



EntomoBrasilis publication guidelines v6.1
(February 2024)

Based on APA (American Psychology Association)

1. Presentation

We are pleased to introduce the version 6.1 of the **EntomoBrasilis** publication guidelines. This updated release is designed to enhance and simplify the manuscript creation process, promoting greater efficiency during editing and facilitating potential corrections.

The **EntomoBrasilis** Journal publishes scientific articles in English that contribute to the understanding of various entomological areas. Given its etymology, which denotes 'the study of organisms with segmented bodies,' we welcome submissions on all Arthropoda, excluding crustaceans, from global and Brazilian fauna. As a result, we encourage the submission of original articles containing results and experiments from any country.

EntomoBrasilis utilizes the Open Journal Systems (OJS) platform for the editorial process, and as such, submissions must be made exclusively through the system. External submissions outside of this platform are not accepted.

2. Manuscript preparation

The following rules must be observed before submitting the manuscript:

1. Manuscripts must be submitted at the journal's website (<https://www.entomobrasilis.org/>).
2. Manuscripts should be preferably edited in **.docx** extension, but **.doc** will be accepted as well (manuscripts in **.rtf** are not going to be accepted).
3. Page size must be A4, font **Open Sans** or **Arial**, font size 11, line spacing 1,5, paragraphs justified on both left and right margins;
4. Pages must be numbered in the header;
5. Font **Open Sans** or **Arial** for figure legends and graphs, but with font size 8;
6. Only tables and graphs/charts are allowed in the manuscript file, but they should be placed on separate pages from the main text. Additionally, the file size should not exceed 10 MB.
7. Font size in tables may be lower than 9, as long as it does not hinder reading and text comprehension.
8. Figures resolution: 300 dpi for photos/colored images and 600 dpi line drawings and photos/images in gray scale. Do not exceed 25 MB.
9. Figure formats: **tiff** (with LZW compression), **jpeg** or **jpg** without compression, and 32 bits **png** are accepted.
10. Graphs should be exported in **tiff**, **jpg/jpeg** or **png** and must adhere to the abovementioned guidance, with the addition that the font should be in **Open Sans**.
11. Graphs/figures or drawing fonts must be only in **Open Sans**;
12. Formulas and equations should be developed using LibreOffice.org Math™ or Microsoft Equation™ or Microsoft Word™;
13. If a species name is mentioned in title, it should be accompanied by its author(s) name(s) and publication year;
14. Do not include the author(s) information's in the

manuscript file, these should be included in the OJS platform;

15. The authors' metadata includes: given name and family name, e.g., Wiliam Costa (given name) Rodrigues (family name). Institutional affiliation, e.g., Entomologistas do Brasil, Vassouras, RJ. Brazil (without department, laboratory end another institutional division). Orcid (obligatory), the authors can register, freely, in <https://orcid.org>. Not insert any bibliography in the OJS, The data will be deleted before the article is published.

3. Topics

3.1. Original articles

Section – Inform the article section.

Title – In English and **bold**, up to 750 characters, without subtitles or prefixes.

Abstract – Maximum of 250 words.

Keywords – With exactly five single or compound words (no more than three compositions), in alphabetical order, separated by semicolons.

Introduction – No need to mention "Introduction" word.

Material and Methodos – Describe accurately all the material and methods used in the study.

Results and Discussion – Together or separated. In the case of separated, **results without discussion** and **discussion without results**. In the discussion, disclose the conclusions without mentioning the title "conclusions". Both results and discussion may have subtopics.

Acknowledgments – Optional, but if included, the acknowledgments section must contain expressions of gratitude from authors to other researchers, individuals, or institutions that contributed to the research. We suggest that authors be concise and objective when possible, avoiding the mention of names that could lead to author identification, particularly.

Authors contribution – Articles with two or more authors have to disclose the role of each author, presented by the author's name initials followed by a short description of the contribution, e.g.: WCR: initial writing and statistical analysis, MAS-N: Final writing and analysis of metadata, RB: Revision and final writing of the article.

