

Author Instructions for Contributors to *Proceedings of the Hawaiian Entomological Society*

Scope. The *Proceedings* accepts manuscripts describing research and observations in all areas of entomological study in Hawaii and the Pacific. Three types of article are commonly published in the *Proceedings*: original research papers, review articles, new species accounts 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 a member of the editorial board: Editor: Mark G. Wright: *telephone*: (808) 956-7670; *e-mail*: markwrig@hawaii.edu (ecology, pest management, biological control, miscellaneous topics), or co-editors Matthew Medeiros *e-mail*: mcmedeir@hawaii.edu (vector ecology, insect symbiont/microbiome biology, medical entomology), Daniel Rubinoff *e-mail*: rubinoff@hawaii.edu (taxonomy, systematics, insect conservation), and Janis N. Matsunaga *e-mail*: Janis.N.Matsunaga@hawaii.gov (new species accounts and records).

Electronic submission by email to an appropriate editor (see above) is strongly preferred. Submit manuscripts with line and page numbering as a PDF file (preferred), or MSWord. Authors are encouraged to include 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 separate document from the manuscript. Authors should include a "response to reviewers' comments" detailing their responses to the reviews, a tracked changes document reflecting those changes and a final document in which those changes are accepted. Failure to include these three components may delay acceptance of manuscripts.

Ethics statement: All submissions should comply with the recommendations for ethical conduct detailed at <http://www.icmje.org/recommendations/>

Manuscripts. Manuscripts, including Scientific Notes and New Species Records and Accounts submissions must be in English. Number pages consecutively, beginning with the title page, and lines (continuous) throughout the manuscript. 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 (other than scientific notes and new species accounts) 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 running head.

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 sheet. Do not use the “table” feature of a word processing application; use tabs to separate columns.

Illustrations. Copies of artwork or photographs only 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 revisions, 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. The final version of the manuscript should be sent by email to the respective handling editor.

Page charges and reprints. Current page charges are \$35.00 per printed page for nonmembers; \$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.

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