

MANUSCRIPT PREPARATION GUIDELINES

We are pleased you are considering publishing in *The Coleopterists Bulletin*. You will find that well-written, original research is often published within nine months of initial submission. Manuscripts on Coleoptera, written in English, are considered for publication as "Regular Articles" or as "Scientific Notes". All manuscripts are peer-reviewed. Book reviews and other contributions also are published as space is available. As the last step prior to publication, the corresponding author must submit the Page Charges Payment Form that is sent electronically with the proofs.

Authors should read the following information closely and review recently published articles prior to formatting manuscripts for submission. Feel free to contact the Managing Editor with any questions.

General Policies.

The following policies are in place for manuscripts submitted for publication in *The Coleopterists Bulletin* (Revised 25 March 2013; Federal EIN 23-7319132).

1. Authors must pay US\$10/ published page (this represents less than one-quarter of the actual cost to The Coleopterists Society, which subsidizes the remaining costs).
2. Book Reviews are published gratis (please contact Book Review Editor directly concerning submissions).
3. "Fast Track" articles are paid at US\$20.00/ published page. These are guaranteed published in the next issue (if not already in press) following acceptance.
4. Authors who are not members of The Coleopterists Society must pay a non-member surcharge of US\$40.00 per article, in addition to the US\$10.00/ published page charges. They are encouraged to join The Coleopterists Society (US\$40) instead.
5. Grayscale (black and white) images sent to the Managing Editor will appear in black and white in the PDF posted on BioOne. Color images will appear in grayscale in the printed journal (unless you inform the Managing Editor differently), but in color, at no extra cost, in the PDF. Color images in the printed journal are US\$75 per page. Contact the Managing Editor if you have any questions.

Steps and Usual Timelines in the Publication Process.

1. Corresponding author receives an e-mail soon after the Managing Editor receives the manuscript (generally <3 days, unless Editor is out of the country). Manuscripts are logged into the queue for review at this point.
2. Delivery of new manuscript to Review Editor for review processing (generally <3 days, unless Editor out of the country). Regular articles are typically sent to two reviewers, scientific notes to one or two. Review Editors and Managing Editor may serve as additional reviewers.
3. Return of manuscript reviews to corresponding author by Review Editor (1-3 months after submission; please make an inquiry with the Managing Editor if, after two months, you have not received a status report). Recommendation for acceptance with minor or major revision or rejection relayed to corresponding author. For those manuscripts recommended for acceptance, authors should revise manuscript and send final version to Review Editor (unless Review Editor instructs otherwise).

4. Decision regarding acceptance (generally 1-4 weeks after delivery of final version of manuscript accompanied by figures and figure plates as separate high-resolution TIF files). Final decisions are made by the Managing Editor in consultation with the Review Editor in charge of the manuscript. Managing Editor will inform authors at this point as to when they may expect proofs.
5. Proofs will be emailed directly from Sheridan Press (but using Managing Editor email) approximately six weeks before the next issue (for example, links to proofs for the March issue are typically sent to authors in early February). **Note: Receipt of proofs does not necessarily mean that your article will appear in the next issue.** The Managing Editor may have a holdover stock of proofs for 3-5 manuscripts. However, corrected proofs should be returned to the Managing Editor as soon as possible to avoid potential delays in publication. It is critical that the author send the final corrections in the proofs by email or fax or regular mail within 1 week of receiving the proofs. **Important: It is required that the Page Charges Payment Form be returned to the Managing Editor (either by email or fax or regular mail) with all the appropriate address and billing information prior to publication.**
6. Approximate time from submission of manuscript to publication: regular page charged articles - less than six months after final acceptance; fully paid, "Fast Track" articles - less than three months after final acceptance; scientific notes and book reviews - less than 6 months after final acceptance.

MANUSCRIPT SUBMISSIONS

1. Initial submission of manuscripts as electronic files:

Please submit all articles electronically to the Managing Editor. Please, **do not** submit directly to the Review Editors. Initial text submissions must be in Microsoft Word format in 12 pt. Times New Roman font, with 1-inch margins on all sides. PDF, WordPerfect, RTF, or other formats are discouraged (but the Managing Editor may accept these formats if there are no translation problems). Group figures into plates with appropriate legends. **Insert draft quality jpeg plates and tables into the text file at the end of the manuscript for initial submission.** If the manuscript has four or more plates, they may be joined in a PDF file attached to an email along with the text file. Do not attach more than three plates to emails. (Note: High quality TIF files will be required after the manuscript has been reviewed and accepted for publication. At that time, they must be sent through DropBox or attached to an email).

