

Bulletin of the Natural History Museum: Entomology

AIMS AND SCOPE

The Natural History Museum publishes four Bulletins biannually: Botany, Entomology, Geology and Zoology. The Entomology Bulletin publishes original contributions to insect taxonomy and systematics, the results of research carried out on the unique and ever-growing collections of the Museum, both by the scientific staff and by specialists from elsewhere who make use of the Museum's resources.

SUBMISSION OF PAPERS

A proposal form (available from the Editor) should be completed and submitted in advance of the manuscript. Manuscripts should be submitted as an IBM-compatible disk and two copies printed double-spaced on one side of A4 paper with margins at least 2.5 cm wide. All pages should be numbered including the title page. The disk must exactly match the printed copy, on which any late changes not on the disk must be clearly indicated. Label the disk with the word-processing package used, the name of the files containing the text, and the author(s) names. Only papers in clear, concise English will be accepted.

Examine recent issues of the journal for details of acceptable style and format. The guidelines below should also be followed. In case of doubt, consult the Editor. Manuscripts not conforming to the guidelines will be returned.

REFEREEING PROCESS

All papers submitted to the Bulletin will be subject to appropriate internal and external refereeing.

PROOFS/OFFPRINTS/COPYRIGHT

Authors will receive the first (page) proof, but second proofs will not normally be sent. Twenty-five reprints will be supplied free of charge, and an order form for the purchase of more reprints (minimum of 25 extra) will be sent with the proofs. Authors who are not members of staff will normally be required to assign copyright to the Museum. A letter of agreement will be sent with the first page proofs covering the copyright situation.

MANUSCRIPT

TITLE PAGE

Title - should be concise and informative.

Author(s) names - should appear in full, without academic titles, followed by their full institutional address(es) which should be clearly differentiated in the case of multiple authorships.

Abstract - a brief summary of the paper which should not include references, and should not exceed 200 words.

Table of contents - only first and second order headings should be included.

TEXT

Headings - the hierarchy of headings should not exceed three. Main headings should be in capitals, subordinate headings in bold lower case roman or bold, lower case italic; all headings should be ranged left.

Paragraphs - the first paragraph beneath a heading should be full-out and the first line of subsequent paragraphs indented.

New taxa - must be distinguished from related taxa. The abbreviations **gen. n.**, **sp. n.**, **syn. n.**, and **comb. n.** should be used to distinguish all new taxa, synonymies or new combinations. An author's name must follow the name of a taxon without any intervening punctuation. If a species is transferred from its original genus, the author's name must then be placed in parentheses. The name of a subsequent user of a scientific name must be separated from that of the original author by a semicolon. Misidentifications cited in synonymy should be enclosed in square brackets.

In describing new species, one specimen must be designated as the holotype; other specimens utilised in the original description are to be designated as paratypes. Any additional specimens considered but not regarded as paratypes should be listed separately. The complete pertinent data of the holotype and paratypes, and the institutions in which they are deposited, must be recorded in the original description.

Scientific names - in italics; generic headings in bold italic capitals.

Genus names - in full where first used within each paragraph.

Author abbreviations - not normally used.

Material examined - should be listed in current Bulletin format: localities should be cited in order of increasing precision.

Sex symbols - should be used rather than "male" or "female". These should be flagged somehow (e.g. within curly brackets) to enable setter to do a swift global search, as they do not always convert from one word processing package to another.

Place names - should follow the most recent edition of the Times Atlas of the World; label data should be adapted to follow this standard with original name, if different, cited in quotation marks within square brackets ["Liguria"].

Dates - follow the sequence of day, month, year, in the form 25 December 1993, but in listings of material examined, abbreviate the month to lower-case Roman numerals, thus 25.xii.1993.

Measurements - in metric and follow the SI system, using the appropriate symbols (mm, not millimetre). Insert a space between the figure and unit of measurement, e.g. 6 mm; close up ranges and equivalences (6-9 setae, n=11). Contractions - no stop, e.g. Dr, Mr, St

Abbreviations - common abbreviations or foreign words should be in roman, except c. (circa).

