

THE COLEOPTERISTS BULLETIN

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 a “Regular Article” or “Scientific Note”. All manuscripts are peer reviewed. Book reviews and other contributions are published as space is available.

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 23 December 2019; Federal EIN 23-7319132).

1. Authors must pay US\$10 per 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 the Book Review Editor directly concerning submissions).
3. "Fast Track" articles are paid at US\$20 per published page. These are guaranteed publication 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 per article, in addition to the US\$10.00 per published page charges. They are encouraged to join The Coleopterists Society (US\$40 annual membership fee) 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. The cost of color figures in the printed journal is US\$75 per page. Contact the Managing Editor if you have any questions.

Steps and Usual Timelines in the Publication Process.

1. The corresponding author receives an e-mail soon after the Managing Editor receives the manuscript (generally less than three days, unless the Editor is out of the country). Manuscripts are logged into the database.
2. The Managing Editor sends a new submission to a Review Editor for review processing (generally less than three days, unless the Editor out of the country). Regular articles are typically sent to at least two reviewers. Review Editors and Managing Editor may serve as additional reviewers.
3. The Review Editor sends the manuscript reviews to the corresponding author (usually 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, is relayed to the corresponding author with the reviews. For those manuscripts recommended for acceptance, authors should revise the

- manuscript and send it to the Review Editor. The Review Editor may request additional revisions or approve the revised manuscript and then send it to the Managing Editor.
4. The Managing Editor receives the approved revised manuscript and places it in the queue for final review and copyedit. Following receipt of figures and figure plates as high-resolution TIF files, final review, and copyedit, final acceptance will be decided by the Managing Editor. The Managing Editor will inform the corresponding authors as to when proofs may be expected.
 5. Proofs will be emailed directly from Sheridan Press (but using Managing Editor email) approximately seven 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.** 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 within one week of receiving the proofs.
 6. Approximate time from submission of manuscript to publication: regular page-charged articles - less than six months after final acceptance; “Fast Track” articles - less than three months after final acceptance; scientific notes and book reviews - less than 6 months after final acceptance.

MANUSCRIPT SUBMISSION

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 or RTF format in 12-point Times New Roman font, with 1-inch margins on all sides. PDF, WordPerfect, or other formats are not accepted.

GRAPHICS FILE GUIDELINES

It is important that authors group their figures into plates prior to submission. **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 that accompanies the submitted text file.

Illustrations that are embedded in the final version of the manuscript CANNOT be used to prepare the final TIF files for publication. If not received beforehand, high quality TIF files will be requested after the manuscript has been reviewed and approved for copyedit. **Final versions** of graphic files must conform to the following guidelines. Electronic figures must be formatted in a high-resolution TIF file (at least 900 pixels/inch) 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). Alternatively, you may indicate to the Managing Editor whether you want the figure one column wide or two columns wide. If image size is not designated, then the Managing Editor will choose whether an image is one or two columns wide (any change of size in proofs will cost US\$20 per figure). For color images, please use CMYK (not RGB) format. As an alternative, figures may be submitted as high-resolution PDF files. 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 to address any problems concerning 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 the title), Introduction (beginning in 2020, please provide a section header), Material and Methods, Results (or Taxonomy), 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).

Leave a single space after periods and colons (except for ratios and time, *e.g.*, 1:1, 10:30am). Use a space between numerical values and units (*e.g.*, 1.0 mm, 33 days, 25 °C), but do not use a space before angle degrees or minutes, or percent symbols (*e.g.*, 43°52.734'N, 90%). 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. Whole numbers less than 10 should be written out as words. For descriptions, however, use Arabic numerals throughout, including single digit numbers. Measurements in a range should be carried to the same decimal, *e.g.*, 6.0–6.4, not 6–6.4. All illustrations must be cited in the text, *e.g.*, “tarsal claws (Fig. 1)” (preferred) or “tarsal claws as in Fig. 1”. In cases of a single reference to more than one labeled figure, use “Figs.”, even if these apply only within a single place, *e.g.*, “aedeagus (Figs. 2–4)” or “aedeagus (Figs. 2A–C)”. All tables must be cited in the text.

Hyphens (-) vs. en-dashes (–) vs. em-dashes (—). These represent three entirely separate concepts whose symbols happen to look very similar. Hyphens are used for connecting words or numerals into a compound word (*e.g.*, “two-thirds”, “circum-polar”, “3-segmented”) or sometimes between juxtaposed letters or numbers to make them easier to read (*e.g.*, “Paragraph 37-3”). En-dashes (Alt+0150 in MS Word) are used for ranges of dates or values (*e.g.*, “Figs. 4–7”, “pp. 1–147”, “800–1200 m”, “June–September”). Em-dashes (Alt+0151 in MS Word) are used to create a strong break in the structure of a sentence, either in pairs like parentheses—i.e., to enclose a word, or a phrase, or a clause (as done here)—or alone to detach one end of a sentence from the main body. Do not use spaces before or after any of these symbols.