Funding Information – Financial support received, accompanied by the process number, may be separated by author, followed by respective name initials and financial code.

Conflict of Interest Statement – Any conflict of interest should be disclosed, as well as the lack of it.

References – Must adhere to the **APA (American Psychological Association)** guidelines, as exemplified in the References section.

Taxonomic Authorities – According ICZN's recommendation 51A, all taxonomic authorities of the zoological name species must be cited at least once in the text. The description references must be cited in the References item (this item is obligatory only for Taxonomy and Systematics section) (See 5.8 item).

3.2. Scientific communications

All sections of the original article, but the introduction, materials and methods, results, and discussion will be

presented as continuous text without divisions. The remaining sections remain mandatory (except acknowledgments).

If the **Scientific Note** refers to taxonomy and systematics, authors must include the Taxonomic Authorities item if applicable.

3.3. Revision article

Title – in English and **bold**, up to 750 characters, without subtitles or prefixes.

Abstract – maximum of 250 words.

Keywords – With exactly five single or compound words (no more than three compositions), in alphabetical order, separated by semicolons.

Main text – Free format, such as subdivisions into topics and subtopics to accommodate the demands of text composition.

Acknowledgments – Optional, but if included, the acknowledgments section must contain expressions of gratitude from authors to other researchers, individuals, or institutions that contributed to the research. We suggest that authors be concise and objective when possible, avoiding the mention of names that could lead to author identification, particularly.

Authors contribution – Articles with two or more authors have to disclose the role of each author, presented by the author's name initials followed by a short description of the contribution, e.g.: WCR: initial writing and statistical analysis, MAS-N: Final writing and analysis of metadata, RB: Revision and final writing of the article.

Funding Information – Financial support received, accompanied by the process number, may be separated by author, followed by respective name initials and financial code.

Conflict of Interest Statement – Any conflict of interest should be disclosed, as well as the lack of it.

References – Must adhere to the **APA (American Psychological Association)** guidelines, as exemplified in the References section.

3.4. Supplementary material

EntomoBrasilis encourages the publication of raw data as supplementary material and offer this possibility to authors. The supplementary data should be published in online repositories such as Dryad Digital Repository (<https://datadryad.org/stash>), Figshare (<https://figshare.com/>), Mendeley Data (<https://data.mendeley.com/>), Zenodo (<https://zenodo.org/>) and the link (URL) or **DOI** should be informed in the submission.

In the supplementary material, electronic sheets, source code of software, tables, datasets, videos, audios, etc., may be included. The material must be cited in the article, e.g., Reynolds (2007) (Supplementary material, Data type: PDF file). Heterik *et al.* (2018) (Supplementary material, Data type: TIF file). Sétamou *et al.* (2019) (Supplementary material, Data type: XLSX file).

Also, it is necessary to include in the references, as per section 5.6. In the case of supplementary material from the same articles, the inclusions in the references should follow the same format, citing the author or authors of the work and the year of publication of the supplementary material, which may be different from the article.

4. Text elements

4.1. Species

According to recommendation 51A of the **The International Commission on Zoological Nomenclature (ICZN)**, a species authorship should be mentioned at least once in the text and when it is necessary to avoid ambiguities. Always include

authorships for the first mentioning of genus and subgenus as well. At the first mention of a species, genus or subgenus, always include Order and Family in which that taxon is assigned **between parenthesis and separated by colons**. Afterwards, there is no need to repeat authorship and include Order and Families. It is allowed to abbreviate a genus and subgenus name with two letters in order to avoid ambiguity in cases that there are two or more genera starting with the same letter in the text

Note that the Abstract, despite being an integral part of the article/scientific communication, the rule of citing the species is valid as if it were a separate text, so there is a need to specify the name of the species in full only once, regardless of to be in the title.

