

INSTRUCTIONS TO AUTHORS

Prepared by the Publication Committee (March 2016)
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The *Journal of the Kansas Entomological Society* publishes original research in all areas pertaining to Entomology as well as works on other arthropods (e.g., Arachnida, Myriapoda). Membership in the Society is required of authors (or of at least one author in multiply authored works) who submit manuscripts to the *Journal*. Submission of a manuscript implies that the work has not been published previously nor is under consideration for publication elsewhere (including electronic formats).

Manuscripts submitted for peer review should be Word doc or docx files. Text must be double spaced. Figures may be embedded in the manuscript file or may be submitted as separate jpg, tif, or pdf files for the review submittal. All text, tables and figure captions should be submitted as separate doc or docx files. The submittal should be processed through the on-line submission platform at <http://www.editorialmanager.com/jkes/default.aspx>

The *Journal* generally accepts papers in two formats: Research Articles and Short Communications (although others are at times possible at the discretion of the Editor e.g., Book Reviews, Subject Reviews, Memorials and Monographs). Papers radically departing from the prescribed format indicated below will be returned to the author for reformatting prior to consideration by the Publications Committee (unless clearly indicated in the cover letter as to why an alternative format is necessary). Alternative formats are acceptable for Book Reviews, Letters to the Editor, Comments, Notices, Obituaries, and Points of View. Book Reviews should be a single published page in length.

PAPER FORMATS

Research Articles can be of any length and summarize original research in Entomology or related disciplines. Research Articles include an abstract of no more than 300 words. Please submit in Word format.

Short Communications should be no more than four printed pages in the *Journal*. Short Communications do not include an abstract. Please submit in Word format.

Ordering of Sections (each beginning its own page) should be as follows: Title page, abstract and keywords, text, acknowledgments, literature cited, appendices, tables, figure legends, figures. Appendices are consecutively numbered (not lettered). Further formatting details are outlined below. For systematics and related articles, taxonomic authorities should be indicated (e.g., *Apis florea* Fabricius), normally at the first mention of the name. Names for genera and species should be italicized (not underlined).

TITLE PAGE

In the upper left hand corner of the title page there must be an indication of what format the paper is to be considered under (Research Article or Short Communication). The title should be concise and should not include nonstandard abbreviations of any sort (abbreviations and acronyms should generally be avoided in the title). Classification as to order and family should be included in the title except when appropriate to omit.

Below the title should be the names of all authors. Immediately below the author's name should be the institutional affiliation. If the work is multiply authored and the authors reside at different institutions, then the different addresses may be indicated by footnotes.

ABSTRACT and KEYWORDS

The abstract should be short (no more than 300 words) and should provide a general summary of the article's content. Newly proposed taxonomic names (including new replacement names) should be indicated in boldface. The abstract should be one paragraph preceded by the word "ABSTRACT.". Keywords must be on a new line that begins "KEYWORDS:" and should include terms that would be useful for indexing and searching. Do not repeat words that already appear in the title.

Optional foreign language abstract: All articles will have an English abstract. However, to encourage international communication, authors may include a second abstract in a language other than English. (Spanish, French, German, Russian, Portuguese, Chinese, or Japanese are accepted). It is the author's responsibility to provide an accurate, and grammatically correct non-English version. Do not repeat the keywords.

TEXT

Section Titles

Possible section titles include: Introduction, Material and Methods, Systematics, Results, Discussion, Acknowledgments, and Literature Cited. Section titles are flexible and can be altered at the author's discretion to best fit the given paper.

Headings

Six levels of headings are employed by the *Journal* and should be formatted as follows:

LEVEL 1: All caps, centered, boldface. No text contained on same line.

LEVEL 2: Initial caps and lower case, centered, boldface. No text contained on same line. LEVEL

3: Initial caps and lower case, centered, not boldface. No text contained on same line. LEVEL 4:

All caps, flush left (or left indented). Text either beginning on same line or indented in a following paragraph.

LEVEL 5: Initial caps and lower case, italicized, boldface, flush left (or left indented). Text either beginning on same line or indented in a following paragraph.

LEVEL 6: Initial caps and lower case, italicized, flush left (or left indented). Text either beginning on same line or indented in a following paragraph.

