

Guidelines for authors

Aim and scope

The *Tijdschrift voor Entomologie* is a peer reviewed journal for systematic and evolutionary entomology. The journal welcomes submissions on taxonomy of insects, other hexapods, arachnids or myriapods, especially when placed in a broader evolutionary context. There is no geographical restriction.

General

Language of the journal is English, preferably British English, but papers consistently written in American English are also welcome. Authors whose native language is not English are encouraged to have their manuscripts checked by a native English-speaking colleague. Summaries in other languages are possible.

Manuscripts up to ca. 80 pages in print may be accepted, there is no page charge. Longer manuscripts may be published as separate issues. Plans for such papers should be timely discussed with the editors and either author or editors have to provide additional funding for such issues.

Colour plates when relevant and within reason can often be published without extra cost, when the author provides well prepared digital images. For extensive colour plates and submission of non digital material page charges apply.

Membership of the 'Netherlands Entomological Society' is not required.

Descriptions of single species are only accepted within sufficient context, warranting such an isolated description. On request the editors will send a list of criteria.

Submission

Manuscripts should be submitted by e-mail to the editor-in-chief (tve@nev.nl). Text should be a Microsoft word or rtf file. For first submission the illustrations may be embedded in lower resolution, or, preferably submitted as a pdf file with or without the text. Alternatively separate jpegs are acceptable. Figure numbers should be visible on the figures and not only in the file name. Use recognisable file names with the name of the senior author included. Do not submit high resolution illustrations or original artwork before acceptance of the paper.

Preparation of manuscripts

Please consult recent issues or a sample paper on the website (www.nev.nl/tve) before preparing a manuscript.

A manuscript usually should be divided into the following sections: Abstract, Introduction, Material and methods, Results (or Taxonomy), Discussion, Acknowledgements, and References.

The first page should provide the names of the authors, a proposal for a running title and information on the (number of) illustrations and table, including file names if relevant.

The title is brief and informative, with order and family of the taxon treated in parentheses.

Author names follow without affiliation.

The abstract follows, without the word 'abstract' and without indentation. The abstract should be concise, yet cover the main results of the paper, and include names of new taxa and nomenclatorial changes. The name, address and e-mail address of all authors follow, if appropriate one author should be indicated as corresponding author with an asterisk and footer '* *Corresponding author*'. The abstract should not be longer than ca. 2200 characters (including spaces). No key-words are needed.

The text proper starts (preferably on a new page) with the introduction.

Use a maximum of three categories of headings, all to be typed left, and using capitals and lower-case letters. After the heading the paragraph follows without blank. A fourth heading category may be used in descriptions of species, etc. It is in semi-bold, and immediately followed on the same line by normal text after a period.

New paragraphs should *not* be indented. Scientific names of genera and species should be typed in *italics*. Abbreviations of museums ('codens'), computer programs etc. should be typed in CAPITALS.

Special characters

Male and female signs (♂, ♀) are best replaced by the codes #m# and #f#: They should follow a figure without space and only be used singly, also when

applying to more than one specimen (1 ♂, 5 ♀). Other special characters (as in Slavic languages) should be listed on the first page of the manuscript, and may be coded to avoid the risk of loss during conversion (example: #s# for š). Figure ranges, or page ranges in references should be separated by an en-dash, not a hyphen, without spaces (1–2, 67–120, iv–xii). Roman numerals should be written in lower case. An en-dash is also used in references (see below).

References

In the text citations are given as Lopes (1982a), (Lopes 1982) or (Brown & White 1975: 24), without comma. All cited papers should be listed alphabetically at the end of the paper under the heading 'References', papers not cited in the text should be omitted from the list of references. Examples for format:

Journal paper

Belshaw, R. & D.L.J. Quicke, 2002. Robustness of ancestral state estimates: evolution of life history strategy in ichneumonoid parasitoids. – *Systematic Biology* 51: 450–477.

Book

Grimaldi, D.A. & M.S. Engel, 2005. Evolution of the insects. – Cambridge University Press, New York, NY etc. xv + 755 pp.

Book chapter

Whiting, M.F., 2004. Phylogeny of Holometabolous Insects: The most successful group of terrestrial organisms. – In: J. Cracraft & M. J. Donoghue (Eds.), *Assembling the Tree of Life*: 345–364. Oxford University Press, Oxford.

Internet resource

Evenhuis, N.L. & G.A. Samuelson, 2004. The insect and spider collections of the world website. – Bishop Museum. <http://hbs.bishopmuseum.org/codens/codens-r-us.html> [visited on: 21 June 2006].

Titles of journals should not be abbreviated. Do not try to type indentation, just end each reference with a hard return. When using EndNote as bibliographic programme, the editor can supply an output style.