4.1.1. Examples of species citation:

Aedes albopictus (Skuse, 1894) (Diptera: Culicidae)

Camponotus crassus Mayr, 1862 (Hymenoptera: Formicidae)

Camponotus Mayr, 1861 (Hymenoptera: Formicidae)

Cariocamyia maculosa Snyder, 1951 (Diptera: Muscidae)

Cochliomyia hominivorax (Coquerel, 1858) (Diptera: Calliphoridae)

Euplocania atlantica Silva-Neto, 2021 (Psocoptera: Ptiloneuridae)

Euplocania Enderlein, 1910 (Psocoptera: Ptiloneuridae)

4.1.2. Examples of abbreviated species name:

A. albopictus or *Ae. albopictus*

C. hominivorax or *Co. hominivorax*

C. maculosa or *Ca. Maculosa*

4.1.3. Voucher and type specimens

Manuscripts should indicate the museums or institutions where specimens (types or vouchers) are deposited, along with their respective deposit numbers, whenever possible.

4.2. Citations

References should be cited along the text as following:

1. One author: Silva-Neto (2021) or (Silva-Neto 2021);
2. Two authors: Cassino & Rodrigues 2005 or Cassino & Rodrigues (2005);
3. More than two authors: Silva Neto *et al.* (2021); (Silva-Neto *et al.* 2021);
4. Between parenthesis: (Rodrigues & Cassino 2011; Zacca *et al.* 2020; Silva-Neto *et al.* 2021), observe that is required first chronological order then alphabetical order (ascending);
5. When an author has more than one published work at the same year: Silva-Neto *et al.* (2021a, 2021b) or (Silva-Neto *et al.* 2021a, 2021b);
6. Citing works published in different years from an author: Rodrigues (2005, 2010) or (Cassino *et al.* 2002, 2005; Rodrigues 2005, 2010).

Always verify if "*et al.*" is in italic and being used to cite three or more authors.

4.3. Figures and tables

Figures (photographs, drawings, charts, and maps) should always be numbered with Arabic numerals (Figure 1) and in the order they appear in the text. Plates, when necessary, should be placed in the vertical position. Tables should be numbered with Arabic numerals (Table 1) and included at the end of the text on separate pages. If necessary, graphs can be included in the text file and, like tables, should appear at the end of the text. However, it is essential to indicate the preferred position where tables or figures should be inserted in the text. To enhance the quality of graphs, original files will be requested in spreadsheet or graph-generating software.

Colorful graphs are encouraged.

Digital format figures should be submitted as separate files (do not embed them within a text file, such as Word or similar, as this compromises image quality). The frame size should be proportional to the page layout (23 x 17.5 cm), preferably not surpassing twice that size. For figure numbering, use **Open Sans** (11 pt), with the number placed to the right and below. This should only be applied to illustrations when they are in their final publication size. **Open Sans** font should also be used for labels inserted in photos, drawings, and maps (letters or numbers used to indicate structure names, abbreviations, etc.). The use of any other font will result in the rejection of the article/scientific communication. Submission of colorful figures is encouraged to enhance the quality of the articles.

All figures, diagrams, infographics, images, etc., must include the source or authorship at the end of the caption, in case the authorship is not attributed to any of the article's authors. In such cases, it is necessary to submit a signed authorization letter from the photo/figure author granting permission for the image to be used by **EntomoBrasilis**. The letter template can be found at the link (<https://urlserv.com/u-6ce7161>). The letter should be signed (electronic/digital signatures are acceptable) by the author(s) of the photo and sent in PDF format via email to contato@entomobrasil.org.

5. References

References to articles not yet published (in press) or personal communications will not be accepted. Citations from dissertations, theses, term papers, and works published in conference proceedings, even in expanded form, are also not accepted.

We request, whenever possible, the use of recent references, giving preference to those published in the last 10 years, with a focus on those published in the last five years. We follow the **APA (American Psychological Association)** guidelines, with some adaptations to better meet our specific requirements.