Examples of Headings and Formats are noted in the Instructions for Authors. Heading formats are flexible and if certain alterations or additional levels are required owing to the nature of the paper, then they can be arranged. Radical departures from this system, however, should be discussed with the Editor.

Taxonomic Papers

Taxonomic papers should strictly conform to the recently issued *International Code of Zoological Nomenclature*. Papers submitted under alternative “codes” will not be considered for review. Taxonomic descriptions should be in telegraphic style, i.e., with minimal use of articles and verbs. Descriptions of new taxa (at any categorical rank) must include a diagnosis, description, etymology, and designation of type genus or species (in the case of new family- or genus-group taxa) or designation of a holotype (in the case of species-group taxa). Type material should be deposited in an accessible collection, preferably a public museum or university. Diagnoses can be in telephonic or telegraphic style and will be printed at normal-size typeface. Descriptions will be printed in a reduced typeface (see a recent issue of the *Journal*). For original descriptions of new taxa the terms “new species,” “new genus,” or similar phrases should be used (not “sp. nov.” or “spec. nov.”). In the abstract these phrases may be abbreviated to n. ssp., n. sp., n. subgen., n. gen., n. tribe, or n. fam. Authors should avoid using alternative styles. Authorship of all new taxa should be indicated at the original description and in the abstract. New taxonomic names (inclusive of new replacement names) should be in boldface at their original proposal and in the abstract. Elsewhere in the text such names should not be boldfaced.

Footnotes

Footnotes should be avoided unless absolutely necessary or if employed for author affiliations on the title page. If required, footnotes should be numbered consecutively. Endnotes are not allowed.

Citations in the Text

Only published or in-press articles, books, and documents should be cited, with the exception of dissertations and theses. Published abstracts from meeting proceedings are permissible. Articles with two authors should be cited with “and,” not “&” (e.g., Eickwort and Eickwort, 1972). For those articles with three or more authors cite them as Jones *et al.* (1999) or (Jones *et al.*, 1999). Multiple citations should be separated by a semicolon (e.g., Jones and Jones, 1997; Jones *et al.*, 1999). When citing multiple papers in parentheses please cite them in order by date, alphabetically within any given year, and then by number of authors (e.g., Darwin, 1859; Cockerell, 1922a, b; Cockerell and Cockerell, 1922; Cockerell *et al.*, 1922; Moure, 1947).

Reference to unpublished information can be cited in the text in the following formats: Jones (unpubl. data); Jones (in prep.); Jones (submitted); Jones (pers. comm.). References to “in litt.” should be avoided. When immediately repeating a citation the abbreviation “op. cit.” may be employed.

Acknowledgments

An acknowledgments section is optional but should be concise and should be placed at the end of the text. The Acknowledgments will be printed in a smaller typeface.

LITERATURE CITED

General Information

The Literature Cited section should begin a separate page. Only those papers that are published or in press should be cited in the bibliography. Reverse only the first author's surname (i.e., family name first, initials last). Use initials for all given names (first and middle names). Use a space between initials (unless there are more than two initials) and separate authors' names by commas. Use a comma before the "and" in multiply authored works. Authors names with "Jr.", "von", or other indicators should be converted to the appropriate citation format as follows:

George H. W. Bush, Jr., and William J. Clinton (1999)
= Bush, G.H.W., Jr., and W. J. Clinton. 1999.
Ludwig van Beethoven (1802)
= Beethoven, L., van. 1802.
Jesus de Oliveira (2001)
= Oliveira, J., de. 2001.

Chinese and other names whereby the familial name is first should be converted accordingly.

Wu Yan-ru (1976)
= Wu, Y.-R. (1976).

Ordering of references should be in alphabetical order by first author's surname, then proceed by year, then alphabetical order by second author's surname, then again by year, and finally by year for three or more authors.

Papers originally in the Latin alphabet should be written as they appear in their original form. Those in languages utilizing an alternative alphabet (e.g., Cyrillic, Chinese, Arabic) should be either, 1. translated with an indication in brackets at the end of the citation of the original language (example 1, below) or 2. transliterated into Latin with an indication in brackets of the translated title and original language (example 2, below).

