

INSTRUCTIONS FOR AUTHORS

General

The *Israel Journal of Entomology* is a peer-reviewed journal that publishes original contributions in all areas of entomology and has a world-wide scope. Authors are entirely responsible for statements, whether fact or opinion. Manuscripts are considered on the understanding that they have not been submitted elsewhere for prior or simultaneous publication. Manuscripts are reviewed by at least two independent referees and approved by the Editorial Board before acceptance. Authors may suggest referees for consideration by the Editorial Board. Reviewers will remain anonymous unless they request to be identified. Articles are first published online in Open Access as soon as they are ready; a hard copy of the journal is printed annually and contains reprints of papers published in the preceding year.

Preparation of manuscripts

All manuscripts should be written in clear, concise English (British or American standard). Authors are requested to consult the latest issue of the journal as a guide. Authors whose mother tongue is not English are strongly urged to have their papers reviewed linguistically before submission; inadequately prepared manuscripts will be returned without consideration.

Authors must **not** use Reference Managers and text styles other than unmodified Normal when preparing their manuscripts for submission.

The manuscript should be written in Times New Roman 12 pt font and 1.5 lines-spaced, with a 2.5 cm margin on all sides. Number manuscript pages consecutively beginning with the title page. Do not insert line numbers.

Give full details of the **title** of the manuscript, **name(s)** of author(s), **postal address** and **e-mail address**, each on a separate line. The title of the paper should be informative but concise. Where appropriate, it should contain names of the higher taxa, typically the class, order and family, e.g. (Diptera: Phoridae). A short running title (for page headlines) should be provided.

The **abstract**, summarising the contents of the paper and indicating the relevance of the work, should not usually exceed 30 type-written lines. Adopt standard scientific nomenclature and avoid abbreviations and references. Abstracts of taxonomic papers should mention all nomenclatural acts and list all newly proposed nominal taxa. Select a set of up to 10 **keywords** (index terms). Authors are encouraged to provide a translation of the abstract and keywords in another language.

The suggested order of sections for original papers is: Introduction, Materials and Methods, Results/Taxonomy, Discussion and Conclusions (these may be combined), Acknowledgements, References, *Footnotes, *Tables, *Figure legends. Begin the asterisked sections on new pages. Use footnotes sparingly, and number them consecutively throughout the text.

Use up to three heading levels:

LEVEL 1 (e.g. **DISCUSSION**)

Level 2 (e.g. **Statistical analysis**)

Level 3 (e.g. *Mating and oviposition*)

Taxonomic papers must comply with all requirements of the current International Code of Zoological Nomenclature. Recommendations of the Code should also be followed. All newly described taxa and newly proposed *nomina*, new synonyms and new combinations should be explicitly designated as such, e.g. n. fam., n. trib., n. gen., n. sp., n. syn., n. comb.; *nomen nudum*, *nomen dubium*, and *nomen novum* are not abbreviated.

For taxonomic papers, the suggested order of sections within a species/genus treatment is: Type species (compulsory for new genera, optional otherwise), Diagnosis (if there is no Comparison section), Description, Variation (optional), Comparison (if there is no Diagnosis section), Holotype (for new species descriptions), Paratypes (if any), Other material examined (information about non-type material), Species included (for genera), Distribution, Biology, other comments if appropriate, Etymology. Descriptions (but not diagnoses) should be written in telegraphic style. Each genus- and species-group name mentioned should appear at least once in connection with its original author and date, but do not quote the author on each occasion, particularly in non-taxonomic papers; do not abbreviate authors' names. Latin names of genus- and species-group taxa should be italicized throughout the text, including the references. Interpret specimen labels and geographical data consistently, using current English spelling of geographical names. Names of localities and regions in Israel should conform to their transliterated names in the *Israel Touring Map* (1:250,000) and *List of Settlements*, published by the Survey of Israel (2009) and the *Fauna Palaestina* map (Theodor, O. 1975. *Fauna Palaestina, Insecta I: Diptera Pupipara*, published by the Israel Academy of Sciences and Humanities, Jerusalem). Type localities of new species must be georeferenced (supplemented with co-ordinates); use the degree symbol ($^{\circ}$), not superscript 'o'.

