

## INSTRUCTIONS TO AUTHORS (revised October 2008)

The **Journal of the Entomological Society of Ontario** (JESO) is a fully refereed publication comprising full length articles, scientific notes, and reviews on entomological topics, with a special focus on the insects of Ontario. JESO is published annually towards the end of each calendar year. Manuscript submissions are welcomed at any time, but should be received by the Editor by 1 April for publication in the current year. The following set of instructions is intended to assist in the writing and preparation of manuscripts. The style is quite standard, and reference to recent volumes of the Journal will assist in cases of difficulty. Special problems should be brought to the Editor's attention at the time of submission of a manuscript. These 'Instructions to Authors', appearing here on our website, take precedence over any hardcopy version printed in the Journal.

**General.** Articles accepted for publication are either in English or French, with an English abstract. At least one author shall be a member in good standing of the Society. Manuscripts shall not be offered for prior or simultaneous publication elsewhere, and the Editor should be informed if manuscripts have been refused elsewhere. Authors shall write as concisely as possible, omit material not essential to the main theme of the paper, keep footnotes to a minimum, and explain in the letter of transmittal the general subject and any presubmission reviews.

**Electronic Submission.** Manuscripts should be submitted electronically as file attachments with a cover letter to the Editor (Miriam.Richards@brocku.ca). Initial submissions of manuscripts may be in the form of Microsoft Word, Corel WordPerfect, or PDF documents; at this stage, tables, figures and illustrations may be embedded in a single file. After final revisions and acceptance, the final manuscript must be submitted to the Editor as a series of clearly named electronic file attachments containing the text, the tables, and the figures. Photographic and drawn images should be submitted as high resolution graphics files (preferably in TIF format).

**Types of Articles.** Full length papers will generally be divided into sections (Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, Literature Cited, Tables, Figure Legends, Figures). For scientific notes, the same standards apply as for full papers except that abstracts are not included, they are limited to four pages, and the breakdown of the text into headed sections should be avoided. Taxonomic and faunistic papers should conform to the style of those in recent issues of the Journal (excellent examples may be found in Volume 138 (2007)).

**Text.** Text should use Times Roman, 12 point font, and should be double-spaced throughout (including captions, references, synonymies, and footnotes), with margins of at least 25 mm at the top, right, left, and bottom of each page, and include both page and line numbering to facilitate review. Spelling within one article should consistently conform to usage recommended in either the Oxford or Webster's New International dictionary. Except

in tables, figures, or quotations, dates should be written in the form '24 May 1985', '27 September', etc. Reference to illustrations should be in the form of 'Figure 5' within a sentence or '(Fig. 5)' when in parentheses. Reference to tables should be in the form of 'Table IV'. References are noted as 'Black (1892)', '(White 1984)', '(Green 1967, 1972a, b)' or '(Smith 1956; Brown and Grey 1967)' in chronological order for multiple citations within one set of parentheses. Footnotes should be typed at the bottom of the page to which they apply, and be separated from the text by a line. For initial submissions, tables and figures may be pasted into the manuscript following the text and references.

**Abbreviations.** Except for those which are generally recognized, or defined within the text for the sake of brevity (e.g. JPBW for Jack Pine Budworm), abbreviations should be avoided. Units of measurement should be metric and abbreviated according to the Canadian National Standards.

**Abstract.** Articles, except scientific notes, must be preceded by an informative abstract, no longer than 300 words. Articles in French should have two abstracts—one in French and the other in English. French abstracts are not required but will be published when submitted with an English manuscript.

**Acknowledgments.** These should be short and grouped in a paragraph at the end of the text.

**References.** These should be listed in alphabetical order of authors at the end of the manuscript in the form used in Volume 138 (2007). An asterisk should precede any reference not directly consulted by the author. The full title for each reference must be given, and the complete pagination for all items, including books. Pages or figures should not be cited in references but, if necessary, in the text as '(Perkins 1984, p. 153, fig. 5)'. The names of serials and periodicals should be written out in full.

**Type Styles.** Font styles (boldface, italics, symbols, etc.) provided by the authors will be followed.

**Tables.** These should be numbered in Arabic numerals and grouped at the end of the text, each on a separate page. The title of each table should follow the journal's conventions for capitals and punctuation, and should explain the contents of the table.

**Illustrations.** For initial submissions, illustrations may be grouped at the end of the file, following the tables. For final submissions, illustrations should be submitted as separate, high resolution graphics files, preferably in TIF format. Lettering should be neat, uniform, and meticulously prepared, and large enough that they will not 'block in' when reduced. Captions for all illustrations should be carefully numbered consecutively (Figure 1, etc.) and typed in order at the end of the manuscript, a separate paragraph being devoted to each page of illustrations. All figures must be clearly numbered in order to associate captions unambiguously.

**Review Policy and Process.** All manuscripts published are reviewed by at least two reviewers. The Editor, or an Associate Editor, selects the reviewers and does not disclose their names to the authors. In consultation with Associate Editors, the Editor decides to accept, reject, or return manuscripts for revision after evaluating the reviewers' comments. Authors are invited to suggest reviewers. Reviewers' and Editors' comments should be submitted with manuscripts previously rejected by or withdrawn from other journals.

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