EXAMPLE 1:

Wu, Y.-R., and B. Kuang. 1986. A study of the genus *Micrapis* (Apidae). *Zoological Research* 7: 99-102. [In Chinese, with English summary]

EXAMPLE 2:

Rohdendorf, B. B. 1964. Istoricheskoe razvitie dvukrylykh nasekomykh [Historical development of the Diptera]. *Trudy Paleontologicheskogo Instituta Akademii Nauk SSSR* [Transactions of the Paleontological Institute, Academy of Sciences, U.S.S.R.] 100: 1-311. [In Russian]

For articles that were printed with one year but did not appear or were not actually issued until a subsequent year, cite the correct year in brackets following the year as printed on the original publication. Refer to the printed year for all citations in the text. If more precise information on dating of a particular article is needed (e.g., for purposes of taxonomic priority), this can be provided in brackets following the citation.

EXAMPLES:

Darling, D. C. 1996 [1997]. A new species of *Spalangiopecta* (Hymenoptera: Pteromalidae; Ceinae) from Dominican amber: Phylogenetic and biogeographic implications. *Journal of the Kansas Entomological Society, supplement* 69(4): 248-259.
Moore, J. S., and J.M.F. Camargo. 1978. A fossil stingless bee from copal (Hymenoptera: Apidae). *Journal of the Kansas Entomological Society* 51(4): 550-566. [Publ. date: 17 November 1978]

Books or Book Sections

Book titles should be italicized and primary words capitalized. The publisher should be listed first and separated from the city and state (or country) by a semicolon. Another semicolon should separate the city and state from the total pages of the volume.

EXAMPLES:

Single or Multiply Authored Texts:

Michener, C. D. 2000. *The Bees of the World*. Johns Hopkins University Press; Baltimore, Maryland; xiv+[1]+913 pp.

Moure, J. S., and P. D. Hurd, Jr. 1987. *An Annotated Catalog of the Halictid Bees of the Western Hemisphere (Hymenoptera: Halictidae)*. Smithsonian Institution Press; Washington, D.C.; vii+405 pp.

Book Chapters:

Brady, R. H. 1994. Pattern description, process explanation, and the history of morphological sciences.

Pp. 7-31. In Grande, L., and O. Rieppel (eds.), *Interpreting the Hierarchy of Nature: From Systematic Patterns to Evolutionary Process Theories*. Academic Press; New York, New York; ix+298 pp.

Edited Texts: To be used only in the rare instance when the full edited volume needs to be cited rather than just a particular section.

Grande, L., and O. Rieppel, eds. 1994. *Interpreting the Hierarchy of Nature: From Systematic Patterns to Evolutionary Process Theories*. Academic Press; New York, New York; ix + 298 pp.

Journals

Journal titles should be written in full (no abbreviations) and be italicized. Immediately following the journal title should be, in plain text (i.e., not italicized) the volume number. Indication of issue number is optional but if used should follow the volume number in parentheses. The volume number is then separated by a colon and a single space from the page numbers.

EXAMPLES:

Engel, M. S. 2000. A new *Zorotypus* from Peru, with notes on related neotropical species (Zoraptera: Zorotypidae). *Journal of the Kansas Entomological Society* 73(1): 11-20.

Engel, M. S., and M. G. Rightmyer. 2000. A new augochlorine bee species in Tertiary amber from the Dominican Republic (Hymenoptera: Halictidae). *Apidologie* 31: 431-436.

Mueller, U. G., G. C. Eickwort, and C. F. Aquadro. 1994. DNA fingerprinting analysis of parent-offspring conflict in a primitively eusocial bee. *Proceedings of the National Academy of Sciences, U.S.A.* 91: 5143-5147.

Dissertations, Theses, and Miscellany

Dissertations and theses should be treated as though they were books with the issuing university as the publisher. Format for miscellany (e.g., newspaper articles) is open to the author's discretion and approval by the Editor.

EXAMPLES:

Dissertations and Theses:

Banks, D. J. 1995. *An Ecological Study of Alternative Male Mating Behaviors in the Digger Wasp Trypoxylon (Trypargilum) lactitarse (Hymenoptera: Sphecidae) in Panama*. M.A. Thesis, University of Kansas; Lawrence, Kansas; vi+78 pp.

Gess, S. K. 1992. *Ecology and Natural History of the Masarid Wasps of the World with an Assessment of their Role as Pollinators in Southern Africa (Hymenoptera: Vespoidea: Masaridae)*. Ph.D. Dissertation, Rhodes University; Grahamstown, South Africa; vol. 1: xv+229 pp., vol. 2: 230-412 pp.

