

## INSTRUCTIONS FOR AUTHORS

**Latvijas Entomologs** publishes original items on all aspects of entomology, arachnology and other terrestrial arthropods.

Only manuscripts prepared in English or German are being accepted. Manuscripts should be submitted to the editorial board (adalia@lanet.lv) electronically in MS Word format for texts and MS Excel format for charts (it is recommended to submit also data table). Any figures should be submitted as .jpg or .tif files of minimum 300 dpi.

When submitting taxonomical works author(s) agree that all new names will be submitted to ZooBank by the editorial board.

**Recommended format.** The entire manuscript must be single spaced, leaving 2.5 cm margin at the left and on top, 2.1 cm on bottom and 1.5 on right. The font size should be 12. Text should be "Normal". Do not leave spacing between paragraphs. Do not number pages. Text should be pure, no hyphens, capitals, bold, italics (except Latin names of *genera* and *lower rank taxa*). The authors and years of species should be written complete in the first citation, but in the rest text the authors of species could be omitted. All taxa authors to be written in SMALL CAPS. The authors should aim to submit their work as concisely as possible. Use English (UK) spelling.

**Figures** and their legends should form a separate fully self-explanatory unit. All illustrations should be numbered consequently as figures (authors can arrange figures to plates). Parts within composite figures should be identified with letters or numbers. Plan your figures for page size (A5), but reserve space for legend. Figures of morphological characters must include a

scale bar. Refer to figures in the text as (Fig. 1, Figs 1-3).

**Tables** including headings and explanations should be on separate sheets. Tables should be self-explanatory. Avoid complicate tables. Plan your table for page width (A5). Refer to tables in the text as (Tab. 1, Tab. 1-3).

**Title** followed by Author's name(s), institution, complete address, e-mail.

**The recommended order of sections** is: Abstract, Key words, Introduction, Methods, Results, Discussion, Acknowledgements and References.

**Abstract:** summarises the content of paper, no more than 200 words.

**Key words:** separated by comma, up to ten key words.

**Introduction.** Describe the scientific problem, main previous results, unsolved issues, define aim. Do not present original results.

**Methods.** Describe in details the methods used in the research, the amount of collected material. Optionally, add the map with collection sites, statistical methods used, taxonomy used, deposition site of collection, etc. Avoid numerous abbreviations. Abbreviate North as N, South as S, district as dist., any protected nature territory (Nature reserve, Biosphere reserve, Nature park or similar) as PNT, individuals as ind., dates present as dd.mm.yyyy (use Arabic digits) when possible. Do not use unusual symbols. Localities described by toponyms,

geographical coordinates are recommended.

**Results.** Describe the results either faunistic (check-lists) or ecological. Do not discuss the results. Describe faunistic records following scheme (optionally): complete species name; in new paragraph references, in new paragraph material – sampling site, geographical co-ordinates, date, method, habitat data, collected individuals, collector's name (leg. N.Surname). In new paragraph – remarks. Use genus abbreviations properly.

**New taxa descriptions** should follow guidelines of the International Code of Zoological Nomenclature (1999 or newer). Mandatory is to give type material locality information, type material store (holotype must be preserved in public collection), derivation, measurements, colouration, description, dimorphism, and differential diagnosis.

#### Identification key sample

1 Eyes small but distinct and convex .....  
 ..... *Species 1*  
 - Eyes absent ..... 2  
 2 Hind wings fully developed ..... *Species 2*  
 - Hind wings not presented ..... *Species 3*

**Discussion.** Analyse original data, compare with known data, make conclusions.

**Acknowledgements.** Thank all key persons facilitating the preparation of the article. Indicate the source of financing, if applicable.

#### References

A) Within the text: (Gerlach 1978), (Denno, Perfect 1994), (Denno et al. 1994), (International ... 1999), (Anonymous 2008), (Petz 2004; Schulz 2005), Gorb (1991), (G.N. Johnson, pers. comm.). All publications referred in the text must be cited full in the

list of references.

B) Under references: authors in alphabetical sequence, papers of individual authors arranged chronologically. Cite all authors and full title. Always write a complete name of journal (preferred). Titles of papers published in languages other than Latin, English, German, French, Italian or Spanish should be followed by English translation (not transliteration!) within square brackets [ ], if not translated in original publication, with an appropriate note at the end e.g. (in Latvian, English abstract). Do not cite papers in preparation, do not number references.

#### Examples of references:

- Denno R.F., Perfect T.J. (eds) 1994. *Planthoppers: Their Ecology and Management*. New York, Chapman & Hall Printing house: 799 pp.
- Fauna Europaea 2015. <http://www.fauna-eu.org> [last accessed: 02.01.2016].
- Gerlach S.A. 1978. Nematomorpha. In: Illies J. (ed.). *Limnofauna Europaea*. 2<sup>nd</sup> edition. G.Fischer, Stuttgart: 50-53.
- Gorb S. 1991. The Dragonflies of Golosejevskije Lakes (Kiev). – *Latvijas Entomologs* **34**: 96-102 (in Russian, English abstract).
- International Code of Zoological Nomenclature 1999. 4<sup>th</sup> edition. London, International Trust of Zoological Nomenclature: 126 pp.
- Spuris Z. 1971. [Notes on Distribution of Dragonflies in the South Lithuania]. – *Latvijas Entomologs* **13**: 27-34 (in Russian).
- Tomlinson W.E., Jr. 1961. Control of *Sparganothis sulfureana* on cranberry. – *Journal of Economic Entomology* **54**, No 4: 811.

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When submitting your manuscript for publication in **Latvijas Entomologs** journal, you agree upon high standards of expected

ethical behavior for all parties involved in the process of manuscript assessment and publishing: the author(s), the chief editor, the peer reviewer(s), and the publisher (the Entomological Society of Latvia).

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Authorship of the paper  
 Data access and retention  
 Fundamental errors in published works  
 Originality and plagiarism  
 Multiple, redundant or concurrent publication  
 Responsible management of biological resources (incl. collecting of material, depositing type specimens in public collections)  
 Acknowledgement and citation of sources  
 Following scientific standards & major guidelines (e.g. International Code of Zoological Nomenclature etc.)

### Duties of the editor in chief

Publication decision  
 Confidentiality  
  
 Disclosure and conflicts of interest  
 Communication with all involved parties  
 Respecting all involved  
  
 Fair play

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 Acknowledgement and citation of sources

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