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CSE style manual and requirements for publication in *Insecta Mundi*

R. H. Arnett Jr.

R. E. Woodruff

Florida State Collection of Arthropods, BobsGems@aol.com

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CSE style manual and requirements for publication in *Insecta Mundi*

The CSE quarterly journal, *Insecta Mundi*, is among the very few journals that have no page charges. Even so, the Center for Systematic Entomology is entirely financed through dues, subscriptions, and donations of cash, property, and time. We have found it necessary to make certain requirements for publication in the journal. (See also information on front inside cover of the journal.)

[At the present time, all work of the organization is done by volunteers among the members, except for the actual printing. Camera ready copy is prepared and edited by members of the editorial board (see inside front cover of any issue.)]

1. All authors must be members of the Center; this includes each of the authors of articles with more than 1 author. If foreign authors are unable to pay for membership in U.S.A. dollars, but can purchase separates, the membership may be included in the bill for separates. Other arrangements may be made by application to the Board of Directors. Membership is currently \$35.00 per year. **Membership entitles authors to publish up to 25 pages per year without page charges; over that number of pages must be paid for at \$35.00 per page** (but with no additional charge for separates for the additional pages).

2. Authors are required to purchase 100 separates at \$10.00/page/100 copies (e.g., a 2 page articles costs \$20.00, 3-page, \$30.00, etc. up to 25 pages, \$250.00). We cannot supply fewer than 100 copies. If additional copies are needed, arrangements will be made for these at additional cost, or we will supply camera-ready pages for the use of the author's printer. Shipping charges for separates are additional (see price list furnished on request).

3. No additional charge is made for line illustrations. However, printers charge \$15.00 per page for the insertions of halftone illustrations, a charge passed on to the authors.

4. Full color pages are possible. These are printed on coated paper (now used in all issues). The color separations cost approximately \$75.00 per page, and the additional cost of printing color increases the cost to not over \$900.00 per page, less under certain circumstances. Those anticipating using color should write for an exact quote. There is no additional charge for separates of articles with full color.

5. When authors submit articles they should send: 1) diskette; 2) Hard copy printout; 3) either original illustrations (particularly halftones) or photocopies of drawings, and 4) **authors must submit peer reviews** from 2 entomologists, with comments, names of reviewers, and statement of the author as to action taken on reviewers' comments. Additional peer review will be made by the editorial board and other reviewers as needed.

[Peer reviews take a long time and materially delay the publication of an issue. Therefore, we ask that the author provide us with 2 peer reviews. Generally these are from the same specialists we would ask. All articles are reviewed by the entire

Editorial Board. Unless there is a problem, further reviews are not necessary. At the discretion of the editor, further review may be required. Generally, however, in such cases, the article is returned to the author for repairs.]

6. Articles should be submitted on high density electronic diskettes, along with hard copy printouts. These **must** be copy edited, *i.e.*, the diskette must be free of typos and misspellings. It must be in acceptable syntax, in typewritten (*i.e.*, manuscript) format, **without** special commands to make it look as if it were printed. If mistakes are found, the paper will be returned automatically for corrections to the diskette. **Note:** Common mistakes include 2 spaces after a period; use only 1; using 2 hypens (--) to indicate a M-dash (—), used only 1 hyphen; do not underline to indicate italics, all computer programs now have italics; do not write out numbers 1-10, use numerals throughout (except at the beginning of a sentence); do not use spaces for indentations, centering, *etc.*, use tab key only, not space bar; do not put in dot-leaders as periods (see no. 11, following). We also ask that you add a comma before "and" in a series (black, white, and brown), which is now almost universally required by editors to prevent ambiguity.

[Articles that are submitted with author's attempts to make it look like printing take the longest time to format. All of the formatting added by the author must be taken out, and the new format (ours) added. Hence, a preformatted article takes twice as long to get ready for the printer. Please read the above item carefully.]

7. Articles should be prepared using Word, Word Perfect, or or other standard word processing program with an MS-DOS, or Windows operating system (or a recent Macintosh operating system that can be converted to DOS). IF properly prepared diskettes **cannot** be submitted, clear typescripts are acceptable and will be scanned onto a diskette at a charge of \$1.50 per typescript page.

[We can read almost any word processing program, including Mac disks, except for some extremely old programs. The most time consuming job is finding out what program was used because many authors neglect to write this on the disk's label. We need to examine the disk when the article first arrives in order to determine what needs to be done to produce the article. Please label the disk with the name of the operating system and word processing program and version used.]

