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# African Entomology

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## Guide for Authors

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### Publication policy

*African Entomology* continues the *Journal of the Entomological Society of Southern Africa*. Full-length papers and short communications on original research or reviews of any aspect of entomology in or relevant to Africa and its surrounding islands will be considered for publication.

### Language

Manuscripts should be submitted in concise and clear English.

### Manuscripts

All authors must have seen and approved the manuscript prior to submission and after revision. All co-authors' e-mail addresses must be supplied. Manuscripts should be e-mailed to the submissions editor at the address below. Where the file exceeds 10MB, figures should be placed in separate files and all files burned onto a CD or zipped and sent by e-mail. The manuscript should be compiled in Microsoft Word or a generic equivalent. Authors should follow the style of articles in a recent issue of *African Entomology*. A short abstract and 5–10 key words (not in title) must be provided. Tables and legends to figures should be placed after the text. Illustrations are to be numbered as figures following their sequence in the text. Clearly annotated digital copies of line drawings and photographs must be submitted with each manuscript. Lettering on graphs and figures must be uniform and Arial/Swiss typefaces are recommended. Original illustrations and a diskette containing the manuscript may be sent to the editor if the author lacks the technology to scan illustrations and create files described below, once the paper has been accepted for publication.

The Système International d'Unités (SI) must be used. A decimal point, not a comma, must be used when citing decimal numbers.

### References

These should be cited in the text by author and date following the style of articles published in *African Entomology*, and must not be numbered. All references in the text must be reflected at the end of the paper, with the names of authors listed alphabetically, and the author's initials should follow the surname in all cases. In the text the names of two co-authors are linked by an ampersand (&); for three or more the first author's name is followed by *et al.* Examples in the text are: Williams (1929); (Williams 1929); Johnson & Smith (1950a,b,c, 1953); (Johnson & Smith 1950a; Thompson *et al.* 1963); Thompson *et al.* (1963) or (Thompson *et al.* 1963). Unpublished references are to be cited as: Smith (pers. comm.); (Smith, pers. comm.); Smith (unpubl.); (Smith, unpubl.); Smith (in prep.); Smith (in press); only the last category must appear in the references. The use of these terms must be restricted to an absolute minimum.

In the reference list, titles of periodicals and books

must not be abbreviated and all nouns and adjectives of book titles should commence with an upper case letter. The following forms of citation should be followed:

WILSON, D.M. 1966. Insect walking. *Annual Review of Entomology* **11**: 103–122.

WIGGLESWORTH, V.B. 1972. *The Principles of Insect Physiology*. 7th Edition. Chapman and Hall, London.

TAYLOR, L.R. & PALMER, J.P.M. 1972. Aerial sampling. In: Van Emden, H.F. (Ed.) *Aphid Technology*. 63–76. Academic Press, London.

### Tables

Avoid giving the same information in text tables and figures. Tables should be submitted on separate pages, each with a concise caption above, which is to be fully explanatory and ordinarily without references to text or figures. Avoid elaborate tables; they should be arranged to fit the page horizontally within the dimensions of the printed pages (142 × 202 mm) and the number of columns kept to a minimum.

### Illustrations

Low-resolution image files are acceptable for review, but images for printing must be of high resolution e.g. TIF, CDR, EPS, WMF or EMF format, preferably in one of the vector (not bitmap) formats. Corel-DRAW (versions 10 or 12) is ideal for printing purposes. Diagrams prepared in Excel should be placed on separate pages and saved in Microsoft Word or as a Windows metafile or enhanced metafile (.WMF). EPS (encapsulated PostScript files) are also acceptable. Black and white drawings should be supplied at 1200 dpi, scanned as line art, not in RGB colour mode, and zipped. Photographs and colour artwork should be supplied at high resolution (at least 300 dpi) in either TIF or JPEG format.

The figures together with the legend may, when printed, occupy a full page measuring 142 × 202 mm. Allowance must be made to accommodate the legend on the same page after reduction of the figures. Figures will usually not be reproduced singly scattered throughout the text. Lettering and numbering in graphs and legends are not provided by the printer; sizes should be selected for uniformity and easy reading after reduction, and Arial/Swiss typefaces are recommended. Magnifications must be indicated as scale bars on the figures.

Legends to figures and tables and must be typed on separate pages, and should be clear, unambiguous and concise.

Colour illustrations are acceptable, provided the cost (R3500 per page) is borne by the author. Images in the PDF files and those on the web will be in colour at no charge.