Weislo, W. T. 1991. *Natural History, Learning, and Social Behavior in Solitary Sweat Bees (Hymenoptera, Halictidae)*. Ph.D. Dissertation, University of Kansas; Lawrence, Kansas; xi+204 pp.

Abstracts:

- Engel, M. S. 1996. Phylogeny of the sweat bee tribe Augochlorini (Hymenoptera: Halictidae), with implications for social evolution. *Proceedings of the 20th International Congress of Entomology, Florence 1996*: 416. [Abstract]
- Genise, J. F., and M. S. Engel. 2000. The evolutionary history of sweat bees (Hymenoptera: Halictidae): Integration of paleoentomology, paleoichnology, and phylogeny. Pp. 116-117. In Godoi, V. M., de (ed.), *International Meeting on Palearthropodology: Abstracts*. Universidade de São Paulo; Ribeirão Preto, Brazil; xxviii+153 pp. [Abstract]

Miscellany:

- Wilford, J. N. 1995. Which came first: Bees or flowers? Find points to bees. *New York Times*, 23 May

ABBREVIATIONS

Use approved abbreviations. Use abbreviations already defined in the text and define others in the general footnote. Use the following abbreviations in the body or column headings of tables only: amt (amount), avg (average), concn (concentration), diam (diameter), exp (experiment), ht (height), max (maximum), min. (minimum), no. (number), prepn (preparation), temp (temperature), vs (versus), vol (volume, wt (weight)). Use the following abbreviations for months: Jan., Feb., Mar., April, May, June, July, Aug., Sept., Oct., Nov., and Dec.

FIGURES

Figures may be embedded in the manuscript text file for the initial submission, but for accepted manuscripts the figures must be attached as separate TIFF, Jpeg or Pdf files.

Color illustrations are charged to the authors at cost. Authors interested in reproducing color images should contact the Editor and Allen Press for a current estimate on expenses.

TABLES

The legend for tables should be kept brief; if more detailed discussion is desired, then refer to the appropriate section of the text. The legend should be in boldface and separated from the remainder of the table by a double line while the bottom of the table should be indicated by a single line. Notes within tables should be placed immediately below the table and use symbols in the order *, †, ‡, §, **, ††, ‡‡, §§. If more than eight notes are needed, then use a numbering or lettering system. Each table should begin a separate page.

EXAMPLE:

Table 1. A hierarchical classification of the honey bees (Genus *Apis* L.).

| <u>Taxon</u> | <u>Reference</u> |
|----------------------------------|------------------|
| Subgenus <i>APIS</i> Linnaeus | |
| <i>Apis cerana</i> | Fabricius, 1793 |
| <i>Apis koschevnikovi</i> | Enderlein, 1906 |
| <i>Apis mellifera</i> | Linnaeus, 1758 |
| <i>Apis nigrocincta</i> | Smith, 1861 |
| Subgenus <i>MEGAPIS</i> Ashmead | |
| <i>Apis dorsata</i> * | Fabricius, 1793 |
| Subgenus <i>MICRAPIS</i> Ashmead | |
| <i>Apis andreniformis</i> | Smith, 1858 |
| <i>Apis florea</i> | Fabricius, 1787 |

* Some authors consider *A. dorsata laboriosa* a separate species.

The cost of printing a table is six times that for an illustration of comparable size. Tables, therefore, should be submitted only when the information cannot be presented as an illustration. Extra printing charges will be assessed for extensive tables.

PAGE PROOFS

Authors will receive PDF page proof for approval. Download PDF, make corrections with Adobe Pro (free version available), save with new name returned to the Editor promptly to avoid delay in publication. Authors that fail to return their proofs in a timely fashion will have their paper delayed to the next issue of the *Journal*. Changes made in proof by the author will be charged to the author at a per line reset cost.

PAGE CHARGES

Authors will be billed the current page charge rate. Reprints will be billed at the printer's current schedule of costs. Extra charges will be assessed for extensive tables. Color plates are an additional cost.

MEMBERSHIP PARTICIPATION

Authors are required to be a member of the Kansas Entomological Society to publish in this journal. Membership information can be found through the Kansas Entomological Society web page.

Members of the Society who are willing to review manuscripts or contribute book reviews are encouraged to inform the Editor, indicating special interests and fields of endeavor.