

INSTRUCTIONS FOR AUTHORS

Editorial Policy

The *Journal of Agricultural and Urban Entomology* is devoted to the publication of original research concerning insects and related arthropods of agricultural and urban significance, including those affecting humans, livestock, poultry, and wildlife. The *Journal* is particularly dedicated to the timely publication of articles and notes pertaining to applied entomology, although it will accept suitable contributions of a fundamental nature related to agricultural and urban entomology.

Authors should submit manuscripts documenting original research that has not previously been published and is not being considered for publication elsewhere. The source of any data included in a manuscript which were not collected as part of the current study must be clearly cited in the legend of the table or illustration reporting such data.

The *Journal of Agricultural and Urban Entomology* is published under the auspices of the South Carolina Entomology Society, Inc. A subscription to JAUE accompanies membership in the SCES, and prospective authors are encouraged to join. Inquires may be sent to the Secretary/Treasurer, SCES, P.O. Box 582, Clemson, SC 29633-0582.

Manuscript Preparation and Submission

In general, the *Journal* conforms to the standards of the Entomological Society of America in *Publication Policies and Guidelines for Manuscript Preparation*, and authors are encouraged to consult this booklet, available through the ESA, 9301 Annapolis Road, Lanham, MD 29706. Authors also are urged to consult the latest issue of the *Council of Biology Editors (CBE) Style Manual, a Guide for Authors, Editors, and Publishers in the Biological Sciences*, available through the CBE, 9659 Rockville Pike, Bethesda, MD 20814.

Authors should submit an original and three copies of a manuscript to be considered for publication to the Editor, *Journal of Agricultural and Urban Entomology*, Dept. of Entomology, 324 Leon Johnson Hall, Montana State University, Bozeman, Montana 59717-3020. Authors should supply the names and addresses of at least three potential reviewers when submitting a manuscript to the Editor. Authors will be notified of receipt of their manuscripts. Failure to format a manuscript in JAUE style will result in it being returned to the author for reworking before initiating the review process. Refer to the most recent issue of JAUE for style guidelines. The Editor will select a Subject Editor from the editorial staff, and this person will forward the manuscript to at least two peer reviewers. If acceptance of the work is recommended, the Subject Editor will return reviews and editorial comments to the author and ask for revisions and incorporation of any style changes. Authors must then return two hard copies of the revised manuscript and a 3.5" HD/DD diskette in IBM MS-DOS, Windows, or Macintosh format, to the Subject Editor. On the diskette, specify what computer (IBM compatible PC or Apple Macintosh) and software, including version, was used (but consult the Subject

Editor for wordprocessing software that is acceptable) and provide file names. Include the text file and separate table and illustration files on the diskette. High-quality hard copies of figures also are acceptable for scanning. The contents of the hard-copy final version of a manuscript and the diskette MUST match or all material will be returned for reworking. Authors should retain a back-up diskette. The Editor will make the final acceptance decision for each revised manuscript, based on reviewer and Subject Editor comments. The Editor will copyedit an accepted manuscript and forward it to the printer. Authors will receive instructions on handling galley proofs from the Editor in a formal acceptance letter. Corrections other than printer's or Editor's errors will be billed to authors at a rate of \$2.00 per line. Adherence to the above procedures will accelerate the turnover time from receipt of a manuscript to print and reduce the number of mistakes that appear in the final paper.

Reasons for rejection. A manuscript will be rejected if it is a preliminary report, a progress report, or the result of undue splitting of a large manuscript. A manuscript will be rejected if the data are inappropriately or incompletely analyzed to the extent that re-review of the manuscript is necessary. Other factors contributing to rejection are the presentation of little or no new information, duplicated research, inconclusive results, poor writing, inappropriate subject matter, or excessive speculation.

If the author disagrees with the Editor's decision to reject a manuscript, the author may request an appeal of the rejection. To initiate an appeal, the author must submit nine copies of the following to the Editor, JAUE, Dept. of Entomology, Montana State University, Bozeman, Montana 59717-3020.

- 1) A letter justifying the author's reason for the appeal
- 2) The letter of rejection from the Editor
- 3) Comments of the reviewers
- 4) An unmarked copy of the original, unrevised manuscript
- 5) Other relevant correspondence between the author and Editor or Subject Editor.

