

Instructions for Contributors

Scope. The *Proceedings* accepts manuscripts describing research and observations in all areas of entomological study in Hawai‘i and the Pacific. Three types of articles are commonly published in the *Proceedings*: original research papers, review articles, and scientific notes (short communications of no longer than four printed pages). Authors with questions about the suitability of a manuscript are encouraged to contact an editor: Mark G. Wright, (808) 956-7670, markwrig@hawaii.edu (ecology, pest management, biological control, miscellaneous topics); or co-editors Matthew Medeiros, mcmdeir@hawaii.edu (vector ecology, insect symbionts biology, medical entomology); Daniel Rubinoff, rubinoff@hawaii.edu (taxonomy, systematics, insect conservation); or Janis N. Matsunaga, Janis.N.Matsunaga@hawaii.gov (new species records).

Electronic submission is required. Submit manuscripts with line and page numbering as a PDF file (preferred), or MSWord or WordPerfect file. Electronic submission expedites the review process. Authors are encouraged to suggest a short list of potential reviewers. All submissions will be reviewed by at least two reviewers. Authors revising manuscripts are required to explain how they addressed reviewer comments in a document separate from the manuscript. Authors should include a “response to reviewer comments” detailing their responses to the reviewers, a tracked-changes document reflecting those changes, and a final word-processing document (i.e., not a pdf file) in which those changes are accepted. Failure to include these three components may delay acceptance of manuscripts.

Manuscripts.

Language. Manuscripts, including Scientific Notes and New Species Records and Accounts submissions, must be in English. Proper and consistent use of Hawaiian diacritical markings (‘okina/glottal stop and kahakō/macron) for Hawaiian language

words (Place names, common names, etc.) is required.

There are several resources to assist authors with ensuring correct spelling of Hawaiian words.

Instructions on how to enable Hawaiian diacritical marks on Windows, Microsoft Word, macOS, and Google Docs can be found here: <https://www.hawaii.edu/askus/1767>

To find the correct spelling and definition of Hawaiian words, visit <https://wehewehe.org/>.

Please visit the Hawai'i Tourism Authority's [Ma'ema'e Tool Kit](#), with more information on the use of the Hawaiian language, its alphabet, image and style guidelines, and additional educational resources.

<https://www.hawaiitourismauthority.org/what-we-do/tools-resources/ma%CA%BBema%CA%BBe-toolkit/>

Format. Manuscripts should be typed single-column, with double line spacing, on one side of 8.5 x 11 inch or A4 paper with at least 1 inch (2.5 cm) margins on all sides. Number pages consecutively, beginning with the title page. Begin each of the following on a separate page and arrange in the following order: title page (including author names, affiliations, and complete addresses, including e-mail), abstract and key words (up to five), text, acknowledgments, literature cited, footnotes, tables, figure legends, and figures.

Abstract. Each paper must include an abstract that, in a single paragraph, provides a complete and accurate summary of the work. It should not exceed 250 words. On separate lines following the abstract should appear a short list of key words and a proposed running header.

Literature cited. Cited literature should be based on the name and year (Harvard) system, and conform to the following styles:

Stark, J.D., and R.I. Vargas. 1992. Differential response of male oriental fruit fly (Diptera: Tephritidae) to colored traps baited with methyl eugenol. *J. Econ. Entomol.* 85: 808–812.

Huffaker, C.B., F.J. Simmonds, and J.E. Laing. 1976. The theoretical and empirical basis of biological control. Pp. 41–78 *In* C.B. Huffaker and P.S. Messenger (eds.), *Theory and practice of biological control*. New York: Academic Press.

Yates, J.R. III, J.K. Grace, and M. Tamashiro. 1997. The Formosan subterranean termite: a review of new management methods in Hawaii. Pp. 59–68 *In* J. Chan (ed.), *Proc., 1997 FAOPMA Convention, Hong Kong, April 7–9, 1997*. Hong Kong: Hong Kong Pest Control Association.

USDA. 1999. Agricultural Research Service National Formosan Termite Program; <http://www.ars.usda.gov/is/fullstop/faqenviro.htm>; 3 pp. (Accessed September 15, 2005).

Tables. Tables should present only essential data. Place each table on a separate page.

Illustrations. Only copies of artwork or photographs should be submitted; originals should accompany the paper after acceptance and final revision. Electronically submitted graphs or illustrations may be embedded in the manuscript or submitted as separate files (JPG, TIFF, BMP format).

New Records and Accounts. Submission must follow the format described above. Abstracts are not necessary for single-species records; a brief abstract is required for more than one species reported upon. For new state/island/regional records, include the following collection data: location (GPS coordinates if possible), host, date of collection, collector, identifier and location of voucher specimens. Please indicate whether it was a single collection of the species, or if it was collected on multiple occasions.

Acceptance of manuscripts. After peer review and editing, the author will be informed of acceptance or rejection of the manuscript. Upon acceptance, the author acknowledges transfer of copyright of the paper to the Hawaiian Entomological Society. Authors should then submit a digital file of the final version of their paper. Mac or PC format is acceptable using Word or WordPerfect software (Word preferred). If neither of these applications is available, simple text (ASCII) format is acceptable.

Page charges and reprints. Current page charges are \$35.00 per printed page for non-members, \$28.00 per page for members. Authors who request offprints will receive 100 offprints of their article at a cost of \$10.00 per page.

Dr. Mark G. Wright, Editor, Proceedings of the Hawaiian Entomological Society, University of Hawaii at Manoa, 3050 Maile Way, Gilmore 310, Honolulu, Hawaii 96822, USA. markwrig@hawaii.edu.