

Detailed Format Instructions for Authors of the *SPB Encyclopedia*

General Formatting: When preparing the manuscript, the author should limit the use of control characters or special formatting. Use italics to indicate all Latin names, use bold sparingly for emphasis. Do not use other character format options. For symbols use MS Word's Equation Editor. Do not use underlines. Do not use tabs. Do not use centered text, graphic lines; etc. Use only one space after all punctuation (periods, colons, etc.). Use a sans serif font (Helvetica or Arial) in all graphics. Set the normal or body text styles to 10-point Times New Roman or Times font, single-spaced, left justified, ragged right, no hyphenation. Make sure the page layout is set to single column with 1-inch margins all around.

Paper Title: Type the title and mark its style as "Title." To make it available under Format, Styles and Format you may need to select "Available formatting." If the title is longer than one line, allow it to wrap to the next line (i.e. don't press Enter or otherwise force a new line). The template does this for you.

Authors' Names: Leave one blank line below the title (**IF YOU USE THE TEMPLATE IT DOES IT FOR YOU**) and type the full name of the authors, centered, using initial capitals

Author Identification: Leave one blank line below the authors' names (**IF YOU USE THE TEMPLATE IT DOES IT FOR YOU**) and type flush left the job title and complete address of each author. Text should be left justified, ragged right. If more than one author is at the same address, do not repeat the address. The layout person will move author identifications to the proper footnote.

Abstract: Leave one blank line below the author identification (**IF YOU USE THE TEMPLATE IT DOES IT FOR YOU**) and immediately begin the abstract. Allow the word processor to wrap to the next line. Do not use carriage returns except at the end of each paragraph. Do not hyphenate words at the end of lines. All text should be left justified, ragged right. The next heading will indicate the end of abstract. Limit the abstract to about 400 words.

Body text: Begin the main content with your first heading. Style it as Heading 1, accepting the default format. On the next line (no blank line), begin typing the text at the left margin. Text should be left justified. Use the word wrap feature at the end of each line and do not hyphenate words at the end of lines.

Left justify all paragraphs and do not indent paragraphs. Extra space between paragraphs should be provided by the Normal or Body Text style, do not insert a blank line between paragraphs.

Headings: All section headings should be entered in plain text, selected, and set to the appropriate heading style using Format, Styles and Formatting. **Make sure each heading has at least one paragraph of text before the next heading, even if it's a lower level heading.** An individual heading should not have more than six paragraphs of text. Avoid entering blank lines before or after headings.

Lists and Bulleted Items: Lists are encouraged. Use MS Word's Format, Bullets and Numbering choice. Use the first bullet and numbering styles offered (e.g. solid disk and Arabic number followed by a period). If an additional style is needed, select the next one offered.

Quotations: Do not indent or italicize quotations. Quote them, and for lengthier quotes set them off as their own paragraph--the layout person will convert them to the appropriate format.

Acknowledgments: This section, if needed, should be placed after the conclusions section under the first-degree heading, Acknowledgments.

Literature Cited: Arrange citations in alphabetical order. Type each literature citation as a separate paragraph, allowing the word processor to wrap at the end of each line. Do not indent. Hard carriage returns should be used once at the end of each citation. This section should be titled Literature Cited. Follow the American National Standards (ANSI Z39-1977) style for citing bibliographic references. Use Endnotes to keep track of your reference, insert your in-text citations, and build your References Cited section. Use the output format for *Environmental Entomology*. Please include the library of citations used either as a traveling library attached as part of the Word manuscript or as a separate library file.

Use the author-date method to refer to literature in the text; for example, "More rapid runoff may result in increased peak flows (Brown 1980)" or "Later experiments by Miller (1980) showed... If several references are listed together, list them alphabetically (Adams and Smith 1980, Endres 1972, Peterson 1974). Use a comma, not a semicolon, between listings. If a manuscript has three or more authors, list the first author followed by "and others" (e.g., Clark and others 1986). Do not use "et al."

With one exception, only published material should be included in the references section. Manuscripts accepted for publication may be included. The notation "In press" appears in the same position as the publication date; for example: Haywood, J.D. [In press]. Plant communities in selected....

Footnotes: Footnotes are not permitted in the body of the document. Endnotes may appear below Tables.

Personal Communications: Reference to personal communications and unpublished data should be avoided. If it must be done, do so parenthetically in the text; for example: (Personal communication. John Doe. 1991. Silviculturist, Kisatchie National Forest, 2500 Shreveport Highway, Pineville, LA 71360). A complete address must be given as a means of contact.

Numbers and Units of Measurement: Throughout the manuscript, spell out numbers at the beginning of a sentence, whole numbers from one through nine unless associated with a unit of measurement or money (7 m, 2 inches, 3 percent, \$3), fractions standing alone or followed by "of a" or "of an," and preceding a unit modifier that contains a figure (ten 3-m logs). Use numerals when 2 or more numbers appear in a sentence and 1 of them is 10 or more. Note that metric units are abbreviated (7 m, 9 cm, 2 L, 3 mL), while English units are spelled out (2 inches, 3 feet, 4 square feet).

