

Courtship songs for the comparison of responses to live and dead females were recorded in 2000 from captive bred *Teleogryllus oceanicus* descended from crickets collected at the University of Hawaii, Hilo in 1993, 1994 and 1998.

Sampling: Collectively, we termed all the nights collecting data at a given site during a given field trip as a "site-visit." We usually sampled about six survey plots per night depending on the weather...

Results and Discussion

or **Results** and a separate section of **Discussion**

Flatwings were first noted on Kauai in 2003 (Zuk et al. 2006). We performed the first sample point surveys in July/August 2005, and at that time detected flatwings at Manoa, as well as at Kauai. However, they were about twice as abundant at Kauai than at Manoa (Figure1), and they constituted 100% of all the males counted in surveys at Kauai vs. only 40% at Manoa.

Leave two spaces



Figure 1. *Teleogryllus oceanicus* picture obtained from Google images without permission.

Figura 1. Imagen de *Teleogryllus oceanicus* obtenida sin permiso de Google images.

Leave two spaces

Although the number of crickets of each type varied substantially among visits to a site, several trends were evident (Table 1). The number of females and normal-wing males at La'ie increased significantly through time (GLM of number per survey plot vs. month since start of surveys ($p < 0.001$)).

Leave two spaces

Table 1. Mean number (and standard deviation) of crickets per sample point per site for each sex and class.

Cuadro 1. Promedio (y desviación estándar) de grillos por sitio de muestreo y yugar de muestra para cada sexo y clase.

	Survey plots	Site-visits	Females	Normal males	Flatwing males	Total crickets
Hilo	149	8	1.74 (1.80) b	1.02 (1.35) a	0.05 (0.25) a	2.81 (2.70) a,b
La'ie	138	8	2.60 (2.81) a	0.85 (1.43) a	0.39 (0.75) b	3.84 (4.08) a
Manoa	127	7	2.62 (3.15) a	0.87 (1.64) a	0.46 (0.83) b,c	3.94 (4.64) a
Kauai	145	8	1.54 (1.91) b	0.00 (0.00) b	0.74 (1.15) c	2.29 (2.50) b

Leave two spaces

The flatwing response differed significantly among the sites (GLM of before/ after difference ($p < 0.001$), with Kauai differing from the other sites (greater number of individuals after playback; Tukey–Kramer ($p < 0.001$)...

Acknowledgment(s)

The authors express their gratitude...

References Cited

Journal article:

Battaglia, Martín, Chad Lee, Wade Thomason, John Fike, and Amir Sadeghpour. "Hail damage impacts on corn productivity: A review." *Crop Science* 59, no. 1 (2019): 1-14.

Website:

Bessin, R. Fall armyworm in corn | Entomology (uky.edu) (2019). <https://entomology.ca.uky.edu/ef110> Accessed: dd/Mon/yr

Chapter:

Simétrico, M. R., and A. F. Sucompadre. Presence of *Drosophila melanogaster* in fermented cider. In: C. Bamforth (Ed.). *Beer is Proof that God Loves Us*. (2024). Ethanol Press, CA. Pages 1-24.

Appendix C.

Past Presidents, Editors and Sec.-Treasurers

Presidents of the Southwestern Entomological Society (1976-2003) Society of Southwestern Entomologists (2004-present)¹

1	1976 ²	W.F. Chamberlain	USDA-ARS, Kerrville, TX
2	1977	H.R. Burke	Texas A&M University, College Station
3	1978	M.R. Wheeler	University of Texas, Austin, TX
4	1979	F.E. Gilstrap	Texas A&M University, College Station, TX
5	1980	W.H. Gibson	Stephen F. Austin State University, Nacogdoches, TX
6	1981	W.H. Newton	Tarleton State University, Stephenville, TX
7	1982	Darrell Bay	Texas A&M University, College Station, TX
8	1983	J.D. Lopez, Jr.	USDA-ARS, College Station, TX
9	1984	R.W. Meola	Texas A&M University, College Station, TX
10	1985	D.L. Bull	USDA-ARS, College Station, TX
11	1986	Tom Fuchs	Texas Agricultural Extension Service, San Angelo, TX
12	1987	R.L. Harris	USDA-ARS, Bryan, TX
13	1988	D.R. Rummel	Texas Agricultural Experiment Station, Lubbock, TX
14	1989	W.P. Morrison	Texas Agricultural Extension Service, Lubbock, TX
15	1990	R.E. Wright	Oklahoma State University, Stillwater, OK
16	1991	M.K. Harris	Texas A&M University, College Station,
17	1992	J.E. Slosser	Texas Agricultural Experiment Station, Vernon, TX
18	1993	C.R. Ward	Cooperative Extension Service, Albuquerque, NM
19	1994	P.D. Lingren	USDA-ARS, College Station, TX
20	1995	J. Cocke, Jr.	Texas Ag. Extension Service, Stephenville, TX
21	1996	J. Ellington	New Mexico State University, Las Cruces, NM
22	1997	J.R. Coppedge	USDA-ARS, College Station, TX
23	1998	Jerry Michels	Texas Agricultural Experiment Station, Lubbock, TX
24	1999	Jim Webster	USDA-ARS, Stillwater, OK
25	2000	Roy Parker	Texas Agricultural Extension, Corpus Christi, TX
26	2001	John Burd	USDA-ARS, Stillwater, OK
27	2002	John Jackman	Texas Cooperative Extension, College Station, TX
28	2003	Bart Drees	Texas Cooperative Extension, College Station, TX
29	2004	Jonathan Edelson	Oklahoma State University, Lane, OK
30	2005	Tom Royer	Oklahoma State University, Stillwater, OK
31	2006	Bonnie Pendleton	West Texas A&M University, Canyon, TX
32	2007	Carlos Bogran	AgriLife Extension, Texas A&M, Bryan, TX
33	2008	Carol Sutherland	New Mexico State Univ/New Mexico Dept. Ag.
34	2009	Megha Parajulee	AgriLife Research, Texas A&M, Lubbock, TX
35	2010	Jesus Esquivel	USDA-ARS, College Station, TX
36	2011	Chris Sansone	Texas AgriLife, Texas A&M, San Agnelo, TX