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). Email addresses may be included. For example:

**A NEW POCKET GOPHER BURROW-INHABITING SPECIES OF *ONTHOPHILUS* LEACH
(COLEOPTERA: HISTERIDAE) FROM THE SOUTHEASTERN USA**

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AND

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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) immediately following a genus-group or species-group name, 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. All correspondence will be made to the person who makes the initial submission to the Managing Editor (unless otherwise stated in the submission email).

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 and/or a summary of the results, providing all new scientific names. A second abstract may be written in another language using the Roman script. Do not cite references in the abstract. Provide the authority at the first mention 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. All genus-level and species-level taxa should be spelled out completely and include scientific authorities the first time they are mentioned in the 1) title, 2) abstract, and 3) body of the text, *e.g.*, *Curculio* Linnaeus, *Curculio proboscideus* Fabricius. Spell out completely the authority name (optional for plant taxa), including those of Linnaeus and Fabricius. Always include a comma after the authority name when giving the year of first publication of the taxon name (this differentiates it from a reference citation, which never has a comma following the author names). Use parentheses around author name(s) and year in changed combinations – Article 51.3 of the ICZN states quite explicitly that both are to be enclosed within the same parentheses, *e.g.*, “*Chrysobothris femorata* (Olivier), 1790” is incorrect, but *Chrysobothris femorata* (Olivier, 1790) is correct. Binomial names of arthropods

and other Animalia should be followed by the order and family placement (*e.g.*, “the genus *Strobilomyia* Michelsen (Diptera: Anthomyiidae), including *Strobilomyia varia* (Huckett)”), whereas for plants they should be followed only by family placement (*e.g.*, “*Quercus velutina* Lamarck (Fagaceae)”). The Missouri Botanical Garden Tropicos website (www.tropicos.org) should be used as an authority file for plant names. After the first mention of the binomial name of a plant or animal in the text, abbreviate the genus name, except when it begins a sentence and 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.

Family-group names are to be treated as nouns in the nominative plural (see ICZN Article 11.7.1.1), *e.g.*, “Cleridae **are** a large group of predatory beetles.” However, note that “The family Cleridae **is** a large group of predatory beetles” is correct, since “family” (a singular noun) is the subject of the sentence and “Cleridae” is a noun in apposition here.

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 must be clearly indicated for new species-group taxa. Authors are encouraged to provide verbatim information on the labels of primary types. Primary types must be deposited in prominent institutional collections (otherwise, the manuscript will be rejected). It is strongly recommended that authors deposit secondary types among different institutional collections (especially in the country of origin) so that they are easily accessible to the scientific community. 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 diagnoses. For new genera, type species and lists of included species must be explicitly indicated.

All taxonomic papers and new taxa will be registered in Zoobank.org by the journal editorial staff to ensure that online taxonomic papers are compliant with the International Code of Zoological Nomenclature.

Voucher Specimens. For all articles, voucher specimens should be deposited in prominent institutional collections to document the identity of the organism(s) studied. The specifics should be detailed in the Material and Methods section along with the name of any relevant contact person and any accession or database numbers that were assigned to the vouchers. Voucher specimens should be labeled so they can be unambiguously identified.

Geographic Coordinates. Geographic position data in DD (decimal degrees) are preferred within the manuscript. However, original label data given in either DMS (degrees, minutes, seconds) or DDM (degrees, decimal minutes) do not need to be converted for transcription. Regardless of format, the clarity of the presentation of the data should be unequivocal and easily understood. Data are best given with all standard symbology, *e.g.*, 43.8789°N, 103.4583°W for DD; 43°52'44"N, 103°27'30"W for DMS; or 43°52.734'N, 103°27.546'W for DDM. In lieu of cardinal directions (N, S, E, W), minus signs may be used for latitudes south of the Equator (“S”) and longitudes west of the Prime Meridian (“W”), *e.g.*, 43.8789°, -103.4583°. Do not use more than five numerals to the right of the decimal point when reporting decimal fractions. The use of geographic coordinates is encouraged whenever possible but is not required for specimen or sampling location information.

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 a citation. Include all authors' names under References Cited. The order of references within a single in-text parenthetical citation should be alphabetical, *e.g.*, "(Cave 2010, 2012; Ferro 2009; Jameson and Ratcliffe 1999; Kaminski *et al.* 2019)". 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 a reference citation is formatted differently than a taxon's authority name with the year of first publication of the taxon name. 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. Taxon authority name with the year of first publication of the taxon name is NOT a reference cited.

