

INSTRUCTIONS TO AUTHORS

(revised August 2012)

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 preferably be received by the Editor by 1 July for publication in the current year. The following instructions are intended to assist in the writing and preparation of manuscripts. The style is standard, and reference to recent JESO volumes will assist in difficult cases. Special problems should be brought to the Editor's attention at the time of manuscript submission. The 'Instructions to Authors' appearing on the website supersedes any other version.

General. Articles accepted for publication may be either in English or French with an English abstract. At least one author must 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 should write as concisely as possible, omit material not essential to the main theme of the paper and keep footnotes to a minimum.

Electronic Submission. Manuscripts (both text and illustrations) should be submitted electronically as file attachments with a cover letter to the Editor (john.huber@agr.gc.ca). Initial submissions of manuscripts should be in the form of Microsoft Word or Corel WordPerfect documents; at this stage, tables, figures and illustrations may be embedded in a single file (10 MB maximum). Alternately, figures may be submitted as a separate PDF document of sufficient quality for reviewer purposes. After final revisions and acceptance, the final manuscript must be submitted to the Editor as email attachments: a Microsoft Word document for the text; and separate, clearly named files containing the tables and the figures.

Types of Articles. Full length papers should generally be divided into sections (Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References, Tables, Figure Captions, 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 JESO, e.g., in Volumes 138 (2007) and 142 (2011).

Text. Text should use Times New Roman (True Type or Type 1 font), 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, quotations or the Material Examined sections of taxonomic papers, dates should be written in the form '24 May 1985', '27 September'. 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 written 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

Common names. When using common names for insects, the official Entomological Society of Canada list 'Common Names of Insects in Canada' at <http://www.esc-sec.ca/ee/index.php/cndb> should be followed.

Abbreviations. Except for those that 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 (<http://laws-lois.justice.gc.ca/eng/acts/W-6/>).

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.

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.

Figures (illustrations and graphs). For initial submissions, figures may be grouped at the end of the text file, following the tables. For final submissions, illustrations should be submitted as separate graphics files: as high resolution RGB TIFs at 300 ppi for colour or black and white (grayscale) photographs; 1200 ppi for line drawings; and 800 ppi for combination (line/tone) artwork. All lines should be sufficiently thick (0.5 points minimum) to reproduce well.

Lettering and symbols should be neat, uniform, and meticulously prepared, and large enough that they will not 'block in' when reduced. Captions for all illustrations should be 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. Captions must not be attached to illustrations. All figures must be clearly numbered in order to associate captions unambiguously. Photographs will appear in black and white in the hard copy of JESO but in colour on the web version. An extra cost will be charged to the author for one or more colour plates in the hard copy. Ensure that your figures are saved at final publication size (maximum 128 × 192 mm including room for the caption for portrait orientation; 192 × 128 mm for landscape orientation). Illustrations will be printed as sent, not enlarged or reduced (unless larger than the maximum size).

References. These should be listed in alphabetical order of authors at the end of the manuscript in the form used in Volume 142 (2011). References with three or more authors should be listed

chronologically. An asterisk should precede any reference not directly consulted by the author. The full title for each reference must be given and the names of serials and periodicals should be written out in full, with complete pagination for all items, including books. Beginning in 2012 (vol. 143), for journal citations the journal name should be in italics and the volume number in bold; for book citations the book title should be in italics, followed by the publisher and city in normal type. Use an en dash (not a hyphen) for a range of numbers, e.g. 25–35. Pages or figures should not be cited in references but, if necessary, in the text as '(Perkins 1984, p. 153, fig. 5)'. A good, general reference is Turabian, K.L. 2007. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th edition. Chicago: University of Chicago Press. 466 pp. Chapter 19 is particularly useful as a guide for scientific references. For web addresses, indicate, in brackets after the address, the date the web page was accessed.

Acknowledgments. These should be short and grouped in a paragraph at the end of the text. Give credit where credit is due.

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.

Publication and Reprint Charges. Beginning in 2012 (vol. 143) page charges for papers published in JESO are waived until further notice. However, charges for colour photographs in the printed volume still apply. Estimates of these charges may be obtained from the Editor.