

Deutsche Entomologische Zeitschrift – Instructions for Authors

Contents and style of manuscript

Scope

Deutsche Entomologische Zeitschrift is an international peer-reviewed journal of systematic entomology. It publishes original research papers in English on the systematics, taxonomy, phylogeny, comparative functional morphology, and biogeography of insects. Other arthropods are also considered where of relevance to the biology of insects. The geographical scope of the journal is worldwide. Priority is given to revisional work and comprehensive studies of phylogenetic, biological or zoogeographical relevance. We also invite review articles pertaining to the systematics and biology of insects.

Submission of manuscripts

Conflicts of interest: Authors must disclose relevant competing interests (both financial and personal).

Authorship: Credit for authorship should be based on:

- substantial contributions to research design, or the acquisition, analysis or interpretation of data
- drafting the paper or revising it critically
- approval of the submitted and final versions.

Authors should meet all three criteria.

Ownership: Authors must declare that the submitted work is their own and that copyright has not been breached in seeking its publication.

Originality: Authors should declare that the submitted work has not previously been published in full, and is not being considered for publication, elsewhere.

Papers must be written in English and should not exceed 40 printed pages including figures and tables (approximately 80 A4 manuscript pages).

Manuscripts should be written in a clear, straightforward style and may not have been published or submitted elsewhere.

Please submit your manuscript online where possible, as this will lead to a considerably faster processing and forwarding.

Your manuscript has to be submitted as a WORD file and all tables and figures contained in one file if possible (not exceeding 5MB), as this facilitates its sending to the reviewers.

Send your manuscript as an e-mail-attachment to dez@museum.hu-berlin.de.

Additionally please submit all figures in high resolution and according to the instructions for an early technical proof on CD-Rom.

You can also submit your manuscript on CD-ROM; however, if you cannot supply a WORD file you must supply a binding reference hardcopy to the Managing Editor:

Dr. Manfred Asche
Museum für Naturkunde der Humboldt-Universität zu Berlin
Invalidenstr. 43
10115 Berlin
Germany

Formal guidelines for the submission of manuscripts

The text should be 12 pt, double-spaced and with a margin of at least 3 cm.

In general, the text should use as little formatting as possible (without indenting, tabulators, several blank spaces, etc.).

The paragraphs should be left justified (right-ragged).

Please...

- only print on one side of the paper.
- use a standard typeface, e.g. Times New Roman.
- do not activate the automatic hyphenation.
- enter the page number on every page.
- avoid footnotes.
- use abbreviations in a consistent manner (e.g. gen. n., sp. n., comb. n., stat. n., etc.)

The manuscript should be divided into sections using headlines and sub-headlines. Please do not number the headlines.

The names of genera and species should be in italics.

Smaller typefaces do not have to be labeled as such.

Taxonomic descriptions must comply with the rules of the ICZN (4th edition). You can find an example at <http://www.iczn.org/>.

General manuscript structure

The manuscript should be structured using headlines and sub-headlines, but without numbering according to the following sections:

- Title page
- Abstract
- Introduction
- Methods
- Results
- Discussion
- Acknowledgements
- References
- Tables with captions
- Figure captions

Title page

The title page contains:

A short, precise and meaningful title. Please enter the desired running title for the page headings in brackets.

Author name(s) with at least one first and family name given in full

Current address(es) of the authors

E-mail address(es), telephone and fax number of the *Corresponding Author*, who is clearly marked with an asterisk (*)

The number of figures and tables included.

Abstract and key words

Please submit the abstract and key words on a separate page.

The abstract should contain max. 250 words.

A maximum of 10 key words may be given (in addition to those in the title).

References in the text

Author names are followed by the year of publication.

Both these forms are possible: Wilson (2003) or (Wilson 2003).

Two authors are named and connected by "&"; three or more authors are abbreviated to "et al.": (Wilson & Urban 1997; Smith et al. 2001).

Several citations are separated by a semicolon: (Wilson & Urban 1997; Smith et al. 2001).

References

Please...

- list all authors cited in the References.
- list all names with articles by several authors; the abbreviation "et al." is only allowed in the text.
- write journal names in full.
- ensure that the References are complete and arranged according to name and year of publication.
- In the case of Chinese authors the first names must also be given in full.

