

1 Running head: Smith et al.: The running head is in sentence case (max. 60 characters or spaces)

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9 Financial contact for invoice: name, complete mailing address, and e-mail address
10 (if same as corresponding author, write "Same")

11 [BLANK LINE]

12 **Title in sentence case, 16 pt bold font, centered, with insect species**

13 **or genus (Order: Family), for example: A new species of genus**

14 ***Goniagnathus (Tropicognathus) (Hemiptera: Cicadellidae:***

15 ***Deltocephalinae) from India***

16 [BLANK LINE]

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26 *Corresponding author; E-mail: clm101@gmail.com

27 [PAGE BREAK]

28 **Abstract**

29 [BLANK LINE]

30 Left-justify the word Abstract. Capitalize the first letter only. Do not indent the Abstract heading
31 and the first line of the text. Do not cite references, figures, or tables in the abstract. **Example of**
32 **an abstract:** A new leafhopper species, *Goniagnathus (Tropicognaus) keralaensis* **sp. nov.**
33 (Hemiptera: Cicadellidae: Deltocephalinae), is described from Kerala, India, with morphological
34 description, illustrations, and photographs. Aedeagal shaft convex at distal caudoventral margin
35 and acute at apex with pair of small ventral subapical processes, pair of long subapical processes
36 on posterior dorsal margin, gonopore large and its apical process on the ventral side distinguishes
37 it from *G. (T.) punctifer* (Walker) with which it is closely related. Notes are given from
38 separating the same in a key. The type material is deposited in the National Pusa Collection
39 (NPC), Division of Entomology, Indian Agricultural Research Institute, New Delhi, India.

40 [BLANK LINE]

41 Key Words: type 4 to 6 key words **other than words in the title**; separate them with
42 semicolons; do not type a period at the end

43 [BLANK LINE]

44 **Resumen**

45 [BLANK LINE]

46 Left-justify the word Resumen. If you have prepared a Spanish translation, place it here,
47 otherwise leave it blank. Do not attempt a translation unless you (or your translator) are fluent in
48 Spanish. The Spanish Abstract Associate Editor will provide a translation. A Portuguese
49 translation (Resumo and Palavras Chave) is also accepted.

50 [BLANK LINE]

51 Palabras Clave: type 4 to 6 palabras clave corresponding to those you listed in the Key Words

52 [PAGE BREAK]

53

54 This document is an example of the Florida Entomologist formatting style. Your
55 submission should resemble the editorial style of this document. All submissions must be in
56 Microsoft Word (.doc or .docx). Use continuous line numbering of lines on all pages of your
57 manuscript. Type all text and captions (including text in tables) with double-spaced lines (except
58 single-spaced contact information on top of the title page). Left-justify all text and indent (0.5
59 inches) all paragraphs. Do not use hyphenation on line endings. Use 12 pt font throughout
60 manuscript (except 16 pt font in 1st-level headings). Do not use **bold font** except where
61 absolutely necessary, such as to indicate the **surname (family name)** of each author on the title
62 page and to indicate **sp. nov.** and **gen. nov.** The introduction should describe the paper's
63 significance. Note that there is no heading for this section. State the reason for doing the
64 research, the questions or hypotheses, and the essential background. Give the scientific name
65 (i.e., Latin binomial), authority, and taxonomic classification (Order: Family) at first mention of
66 each organism. After the first mention, abbreviate the genus name of the organism, unless it is at
67 the beginning of a sentence (i.e., spell out an organism's genus name at the beginning of a
68 sentence). The year of authorship should be provided only in a synonymy or taxonomic resume,
69 or if inclusion of the year is needed to clarify the use of the name. If the year is included, it
70 becomes a citation and must be included in the References Cited section.

