

1 Running head:
2 Smith et al.: The running head is in sentence case (max. 80 characters or spaces)

3
4 Membership status:
5 Member (name, ID) or non-member

6
7 Billing contact:
8 Carmen Lucia Moreira De Souza
9 Faculdade de Agronomia
10 Universidade do Rio de Janeiro
11 79.804-970, Rio de Janeiro, Brazil
12 Phone: +55 (71) 5432-7891
13 E-mail: clm101@gmail.com

14 **Include any information (reference number, tax ID, etc.) that you need included on the invoice**

15
16 **Title in sentence case, 12 pt bold font, with insect species or genus (Order: Family), for**
17 **example: A new species of genus *Goniagnathus (Tropicognathus)* (Hemiptera: Cicadellidae:**
18 **Deltocephalinae) from India**

19
20 John E. **Smith**¹, Mitsuo **Nukaya**², and Carmen Lucia Moreira **De Souza**^{3,*}

21 ¹University of Florida, Department of Entomology & Nematology, Gainesville, Florida 32611,
22 USA, E-mail: jesmith@ufl.edu

23
24 ²The University of Tokyo, Department of Agricultural & Environmental Biology, Yayoi, Tokyo,
25 113-8657, Japan, E-mail: nukayam@yahoo.com

26
27 ³Faculdade de Agronomia, Universidade do Rio de Janeiro, 79.804-970, Rio de Janeiro, Brazil,
28 E-mail: clm101@gmail.com

29
30 *Corresponding author; E-mail: clm101@gmail.com

31 [PAGE BREAK]

32 **Abstract**

33 [BLANK LINE]

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 Do not cite references, figures, or tables in the abstract.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

44 [BLANK LINE]

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

47 [BLANK LINE]

48 **Resumen**

49 [BLANK LINE]

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

54 [BLANK LINE]

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

56 [PAGE BREAK]

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

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

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

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

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

91 Viraktamath & Gnanaswaran (2009) defined the subgenus *Tropicognathus* as having the
92 male pygofer with a well-developed dorsal appendage, caudal margin with few stout setae,
93 subgenital plates fused but variable in shape, apophysis of the style either of uniform width or
94 widened distally, apex bilobed or bifid, and an aedeagal shaft with processes on shaft but lacking
95 ventral basal processes. Keys to subgenera and a checklist of species of *Goniagnathus* from the
96 Indian subcontinent were also provided. There are 52 species of which 11 are from the Indian
97 subcontinent, to which a new species *Goniagnathus (Tropicognathus) keralaensis* **sp. nov.**
98 collected from Kuppadi (11.6791667°N, 76.2625000°E), Kerala, India, is added herewith. The
99 type material is deposited in the National Pusa Collection (NPC), Division of Entomology,
100 Indian Agricultural Research Institute, New Delhi, India.”

101 Use the above shown format to report geographical coordinates and use the symbol for
102 degrees (°) and provide up to 7 decimal places); note that there are no spaces except after the
103 comma.

- 104 Normally, there are **4 section-heading formats** in the Florida Entomologist:
- 105 1. First-level headings use 12 pt bold font and are left-justified (e.g., **Materials and**
 - 106 **Methods**).
 - 107 2. Second-level headings are all capitals and left-justified (e.g., COLLECTION SITES).
 - 108 3. Third-level headings have the first letter of major words capitalized and are left-
 - 109 justified (e.g., Preparation of Specimens). Do not capitalize the first letter of an article,
 - 110 conjunction, preposition, or pronoun.
 - 111 4. Fourth-level headings are indented (0.5 inches) and italicized, have capital initial
 - 112 letters (except for articles, conjunctions, prepositions, or pronouns), and are followed
 - 113 immediately by the text (e.g., *Description of Larvae*).

114 **However, in taxonomic papers, 2nd-level headings often include taxon names and**

115 **taxonomic keys. For such taxonomic headings (with scientific names), use “Sentence case”**

116 **rather than all capitals.** Do not use bold font for these headings, use bold font only for **sp. nov.**

117 **and. gen. nov.** Be certain that the genus name, but not species name, has an initial capital letter.