2. After acceptance:

Delivery of the final version of a manuscript should be made to the Review Editor (unless instructed otherwise). If the figure files are too large to send by email, contact the Managing Editor to have a Dropbox sent to you. Please note that manuscripts with many figures will generally be larger than 10 megabytes since we require high-resolution (>500 dpi, usually) images at time of final submission. Please note the address below:

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GRAPHICS FILE GUIDELINES

It is important that authors group their figures into plates prior to submission. **Initial submissions** of figures must be pasted into the document as low resolution jpegs or joined in a PDF file. However, **final versions** of graphic files must conform to the following guidelines. Illustrations that are submitted with the final manuscript at resolutions lower than recommended below can no longer be accepted for publication. Electronic figures must be formatted in a high-resolution TIF file (at least 500 dpi for grayscale and color, at least 600 dpi for line drawings) and at the final dimensions of 2.532 inches for one-column width or 5.313 inches for two-column width (maximum height 8.025 inches). Remember to allow space for the figure legend below the plate, otherwise, plates will need to be reduced in size. If image size is not designated, then the Managing Editor will choose whether an image is one- or two-columns wide. For color images, please use CMYK (not RGB) format. For additional information about formatting electronic files, contact the Managing Editor.

TEXT FORMATTING GUIDELINES

Important: Pay attention to Title, Heading, and References Cited styles when formatting manuscripts. The easiest way is to consult a recent issue as a guide and then see the instructions below.

Language. Manuscripts are only accepted in English. For authors whose native language is not English, please ensure that your manuscript has been read and proofed by a native English speaker or professional service before submission in order to address any problems in regard to English spelling, syntax, style, and usage.

General Organization and Requirements. Manuscripts for regular papers are generally organized as follows: Title, Author(s), Address(es), Abstract, Key Words (4-6 not used in title), Material and Methods, Results, Discussion (or Results and Discussion), Acknowledgments, References Cited, Appendix, Figure Legends, embedded figures (each numbered and identified), and tables (each with an Arabic numeral and with heading provided). Number each page consecutively in upper right corner. Leave a space after periods and colons (except for ratios and time, *e.g.*, 1:1, 10:30am). Avoid hyphens or dashes at ends of lines. Do not divide a word at the end of a line. Do not begin a sentence with an abbreviation. Use italic font when appropriate, instead of underlining. Numbers less than 10 should be written out as words. For descriptions, however, use Arabic numerals throughout, including single digit ones. Measurements should be carried to the same decimal, *e.g.*, 6.0-6.4, not 6-6.4. Illustrations must all be cited in the text, *e.g.*, "tarsal claws (Fig. 1)" (preferred) or "tarsal claws as in Fig. 1".

Title, Authors, and Addresses. Include a brief, descriptive title of the paper followed by the names of authors and their addresses and institutional affiliations (if any). Provide the authority of all genus-group and species-group names in the title. The systematic position of taxa named in the title must be indicated (*e.g.*, Coleoptera: Cleridae), except where only family group level taxa are treated, in which case only the order is required. **Note:** We will not publish footnotes specifying the corresponding author, however, all correspondence will be made to the person who makes the initial submission to the Managing Editor. Email addresses may be included.

Abstract and Key Words. The abstract, required for all regular papers, should be a succinct condensation of the contents of the article, noting all nomenclatural acts. A second

abstract may be written in another language using the English alphabet. Do not cite references in the abstract. Provide all new scientific names in the abstract. Provide the authority of all genus-group and species-group names in the abstract. The following should be **in bold: new genus, new species, new status, new synonymy, new combination, new state record, and new country record**. Following the abstract, provide a list of 4-6 Key Words not used in the title.

Scientific Names. First mention of all genus-group and species-group taxa in the title, abstract, and text must be accompanied by the authority name, *e.g.*, *Curculio* L., *Curculio proboscideus* (F.). Except for Linnaeus (L.) and Fabricius (F.), spell out completely the authority name (optional for non-insect taxa). The first mention of the scientific name of a plant or animal in the text itself must include the full scientific name, including the authority. Thereafter, abbreviate the genus name, except when it begins a sentence, and except for cases where it would be ambiguous. Do not write the name of a species-group taxon anywhere that is not preceded by the name of the genus or its initial.

Taxonomic Papers. Taxonomic papers must conform to requirements of the latest version of the International Code of Zoological Nomenclature. Type specimens must be designated and type depositories, preferably public institutions, must be clearly indicated for new species. Specimens not included in type series must be explicitly excluded. New taxa (species, genera, tribes, etc.) must be clearly differentiated from previously described taxa by means of keys and/or differential diagnoses. For new genera, type species and lists of included species must be explicitly indicated.

Reference Citations. Cite references in text as follows: Spangler (1991) or (Spangler 1991) for one author; Wood and Bright (1987) or (Wood and Bright 1987) for two authors; Orbach *et al.* (1995) or (Orbach *et al.* 1995) for three or more authors. Never use an ampersand (&) between author names in citation. Include all authors' names under References Cited. References "in press" should be cited only after they have been **accepted** for publication (provide proof of acceptance with submission of manuscript's final version). End the citation under References Cited "(in press)." Notify the editor immediately of any change in status. References cited as "in preparation" are not acceptable. Names of persons who provide unpublished information should include initials in the text, *e.g.*, N. E. Woodley, personal communication (for information obtained orally) or N. E. Woodley, *in litt.* (for personal communication obtained in writing).