71 Citations in the text are included in the name-date format: Jones (1986); (Jones 1986);
72 Jones & Smith (1986); (Jones & Smith 1986); Jones (in press); (Jones AF, Department of
73 Zoology, Ohio State University, personal communication). When 2 or more in-text citations are
74 used, they must be separated with semicolons, for example "(Ball 1970; Menendez 1980; Jones
75 & Smith 1986)." However, several citations by the same author(s) are separated by commas,
76 such as "(Jones & Smith 1986, 1992, 2014)". List multiple citations in chronological order. Use

77 “et al.” for 3 or more authors, but do not italicize “et al.” Provide evidence of acceptance for
78 works “in press,” otherwise cite as “unpublished” or “personal communication.” Provide written
79 permission from personal communicants.

80 Taxonomic papers should follow the International Code of Zoological Nomenclature, 4th
81 edition, for taxonomic style. **Below is an example of the Introduction section** to a taxonomic
82 paper published in the Florida Entomologist:

83 “Leafhoppers belonging to the genus *Goniagnathus* Fiber (Hemiptera: Cicadellidae:
84 Deltocephalinae) are robust, brownish, squat, and readily recognizable by their short and broad
85 heads, fused male subgenital plates, male style with membranous fracture at midlength,
86 connective short and fused with aedeagus (Linnavroure 1978; Fletcher & Zahniser 2008).

87 Viraktamath & Gnanaswaran (2009) defined the subgenus *Tropicognathus* as having the
88 male pygofer with a well-developed dorsal appendage, caudal margin with few stout setae,
89 subgenital plates fused but variable in shape, apophysis of the style either of uniform width or
90 widened distally, apex bilobed or bifid, and an aedeagal shaft with processes on shaft but lacking
91 ventral basal processes. Keys to subgenera and a checklist of species of *Goniagnathus* from the
92 Indian subcontinent were also provided. There are 52 species of which 11 are from the Indian
93 subcontinent, to which a new species *Goniagnathus (Tropicognathus) keralaensis* **sp. nov.**
94 collected from Kuppadi (11°40'45"N, 76°15'45"E), Kerala, India, is added herewith. The type
95 material is deposited in the National Pusa Collection (NPC), Division of Entomology, Indian
96 Agricultural Research Institute, New Delhi, India.”

97 Use the above shown format to report geographical coordinates and use the symbols for
98 degrees (°), minutes (', i.e., normal text Basic Latin apostrophe), and seconds (", i.e., normal text
99 Basic Latin quotation mark); note that there are no spaces except after the comma.

100 Normally, there are **4 section-heading formats** in the Florida Entomologist:

101 1. First-level headings use 16 pt bold font and are left-justified (e.g., **Materials and**
102 **Methods**).

103 2. Second-level headings are all capitals and left-justified (e.g., COLLECTION SITES).

104 3. Third-level headings have the first letter of major words capitalized and are left-
105 justified (e.g., Preparation of Specimens). Do not capitalize the first letter of an article,
106 conjunction, preposition, or pronoun.

107 4. Fourth-level headings are indented (0.5 inches) and italicized, have capital initial
108 letters (except for articles, conjunctions, prepositions, or pronouns), and are followed
109 immediately by the text (e.g., *Description of Larvae*).

110 However, in taxonomic papers, 2nd-level headings often include taxon names and
111 taxonomic keys. For such taxonomic headings (with scientific names), use “Sentence case”
112 rather than all capitals. Do not use bold font for these headings, use bold font only for **sp. nov.**
113 and **gen. nov.** Be certain that the genus name, but not species name, has an initial capital letter.
114 Then, use all capitals for the 3rd-level heading. Leave one blank line above and below the
115 heading for heading types 1-3, but not for heading type 4. Do not place a period at the end of
116 headings except for 4th-level headings.

117 [BLANK LINE]

118 **Materials and Methods** [16 pt bold font]

119 [BLANK LINE]

120 Leave a blank line above and below the heading. Indent (0.5 inches) all paragraphs. Use
121 telegraphic style throughout the species descriptions.

