

Instructions for Authors

General Instructions

The manuscript has no maximum limit of words, images, and tables. It must be submitted in one of the sections below:

- Forum
- Review
- Research Article

Submission Documents

- Main text in Word or RTF format.
- Tables and Figures in separate files.
- Cover Letter (including up to five possible reviewers, with affiliation and email) in PDF format.

Text Format

- Font Times New Roman, size 12, spacing 2.0.
- Add page and line numbers continuously.

Text Structure

The submitted manuscript must contain the following items:

- Section
- Title
- Authors
- Authors' affiliations
- Title in English (for papers in Portuguese)
- Abstract (in English)
- Keywords (in English)
- Acknowledgments
- Funding Information
- Authors' Contributions
- Conflict of Interest Statement
- References

Text Structure Information

- **Section:** Indicate the Section of the manuscript (Forum, Review or Research Article).
- **Title:** Add a concise title (include taxonomic authorities in the scientific names used in the title). For manuscripts submitted in Portuguese, also provide a title in English (mandatory).
- **Authors:** Include the full name of the authors (with ORCID), the first and last names in full, abbreviating middle names.
- **Author affiliations:** Include authors' affiliations, name of institution, city, state/province, and country. Indicate corresponding author.
- **Title in English:** Provide a title in English even for papers in Portuguese.
- **Abstract:** Include abstract in English (regardless of the article language) with a maximum of 250 words. Include taxonomic authorities in the scientific names used in the abstract.
- **Keywords:** Include a maximum of five keywords in English, regardless of the article language (they must be different from those used in the title).
- **Main text:** For Research Article the text must be separated into sections (e.g. introduction, material & methods, results, and

discussion). In Forum and Review papers, section titles may be included. Include taxonomic authorities in all zoological names mentioned for the first time in the text (author and year).

- **Acknowledgments:** Provide a brief acknowledgment to contributors.
- **Funding Information:** Provide research grants from funding agencies (the research funder and the grant number) or any financial support and funding sources.
- **Authors' Contributions:** Manuscripts with 2 or more authors, indicate each author's contribution.
- **Conflict of Interest Statement:** Indicate whether there is a conflict of interest.
- **References:** Provide bibliographic references for all literature cited in the text, following the format provided below.

Scientific Names

The scientific names of arthropods and other organisms relevant to the work must be written in italics and in full, followed by the author and year, order, and family, when mentioned for the first time in the abstract and in the text. For example, *Anastrepha fraterculus* (Wiedemann, 1830) (Diptera: Tephritidae). In the remainder of the work and in figure legends and table headings, use the abbreviated generic name – *A. fraterculus*.

Arthropod Control Agents

Arthropod control agents must be cited according to international nomenclature. If the article is in Portuguese, the common names of insecticides and acaricides must be translated into Portuguese according to the name adopted in the Agrofit (http://extranet.agricultura.gov.br/agrofit_cons/principal_agrofit_cons) of the Ministry of Agriculture, Livestock and Food Supply (MAPA) of Brazil and followed by the international nomenclature, in parentheses and italic letters, in the first citation in the text. For example, espinosade (*spinosad*), imidacloprido (*imidacloprid*), dicofol (*dicofol*), and parationa-metilica (*methyl parathion*). Common chemical names are standardized by the International Organization for Standardization (ISO) (<https://iupac.org/what-we-do/nomenclature/brief-guides/>). Control agents of biological origin must be reported with the scientific name in the first citation.

Citations

In-text quotes

- 1 author → Fernandes (2015).
- 2 authors → Zucchi & Moraes (2008).
- 3 or more → Araujo et al. (2005).

In-text citation

- 1 author → (Fernandes 2015).
- 2 authors → (Zucchi & Moraes 2008).
- 3 or more → (Araujo et al. 2005).

List citations in chronological order, then alphabetical. References **should** be separated by semicolon.

- e.g. (Araujo et al. 2005; Zucchi & Moraes 2008; Fernandes 2015).

When there is more than one publication by a given author in the same year, use letters to disambiguate.

- e.g. Parra et al. (1995a; 1995b).

When listing multiple publications by the same author, it is not necessary to repeat the author's name.

- e.g. Townes (1969; 1970).

NB (ICZN Recommendation 51A). Provide full authority information with year the first time a taxon is mentioned.

- e.g. *Doryctobracon* Enderlein, 1920.
- e.g. *Doryctobracon whartoni* Marinho & Penteado-Dias, 2017.

Figures and Tables

Figures and tables should be cited in abbreviated form in the text.

- e.g. (Fig. 1, Fig. 2; Tab. 1, Tab. 2).
- e.g. (Figs. 1, 2; Tabs. 1, 2).
- e.g. (Figs. 1A, 1B, 2A, 2B or 1A-C).

Table Format

Tables must be prepared in Word or RTF format.

Figure Format

- Color → 300 dpi (TIF format).
- Grayscale → 600 dpi (TIF format).

Figure Legends

Add figure legends at the end of the document.

Special Symbols

Special symbols (e.g. female or male sign) should be avoided because they are likely to be altered when files are read on different machines. In this case, write in full (e.g. male, males, female, females).