Example:

Holotype: ♂ **Israel:** Herzliyya [32°11'N 34°49'E], 27.v.1999, A. Freidberg, Malaise trap (TAUI).

Paratypes: 8♀, same data as holotype (NMSA).

Authors are required to deposit holotypes of newly described species in nationally or internationally recognized institutions, not in private collections.

The suggested style of the genus and species chresonymies is:

Plastophorides aculeipes (Collin, 1912)
(Figs 1, 2, 4–6)

Aphiochaeta aculeipes Collin, 1912: 108, pl. 5, fig. 3. (Type locality: Seychelles)

Plastophorides aculeipes (Collin): Brues 1915: 137; Almond 2002: 148, figs 10, 11.

Identification keys should be dichotomous, with two alternatives for each character and preferably illustrated. Identification keys must be prepared using the 'Tab' key/properties, **not** the 'Numbered list' function, spaces or periods.

References:

- (a) Within the text: (Martin 1968, 1970; Dewale *et al.* 2000); Palmer (1997); Artigas and Papavero (1988); (Artigas & Papavero 1988*a, b*); Herbert *et al.* (2003). Use ‘*et al.*’ for more than two authors in the text but not in the reference list. Note that references in the text should be arranged chronologically. Reference to a page number/figure(s) is cited as follows: (Collin 1930: 83, pl. 3, fig. 7). All publications referred to in the text (incl. chresonymies) must be cited in full in the list of references. Unpublished information should be cited as ‘personal communication’ (e.g. Green, pers. comm., 1914), ‘personal observation’ (pers. observ.), or article in press (Brown, in press); the latter category must appear in the list of references, together with the name of the journal (or publisher, if a book) in which that work has been accepted for publication.
- (b) Under References: Arrange authors in alphabetical order, with multiple papers by the same author(s) arranged chronologically. Cite all authors and full titles. If an author or authors are listed more than once (new combinations of authors excepted) then their names should be replaced with 10 hyphens in the second and subsequent references. Give names of periodicals in full. Journal and book titles should be italicized. Titles of papers published in languages other than Romano-Germanic should be replaced by an English translation, with an explanatory note at the end, e.g. [in Arabic, English abstr.]. Titles of periodicals should also be translated if they appear in languages other than Romano-Germanic; they may also be given in transliteration in square brackets. Conference proceedings and dissertations should be cited as books (i.e., with publisher and place), not as periodicals.

Examples:

- Bergman, E.D. 1976. The future of insecticides—a problem of human environment. *Israel Journal of Entomology* **11**: 5–14.
- Brown, P.A. & Blackman, R.L. 1994. Morphometric variation in the *Geoica utricularia* (Homoptera: Aphididae) species group on *Pistacia* (Anacardiaceae), with descriptions of new species and a key to emigrant alatae. *Systematic Entomology* **19**: 119–132.
- Kupfermann, I., Teyke, T., Rosen, S.C. & Weiss, K.R. 1991. Studies of behavioral state in *Aplysia*. *Biology Bulletin* **180**: 262–268.
- Ponomarenko, A.G. 1969. Historical development of Coleoptera Archostemata. *Transactions of the Paleontological Institute of the USSR Academy of Sciences [Trudy Paleontologicheskogo instituta Akademii nauk SSSR]* **125**: 1–239. [in Russian]
- Taylor, L.R. & Palmer, J.M.P. 1970. Aerial sampling. In: van Emden, H.F. (Ed.), *Aphid technology*. Academic Press, London, pp. 125–138.