Z spellings - should be used, e.g. colonize not colonise.

ILLUSTRATIONS

General - In most Entomology Bulletin papers, figures are grouped in "plates" at the end of the paper and should be prepared and mounted to optimize page-space with appropriate reduction. However, where it is intended to space figures within the body of the text they should be designed to go across single (84 mm

wide) or double (174 mm wide) column width of the Bulletin page. All illustrations will be called Figs. Each should be numbered in sequence and identified on the back with the name of the Bulletin, the author(s) name(s) and the figure number. All figures should be referred to in the text by their number. Figures to be placed in the body of the text should have their approximate position indicated in the margin of the manuscript.

Line drawings - should be in black on white stiff card with a line weight and lettering suitable for the same reduction throughout (ideally not more than 40%). After reduction the smallest lettering should not be less than 10pt (3mm). Tracing paper should ideally be avoided because of the possibility of shadows when scanned. All artwork must have bulletin, author and figure number included outside of the image area, and must be free of pencil, glue or tape marks.

Photographs - All photographs should be prepared to the final size of reproduction, mounted on stiff card and labelled with press-on lettering. After reduction the smallest lettering should not be less than 10pt (3mm). Photos, when components should be abutted, trimmed as regular rectangles or close trimmed up to edge of specimen. They can be mounted on white or black background; a black background must be evenly black all over; any background must be free of all pencil and glue marks within the image area. If photographs are to be mounted on a white background, they should be either trimmed as regular rectangles or close trimmed up to the edge of the specimen, or trimmed to leave a narrow white border around the specimen. In all cases the printer will block out to produce a white background. Joins etc. can be removed at the scanning stage but at extra cost. Cropping instructions, if any, should be indicated on an overlay or marked on a photocopy of the figure.

Size - Maximum size of artwork for use of flatbed scanners is A3. Larger artwork has to be reduced photographically prior to scanning, therefore adding to expense.

TABLES

Each table should be typed on a separate sheet designed to extend across a single or double column width of a Bulletin page. It should have a brief specific title, be self-explanatory and be supplementary to the text.

FIGURE LEGENDS

Should be in current Bulletin format and typed/printed on sheets separate from those of the main manuscript.

REFERENCES

Text references - should be cited in the following form: Smith (1990) or Smith (1990: 345) or (Smith & Thomas, 1845; Davidson, 1901). Note that joint authors are separated by '&'. When papers are by three or more authors, abbreviate to the first name and 'et al'.

Reference list - should include all publications cited in the text but only these. Entries should be in alphabetical order by author. If two or more citations by the same author or authors (names in same order), list chronologically. Works by the same author in the same year should be indicated by a, b, c, etc., e.g. White 1972a. Use a long dash for repeated author(s).

Books - give title, publisher and the place of publication.

Periodicals - titles should not be abbreviated.

Dates of publication derived from external sources should be cited in square brackets.

References should conform as closely as possible to one of the following styles:

Fletcher, T.B., [1921]. Life histories of Indian insects. Microlepidoptera. VIII. Tineidae and Nepticulidae. *Memoirs of the Department of Agriculture of India* 6: 181-196.

Robinson, G.S., 1988. A phylogeny for the Tineoidea (Lepidoptera). *Entomologica Scandinavica* 19: 117-129.

Robinson, G.S. & Nielsen, E.S., 1993. Tineid Genera of Australia (Lepidoptera). Monographs on Australian Lepidoptera 2: i-xvi, 1-344, figs 1-733.

Robinson, G.S. & Tuck, K.R., 1996. Describing and comparing high invertebrate diversity in tropical forest - a case study of small moths in Borneo. Pp 29-42. In: Edwards, D.S. et al. (eds.) Tropical Rainforest Research - Current Issues. vi+248 pp. Kluwer Academic Publishers, Amsterdam.

Editor: Gaden Robinson
Department of Entomology
The Natural History Museum
Cromwell Road
London SW7 5BD

Tel: 020 7942 5754
Fax: 020 7942 5229
E-mail: gsr@nhm.ac.uk