### Proofs

Page proofs are provided for the purpose of checking printer's errors, and not for author's corrections such as adjustments to language, style and punctuation.

Author's corrections will be charged to authors.

Page charges are levied on all papers. Papers of 8 pages or less are calculated at 25 % of the current cost of each page to the Society (*i.e.* R375). An eight-page paper will cost R680 (*i.e.* R85 × 8). All additional pages will cost R375 per page. The above tariffs apply to members of the Entomological Society of Southern Africa. Non-members will be charged R105.00 per page using the same scale as that described above. Page charges may be waived in exceptional circumstances at the discretion of the editor.

### Reprints

Reprints in PDF format on CD ROM (including the Acrobat Reader) can be purchased (R150); copies of papers, in PDF format, will be e-mailed to corresponding authors immediately after publication at no cost. Orders can be placed at proof stage.

### Taxonomic papers

Authors must comply with the requirements of the Fourth Edition of the International Code of Zoological Nomenclature (2000) and with the published opinions of the International Commission.

These papers should constitute a comprehensive treatment of a group delimited on taxonomic, geographic, ecological or other biologically meaningful criteria. Papers dealing with miscellaneous species having no such natural association will only be accepted if there are special circumstances. Such circumstances could include a paper that is additive or supplementary to a previously published comprehensive paper or that the description of one, or a small number of unrelated species is important for economic or other sound reasons.

### Style

The first mention of a genus should be followed by the unabbreviated name of the author. Species-group names should also be followed by the author of the taxon. The abbreviations **gen. n.**, **sp. n.**, **syn. n.**, **comb. n.**, **stat. prom.** or **stat. dem.** should be used for distinguishing new genera and species, new synonymies, new combinations or changes of rank, as per ICZN-4. Italicise genus and species names.

Telegraphic style must be used in descriptions which should be accompanied by a short summary of the principal diagnostic characters and a comparison of the new taxon with its closest relatives and other taxa with which it may be confused. Descriptions should be subdivided by appropriate subordinate headings. The 'discussion' or 'remarks' section should be placed last. The use of figures to illustrate descriptions is encouraged and should permit some reduction in the length of the

description of the parts illustrated.

Reference to the original description of a taxon should always appear immediately below the heading. References listed under the heading, whether to the accepted name or synonyms, should always include the author, date and page number but not the title of the publication as this is provided in the reference section. This section should only include original references to nomenclatural changes or synonymies and should not be seen as a bibliography to the taxon. If, for a given taxonomic unit, adequate synonymies and references are already accessible in the literature, they should not be repeated, but a reference to the source should be given. Other important references pertaining to the taxon can be provided in the 'remarks' section.

The type species, with author and date, should be cited immediately beneath each genus treated (including synonyms). For each species treated, the museum in which the primary type (holo-, lecto- or neotype) is deposited, should be stated and listed in the *Material examined* section. If a type cannot be traced the reasons for this should be stated.

Concise lists of specimens examined should be presented for each species but, except in the case of types, label data should not be cited verbatim but should include the following information: *Country, Province, numbers and sexes* (symbols) of specimens, *locality, latitude and longitude coordinates, altitude, date, collector and depository* (in brackets). Map coordinates should be given for all localities and follow the degrees-minutes convention, *e.g.* 26°13'S 29°41'E. Coordinates can instead be listed in a gazetteer at the end of the paper, especially where there is repetition or many localities. For large numbers of specimens, dates and names of collectors can be arranged at the end of the *Material examined* section. Localities should be arranged in alphabetical order or some other logical sequence within Countries or Provinces.

### Keys

Dichotomous keys giving precise diagnostic characters should be used to distinguish taxa.

### Review policy

Papers must fall within the scope of *African Entomology*. Papers will be reviewed by at least two independent referees. Authors are encouraged to propose reviewers and to provide contact details. Papers may be accepted with minor or major revision, or returned for re-submission. Resubmitted papers will be treated as new submissions. All submissions must be original, and cases of plagiarism (see *African Entomology* 16(2): iii–iv) may be made public.

### Editors' addresses

Shirley A. Hanrahan (Production)  
School of Animal, Plant and Environmental Science  
University of the Witwatersrand  
Private Bag 3, WITS, 2050 South Africa  
E-mail: shirley.hanrahan@wits.ac.za

Mike Picker (Submissions & Review)  
Zoology Department  
University of Cape Town  
Rondebosch, 7700 South Africa  
E-mail: mike.picker@uct.ac.za