The Editor will then forward the materials to the current chair of the Appeals Committee, who will distribute the materials among members of the committee. The author, Editor, and members of the Editorial Committee will be notified in writing of the decision of the Appeals Committee. The decision of the committee is final.

Page charges. A charge of \$55.00 per page will be made; photos, figures, tables, etc., are charged at an additional \$20.00 each. Excessive or complicated tables, sideways tables, oversized figures or photos may be subject to an additional charge of \$5.00–\$20.00 per page depending on number, length, complexity, etc. Page charges are subject to change without notice.

General Guidelines

Format. Type all material (including the title page, text, all parts of tables, footnotes, references cited, etc.) **double spaced** on one side only of standard sized 22 × 28 cm (8.5 × 11 in.) nonerasable, high-quality paper. All margins should be 3.2 cm (1.25 in.). Manuscripts should be prepared with a legible typeface. Sections of the manuscript should be arranged in this order:

title page
abstract (including 3–10 key words, listed beneath the abstract)
text pages
acknowledgment
references cited
footnotes
tables
figure legends
running heads
original figures

Each section should begin on a new page. Each page should be numbered consecutively, starting with the title page and ending with the running head page. Refer to a recent copy of the JAUE for format.

All measurements should be given in metric units, or in metric with English units in parentheses.

Title page. The upper right hand corner of the title page should include the complete name, address, telephone and FAX numbers, and e-mail address (if available) of the person to whom galley proofs and other correspondence should be sent.

Abstract page. The abstract should be a concise but informative description of the significant contents and the main conclusions of the research. The abstract should not exceed 250 words.

Key words. Three to 10 key words should be included on the abstract page. Please pay careful attention to the selection of these key words, as they are the only words used for journal indexing. Please include the order, family, genus and species of the research organisms. Each key word may actually be comprised of more than one word; for example, “*Spodoptera frugiperda*” would be considered a single key word, as would “pest management.”

Tables. All segments of the table, including the title, headings, body, and footnotes, should be double spaced. A table can be typed on more than one sheet of paper. Authors will be asked to revise tables not conforming to this standard before the review process is initiated. A notation should be made in the left or right margin adjacent to the text line where the table is first mentioned.

Running head. Authors should include a running head consisting of no more than 60 characters (including authors names).

Figures. Authors should refer to the *CBE Style Manual* for excellent guidelines for preparing illustrative material. Figures not conforming to acceptable standards will be returned for revision. Authors should designate an approximate page size for all figures (e.g., half or whole page) at the time a manuscript is submitted, and should indicate the orientation of the figure with an arrow. Figures should be clearly labelled (on the back if necessary) with figure number, manuscript number (when designated), author names, and title summary.

Photographs are acceptable in either black and white or color, but authors should note that reproduction of color photographs is a costly process (up to five times the cost of black and white). Please consult the Editor for a quotation of current rates.

The quality of the printed figure directly reflects the quality of the submitted figure. Always submit original figures or high-quality reproductions. All figures

should be clearly labelled. A notation should be made in the left or right margin adjacent to the text line where the figure is first mentioned.

Insect names. Unless justified in writing, JAUE will only allow the use of common names of insects that have been approved by the ESA Committee on Common Names of Insects. Authors should refer to the most recent issue of *Common Names of Insects & Related Organisms* (ESA, Lanham, Maryland) for a listing of currently accepted names. Provide the scientific name and authority the first time a species is mentioned in both the abstract and in the body of the text. It is also helpful to include the common name, if one has been designated.

If an organism is first mentioned in a table or figure, the authority name would appear in the table or figure, rather than in the text.

Voucher specimens. Voucher specimens are preserved organisms (or parts thereof) that serve as future reference for a name used in a scientific publication. Voucher specimens ensure the credibility and endurance of research results because they document the identity of studied organisms. Therefore, although not required for publication in JAUE, the preservation of voucher specimens is recognized by the Editorial Board as one of the most important responsibilities when publishing research. Accordingly, the Board has adopted the following policy statement:

‘Authors are encouraged to designate, properly prepare, label, and deposit high-quality voucher specimens and cultures documenting their research in an established permanent collection and to cite the repository in publication.’

