

**INFORMATION FOR CONTRIBUTORS
TO THE PHILIPPINE ENTOMOLOGIST
(Revised October 2018)**

You are welcome to submit a technical paper for publication in The Philippine Entomologist on a subject of your expertise and experience in research, development and extension in Entomology, Insect Pest Management and Related Disciplines.

MANUSCRIPT SUBMISSION AND REVIEW

Manuscripts containing original research in all aspects of basic and applied entomology and related disciplines (acarology, vertebrate pests, and insecticide toxicology), and papers presented at scientific meetings of The Philippine Association of Entomologists, Inc. and at professorial lectures and symposia in entomology will be considered for publication in **The Philippine Entomologist**. Articles must contribute significantly to the advancement of knowledge or toward better understanding of scientific concepts in Entomology and related fields. The articles must be written in English. Unreplicated experiments are not acceptable. Repeated field trials are preferred although short communications of a preliminary nature may be accepted for prompt publication of new experimental findings. (Refer to the section on Research Notes for particulars). Manuscript contents are the sole responsibility of the authors and publication does not imply concurrence by the editor or publisher.

Electronic copies of the manuscript, preferably in the latest version of MS Word, should be sent as attachments to a cover letter send by email to philipp.ent.ed@gmail.com, addressed to The Editor-in-Chief, The Philippine Entomologist, c/o Institute of Weed Science, Entomology, and Plant Pathology, University of the Philippines Los Baños, College, Laguna 4031, Philippines. Photographs and illustrations should be of high resolution or quality and submitted as attached files to the email. Submission implies that the manuscript has not been published and is not being considered for publication elsewhere.

Manuscripts will be evaluated initially by at least one of the members of the Editorial Board for compliance with the style and coverage of the journal. After passing initial assessment, manuscripts will be forwarded for peer review by at least one referee, usually two, who will make recommendations to the Editor-in-Chief. Communications regarding the manuscript should be addressed to the Editor-in-Chief who will determine the final acceptance or rejection of a submission. The Editorial Board may meet or decide *en banc* as needed. Prompt editing and resubmission of manuscripts are encouraged. Authors who fail to return reviewed manuscripts for revision within the allowable grace period will be asked to resubmit their papers anew should they wish to proceed with publishing their papers. Authors will receive one set of galley or page proof; excessive

changes will not be allowed. The Editor-in-Chief can reschedule the publication of a manuscript to avoid any delay in the printing of a particular journal issue.

PREPARING THE MANUSCRIPT

The Philippine Entomologist follows the CBE Style Manual, 5th edition by the Council of Biology Editors, Inc., Bethesda, MD.

Manuscripts should be typed, double-spaced, (including footnotes, captions, references) on 21.6 x 28 cm (8 1/2 x 11-inch) bond paper. Preferred font types are Bookman Old Style, Times New Roman, and Arial. Manuscripts should be arranged in the following format: TITLE, AUTHOR(S), ABSTRACT, KEY WORDS, TEXT, REFERENCES CITED, TABLES, FIGURES. The text should be divided into the following sections: INTRODUCTION, MATERIALS AND METHODS, RESULTS AND DISCUSSION, REFERENCES CITED, TABLES AND FIGURES, ACKNOWLEDGMENTS (optional). Separate RESULTS and DISCUSSION can be used when the article warrants it. A SUMMARY or CONCLUSION section is not recommended. A paragraph may be added in the discussion section to emphasize the main points in the paper. Each page must also have consecutive line numbers on the left hand margin.

Place the main section headings in all capitals at the center of the page. Begin subsection headings at the left hand margin and capitalize the first word only. If sub-subheadings are needed, place them at the beginning of the paragraph, underline with a squiggly line to indicate the boldface type, capitalize the first word only, and end with a period. Begin the first sentence on the same line.

Title. The title must be brief but it should clearly identify the main topic of the article. Both common and scientific names of the insects must be included. Unless the manuscript is of taxonomic nature, the family and order should be omitted. The first footnote is the identification of the article; the second, the address of the author(s). If the article was presented in a scientific meeting or was based on a dissertation or thesis, a statement to this effect should also be included as a footnote.