122 Use metric units unless there is specific reason to include English units, then include the
123 English equivalents in parentheses. Do not abbreviate “liter” except in units of measure, such as
124 mL and μ L. For numerals with units of measure, use the symbols accepted by the Systè
125 International (SI). Separate mathematical operators and units of measure from numerals with one
126 space (e.g., 3.7 ± 1.1 mm; $P = 0.05$), but do not leave a space between a numeral and % (e.g.,
127 75%). For temperatures, insert a space before (but not after) the “degree” symbol (e.g., 27 °C).
128 Use regular (NOT superscript) formatting for ordinals as in “1st, 2nd, and 3rd instars.” For more
129 information on the use of numerals, ordinals, and units of measure, refer to the Scientific Style
130 and Format of the Council of Science Editors (previously [until 2000] known as the Council of
131 Biology Editors).

132 Use the following format for photoperiod: 14:10 h L:D. Spell out names of countries,
133 states, and provinces, with the exception of USA. To report dates in taxonomic reports, use
134 Roman numerals for the month and Arabic numerals for day and year (e.g., 5-VI-2012). For
135 other style and formatting questions, refer to the Scientific Style and Format of the Council of
136 Science Editors.

137 Large-scale datasets, sequences, and computational models should be deposited in one of
138 the relevant public databases (e.g., GenBank of the National Center for Biotechnology
139 Information [NCBI]) **before submission**, and authors should include accession codes in the
140 Materials and Methods section. Alternatively, material can be included as “supplementary
141 material,” which is submitted as a Microsoft Word document and published online in pdf format,
142 via an “infolink” associated with the online version of the manuscript. Supplementary material
143 may include tables, graphics, color photographs, videos, etc. The corresponding author must alert
144 the editor in chief about the need to upload supplementary material **before** the manuscript has

145 been sent to the printing company. Please refer to the instructions posted online
146 (<http://www.flaentsoc.org/infolink.htm>) to prepare supplementary material.

147 [BLANK LINE]

148 **Results** [16 pt bold font]

149 [BLANK LINE]

150 Leave a blank line above and below the heading. Indent (0.5 inches) all paragraphs.

151 Following is an example of taxonomic treatment as it might appear in the Florida Entomologist:

152 [BLANK LINE]

153 *Goniagnathus (Tropicognathus) keralensis* Meshram **sp. nov.** 2014 (Figs. 1-7, 15-22) [This is a
154 typical 2nd-level heading in a taxonomic paper. Start all synonymies at the left margin
155 with a hanging indent (0.5 inches). Include authorities and year.]

156 [BLANK LINE]

157 **MALE** [This is a typical 3rd-level heading in a taxonomic paper.]

158 [BLANK LINE]

159 Brown with dark brown marking. Anterior region of face with transverse white stripe
160 interrupted in middle by dark brown irregular spots, short off-white stripe between ocelli and
161 compound eyes, dark-brown continuous transverse stripe above ocelli (Figs. 1 and 2).

162 [BLANK LINE]

163 **TYPE MATERIAL** [This is another typical 3rd-level heading in a taxonomic paper.]

164 [BLANK LINE]

165 Start description with the principal type in capital letters. Follow this immediately with
166 count and sex of specimens and country of origin (all capitals, followed by colon), then place
167 additional data in the order of locality, date, additional data, and collector. Separate these items

168 with commas. An example is:

169 HOLOTYPE 1 male INDIA: Kerala, Wayanad, Kuppadei, 03-V-11, from grasses, N.M.
170 Meshram (NPC). PARATYPE 1 female data same as Holotype (NPC).

171 Taxonomic manuscripts describing new taxa should contain a key, either new or
172 modified from an existing key. Long keys should include numbers in parentheses to refer the
173 reader back to earlier couplets as in the following modified excerpt of a key published by Porter
174 & Pesquero (2001) in Florida Entomologist 84, pp. 696-697.