For the recommended procedure for designating a voucher specimen, please refer to *J. Agric. Entomol.* 5(4): 296, 1988.

Reference citations within the text. Use chronological, then alphabetical order.

(Smith 1973)

(Smith & Jones 1978)

(Smith 1973, Smith & Jones 1978, Ward 1978)

(Smith et al. 1973a,b, Jones 1987, Roberts 1987, 1988)

(Jones 1987, 16–25) for specific pages

(Jones 1987; L. J. Smith, Bigtime Univ., personal communication)

(L. J. S., unpublished data) for the paper’s author—use instead of personal communication. This applies to either unpublished or submitted works.

(Smith & Jones in press). This applies to works accepted, but not yet published.

(PROC GLM, SAS Institute 1985, 139–199) for software

Reference citations in tables. When a series of citations are provided as a footnote in a table, references should be listed alphabetically.

References cited section. Abbreviations should only be used for serials; Experiment Station bulletins and technical reports should be spelled out. JAUE uses *Serial Sources for the BIOSIS Data Base* (Biosis, 2100 Arch Street, Philadelphia, Pennsylvania 19103) for serial abbreviations.

All references should be double- or triple-spaced. If the references cited section does not conform to this format, authors will be asked to correct it before the review process is initiated.

Journal Articles

One or two authors are listed alphabetically; three or more authors should be listed chronologically:

Elsey, K. C. & J. A. Klun, 1989. Pickleworm sex pheromone: potential for use in cucumber pest management. *J. Agric. Entomol.* 6: 275–282.

Jones, M. A. 1986. Article title—lowercase after colon or dash unless it is a proper noun. *Abbr. J. 00:* 00–00.

1988a. Title. *Abbr. J. 00:* 00–00.

1988b. Title. *Abbr. J. 00:* 00–00.

Jones, M. A. & R. Burns. 1975. Title. *Abbr. J. 00:* 00–00.

Jones, M. A. & R. Burns. In press. Title. *Abbr. J. 00:* 00–00.

Jones, M. A. & A. B. Skyler. 1973. Title. *Abbr. J. 00:* 00–00.

Jones, M. A., A. B. Skyler & H. H. Monroe. 1973. Title. *Abbr. J. 00:* 00–00.

Jones, M. A., R. Burns & L. O. Curtin. 1979. Title. *Abbr. J. 00:* 00–00.

1980. Title. *Abbr. J. 00:* 00–00. (for another Jones, Burns and Curtin citation).

Books

Burns, D. A. 1957. Title: same rules for subtitles—don't forget lowercase. Publisher, city, state or province (spell out), 346 pp.

Borror, D. J., D. M. DeLong & C. A. Triplehorn. 1981. An introduction to the study of insects, 5th ed. Saunders, Philadelphia, Pennsylvania, 827 pp.

Mitchell, E. R. [Ed.]. 1981. Management of insect pests with semiochemicals: concepts and practice. Plenum, New York, 514 pp.

Article or Chapter in a Book

Myler, A. 1985. Article or chapter title, pp. 00–00. *In* I. S. Burke, Jr. and L. B. Armstrong [Eds.], Book title. Publisher, city, state, 233 pp.

Reynolds, H. T., P. L. Adkisson & R. F. Smith. 1975. Cotton insect pest management, pp. 379–443. *In* R. L. Metcalf and W. H. Luckmann [Eds.], Introduction to insect pest management. Wiley, New York, 587 pp.

Royer, T. A., J. V. Edelson & B. Cartwright. 1988. Onion thrips control, 1987, p. 129. *In* Insecticide and acaricide tests, vol. 13. Entomological Society of America, College Park, Maryland, 459 pp.

Proceedings

Reynolds, H. T. 1985. Pesticides: a dependable component of IPM, pp. 21–24. *In* Proceedings, Regional workshop on pesticide management, Nairobi, Kenya, 128 pp.

Rosignol, P. A. 1988. Parasite modification of mosquito probing behavior, pp. 25–28. *In* T. W. Scott and J. Grumstrup-Scott [Eds.], Proceedings of a symposium: The role of vector-host interactions in disease transmission. Miscellaneous Publication 68, Entomological Society of America, College Park, Maryland, 50 pp.