With one exception, use standard GPO abbreviations in the tables and text for units of measurement. Do not use "%" in the text, write out the word "percent" instead. The "%" sign can be used in the tables, however. Write out units of measurement when used alone in the text, units are usually abbreviated in tables. Do not mix metric and English units in the text. Use the one most appropriate.

State Abbreviations: States should be abbreviated when mentioned with the name of a town or county and spelled out when standing alone. Use the U.S. Postal Service two-letter State abbreviations.

Nomenclature: Scientific names set off in parentheses should follow the first mention of each common name. The authority is not necessary but if used should be consistent throughout. The genus, species, and variety names should be italicized. Do not underline the names. Common names or scientific names without the authority can be used thereafter. If the number of species is large, a list of common and scientific names can be included in an appendix following the references section.

Equations: Use Word's Equation Editor or MathType software program to write equations. Equations should be broken out of the text.

Placing Tables and Figures: Place all tables and figures at the end of the manuscript, forcing a new page before each new table or figure. See below for more detailed instructions on tables and figures.

Tables: Tables should be mentioned in the text and numbered consecutively throughout the manuscript. Always reference a table using the term "Table" as in "...shown in Table 3." The capitalization is important. Place all tables at the end of the manuscript following the references section and/or appendices and before the figures. Avoid large tables (over 1/2 page), and especially avoid wide tables.

Keep tables simple. Use a table editor to create tables. **DO NOT USE THE SPACE BAR OR TABS TO ALIGN COLUMNS.** Columns can be left, center or right aligned. Decimal tabs cannot be implemented on the web.

Each table should have a complete title. In the title, insert two dashes after the table number; for example: Table 1--Mean live crown ratios for loblolly pine.... Do not place a period after the title. The web version will need a short title to use for navigation purposes. Include a short title on its own line below the caption and before the table itself or accept an editor writing one for you.

All columns must have headings. Capitalize only the first word of each column heading and proper nouns. Use lowercase letters for footnotes in

each table beginning with "a." Simple table layouts are encouraged, complex nesting of headings can be difficult to render on the web.

Figures: Illustrations, such as charts, maps, drawings, and photographs are figures. Number figures in the order mentioned in the text. Minimize the use of text within figures, but when you do, use a sans-serif font, preferably Helvetica or Arial. Be prepared to provide a printed version and/or separate graphic files if asked. Do not use Word's Draw tools to annotate graphics, all graphic elements must be included in the inserted graphics file. Compound graphics (panels) made up of multiple graphics files are discouraged. Either refer to each as a separate figure or combine the pieces into a single graphic file before inserting into the document.

Figure captions should be placed above each graphic and not in the graphic itself. Avoid footnotes in figures; include the information in the caption. In the caption, insert two dashes after the figure number (Figure 1--) and end the caption with a period. **INCLUDE A DESCRIPTION OF EACH GRAPHIC**, entered on a separate line below the caption and before the graphic. Descriptions are how we make your graphics accessible to those with impaired vision. They should make clear verbally the major point of the graphic or describe its appearance. These descriptions will not appear in the hardcopy publication.

All figures must be readable when viewed at 1024 x 768 pixels. Very complex graphics will probably not pass this test.

Checklist:

1. All parts of the manuscript are submitted in electronic formats. Separate graphics files and hardcopy should be available upon request.
2. Working titles, affiliations, and addresses (City, State, and ZIP Code) of the authors are correct.
3. The abstract expresses the main points of the manuscript, including results and conclusions.
4. Spelling of personal names, place names, trade names, and unusual terms is correct, including diacritical marks and capitalization in languages other than English.
5. Headings are clearly distinguished from one another using appropriate level heading styles--document title using the Title style, first level

headings using Heading 1, second level headings using Heading 2 and third level headings using Heading 3. Initialize caps for all words except articles and connectors.

6. Scientific names of trees, plants, and other organisms are included; authorities, if used at all, should be consistently used throughout the manuscript (authorities are not recommended unless commonly cited within the author's discipline).
7. The appropriate units of measure (metric or English) for the audience are used.
8. Text footnotes are to be avoided. Table footnotes are lower case italic letters and start anew with each table.
9. There is a citation for every reference and a reference for every citation (text, tables, or figures).
10. Letters of permission to use copyrighted material, unpublished references, and personal communications are included.
11. Tables are numbered and referred to in the order of appearance using the term "Table" or "Tables" (do not embed).
12. Figures are numbered and referred to in order using the term "Figure" or "Figures"; Figure captions are listed above each figure, each of which appears on a separate page. Captions adequately explain the illustrations; each caption is followed by a description of the graphic to ensure the graphic is accessible to web visitors with visual impairments. Figures are located in the document after the tables.
13. MathType(R) or Word's Equation Editor are used for mathematical equations (including in-line equations) and for all symbols.