
African Entomology

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Guide for Authors

Publication policy

African Entomology continues the *Journal of the Entomological Society of Southern Africa*. Full-length papers and short communications on original research on any aspect of entomology in Africa (or that is 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. Authors are encouraged to submit their work in electronic format to save time and postage. Manuscripts may be e-mailed to the editor at the address below. Manuscripts will also be accepted in hard copy format and three printed copies and a diskette containing the manuscript must be submitted. If the file is large it will need to be zipped. The manuscript must be typed in double spacing on A4-size paper with a margin of 4 cm on the lefthand side. A short abstract must be provided as well as key words (not more than 10). Italics should be indicated by underlining rather than by use of an italic font. All pages of the manuscript must be numbered consecutively, including those carrying references, tables and legends to figures, all of which should be placed after the text. Illustrations are to be numbered as figures in a common sequence. Clearly annotated copies of line drawings and photographs must be submitted with each manuscript. Lettering on graphs and figures must be uniform and Helvetica (Swiss) typeface is recommended. Original illustrations and a diskette containing the manuscript, as well as a printed copy, must be submitted once the paper has been accepted for publication. If possible, the manuscript should be compiled in Microsoft Word or WordPerfect.

Authors are advised to note position of headings, tables and illustrations as in a recent issue of *African Entomology*. The *Système International d'Unités* (SI) must be used. A decimal point must be used in preference to a comma when citing decimal numbers.

References

These should be cited in the text by author and date but 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 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 both tables and figures. Tables should be submitted on separate sheets, 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

Original drawings and graphs in black ink on white board or drawing film, which permit reduction to about one half or one third of the original size, may be submitted. The dimensions should ideally be 210 × 297 mm (A4) but must not exceed 270 × 410 mm. If originals are larger than this they should be reduced to 210 × 297 mm (A4) and high quality bromide prints supplied as originals. Only good quality photographic reproductions will be accepted. They must be arranged to fit the page horizontally. Illustrations generated electronically should be submitted in *e.g.* TIFF, CDR, EPS, GEM, PLT or PIF format, preferably in one of the vector (not bitmap) formats. Corel-DRAW (version 8, 9 or 10) 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 300dpi) in either TIFF or JPEG format.

Figures, numbered serially, should be attached to rigid white card. 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. Each sheet of figures must be clearly identified by author/s name and figure number/s on the reverse side. 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. Magnifications must be indicated as scale bars on the figures.

Legends to figures must be typed on one or more sheets of paper, and should be clear, unambiguous and concise.

Black and white glossy photographs of high quality and good contrast may be submitted. Colour illustrations are acceptable, provided the cost is borne by the author.

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 on a sliding scale from 25 % to 100 % depending on the length of the paper. Papers of 8 pages or less are calculated at 25 % of the current cost of each page to the Society (*i.e.* R340). An eight-page paper will cost R600 (*i.e.* R75 × 8). An additional R10 per page (cumulative) is levied for each page exceeding eight pages up to a maximum of R340 per page. The above tariffs apply to members of the Entomological Society of Southern Africa. Non-members will be charged R90.00 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

Twenty five free reprints are provided. No extra reprints will be supplied but reprints in PDF format on CD ROM (including the Acrobat Reader) can be purchased (R150); alternatively, copies of papers, in PDF format, can be e-mailed to corresponding authors immediately after publication (R35). Orders can be placed at proof stage.

Taxonomic 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.

Authors must comply with the requirements of the Third Edition of the International Code of Zoological Nomenclature (1985) and with the published opinions of the International Commission.

Style

The name of a genus or higher category should be preceded by the name of the category, *e.g.* 'Genus', 'Fam-

ily' and 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.** should be used for distinguishing new taxa, synonymies or new combinations.

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.

Address of Editor

Prof. S.A. Hanrahan

School of Animal, Plant and Environmental Science

University of the Witwatersrand

Private Bag 3, WITS, 2050 South Africa

E-mail: shirley@biology.biol.wits.ac.za