Authors. Place the name(s) of the author(s) two lines below the title and footnoted with a superscript Arabic two (2). The use of the author(s)' full name(s) is encouraged to prevent confusion in the literature. Be consistent about the given names or initials that are used in the by-lines. In footnote two, include the author's(s)' institution(s) address(es). Indicate the corresponding author(s) with an asterisk(*) and the his/her email address as footnote. Honorary and token authorships are not allowed. An honorary author is a person who has not contributed to the conduct of research, to the writing of manuscript or can not assume responsibility over its technical content.

Abstract. The abstract should not exceed 250 words. It should identify the main topic of the article and the basic reasons for doing the research. Indicate the methods used and give a brief summary of significant findings.

Key words. Make an alphabetically arranged list of five words suitable for indexing and information and retrieval systems. Select words that reflect the central topics of the article.

Text. At the first mention of a plant or animal, give its common name, followed by the approved scientific name (genus, species and author for the binomial); in the case of crop plant, include the cultivated variety in single quotes. Underline or italicize the genus and species. The scientific name must be followed by the insect's family and order or the family of the plant in parenthesis. Thereafter, abbreviate the generic name to the capitalized initial letter followed by the species name in full; omit single quotes for the cultivars. Names of all organisms (plants, animals, etc.) and entities

At the first mention of a pesticide, give its approved common name followed by its full chemical name in parenthesis or in brackets if there are parentheses within the chemical name. Thereafter use only the common name. The use of registered trade names should be avoided.

Number all footnotes consecutively throughout the manuscript. All personal communications should also be footnoted. Type the footnotes at the bottom of the page to which they refer and separated from the text by a line. Treat each footnote as a paragraph by indenting the first line, which begins with the superscript numeral that relates to the citation in the text.

Use Arabic numbers for measurements and all numbers with two or more digits except when the number is the first word of a sentence. Numbers one to nine should be spelled out. Units of measurements should be abbreviated when used in conjunction with numerals.

Data should be statistically analyzed and the method of analysis identified. Decimals should not be more than two places to the right. Experimental data may be presented in tabular or graphical form but the same data will not be published in both forms.

Acknowledgements. The assistance of persons or institutions who helped in research or in writing articles are given credit in this section. Acknowledgments are also made for grants-in-aid and the use of borrowed illustrative materials.

References Cited. On a separate page, list citations alphabetically by author and then chronologically when the authors of two or more entries are the same. Use the name and year system as shown in the CBE Style Manual. Journal entries should contain the name(s) of author(s), year of publication, complete title, name of journal, volume number, and inclusive pages, in that sequence. Journal names should be abbreviated according to the style of that particular publication. For a guide, see the American National Standards for Abbreviations of Titles of Periodicals, Chemical Abstracts Service Source Index (CASSI), and BIOSIS List of Serials. The main parts of a complete entry for a book are name(s) of author(s), year of publication, title of the book, name and city of publisher, and number of

pages in the book. In references to a specific portion of a book or similar publication, cite these pages rather than the total pages of the book. (Example: Casida, J.E. 1979. Pesticide research to maintain and improve plant protection. In Geissbuhler, H. (ed.). *Advances in Pesticide Science, Part I*. Pergamon Press, New York pp. 45-53). Citation for abstracts which are more than 5 years old is not recommended. Cite only published data. Mimeographed publications and terminal and annual reports are not accepted as reference citations. When two or more authors are listed, initials should follow the last name of each author, omitting the period after each initial. When three or more authors are listed place a comma after the name of each author.

It is the author's responsibility to check that all references in the text appear at the end of the paper and vice versa, and that the names and dates are consistent.

