

## *The Great Lakes Entomologist*

### INSTRUCTIONS FOR AUTHORS

#### SUBJECTS

Papers dealing with any aspect of entomology will be considered for publication in *The Great Lakes Entomologist*. Appropriate subjects are those of interest to professional and amateur entomologists in the North Central States and Canada, as well as general papers and revisions directed to a larger audience while retaining an interest to readers in our geographic area. All manuscripts are refereed by at least two reviewers.

#### REQUIREMENTS

Manuscripts must be typed with line numbers, double-spaced, with 1" margins on 8 1/2 x 11" or equivalent size paper, and submitted in triplicate or emailed to the Editor as an attached file. Please use italics rather than underline. Use subheadings sparingly and set them into paragraphs in boldface. Footnotes (except for authors' addresses, which must be on the title page, and treated as a footnote), legends, and captions of illustrations should be on separate pages. Titles should be concise, identifying the order and family discussed. The author of insect species must be given fully at least once in the abstract and text, but not in the title. If a common name is used for a species or group, it should be in accordance with the common names published by the Entomological Society of America. The format for references must follow that described in the style guidelines used by the Entomological Society of America, except that journal titles are not abbreviated.

#### FIGURES & TABLES

Remember that the printed page area for *The Great Lakes Entomologist* is 4.5 x 7 inches. Scale your illustrations accordingly. Figures may be printed in black and white or color (see page charges below). Photographs should be high resolution digital files (300 dpi) or glossy finish prints (transparencies are not acceptable). Drawings, charts, graphs, and maps must be scaled to permit proper reduction without loss of detail. Figures should also be sent as electronic files and must meet the following criteria: (1) gray-scale images must be submitted as 300 dpi TIFF or EPS files ONLY; (2) line art or graphs must be sent as 600 dpi TIFF or EPS files ONLY. Scanned images should be saved in the native application. Never embed the images in a word-processing document. Captions for figures should be numbered consecutively and typed in order at the end of the manuscript. Captions should not be attached to illustrations or written on the back of images. Tables should be kept as uncluttered as possible, and should fit normally across a page when typeset by the printers. Tables cannot be submitted as Excel files or graphics, but only as text. Contributors should follow the Council of Biology Editors Style Manual, 5th ed., and examine recent issues of *The Great Lakes Entomologist* for proper format of manuscripts.

#### MANUSCRIPTS ON DISK

Manuscripts must be submitted as electronic files after they have been accepted for publication. The files may be formatted in any popularly used word-processing program, but must be submitted in Rich Text Format (RTF) or Microsoft Word (DOC) to avoid any translation problems. Special formatting notes for submitting manuscripts on disk: The organizational format for a manuscript is as seen in the recent issues of the journal: TITLE, Author(s), Abstract, Introduction, Methods & Materials, Results, Discussion, Acknowledgments, Literature Cited, Tables, and a List of Figures. Do not use extra spaces between paragraphs or references in the Lit. Cited. The columns of text in tables should be aligned with TABS, not spaces. Some symbols may not translate properly from one computer system to another. Do not use

extbols. So long as these symbols are clearly seen in the manuscript, adjustments can be made in the copy sent to the printers.

#### PAGE CHARGES

Papers published in *The Great Lakes Entomologist* are subject to a page charge of \$42.00 per published page for non-members and \$25.00 per published page for members. An extra charge will be assessed for pages printed in color; contact the Editor for pricing information. Members of the Society, who are authors without funds from grants, institutions, or industry, and are unable to pay costs from personal funds, may apply to the Society for financial assistance. Application for subsidy must be made at the time a manuscript is initially submitted for publication. Authors will receive a page proof, together with a page charge form. Reprints will be provided as PDF files. Extensive changes to the proof by the author will be billed at a rate of \$1.00 per line.

#### COVER ARTWORK

Cover art or photographs are desired for upcoming issues. They are published free of charge. We only require that they be suitably prepared as described for images above, and that the subject be identified as accurately as possible.

#### EDITOR'S ADDRESS

All manuscripts for *The Great Lakes Entomologist* should be sent to the Editor, Dr. Kristi Bugajski, Valparaiso University, 1610 Campus Drive East, Valparaiso, IN 46383, email: [kristi.bugajski@valpo.edu](mailto:kristi.bugajski@valpo.edu).

#### OTHER BUSINESS

Other correspondence should be directed to the Secretary, Michigan Entomological Society, 2104 Needham Rd., Ann Arbor, MI 48104.

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