118 Then, use all capitals for the 3rd-level heading. Leave one blank line above and below the

119 heading for heading types 1 to 3, but not for heading type 4. Do not place a period at the end of

120 headings except for 4th-level headings.

121 [BLANK LINE]

122 **Materials and Methods** [12 pt bold font]

123 [BLANK LINE]

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

125 telegraphic style throughout the species descriptions.

126 Use metric units unless there is specific reason to include English units, then include the

127 English equivalents in parentheses. Do not abbreviate “liter” except in units of measure, such as
128 mL and μL . For numerals with units of measure, use the symbols accepted by the Systè
129 International (SI). Separate mathematical operators and units of measure from numerals with one
130 space (e.g., $3.7 \pm 1.1 \text{ mm}$; $P = 0.05$), but do not leave a space between a numeral and % (e.g.,
131 75%). For temperatures, insert a space before (but not after) the “degree” symbol (e.g., $27 \text{ }^\circ\text{C}$).
132 Use regular (NOT superscript) formatting for ordinals as in “1st, 2nd, and 3rd instars.” For more
133 information on the use of numerals, ordinals, and units of measure, refer to the Scientific Style
134 and Format of the Council of Science Editors (previously [until 2000] known as the Council of
135 Biology Editors).

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

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

150 (<http://www.flaentsoc.org/infolink.shtml>) to prepare supplementary material.

151 [BLANK LINE]

152 **Results** [12 pt bold font]

153 [BLANK LINE]

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

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

156 [BLANK LINE]

157 *Goniagnathus (Tropicognathus) keralensis* Meshram **sp. nov.** 2014 (Figs. 1–7, 15–22) [This is a

158 typical 2nd-level heading in a taxonomic paper. Start all synonymies at the left margin

159 with a hanging indent (0.5 inches). Include authorities and year.]

160 [BLANK LINE]

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

162 [BLANK LINE]

163 Brown with dark brown marking. Anterior region of face with transverse white stripe

164 interrupted in middle by dark brown irregular spots, short off-white stripe between ocelli and

165 compound eyes, dark-brown continuous transverse stripe above ocelli (Figs. 1 and 2).

166 [BLANK LINE]

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

168 [BLANK LINE]

169 Start description with the principal type in capital letters. Follow this immediately with

170 count and sex of specimens and country of origin (all capitals, followed by colon), then place

171 additional data in the order of locality, date, additional data, and collector. Separate these items

172 with commas. An example is:

173 HOLOTYPE 1 male INDIA: Kerala, Wayanad, Kuppadei, 03-V-2011, from grasses,
174 N.M. Meshram (NPC). PARATYPE 1 female data same as Holotype (NPC).

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

- 179 3. (2) Ovipositor approximately linear in lateral view; Figs. 2–3 4
180 3'.— Ovipositor angled or curved in lateral view; Figs. 4–5 5
181 4. (3) Ovipositor lanceolate with a small membranous extension near terminus; 4 medium hairs
182 or setae under abdomen just before ovipositor; Fig. 2 *P. solenopsidis* Schmitz
183 4'.— Ovipositor blunt, broadly rounded on dorsum; flat or somewhat concave on ventral
184 surface; 8 stout socketed hairs under abdomen before ovipositor, about ½ the length of
185 the ovipositor (probably accidental over *Solenopsis* ants); Fig. 3
186 *P. convexicauda* Borgmeier
187 5. (3) Ovipositor short with the dorsal surface truncated and directed downward; with several
188 stout hairs extending out under ovipositor, almost as long as the ovipositor; Fig. 4
189 *P. borgmeieri* Schmitz
190 5'.— Ovipositor long, curved downward, with a large ventral tooth near base; hairs on last
191 abdominal segment not unusually long; Fig. 5 *P. curvatus* Borgmeier
192 6. (1) Ovipositor bilobed with a small central projection; Fig. 6 *P. nudicornis* Borgmeier
193 6'.— Ovipositor trilobed or not bilobed; Figs. 7–19 7

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195 Next is an example of a short revised key.