The references should conform to the rules shown in the following examples:

Journal Article

- Herman, L. H. 2001. Catalog of the Staphylinidae (Insecta: Coleoptera). 1758 to the end of the second Millennium. VI. Staphylininae group (Part 3). – Bulletin of the American Museum of Natural History 265: 3021–3839.
- McAtee, W. L. & Malloch, J. R. 1923. Notes on American Bactrochinae and Saicinae. (Heteroptera: Reduviidae). – Annals of the Entomological Society of America 16 (3): 247–254
- Zhang, Lili & Yang, Ding 2003. Notes on the genus *Hercostomus* Loew, 1857 from Guangxi, China (Diptera: Empidoidea: Dolichopodidae). – Annales Zoologici 53 (4): 657–661
- Staniec, B. & Pietrykowska-Tudruj, E. 2007. Developmental stages of *Philonthus rubripennis* Stephens, 1832 (Coleoptera, Staphylinidae, Staphylininae) with comments on its biology. – Deutsche Entomologische Zeitschrift 54 (1): 95–113.

Book

- Bright, D. E. & Skidmore, R. E. 2002. A catalog of Scolytidae and Platypodidae (Coleoptera). Supplement 2 (1995–1999). NRC Research Press, Ottawa.
- Hinton, H. E. 1981. Biology of insects eggs. Vol. 2. Pergamon Press, Oxford.

Book Chapter

- De Jong, R. 1998. Halmahera and Seram: different histories, but similar butterfly faunas. In Hall, R. & Holloway, J. D. (eds). Biogeography and geological evolution of SE Asia. Backhuys Publishers, Leiden: pp. 315–325.

Personal communications and submitted manuscripts should be listed as unpublished results in the text and not listed in the "Reference" section.

Tables and table captions

Tables

Tables should be simple and clearly structured. Do not repeat any information that is already given in text or illustrations. The text must refer to every table. Tables should be provided at the end of the paper on separate pages. Indicate their desired position in the manuscript by a clear notice on a separate line: "TABLE 1". The size of the table should largely correspond to the printed format and may thus not be too wide (single-column 80 × 247 mm; two-column 165 × 247 mm). Tables need to be able to be printed in portrait format (not rotated by 90°). Small, short tables (no wider than one column) may be integrated within the text. Each line and column in the table has to be clearly labeled. Table lines and columns should not be connected.

Table captions

Tables must be captioned and consecutively numbered using Arabic numerals, e.g. **Table 1**. The table caption follows after a new paragraph.

Each abbreviation used in the table has to be explained in the caption or in footnotes.

If table footnotes are necessary these should be listed at the end of the table.

Illustrations and illustration captions

General notes on illustrations

Figures must be submitted electronically and must be of sufficient resolution for printing.

Each figure must be referred to in the text and should be numbered in the sequence of its appearance in the text.

Figures should generally be comprehensible without reference to the text.

Do not cite anatomical abbreviations within the text (e.g., Fig. 3: pt); instead they should be in the figure caption or in abbreviations.

Illustrations are printed in black and white. Please notice, that color figures will appear in color in the online PDF version of your article at no costs. If you wish a colored illustration in the printed journal you will have to cover the extra costs. In exceptional cases, a waiver can be considered. However, please contact the Editorial Office beforehand.

All illustrations should be prepared according to the format of the journal, such that the figure fills the entire page width (165 mm), or the column width (81 mm), and will not exceed the maximum page length (247 mm).

Please submit each figure fully compiled as a single file and ready for printing at final publication size. The preferred file formats are TIFF and PSD for grayscale illustrations and EPS for vector graphics.

Do not integrate the illustrations within your text files of the final version, since embedded figures are usually useless and cannot be processed.

Please do not send JPG or GIF files, as these are usually not of high enough quality for printing.

Please submit each illustration as a printout with one figure or group of figures per page.

For individual queries please contact the Editorial Office (e-mail: editorial.office@museum.hu-berlin.de).

Figures

All figures must be accompanied by scale bars. Measurements must be in metric units.

Several figures grouped together with one common legend need to be numbered using a sans-serif typeface (Arial, Helvetica) and should be arranged according to the numbers.