Nomenclature

The fourth edition of the ICZN Code (1999) should be followed. Consistent use of original spelling of specific names in stead of agreement in gender, as is common practice amongst lepidopterists, will be

accepted. The composition of new names should preferably be explained in a paragraph 'Etymology' or 'Derivatio Nominis', including indication of gender of generic names and kind of specific name (adjective, noun in apposition, etc.). Use standard abbreviations: Sp. n., gen. n., comb. n., syn. n., sp. rev., nom. n., etc. For all genus and species-group names (including plants) the authority (in animals preferably with year of description) should be mentioned once; often a check-list is a good alternative. Author's names are not abbreviated and in this case the year should follow after a comma in contrast to literature citations.

Deposition of types and vouchers

Following the recommendations of the code, primary type material and important vouchers should be placed in public collections. Collection registration numbers should be provided when possible. For molecular data Genbank accession numbers should be given.

Material lists

In new taxa the type material should be listed immediately after the name. Only holotype, lectotype, neotype, paratype and paralectotype are allowed. Label data should not be quoted literally (but this is allowed for primary types), but arranged in a standardised sequence. Instead of literal quoting, photographs of labels of primary types are a good alternative (or refer to a website with such information).

Material should be listed alphabetically or chronologically and grouped under the present day countries or other geographical units. Try to be concise and avoid redundant data. Country names or other major divisions stand out in **Bold**. Long lists of non-type material should be summarised, preferably at the end of a description, maps are often useful in addition. Supplementary material (databases etc.) may be placed on our website, or refer to your own website. Geographical names should be written according to present day spelling, original spelling or label names may be given in brackets. Use standard transcription for non-latin scripts (e.g. Pinyin for Chinese, BSI for cyrillic, etc.) or refer to recent editions of the 'Times Atlas of the World' or online gazetteers.

Dates should be given with months in roman numerals or in words, in the order DMY (5.iv.2005; 5 April 2005, 5 Apr 2005).

Abbreviations (Codens) for depositories preferably follow Evenhuis, N.L. & G.A. Samuelson, 2004. The insect and spider collections of the world Website:

<http://hbs.bishopmuseum.org/codens/codens-r-us.html>

In that case they need not be listed; other abbreviations should be listed under 'Material and methods'.

The preferred way of citation for primary types of previously described species and synonyms is directly after the reference to the original description as:

Stigmella ridiculosa Walsingham, 1908: 1011. Lectotype ♂ (here designated): Canary Islands: Tenerife, Santa Cruz, Guimar, 8-14.ii.1907, larva on *Lotus sessilifolius*, e.l. 6-8.iv.1907, Wlsm. No 99255 [labelled as female], Genitalia slide BM30259 (BMNH) [examined].

Illustrations

All illustrations, including photographs, graphs, maps, etc. should be serially numbered as figures without subdivision with letters. Illustrations have to be prepared in a way to allow for reduction to column width (67.5 mm), $1.5 \times$ column width (106.25 mm) or text width (140 mm).

Line art should be scanned as bitmap, 600–1200 dpi at final printing size, black and white photographs, halftones and colour illustrations 300 dpi at final size. File formats for final submission should be tif for scans and tif or jpeg for digital photographs. Colour should be in CMYK, profile Euroscale coated. Graphics, maps, should preferably be prepared as vector image and submitted as eps, Adobe illustrator or pdf files. Mounted blocks of photographs or drawings with lettering should preferably be kept as layered files and submitted as tif or psd files. Use Adobe Garamond 10 points or a similar font for lettering. It is also acceptable to send the high resolution figures without lettering, accompanied by a low resolution file with suggested lettering (e.g. pdf).

Do not submit these high quality figures until acceptance. For first submission lower resolution pdf's or jpegs are required in order to be able to send these by e-mail to referees; line art files as tif and saved with LZW reduction are usually also relatively small.

The approximate place of illustrations in the text should be indicated in general on the first page of the final manuscript or very clearly in the file. Captions should be typed at the end of the text file, consult a recent issue for style.

Tables

Tables should be typed in separate files or at the end of the manuscript, starting with the captions, preferably made with Word tables or Excel. When using plain text, start with a practical TAB setting, and use only one [TAB] code for each next column. No formatting with spaces is allowed. No lines should be added. Extensive and long tables should be avoided or can be placed as supplementary material on the TvE or your own website.

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Proofs, reprints

Authors receive a pdf file of the proof, which should be corrected and returned immediately by e-mail or fax.

Authors receive a pdf file and 50 reprints free of charge. Additional reprints can be ordered when proofs are returned. Members of the Netherlands Entomological Society receive a discount.

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