For geographic coordinates use the DMS format (Degrees, minutes, and seconds).

Sample References

The reference style below is slightly modified from APA, which is available in softwares such as EndNote, Mendeley and Zotero.

Authors

List authors up to the 10th name in References. For more than 10 authors, abbreviate the list using "et al."

List authors by last name, followed by Initials, separated by periods. Space between Initials

- e.g. Engel, M. S.

For composite last names, follow the format used by the author when citing him/herself.

- e.g. Silva, C. A. D. (not da Silva, C. A. D. or Da Silva, C. A. D.).
- e.g. De Santis, L. (not Santis, L. D. or Santis, L.).
- e.g. Van Lenteren, J. C. (not Lenteren, J. C. V. or Lenteren, J. C.).
- e.g. Roig Alsina, A. (not Alsina, A. R.).
- e.g. Penteado-Dias, A. M. (not Dias, A. M. P.).

Citations from event abstracts, degree/coursework papers, dissertations, theses, or any other type of work not formally published are not acceptable as references.

Journal Articles

1 author

Arino, A. H. (2010) Approaches to estimating the universe of natural history collections data. *Biodiversity Informatics*, 7: 81-92. doi: [10.17161/bi.v7i2.3991](https://doi.org/10.17161/bi.v7i2.3991)

2 authors

Bastow, R.; Leonelli, S. (2010) Sustainable digital infrastructure. *EMBO Reports*, 11(10): 730-734. doi: [10.1038/embor.2010.145](https://doi.org/10.1038/embor.2010.145)

3 to 10 authors

Bajwa, W. I.; Coop, L.; Kogan, M. (2003) Integrated pest management (IPM) and Internet-based information delivery systems. *Neotropical Entomology*, 32(3): 373-383. doi: [10.1590/S1519-566X2003000300001](https://doi.org/10.1590/S1519-566X2003000300001)

More than 11 authors

Balke, M.; Schmidt, S.; Hausmann, A.; Toussaint, E. F. A.; Bergsten, J.; Buffington, M.; Häuser, C. L.; Kroupa, A.; Hagedorn, G.; Riedel, A., et al. (2013) Biodiversity into your hands - A call for a virtual global natural history 'metacollection'. *Frontiers in Zoology*, 10: 55. doi: [10.1186/1742-9994-10-55](https://doi.org/10.1186/1742-9994-10-55)

Book

DeBach, P.; Rosen, D. (1991) *Biological Control by Natural Enemies*. Cambridge: Cambridge University Press.

Clausen, C. P. (Ed.). (1977) *Introduced Parasites and Predators of Arthropod Pests and Weeds: A World Review*. Agriculture Handbook No. 480. Washington, D.C.: U.S. Department of Agriculture.

Book Section

Dreger-Jauffret, F.; Shorthouse, J. D. (1992) Diversity of Gall-Inducing Insects and Their Galls. In: Shorthouse, J. D.; Rohfritsch, O. (Eds.), *Biology of Insect-Induced Galls*, pp. 8-33. Oxford: Oxford University Press.

Computer Software

Maddison, D. R.; Maddison, W. P. (2002) *MacClade 4*. Version 4.05 for OS X. Sunderland: Sinauer Associates, Inc. <http://www.macclade.org>

Nylander, J. A. A. (2004) *MrModeltest (Version 2.2)*. Published by the author. Evolutionary Biology Centre, Uppsala University. <http://people.scs.fsu.edu/~nylander/mrmodeltest2/mrmodeltest2.html>

Report

Friedlander, A.; Bessette, R. S. (2003) *The Implication of Information Technology for Scientific Journal Publishing: A Literature Review*. Special Report NSF 03-323. <http://www.nsf.gov/statistics/nsf03323/>

Web Site

Danforth, B. N. (2009) Molecular Systematics of Bees (genes and primers). Ithaca: Cornell University. <http://www.danforthlab.entomology.cornell.edu/resources.html>. Access on: 3.vi.2013.

Tann, J.; Flemons, P. (2009) Review of Online and Desktop Tools. Australia: Atlas of Living Australia - NCRIS. <http://alatools.pbworks.com>. Access on: vi.2010.

Werren, J. H.; Gadau, J.; Beukeboom, L.; Desplan, C.; Lynch, J.; Rivers, R.; Richards, S.; Zande, L. V. D. (2009) Nasonia Genome Project. Rochester, NY: University of Rochester. <http://www.rochester.edu/College/BIO/labs/WerrenLab/nasonia/genomeprojectindex.html>.

Access on: x.2010.

Oliveira, M. L.; Fernandes, D. R. R.; Alvarenga, T. M.; Andena, S. R.; Araujo, R. O.; Azevedo, C. O.; Barbosa, D. N.; Bartholomay, P. R.; Costa, V. A.; DalMolin, A., et al. (2019) Hymenoptera. *In: Catálogo Taxonômico da Fauna do Brasil*. PNUD. <http://fauna.jbrj.gov.br/fauna/faunadobrasil/96>. Access on: 21.xi.2019.

Other electronic publications, including articles and e-books

Follow the reference format which corresponds to the hard copy version followed by the URL, access date and DOI if available.