In grouping several figures into one illustration it is important to pay attention to the overall brightness of the individual figures.

Please leave a margin of around 2–5 mm between the figures.

Please submit figures electronically, with a minimum resolution of 300 dpi.

If you scan your figures, please enter the target size and with a minimum resolution of 300 dpi.

Take care to optimize the contrast, and submit only photographs that are sharp and in focus.

Please submit the files as TIFF or PSD (Photoshop) and do not reduce the layers to one layer.

You may submit original figures if you do not have the means to digitize your figures.

Either have high-contrast black and white glossy prints made or slides. The photos should already be in their final size.

Please write the name of the main author and the number of the illustration on the reverse or frame of the original.

Vector graphics and line drawings

Line drawings such as diagrams, maps, etc. should be submitted as Adobe Illustrator files. EPS is the preferred file format for vector graphics. However, you can also submit Illustrator files. EPS files must contain a TIFF preview.

They have to be submitted in the original size.

Vector graphics and line drawings must have a printable line thickness of at least 0.2 mm, to enable a sufficiently good print quality.

Please embed the fonts.

If you scan line drawings please select a resolution of 1200 dpi for the final figure size. Please save the file as a grayscale TIFF in case it needs to be further processed. The files will be converted into bitmaps at a later stage.

Diagrams

Diagrams should ideally be created using Adobe Illustrator.

Please fill the diagrams with textures, as color shading will appear gray and cannot be differentiated in black and white.

Labeling should be within the diagram.

Please avoid unusual symbols in the labeling.

If you have created the diagrams using MS Excel, please enclose the original Excel files.

Text in illustrations

Text in illustrations should be as short as possible. Abbreviations should only be used in the illustration where absolutely necessary, and explained in the legend in alphabetical order.

All figures must be accompanied by scale bars. Measurements must be in metric units.

Several figures grouped together with one common legend need to be numbered using a sans-serif typeface (Arial, Helvetica) and should be arranged according to the numbers.

The height of the text should be in relation to the size of the figure and be at least 1.5 mm in the final figure size.

Illustration captions

Please enter the captions on a separate page and list them in the correct order at the end of the manuscript.

Please do not distinguish between figures and plates.

Figure captions should begin with 'Fig.' or 'Figs' in all caps.

Figures are referred to in the captions using Arabic numerals.

Follow the example:

Figures 1–3. *Mediocris commenticius* gen. n. sp. n. from Kovácsszénája, Hungary. **1.** Dorsal view; **2.** Ventral view of the holotype; **3.** ...

Abbreviations in a caption are also printed in bold, e.g. **am** – antenna muscle; **ts III** – 3rd thorax segment. Please note that the items in the abbreviations are listed alphabetically, based on the abbreviation.

Positioning of figures

Please show the preferred position for an illustration in the manuscript by way of a clear notice: "FIGURE XY" on a separate line.

Guidelines for naming files

Please name the text version of your manuscript using the surname of the main author followed by an underscore and the word "text", but avoid umlauts or special characters.

Save your file in rtf format.

Please name files containing figures using the surname of the main author (avoiding umlauts or special characters) followed by an underscore and the abbreviation "fig" as well as the number(s) of the figure(s), preceded by a zero.

Examples:

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For the graphic files make sure you name the files with the correct PC ending (applies primarily to Mac users!).

The publication process

Electronic submission of manuscripts

Submission of printed manuscripts

If you cannot submit your manuscript in electronic form, we will exceptionally accept hardcopy submission. Please send three hardcopies of your manuscript.

Please ensure that all special characters are correctly shown in the hardcopy, since your printout will serve as the binding reference.

Furthermore submit all figures in high resolution and prepared according to the instructions at a CD-Rom for an early technical proof.

Peer reviewing

Manuscripts are subject to peer review. All manuscripts submitted will be independently reviewed by at least two experts in the corresponding area of research.

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Submission of the final version

If your manuscript is accepted please submit an electronic version of the final version plus all figures in high resolution on a CD-ROM. Please also include a current reference printout as well as printouts of the figures.

The manuscript should be prepared using a word processing program, preferably Word.

Proofs

Prior to publication of your manuscript you will receive page-proofs, preferably by e-mail in PDF format.

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