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**Checklist of common mistakes found in manuscripts submitted to Florida Entomologist**

1. title page: \_\_\_\_ all items left justified, single-line spacing
2. title page contains the: \_\_\_\_ running head, \_\_\_\_ membership info, \_\_\_\_ billing info
3. title: \_\_\_\_ in sentence case, not title case
4. title uses: \_\_\_\_ common or scientific name, but not both
5. title contains higher taxa: \_\_\_\_\_ (order: family) for arthropods
6. abstract contains: \_\_\_\_ scientific name and \_\_\_\_ higher taxa (order: family)
7. scientific name of arthropods: first use in abstract and text includes author name
8. scientific names: \_\_\_ genus name spelled out if first word in sentence
9. key words: \_\_\_\_ do not duplicate words that occur in title
10. acronyms: \_\_\_\_ not used instead of names
11. units abbreviated: \_\_\_\_ use d, wk, mo, yr, µm, mm, m, µg, mg, g, kg, µL, mL, L (when used with numerals)
12. metric units: \_\_\_\_\_ use metric unless important to use Imperial (English) units, but then also provide metric
13. numbers after decimal: \_\_\_\_ numbers are rounded up so that the number reflects a measurable quantity, and does not overly express resolution (e.g., 17.3% is normally adequate, not 17.34%). For probability, 3 places after decimal are adequate (e.g., *P* < 0.001)
14. months abbreviated: \_\_\_\_ use first 3 letters of month name (e.g., 2 Apr 2016)
15. plant and vertebrate names: \_\_\_\_ use scientific name (genus and species, author optional) plus family name on first use. Use of these in the title is optional, and they should be used only where needed for clarification.
16. plant cultivars: \_\_\_\_ follow species name, starting with initial letter capitalized, not italics, but with single quotation marks only on first use
17. numbers: \_\_\_\_ use Arabic numerals; do not spell out numbers unless first word of sentence; use numerals 1 to 9 for quantities (e.g., 2 objectives, 3 replicates, 5 times, 8 specimens)
18. adjacent numbers: \_\_\_\_spell out one and use numeral for the other (e.g., two 50 μL aliquots)
19. text: \_\_\_\_ left justified, double-line spacing
20. hyphen: \_\_\_\_ although compound adjectives are normally hyphenated (e.g., post-application mortality), do not hyphenate if first part is an adverb ending in ‘ly’ (e.g., overly large mandibles)
21. hyphen: \_\_\_\_ not used to separate numerals and units (e.g., 5 mL syringe not 5-mL syringe)
22. dash:\_\_\_\_ en dash used to denote number ranges (including date and page ranges)
23. dash: \_\_\_\_ em dash used in place of commas, colons, and parentheses, usually for emphasis
24. photoperiod: \_\_\_\_ written as 14:10 h L:D
25. mathematical operatives: \_\_\_\_ operatives and units of measure are separated from numerals by space (e.g., 3.0 ± 1.5; *P* = 0.05; *P* < 0.01)
26. minus: \_\_\_\_ use the minus sign (not hyphen or en dash); no space when part of the number (e.g., *r* = −0.742) but with space in an equation (e.g., *y* = 3.7*x* – 0.47)
27. symbol/unit spacing: \_\_\_\_ symbols & units are separated from numerals (e.g., 25 °C, 200 mL) except for percent (e.g., 75%)
28. geographical coordinates: \_\_\_ given in degrees with 2 to 7 decimal places (e.g., 29.6514°N, 82.3247°W); use the symbol for degrees (°); no spaces except after the comma
29. statistics: \_\_\_\_ are adequately described
30. statistics: \_\_\_\_ *P*, *F*, *χ*2, *R*2, and *t* are italicized, but not df
31. statistics: \_\_\_\_ For noting differences in multiple-range tests, significance should be noted as (≤ 0.05), whereas lack of significance should be noted as (> 0.05). (e.g., means within columns followed by different letters are significantly different (*P* ≤ 0.05) **or** means (SD) followed by the same letters are not significantly different (*P* > 0.05). Alternatively, authors can use wording such as “Different letters above standard deviation bars indicated significant difference among means at Type I error = 0.05.”
32. references cited: \_\_\_\_ author initials follow surname; no punctuation within list except comma to separate authors
33. references cited: \_\_\_\_ journal article titles and book chapter titles are sentence case, books are title case
34. references cited: \_\_\_\_ journal name spelled out completely; no abbreviations
35. references cited: \_\_\_\_ journal name followed by volume number, then colon, then page range.
36. references cited: \_\_\_\_ en dash is used between page range
37. references cited: \_\_\_\_ each reference with ½ inch hanging indent and no extra space between references
38. tables: \_\_\_\_ each on separate page, separated by page break
39. table legend: \_\_\_\_ ‘Table’, number, and period are bold (e.g., **Table 6.**), but remainder of legend is not bold
40. table legend: \_\_\_\_ provides good description of table material, and scientific names are spelled out, not abbreviated
41. tables: \_\_\_\_ constructed using Insert Table function, not by using ‘enter’ key or space bar or tabs
42. tables: \_\_\_\_ first column is left justified, all others are centered
43. figure legend: \_\_\_\_ abbreviation ‘Fig.’ , number, and period are bold (e.g., **Fig. 6.**), but remainder of legend is not bold
44. figure legend: \_\_\_\_ provides good description of figure, and scientific names are spelled out, not abbreviated
45. figures: \_\_\_\_ low-resolution images inserted into end of document, but preceded (on separate page) by list of all figure legends
46. figures: \_\_\_\_ high-resolution (normally 1–5 MB) images attached to submission material as black & white TIF or TIFF files (unless author wants color display)
47. figures: \_\_\_\_ all labels in Arial or equivalent sans serif font
48. figures: \_\_\_\_ each line and data point thick/large enough to withstand reduction and be discernable
49. color figures: \_\_\_\_ information on use of color (print or online) provided