Tables and Figures. The format should be simple and well organized so that trends and relationships can be recognized easily. Each table or figure should be typed separately and should be numbered with arabic numerals in the order of their first appearance in the text. The title, column headings and side headings of each table should be in lower case letters except for the first word and proper nouns which should have initial capitals. Begin the table on the left hand margin, underline the word "Table:" and its number, and follow with a period. Begin the first sentence on the same line, additional sentences necessary to the understanding of the table must be included. The unit of measurement for a column of figures should be abbreviated and placed in parenthesis at the top of the column above the solid horizontal lines. Footnotes to tables should be designated with superscript lower case letters. Place the footnote designate at the highest appropriate level. Legends should be clear, concise, and informative enough without reference to the text. Leave a space between values and letter(s) used to indicate significant differences.

Type the caption for figures on a separate page following the format mentioned above for table titles. Avoid small vertical figures unless two or more with their legends can be grouped side by side on a page. Make each illustration twice as large as the size to be reproduced on the journal page. Photographs, included only when absolutely essential, should be unmounted, clear, glossy, black and white prints. Line drawings should be made with India ink on quality tracing paper or card and unmounted.

TAXONOMIC PAPERS

The species treated should to numbered consecutively and the scientific names in capitals (without underlining) at the left side, the figure or plate numbers on the same line to the right. Each taxon mentioned should be supplemented with the name of its author. Synonymical citations likewise are typed at the left side and each should contain only the following: scientific name, author, publication page where the description commences,

figure numbers. repository of types. All articles referred to in the synonymical bibliography are cited in full at the end of the paper. Only dichotomous keys (bracket type) containing contrasting couplets are acceptable. Consecutive numbering of couplets is preferred over alphabetic lettering.

PHOTOGRAPHS FOR FEATURE

Beginning 2019, authors of accepted articles will be required to submit colored photographs based on their paper, to be used in the **Philippine Entomologist** website and/or as possible featured photograph on the cover of the issue where the article will be included.

RESEARCH NOTES/SHORT COMMUNICATIONS

Short communications or research notes intended to provide for prompt publication of new and important experimental results will also be considered in **The Philippine Entomologist**. Manuscripts should preferably be less than five printed pages, with an abstract and should contain no more than two tables/illustrations. References should be kept at a minimum and may be incorporated directly in the text. In the latter cases, citations should include only the name(s) of author(s), year of publication, name of journal with volume number and inclusive pages of the article, or the title of the book with name and city of publisher and inclusive pages of the article.

PAGE CHARGES AND REPRINTS

The Philippine Entomologist accepts articles for publication with preference to those authored/co-authored by active members of the Association. Articles of more than 20 pages and five cuts, however, will be published' upon the author's consent to undertake the expenses. Authors must be ready to assume the publication charges of P200 (domestic) or \$25.00 (foreign) per page. The Board, however, may relax this rule in favor of active PAE members or in the case of contribution of exceptional merit or low payment capabilities of the authors' research projects or supporting institutions. A request for exemption (addressed to the editor) must accompany submissions from authors who are not active members. Authors will be furnished free pdfs, but may also order print copies (at cost) when the page proof are issued them. Individuals who wish to buy reprints or photocopies of back issues at P5.00 (domestic) or \$2.00 (foreign) per page, may write to the Circulation Manager, The Philippine Entomologist, c/o Institute of Weed Science, Entomology, and Plant Pathology, University of the Philippines Los Baños, College, Laguna, 4031, Philippines.

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REFERENCES CITED

American National Standard for Abbreviation of Titles of Periodicals. Z39-5-1969 (Revised 1974) American National Standards Institute, New York.

BIOSIS List of Serials: with CODEN, title abbreviations, new, changed, and ceased titles. BioSciences Information Service, Philadelphia, PA [published annually each January].

CBE Style Manual Committee. 1983. CBE Style Manual: A guide for authors, editors, and publishers on the biological sciences, 5th ed. Rev. and expanded. Council of Biology Editors, Inc., Bethesda. MD.

Chemical Abstracts Service Source Index (CASI!). 1907-1974 cumulative and its 1975-1979 quarterly supplements. Chemical Abstracts Service, Columbus, OH.