8. New species descriptions should be, first, a description of a single specimen, the holotype. This is followed by a discussion of the variation of the paratype series, including any sexual dimorphism present. The unique holotype is the name bearer (and reference point). Therefore, it is obvious that the description of *it* is the most significant part of the naming of a new species. The variations within the type series can be mentioned parenthetically or in a separate section on variation. The International Rules and CSE recommend against naming

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new species based on only 1 specimen. This should be done only after years of study of the group and normally only within the context of a generic revision. Therefore, we now ask that authors comply with this requirement.

9. Spell out: new species; new genus, *etc.*; use English or foreign language words, but **not** Latin, *e.g.*, do not use "species nova." Abbreviate such words as "page and pages" as "p."; "figure and figures" as "fig."; "illustrations" as "illus."

[There is no point in abbreviating a word if the abbreviation isn't short, or brief. The saving of space is trivial from the standpoint of having the article take up less space. Usually these abbreviations are merely a convention.]

Measurements, both in text and in fig. legends, should be as follows: 19mm [no space, no period]. We can supply "μ" but these do not always convert over from other word processor formats. The same is true of "♂" and "♀" symbols. We have most diacritical marks, but not all. Make sure these are clearly marked on the manuscript.

To distinguish the role in classification, rather than normal usage, we ask that Order, Family, Genus, and subdivisions of these be capitalized.

In general we prefer that words *not be hyphenated*. It is usual to use "hairlike" [hair is not found in insects] rather than hair-like, or hair like. Some words without a hyphen, *e.g.*, dogeared are better hyphenated, "dog-eared," but "well-developed" is better as "well developed."

10. The text of the diskette must be without indication of boldface or type size. Italics are to be used for Latin names of genera, species, and other Latin words, such as *etc.* **only**. All text is to be in caps and lower case, including subheads; never use all **caps**. If text is placed in 2 or more columns, (*e.g.*, copy in a table), the copy must be submitted as a camera ready table (which we may reduce as in line drawings). We do not set tables.

11. The text is to have all commands omitted, the only exception is for paragraph indentation, but use the tab key, not the space bar. Keys must omit dot leaders (these will be added after final formatting). **Never** create hanging indentation in a key by tabbing. Species and generic names may be italicized in keys and text; **never** use all caps.

12. We ask that collection codens be used when citing the location of collections; for uniformity, use those published in *Insect and Spider Collections of the World*, 1993 edition, by R.

H. Arnett, Jr., G. A. Samuelson, and G. M. Nishida.

13. All geographical names must be spelled out, and place names should have the first letter capitalized, including World, Nearctic, *etc.*

14. Consistency in the "References" [not "Literature cited"] section is especially important. All journal names are to be spelled out in full to facilitate easy library search. Each citation should start with the author(s) name(s), then year, and title of the article with only proper names capitalized in English title, or otherwise according to the custom of the language. The bibliographic reference is cited by volume and pages, these in Roman. Usually the issue number may be omitted. The following are a few examples:

References

- Bielawsky, R.** 1960. Materialien zur Kenntnis der Coccinellidae (Coleoptera). *Annales Zoologici*. 18(24):435-458.
- Deyrup, M. A., N. Carlin, J. Trager, and G. Humphrey.** 1988. A review of the ants of the Florida Keys. *Florida Entomologist*. 71:163-176.
- Gyllenhal, L.** 1833. *In* Schönherr. Genera et species curculionidum, cum synonymia hujus familiae. Volume 1(1). Paris, 381 p.
- Kingsolver, J. M.** 1991. A new species of *Amblycerus* (Coleoptera: Bruchidae) from Central and South America, with notes on its biology. *Proceedings of the Entomological Society of Washington* 93:433-436.

15. Papers are published in order of final acceptance. Acceptance date is the date corrected proof is received.

Please check recent issues of *Insecta Mundi* for examples of our required style. Any additional information needed will be supplied by members of the editorial board (see a recent copy of *Insecta Mundi*) or by calling the managing editor at (352) 371-9858; fax (352) 371-0962.

For the Editorial Board by R. H. Arnett, Jr., and R. E. Woodruff

April 13, 1998

[Text: Bulmer, 10 pt. type on 11 pt. body]