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

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

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

- 5.— Aedeagus with pair of processes 6
- 5'.— Aedeagus with 2 pairs of processes 7
- 6.— Aedeagus with long processes at midlength; subgenital plants truncate
..... *G. (T.) nepalicus* Virktamath & Gnaneswaran

[BLANK LINE]

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

Number tables and figures with Arabic numerals in the order in which you cite them in the text. In running text, refer to Table 1 or Figure 2. In parentheses, refer to (Table 1; Fig. 2). When you prepare tables, summarize your data (i.e., do not present raw data) so that each table fits on a regular page. When you prepare figures, combine individual photos into a photo plate, and combine similar graphs into one figure plate. **Printing of color photos is much more**

219 expensive than printing of black-and-white photos or line drawings, so it is in your interest to
220 group color photos on separate plate(s).

221 [BLANK LINE]

222 **Discussion** [12 pt bold font]

223 [BLANK LINE]

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

227 [BLANK LINE]

228 **Acknowledgments** [12 pt bold font]

229 [BLANK LINE]

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

232 [BLANK LINE]

233 **References Cited** [12 pt bold font]

234 [BLANK LINE]

235 Leave a blank line above and below the heading. Use a **hanging indent** (0.5 inches) as shown in
236 the examples below. Begin each reference on a new line (without a blank line). Put initials of
237 each author after the surname (family name) (e.g., Jones BJ, Smith CA. 2008.). Do not use
238 punctuation except for a comma to separate names of different authors. Do not include “and”
239 preceding the last name in a series. Include all references cited in the manuscript. Provide all
240 information that would allow retrieval of the material including the volume and page numbers of
241 a journal or the name and location of a book publisher. Spell out journal names (e.g., Annals of

242 the Entomological Society of America). The journal name is followed by the volume number, a
243 colon, and the page range; place an en dash between page numbers and a period at the end; for
244 example “Florida Entomologist 84: 111–115.” Use sentence case for titles of journal articles,
245 book chapters, reports, and theses. Capitalize major words (but not articles, conjunctions,
246 prepositions, and pronouns) in book titles. Follow the grammar and spelling rules of foreign
247 languages if you are citing original articles (e.g., in German titles, adjectives and adverbs do not
248 have an initial capital letter). The order of the references is alphabetical by 1st author. For 2 or
249 more references by the same 1st author, list first the references with 1 author (in chronological
250 order), then the references with 2 authors (alphabetical by 2nd authors, then chronological), and
251 then the references with 3 or more authors in chronological order. **Examples are:**

252

253 Jones JL. 2011. The title of a journal article. *Zootaxa* 2777: 30–35.

254 Jones JL, Smith SR. 2012. This is a chapter title, pp. 200–210 *In* White MM, White-Brown AS
255 [eds.], *The Big Bug Book*. Academic Press, London, United Kingdom.

256 Jones JL, Smith SR, White-Brown AS. 2009. The title of a journal article. *Memoirs of the*
257 *Entomological Society of Washington* 99: 223–229.

258 Manning LJ, Erikson AI, Harper D, O’Brien LS, Martin FG. 2014. The title of a journal article in
259 press. *Annals of the Entomological Society of America* (in press).

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

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

266 Young JJ, Old BC. 2013. Predator–prey dynamics and strategies for control of citrus psyllid, pp.
267 123–130 *In* Proceedings of the 5th Meeting of the Florida IPM Working Group. Orlando,
268 Florida, 9–12 Mar 2013.

269

270 The reference list is the last part of the text body. Next, present each table on a separate page.

271 **Insert a page break before each table** (i.e., do NOT hit the “enter” key to insert lines until you
272 reach the next page). The format of a table title is as follows:

273 [PAGE BREAK before 1st table]

274

275 **Table 1.** This is the title of the table. Include enough information so that the reader can
276 understand the contents of the table without having to refer to the text. Spell out species names,
277 for example *Drosophila melanogaster*, if you use the Latin binomial.