37	2012	David Kerns	Texas AgriLife Extension, Texas A&M, Lubbock, TX
38	2013	Ed Bynum	Texas AgriLife Extension, Texas A&M, Amarillo, TX
39	2014	Bill Ree	Texas AgriLife, Texas A&M, College Station
40	2015	Scott Bundy	New Mexico State University, Las Cruces, NM
41	2016	Blake Bextine	University of Texas, Tyler, TX
42	2017	Wizzie Brown	Texas A&M AgriLife Extension, Austin, TX
43	2018	Manuel Campos	BioSafe Systems LLC, College Station, TX
44	2019	Justin Talley	Oklahoma State University, Stillwater, OK
45	2020	Scott Armstrong	Agricultural Research Service, Stillwater, OK
46	2021	Holly Davis	Texas A&M AgriLife Extension, Weslaco, TX
46	2022	Sonja Swiger	Texas A&M AgriLife Extension, Stephenville, TX
47	2023	Wyatt Hoback	Oklahoma State University, Stillwater, OK
48	2024	Alvaro Romero	New Mexico State University, Las Cruces, NM
49	2025	Adam Mitchell	Tarleton State University, Stephenville, TX
50	2026	Michael Brewer	Texas A&M University, Corpus Christi, TX

¹ The Society changed its name in 2003 to more clearly distinguish it from the ESA Southwestern Branch

² Year began term

Society of Southwestern Entomologists Editors and Associates

Volume	Editor	Year	Asst. Editor
1	R. L. Harris	1976	W. F. Chamberlain
2	H. R. Burke	1977	W. F. Chamberlain
3	H. R. Burke	1978	W. F. Chamberlain; D. L. Bull (issue 3, 4)
4	H. R. Burke	1979	W. F. Chamberlain; D. L. Bull
5	D. L. Bull	1980	W. F. Chamberlain; A. B. Broce
6	D. L. Bull	1981	W. F. Chamberlain; A. B. Broce
7	D. L. Bull	1982	W. F. Chamberlain
	D. L. Bull (issue 1);		
8	D. R. Rummel (issue 2-4)	1983	W. F. Chamberlain
9	D. R. Rummel	1984	W. F. Chamberlain; A. A. Guerra
10	D.R. Rummel	1985	W. F. Chamberlain; A. A. Guerra
			W. F. Chamberlain (issue 1, 2); A. A.
11	J. E. Slosser	1986	Guerra; D. L. Bull (issue 3, 4)
12	J. E. Slosser	1987	D. L. Bull; A. A. Guerra
13	J. E. Slosser	1988	D. L. Bull; A. A. Guerra
			D. L. Bull; A. A. Guerra (issue 1, 2); J.
14	J. E. Slosser	1989	Vargas-Camplis (issue 3, 4)
15	J. E. Slosser	1990	D. L. Bull; J. Vargas-Camplis
16	D. E. Bay	1991	G. T. Fincher; J. Vargas-Camplis

17	D. E. Bay	1992	G. T. Fincher; J. Vargas-Camplis
18	D. E. Bay	1993	G. T. Fincher; J. Vargas-Camplis
19	D. E. Bay	1994	A. B. Broce; G. T. Fincher
20	D. E. Bay	1995	A. B. Broce; G. T. Fincher
21	D. E. Bay	1996	P. V. Pietrantonio
22	D. E. Bay	1997	P. V. Pietrantonio
23	D. E. Bay	1998	P. V. Pietrantonio
24	D. E. Bay	1999	P. V. Pietrantonio
25	D. E. Bay	2000	P. V. Pietrantonio (issue 1), (issue 2,3,4)
26	D. E. Bay	2001	J. S. Bernal (issue 2, 3, 4)
27	D. E. Bay	2002	J. S. Bernal
28	D. E. Bay	2003	J. S. Bernal
29	D. E. Bay	2004	J. S. Bernal
30	D. E. Bay	2005	J. S. Bernal
31	D. E. Bay	2006	C. Brogan (issue 4)
32	D. E. Bay	2007	C. Brogan
33	B. B. Pendleton	2008	C. Brogan; D. E. Bay (Past editor)
34-48	B. B. Pendleton	2009-2023	C.A. Blanco
49-	Helga George	2024-	C.A. Blanco

Society of Southwestern Entomologists Secretary-Treasurers

1	Darrell Bay	1976 - 1978
2	Roger W. Meola	1979 - 1981
3	Pete D. Teel	1982 - 1983
5	Scott Fargo	1984 - 1985
6	Don A. Nordlund	1986-1991
7	Allen Knutson	1991 -2026