Illustrations and tables:

When preparing illustrations and tables, consider the journal’s page size, which is 120–170 mm. Illustrations (including graphs) and their captions or legends should form a separate, self-explanatory unit. Explain abbreviations in the captions, or (if too numerous) collect them elsewhere in a list (preferably under Materials and Methods). Multipart figures should be labelled as A, B *etc.* Use *sans serif* font (12–14 pt, bold face) for labels, preferably Arial or Helvetica. If the editor is to insert

the final lettering, provide an overlay showing your requirements. Morphological illustrations (if not schematic) must include a scale bar. Authors are encouraged to provide photographs of general habitus and habitat of their study organisms. When preparing illustrations in Adobe Photoshop authors are advised to retain a copy of unflattened image with labelling on separate layers.

Tables should include headings and explanations, and should be numbered consecutively; tables must not be submitted as MS Excel files. Approximate positions of figures and tables should be indicated in the text. References in the text to illustrations and tables: Fig. 1; Figs 13–33; Table 1 (Note: Do not capitalise fig., figs, table, pl., pls, when referring to items reproduced in someone else's work). The format for figure captions is as follows:

Figs 11–14: *Oryzaephilus* spp., median lobe of aedeagus and parameres (11–13) and male genitalia (14): (11) *O. abeillei* (Guillebeau); (12) *O. fauveli* (Reitter); (13) *O. mercator* (Fauvel); (14) *O. surinamensis* (Linnaeus). Scale bars = 50 μ m.

Authors are responsible for obtaining written permission from the publisher to reproduce any previously published tables or figures.

Initial Submission

An electronic version should be submitted to the Chief Editor via email. Attachments to e-mail messages should not exceed 20MB. The text of the manuscript should be saved as a MSOffice Word document (.DOC) or Rich Text Format (.RTF) file for text and tables, and JPEG (.JPG) or TIFF (.TIF) file(s) for figures. Tables must not be submitted as MSOffice Excel files. Graphics must **not** be embedded in the text file, and may be of reduced quality sufficient for evaluation by reviewers. Manuscripts submitted in unsuitable formats will not be processed and the authors will be asked to re-submit them in an appropriate form.

Final submission

The final text accepted for print must be supplied in an editable electronic format. Easily intertransferable formats such as MSOffice Word document (.DOC) or Rich Text Format (.RTF) are preferred. Mac users should submit the text in a format directly transferable to PC. Graphics is to be provided in an electronic form as Tagged Image Format (.TIF) files or as a high-quality laser printed copy. Vector graphic files (e.g., .CDR) are acceptable only for line drawings, graphs, schemes *etc.*, but must never contain photographs. **NEVER** import graphics into a word processor format (e.g., as .DOC or .RTF files). Authors should refrain from mixing black-and-white drawings and half-tone/colour illustrations in one file if possible. Required modes and **minimum** resolutions for graphic files: colour in 8-bit per channel RGB mode, 300 dpi at print size (120–170 mm); half-tone in 8-bit greyscale mode, 300 dpi at print size; line art in 1-bit black-and-white mode, at least 600 dpi at print size (120–170 mm). However, it is advisable to submit figures prepared with a higher resolution.

Experiments on living animals

The Editorial Board will not consider papers in which the study caused unnecessary pain, discomfort, or disturbance to normal health of living animals. Reports of experiments on vertebrates must state that the *Principles of Laboratory Animal Care* (NIH publication No. 86-23, revised 1985) or *UFAW Handbook on the Care and Management of Laboratory Animals* (Longman Scientific & Technical, Bath, UK) have been followed, as well as specific national laws (e.g., the current version of the Israeli Law on the Protection of Animals) where applicable.

Registration with Zoobank

The editorial office of the *Israel Journal of Entomology* will register all relevant nomenclatural acts with Zoobank on behalf of the authors.

Proofs

Proofs will be sent as a low-resolution PDF file to the corresponding or first author for correction. Authors may be charged for substantial alterations of the original text. High-resolution PDF files are available to authors immediately upon publication of their articles.

Article processing charges

Neither page charges nor submission fees are currently levied on authors, who publish in the *Israel Journal of Entomology*. This includes an unlimited number of colour pages.

Correspondence

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