278

279 The table title should fully describe the table. It is left-justified and ends with a period.
280 Note that “**Table 1.**” is bold, but the remainder of the title is not. **Tables must be created with**
281 **the Insert Table function.** Table footnotes are written below the table and indicated with
282 **superscript lowercase letters.** Please refer to the sample table below to see how to format each
283 table. Tables have no borders between columns and no borders between rows of the table body.
284 Each table has 3 borders: one on the top, one on the bottom, and one that separates the header
285 row from the body of the table. If applicable, place a border between a header row and its sub-
286 header row. The first (left) column is left-justified, all other columns are centered.

287 When you have inserted all tables (each on its own page), insert a page break and list all
288 figure captions on one page. The format of a figure caption is as follows:

289

290 **Fig. 1.** This is the figure caption. Include enough information so that the reader can understand
291 the contents of the figure without having to refer to the text. Spell out species names, for
292 example *Drosophila melanogaster*, if you use the Latin binomial. Explain the meaning of
293 symbols, bars, letters, etc. Include brief information on statistical analyses if applicable.

294

295 The figure caption should fully describe the figure. It is left-justified and ends with a
296 period. Note that “**Fig. 1.**” is bold, but the remainder of the caption is not. After the list of figure
297 captions, insert a page break and insert the first figure on the new page. Copy and paste the

298 figure caption so that it appears once more beneath the figure. Repeat this process on a separate
299 page for each additional figure. Ideal figure widths at 100% view are 3.54 inches for single-
300 column, and 7.25 inches for two-column images. The maximum depth is 9.00 inches. Ideal
301 figure resolution is 300 to 600 dpi. If you prefer a certain figure width (1 column or 2 columns)
302 in the final article, indicate it after the figure caption. **Submit all figures (or figure plates)**
303 **separately as high-resolution tiff or tif files** (file size approx. 1–5 MB, but NOT larger than 15
304 MB).

305 Examples of tables and figures follow on the next pages.

306 [PAGE BREAK]

307

308 **Table 1.** Mean (\pm SD) weight gain in *Diaprepes abbreviatus* larvae that survived oral treatment
 309 with *Helicosporidium* cysts at 2.5×10^5 cysts per larva.

Treatment	Infection	N	Weight (mg) ^a		
			Initial	After 3 wk	After 6 wk
Control	No	67	15 \pm 4a	228 \pm 75a	480 \pm 149a
Isolate A	Yes	32	15 \pm 4a	191 \pm 82b	251 \pm 112b
	No	6	16 \pm 3a	192 \pm 85ab	441 \pm 21ab
Isolate B	Yes	39	15 \pm 4a	105 \pm 78c	255 \pm 130b
	No	5	13 \pm 3a	229 \pm 55ab	472 \pm 86a

310 ^a Means in a column followed by different lowercase letters are significantly different ($P \leq 0.05$;
 311 ANOVA and LSD test).

312 [PAGE BREAK]

313

314 **Figure Captions**

315 [BLANK LINE]

316 **Figs. 1–4.** This is a figure caption for a figure plate. Include enough information so that the
317 reader can understand the contents of the figure without having to refer to the text. Explain the
318 meaning of symbols, bars, letters, etc. Include brief information on statistical analyses if
319 applicable.

320 [BLANK LINE]

321 **Fig. 5.** This is another figure caption. Spell out species names, for example *Drosophila*
322 *melanogaster*, if you use the Latin binomial.

323 [PAGE BREAK]

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325

326 [Place a **low-resolution** copy of the figure plate that contains Figs. 1–4 here and **submit a**
327 **separate high-resolution** tif or tiff file.]

328 **Figs. 1–4.** This is a figure caption for a figure plate. Include enough information so that the
329 reader can understand the contents of the figure without having to refer to the text. Explain the
330 meaning of symbols, bars, letters, etc. Include brief information on statistical analyses if
331 applicable.

332 [PAGE BREAK]

333

334 [Place a **low-resolution** copy of Fig. 5 here and **submit a separate high-resolution** tif or tiff
335 **file.**]

336 **Fig. 5.** This is another figure caption. Spell out species names, for example *Drosophila*
337 *melanogaster*, if you use the Latin binomial.

338