175 3. (2) Ovipositor approximately linear in lateral view; Figs. 2-3 4

176 3'.— Ovipositor angled or curved in lateral view; Figs. 4-5 5

177 4. (3) Ovipositor lanceolate with a small membranous extension near terminus; 4

178 medium hairs or setae under abdomen just before ovipositor; Fig. 2

179 *P. solenopsidis* Schmitz

180 4'.— Ovipositor blunt, broadly rounded on dorsum; flat or somewhat concave on

181 ventral surface; 8 stout socketed hairs under abdomen before ovipositor, about ½

182 the length of the ovipositor (probably accidental over *Solenopsis* ants); Fig. 3

183 *P. convexicauda* Borgmeier

184 5. (3) Ovipositor short with the dorsal surface truncated and directed downward; with

185 several stout hairs extending out under ovipositor, almost as long as the

186 ovipositor; Fig. 4 *P. borgmeieri* Schmitz

187 5'.— Ovipositor long, curved downward, with a large ventral tooth near base; hairs on

188 last abdominal segment not unusually long; Fig. 5 *P. curvatus* Borgmeier

189 6. (1) Ovipositor bilobed with a small central projection; Fig. 6

190 *P. nudicornis* Borgmeier

191 6'.— Ovipositor trilobed or not bilobed; Figs. 7-19 7

192

193 Next is an example of a short revised key.

194 [BLANK LINE]

195 Revised key to the *Goniagnathus* species (modified from Viraktamath 2009)

196 [This is a special heading in a taxonomic paper. It is "Sentence case" and centered (and not left-
197 justified), because it represents the title of the new taxonomic key.]

198 [BLANK LINE]

199 In the key given by Viraktamath (2009), the new species will key in at the couplet no. 5
200 leading to *G. (T.) nemalicus*, *G. (T.) anufrievi*, and *G. (T.) punctifer*. This is to be modified as
201 follows:

202 5.— Aedeagus with pair of processes 6

203 5'.— Aedeagus with 2 pairs of processes 7

204 6.— Aedeagus with long processes at midlength; subgenital plants truncate

205 *G. (T.) nepalicus* Virktamath & Gnaneswaran

206 [BLANK LINE]

207 Authors should use "glossy" to describe reflectance of surfaces, rather than "shiny",
208 which is indeterminate (does not differentiate reflectance from production of light). Some
209 insects, especially fireflies (Coleoptera: Lampyridae), are best described as "luminescent"
210 because they produce light. Glossy surfaces (antonym is matte) allow many insects to reflect
211 light.

212 Number tables and figures with Arabic numerals in the order in which you cite them in
213 the text. In running text, refer to Table 1 or Figure 2. In parentheses, refer to (Table 1; Fig. 2).

214 When you prepare tables, summarize your data (i.e., do not present raw data) so that each table
215 fits on a regular page. When you prepare figures, keep photos and line drawings (i.e., graphs)
216 separate. Combine individual photos into a photo plate, and combine similar graphs into one
217 figure plate. PRINTING OF COLOR PHOTOS IS MUCH MORE EXPENSIVE THAN
218 PRINTING OF BLACK-AND-WHITE PHOTOS OR LINE DRAWINGS, SO IT IS IN YOUR
219 INTEREST TO GROUP COLOR PHOTOS ON SEPARATE PLATE(S).

220 [BLANK LINE]

221 **Discussion** [16 pt bold font]

222 [BLANK LINE]

223 Leave a blank line above and below the heading. Indent (0.5 inches) all paragraphs. The
224 discussion should explain the significance and impact of the results with reference to pertinent
225 literature. However, some taxonomic papers may not include a discussion.

226 [BLANK LINE]

227 **Acknowledgments** [16 pt bold font]

228 [BLANK LINE]

229 Leave a blank line above and below the heading. Indent (0.5 inches) this paragraph. Do
230 not use titles before names. Generally, people precede grants. Spell out institutions.