Reports

- Baker, W. H. 1972. Eastern forest insects. United States Department of Agriculture Forest Service Miscellaneous Publication 1175, Washington, D.C., 672 pp.
- Colorado Agricultural Experiment Station. 1989. Annual report. Colorado State University, Ft. Collins, 62 pp.
- Webster, J. A. & D. H. Smith, Jr. 1983. Developing small grains resistant to the cereal leaf beetle. United States Department of Agriculture Technical Bulletin 1673, Washington, D.C., 12 pp.
- Young, D. A. 1986. Taxonomic study of the Cicadellinae (Homoptera: Cicadellidae). Part 3: Old World Cicadellinae. North Carolina Agricultural Experiment Station Technical Bulletin 281, Raleigh, 639 pp.

In Press

- Rogers, L. E. & J. F. Grant. In press. Infestation levels of dogwood borer (Lepidoptera: Sesiidae) larvae on dogwood trees in selected habitats in Tennessee. *J. Entomol. Sci.*

No Author given (use anonymous as a last resort)

- Department of Agriculture. 1985. Insects of eastern forests. United States Department of Agriculture Forest Service Miscellaneous Publication 1426, Washington, D.C., 608 pp.
- International Rice Research Institute (IRRI). 1977. Title. International Rice Research Institute, Manila. Philippines, 336 pp.

Theses and Dissertations

- Anway, C. L. 1982. Male-produced aggregation pheromone of the maize weevil and effect of diet on production and response. MS thesis, Univ. of Wisconsin, Madison, 66 pp.
- Hogsette, J. A., Jr. 1979. The evaluation of poultry pest management techniques in Florida poultry houses. PhD dissertation, Univ. of Florida, Gainesville, 307 pp.

Abstracts and Translations

- Barker, S. 1989. Toxicity of XXX. *Chem. Abstr.* 18: 193a.
- Hooker, M. W. & E. M. Barrows. 1989. Clutch sizes and sex ratios in *Pediobius*. *Ann. Entomol. Soc. Am.* 82: 460 (abstr.)
- Shenderovskaya, L. P. 1979. Introduced insect enemies and microorganisms. *Zash. Rast. (Kiev)* 3: 52–56 (in Russian).
- Shenderovskaya, L. P. 1979. Introduced insect enemies and microorganisms. *Zash. Rast. (Kiev)* 3: 52–56. (translated in OTS 61: 31267), U. S. Department of Commerce, Washington, D.C.

Magazine Articles

- Headley, J. C. 1979. Economics of pest control. *Chem. Eng. News*, Jan. 15 pp. 55–57.

Other

Code of Federal Regulations. 1986. Title. 7 CFR Chapter III, Section 318.13-46, pp. 128–129.

SAS Institute. 1985. SAS user's guide: statistics, version 5 ed. SAS Institute, Cary, North Carolina, 956 pp.

Publication of Other Scholarly Works

Scientific Notes. The *Journal of Agricultural and Urban Entomology* will consider publication of research reports which are considered to be of a preliminary nature in the form of a scientific note. The format for a scientific note is as follows:

1. NOTE will appear above the title of the manuscript.
2. Names and affiliation of author(s) of the note will be placed at the beginning of the note, beneath the title, as with a full manuscript.
3. There should be no abstract nor section divisions (e.g., Introduction, Materials and Methods, etc.)
4. Notes should not exceed three journal pages (including figures and tables).
5. They should contain not more than two figures or two small tables, or one of each.
6. References should be kept to a minimum, and are to be placed at the end of the note, as with a full manuscript.

Surveys. The Journal will consider surveys for publication, as long as they are well-designed, appropriately analyzed, and are pertinent to the readership of JAUE. Surveys will be subject to the same rigorous review process as research manuscripts.

Symposia. Proceedings of symposia, informal conferences, etc. may be submitted for publication when the subject material is pertinent to readers of JAUE. The Editorial Committee requests that the moderator provide a list of authors, titles, and abstracts of works in the symposium, preferably in advance of the meeting at which the symposium will take place. If the content of the symposium is deemed appropriate subject matter for the JAUE, then each manuscript will be evaluated individually, and must pass through the standard review process. A majority of authors involved in the symposium must submit written manuscripts. To publish the proceedings in a timely manner, the Committee requests that written manuscripts be submitted within three months of the date of the symposium.