References Cited. List references alphabetically by first author's surname under References Cited. Two or more references authored by the same first author should be ordered by the surname of the second author (or third or fourth, if necessary). References authored by the same two authors in the same year should be lettered alphabetically after the year. References authored by three or more authors but all with the same first author in the same year should be lettered alphabetically after the year. 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. Note: For all issues in 1970 and earlier years, the correct name of our journal includes an apostrophe, *i.e.*, "The Coleopterists' Bulletin"; after 1970, the journal's name is "The Coleopterists Bulletin".** Use an ampersand in the journal's name only if it is a part of the official name of the journal. All author names and year of publication should be in bold. Capitalize the first letter of the first word following a colon. DOI numbers are optional but encouraged. The citations below serve as examples:

Citation of a book:

Crowson, R. A. 1981. The Biology of the Coleoptera. Academic Press, London, UK, 802 pp.

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, 685 pp.

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, xvi + 975 pp.

Anderson, R. S., and D. G. Kissinger. 2002. Chapter 129. Brentidae [pp. 711–719]. *In*: American Beetles, Volume 2. Polyphaga: Scarabaeoidea through Curculionoidea (R. H. Arnett, Jr., M. C. Thomas, P. E. Skelley, and J. H. Frank, editors). CRC Press, Boca Raton, FL, xiv + 861 pp.

Two journal citations by the same author in the same year:

Canhedo, V. L. 2004a. Novas espécies do gênero *Anomiopus*, grupo *smaragdinus* (Coleoptera, Scarabaeidae). Iheringia, Série Zoologia 94(2): 187–204. DOI: 10.1590/S0073-47212004000200012.

Canhedo, V. L. 2004b. *Anomiopus* Westwood (Coleoptera, Scarabaeidae): Novas espécies do grupo *virescens*. Revista Brasileira de Entomologia 48(4): 449–458. DOI: 10.1590/S0085-56262004000400005.

Citation of an article in a periodical with two authors:

Halffter, G., and J. J. Morrone. 2017. An analytical review of Halffter’s Mexican Transition Zone, and its relevance for evolutionary biogeography, ecology and biogeographical regionalization. Zootaxa 4226(1): 1–46. DOI: 10.11646/zootaxa.4226.1.1.

Young, F. N., and G. Longley. 1976. A new subterranean aquatic beetle from Texas (Coleoptera: Dytiscidae-Hydroporinae). 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.

Sanz-Veiga, P. A., L. R. Jorge, S. Benitez-Vieyra, and F. W. Amorim. 2017. Pericarpial nectary-visiting ants do not provide fruit protection against pre-dispersal seed predators regardless of ant species composition and resource availability. PLoS ONE 12(12), e0188445. DOI: 10.1371/journal.pone.0188445.

Citation of a website:

Lingafelter, S. W., and E. H. Nearn. 2008. Cerambycidae holotypes of the Smithsonian Institution (USNM). www.elaphidion.com (accessed 12 January 2012).

Use of Internet Websites. Cite internet websites as a standard reference citation (see last example) or inside parentheses in the text. 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 placed in the text document 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. Do not provide the authority name for binomial names already mentioned in the text or in an earlier figure legend; only provide it for a binomial name not mentioned in the text. Exception: provide “**new species**” for figures of newly described taxa in the manuscript.

If numbers are used to label figures, use the following format:

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

If uppercase letters are used to label figures, use the following format:

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.

If lowercase letters are used to label figures, use the following format:

Fig. 7. *Apion carrorum*, male. **a)** Abdomen, ventral view, **b–c)** Penis, dorsal and lateral views, respectively, **d)** Tegmen, dorsal view, **e)** Prostegium, lateral view.

SCIENTIFIC NOTES

These are short contributions organized as Title, Author(s) and Address(es), Text, Acknowledgments, and References Cited. There is no Abstract, Key Words, or subheadings (except Acknowledgments and References Cited). Cite references for scientific notes in the same style used for regular articles. Prepare figure legends as for a regular article.

PATRICIA VAURIE SERIES MONOGRAPH

Manuscripts to be considered for *The Coleopterists Society Patricia Vaurie Series Monograph* should be submitted to the Monograph Editor 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 and separate biographies of the authors in the final version and provide to the Managing Editor a color image for the front cover (image may or may not appear inside the Monograph) and images of the authors (without sunglasses). Please contact the Managing Editor for the quantity of pages for which the Society will pay full page charges for Monographs. Generally, this number will be about 200. The first 20 pages with color are paid by the Society. Pages with color beyond the 20 (except the cover) in the printed journal are charged at US\$75 per page. 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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