231 [BLANK LINE]

232 **References Cited** [16 pt bold font]

233 [BLANK LINE]

234 Leave a blank line above and below the heading. Use a **hanging indent** (0.5 inches) as shown in
235 the examples below. Begin each reference on a new line (without a blank line). Put initials of

236 each author after the surname (family name) (e.g., Jones BJ, Smith CA. 2008.). Do not use
237 punctuation except for a comma to separate names of different authors. Do not include “and”
238 preceding the last name in a series. Include all references cited in the manuscript. Provide all
239 information that would allow retrieval of the material including the volume and page numbers of
240 a journal or the name and location of a book publisher. Spell out journal names (e.g., Annals of
241 the Entomological Society of America). The journal name is followed by the volume number, a
242 colon, and the page range; place a hyphen between page numbers and a period at the end; for
243 example “Florida Entomologist 84: 111-115.” Use sentence case for titles of journal articles,
244 book chapters, reports, and theses. Capitalize major words (but not articles, conjunctions,
245 prepositions, and pronouns) in book titles. Follow the grammar and spelling rules of foreign
246 languages if you are citing original articles (e.g., in German titles, adjectives and adverbs do not
247 have an initial capital letter). The order of the references is alphabetical by 1st author. For 2 or
248 more references by the same 1st author, list first the references with 1 author (in chronological
249 order), then the references with 2 authors (alphabetical by 2nd authors, then chronological), and
250 then the references with 3 or more authors in chronological order. **Examples are:**
251 Jones JL. 2011. The title of a journal article. *Zootaxa* 2777: 30-35.
252 Jones JL, Smith SR. 2012. This is a chapter title, pp. 200-210 *In* White MM, White-Brown AS
253 [eds.], *The Big Bug Book*. Academic Press, London, United Kingdom.
254 Jones JL, Smith SR, White-Brown AS. 2009. The title of a journal article. *Memoirs of the*
255 *Entomological Society of Washington* 99: 223-229.
256 Manning LJ, Erikson AI, Harper D, O’Brien LS, Martin FG. 2014. The title of a journal article in
257 press. *Annals of the Entomological Society of America* (in press).

258 Thomas MC. 2005. An exotic baridine weevil pest (Coleoptera: Curculionidae) of
259 Amaryllidaceae in Florida. Florida Department of Agriculture and Consumer Services,
260 Division of Plant Industry, DACS-P-01664, [http://www.freshfromflorida.com/pi/pest-](http://www.freshfromflorida.com/pi/pest-alerts/pdf/amaryllis-weevil.pdf)
261 [alerts/pdf/amaryllis-weevil.pdf](http://www.freshfromflorida.com/pi/pest-alerts/pdf/amaryllis-weevil.pdf) (last accessed 3 Aug 2014).

262 White MM, White-Brown AS [eds.]. 2011. *The Big Bug Book*. Academic Press, London, United
263 Kingdom.

264 Young JJ, Old BC. 2013. Predator-prey dynamics and strategies for control of citrus psyllid, pp.
265 123-130 *In* Proceedings of the 5th Meeting of the Florida IPM Working Group. Orlando,
266 Florida, 9-12 Mar 2013.

267 [PAGE BREAK]

268

269 The reference list is the last part of the text body. Next, present each table on a separate
270 page. **Insert a page break before each table** (i.e., do not hit the “enter” key to insert lines until
271 you reach the next page). When you have inserted all tables (each on its own page), insert a page
272 break and list all figure captions on one page. After the list of figure captions, insert a page break
273 and insert the first figure on the new page. Copy and paste the figure caption so that it appears
274 once more beneath the figure. Repeat this process on a separate page for each additional figure.
275 Refer to the General Manuscripts Formatting Template (posted online:
276 <http://www.flaentsoc.org/auinstr.htm>) for detailed instructions regarding tables and figures. The
277 general format of figure captions and table titles is as follows (note that only “**Fig. 1.**” and
278 “**Table 1.**” are bold):

279

280 **Table 1.** The table title should fully describe the table. It is left-justified and ends with a period.

281

282 **Fig. 1.** The figure caption should fully describe the figure. It is left-justified and ends with a
283 period.