

## MANUSCRIPT REVISION CHECKLIST

Note: this is just a convenient checklist, and should not be used without first consulting the full [Manuscript Guidelines](#) that go into more detail on the points below.

### Regular Articles

- Please submit revised manuscripts via email. Please submit all figure plates and figures as individual TIF files with high resolution.
- Do not cite references in the abstract. After the abstract, provide 4–6 Keywords that are not used in the title.
- Indicate, **in bold**, new genus, new species, new synonymy, new combinations, new status, and other formal taxonomic changes in the abstract.
- List the authority of all genus-group and species-group names in the abstract. Do not abbreviate authority names.
- Do not use a justified right margin.
- Leave one space (not two) after periods and colons (except for ratios and time).
- Do not begin a sentence with an abbreviation.
- Numbers less than 10 should be written out; but for descriptions, 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 referred to in the text, *e.g.*, “tarsal claws (Fig. 1)” or “tarsal claws as in Fig. 1.”
- Indicate the systematic position of taxa in the title, *e.g.*, “(Coleoptera: Cleridae)”.
- The first mention of the scientific name of a plant or animal in the text itself must include the name of the authority. Do not abbreviate other authority names, except use standard botanical abbreviations.
- Spell out the entire scientific name the first time it is mentioned in the text; thereafter, abbreviate the genus name, except when it begins a sentence.
- Do not write the name of a species-group taxon anywhere that is not preceded by the name of the genus or its initial.
- 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. Citations in alphabetical sequence should be separated by a semicolon (Johnson 1989; Smith 1965). A sequence of references from the same author should each be separated by a comma (Johnson 1989; Smith 1947, 1955).
- References should be cited as “in press” only after they have been accepted for publication; in the References Cited, in place of the year write “In press.”
- Names of persons who provide unpublished information should include initials, *e.g.*, F. G. Werner, personal communication or *in litt.*
- Spell out the complete names of the titles of periodicals in the References Cited.
- Cite books, monographic series, articles in periodicals and contributions to books as follows:

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

**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.

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

**Spangler, P. J. 1991.** Haliplidae (Adephaga) [pp. 311–312]. *In*: Immature Insects, Volume 2 (F. W. Stehr, editor). Kendall Hunt Publishing Company, Dubuque, IA, xvi + 975 pp.

**Lingafelter, S. W., and E. H. Nearn. 2008.** Cerambycidae holotypes of the Smithsonian Institution (USNM). [www.elaphidion.com](http://www.elaphidion.com) (accessed 13 January 2010).

### Scientific Notes

- Organize Scientific Notes by title, author name(s) and address(es), text, Acknowledgments, and References Cited.
- Do not include an Abstract or Keywords.
- Scientific Notes should not exceed four (4) text pages.

### Website References

Websites referred to in the manuscript must be pertinent and accessible to the editor.

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