Note that reference citations are formatted differently than authors and years of scientific names. Never use a comma between author and year in a reference citation, and always place either the year or the entire reference citation in parentheses. If a scientific name without attribution to an authority is followed immediately by a reference citation, separate them with an appropriate delimiter or rearrange the text to make the context nomenclaturally unambiguous.

Example:

Chrysobothris thoracica; Laporte and Gory (1837: 96), Fisher (1925: 123).

References Cited. List references alphabetically by author under References Cited. Never use an ampersand (&) between author names. Do not list references under References Cited that are not cited in the text, in tables, or in figure legends. Do not italicize words (except those in Latin) in titles under References Cited that are not italicized in the original. Do not italicize journal names; italicize only book titles that are in Latin. **Spell out the complete titles**

of periodicals. Use an ampersand in the journal's name only if it is a part of the official name of the journal. The citations below serve as examples:

Citation of a book:

Crowson, R. A. 1981. The Biology of the Coleoptera. Academic Press, London, UK.

Citation of an issue of a monographic series:

Wood, S. L., and D. E. Bright, Jr. 1987. A catalog of the Scolytidae and Platypodidae (Coleoptera), Part 1: Bibliography. Great Basin Naturalist Memoirs, No. 11. Brigham Young University, Provo, UT.

Citation of a contribution in a book:

Spangler, P. J. 1991. Haliplidae (Adephaga) [pp. 311-312]. *In*: Immature Insects, Volume 2 (F. W. Stehr, editor). Kendall Hunt Publishing Co., Dubuque, IA.

Citation of an article in a periodical with two authors:

Young, F. N., and G. Longley. 1976. A new subterranean aquatic beetle from Texas (Coleoptera: Dytiscidae-Hydrophorinae). *Annals of the Entomological Society of America* 69: 787-792.

Citation of an article in a periodical with three or more authors:

Orbach, E., L. Bartolozzi, and A. Sforzi. 1995. A new Afrotropical species of *Rhinopteryx* Lacordaire (Coleoptera: Brentidae). *The Coleopterists Bulletin* 49(1): 17-22.

Citation of a website:

Lingafelter, S. W., and E. H. Nearns. 2008. Cerambycidae holotypes of the Smithsonian Institution (USNM). Available from: www.elaphidion.com (Accessed 12 January 2012).

Use of Internet Websites. Please try to avoid citing websites with URL's that extend beyond one line of text. Cite internet websites as a standard reference citation (see last example). Authors may use websites to provide descriptive, illustrative, and distributional information to supplement, but not replace, published information. Websites cited in manuscripts must be accessible to the Review Editor before they will be published. However, unpublished scientific names should not be posted on publicly accessed websites prior to publication. Contact the Managing Editor for additional information about the use of websites in conjunction with publications.

Figure Legends. Figure legends should be typed on a separate page and submitted after References Cited (or after Appendix). These should be concise, precise guides to the interpretation of each figure. When formatting figure legends, use the following examples as a guide, paying particular attention to punctuation and use of bold font.

Figs. 1-8. *Hinda modesta*. 1) Head, frontal view; 2) Antenna; 3) Labrum; 4) Mandibles; 5) Maxilla; 6) Labium; 7) Wing; 8) Prosternal process.

Fig. 4. Oviposition and egg hatching by *Crioprosopus magnificus*. A) Female ovipositing, B) Individual egg, C) Fine, red frass beneath the egg shell, D) First instar.

Scientific Notes. These are short contributions organized as Title, Author(s) and Address(es), Text, Acknowledgments, and References Cited. There are no Abstracts, Key Words, or subheadings (except Acknowledgments and References Cited). Cite references for scientific notes in the same style used for regular articles.

Submission of Monographs. Manuscripts to be considered for *The Coleopterists Society Monograph Series* should be submitted to the Managing Editor (in 2013 only) by March 1. General formatting guidelines are the same as for regular articles in *The Coleopterists Bulletin*. Final decision of Monograph selection will be made by April 1, and then a further scientific review will be conducted. The final version of the Monograph, after review, must be received by September 1 to meet the December mailing date. Include a Table of Contents in the final version and inform the Managing Editor which color image you request on the cover or provide a separate image not in a figure. Please contact the Managing Editor for number of pages the Society will pay full page charges for Monographs. Generally this number will be 175 or more published pages. Color illustrations (except the cover) in the printed version are charged "at cost", based on what Sheridan Press charges the Society. Contact the Managing Editor for an estimate of costs. Color illustrations will be reproduced in color in the PDF posted on BioOne at no extra cost.

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