5.1. Journal Articles

5.1.1. Up to 10 authors:

Souza, CM & Paseto, ML (2015). Description of a Neotropical New Species of *Oxysarcodexia* Townsend, 1917 (Diptera: Sarcophagidae). *EntomoBrasilis*, 8(3): 222-225. <https://doi.org/10.12741/ebrasilis.v8i3.524>

Lima, LFF; Silva Junior, JC (2023). Characterization of entomogenic galls in areas of seasonal deciduous forest in Southwestern Bahia, Brazil. *EntomoBrasilis*, 16: e1021. <https://doi.org/10.12741/ebrasilis.v16.e1021>

5.1.2. More than 10 authors:

Zacca, T; Casagrande, MM; Mielke, OHH; Huertas, B; Barbosa, EP; Freitas, AVL; Lamas, G; Espeland, M; Brévignon, C; Nakahara, S; *et al.* (2020). Systematics of the Neotropical butterfly genus *Paryphthimoides* Forster, 1964 (Lepidoptera: Nymphalidae: Satyrinae), with descriptions of seven new taxa. *Insect Systematics & Evolution*, 52(1): 42-96. <https://doi.org/10.1163/1876312x-00001027>

5.2. Books

Del-Claro, K & Torezan-Silingardi, HM (Eds.) (2021). *Plant-Animal Interactions: Source of Biodiversity*. Springer. <https://doi.org/10.1007/978-3-030-66877-8>

Haddad, ML & Parra, JRP; Moraes, RCB. (1999). *Métodos para estimar os limites térmicos inferior e superior de desenvolvimento de insetos*. FEALQ.

5.3. Book Chapter:

Del-Claro, K & Torezan-Silingardi, HM (2021). An Evolutionary Perspective on Plant-Animal Interactions, pp. 1-15. In: Del-Claro, K & Torezan-Silingardi, HM (Eds.). *Plant-Animal*

Interactions: Source of Biodiversity. Springer. https://doi.org/10.1007/978-3-030-66877-8_1

Silva-Filho, R; Cassino, PCR; Viegas, EC & Perruso, JC (2004). "PIOLHO BRANCO" *Orthezia praelonga*, pp. 27-48. In: Cassino, PCR & Rodrigues, WC (Eds.). *Citricultura Fluminense: Principais pragas e seus inimigos naturais*. EDUR.

5.4. Websites:

De Marco Jr, P, Juen, L; Carvalho, AL; Brant, A; Santos, DSV; Santos, DA; Vilela, DS; Lacerda, DSS; Lencioni, FAA; *et al.* (2023). *Erythrodiplax acantha* Borror, 1942. Sistema de Avaliação do Risco de Extinção da Biodiversidade - SALVE. URL: <https://salve.icmbio.gov.br>. Access: 09.xi.2023.

IBGE (Instituto Brasileiro de Geografia e Estatística) (2023). Brasília- DF. Cidades@ - Cidades e estados do Brasil. URL: <https://cidades.ibge.gov.br/brasil/df/brasil/panorama>. Access: 07.xii.2023.

Silva-Neto, AM; García-Aldrete, NA & Reategui, NS (2023). Ptiloneuridae in Catálogo Taxonômico da Fauna do Brasil. PNUD. URL: <http://fauna.jbrj.gov.br/fauna/faunadobrasil/213363>. Access: 09.xi.2023.

ITIS (Integrated Taxonomic Information System) (2023). *Camponotus sericeiventris* (Guérin-Méneville, 1838). National Museum of Natural History, Smithsonian Institution. <https://doi.org/10.5066/f7kh0kbb>

5.5. Software

Cowell, RK (2019). *EstimateS - Statistical estimation of species richness and shared species from samples*. Version 9.1.0. URL: <https://www.robertkcolwell.org>.

Rodrigues, WC (2023). *DivEs - Diversidade de Espécies*. Version 4.21. Software e Guia do Usuário. AntSoft Systems On Demand. URL: <https://dives.ebras.bio.br>.

R Development Core Team (2021). *R: A language and environment for statistical computing*. R Foundation for Statistical Computing. URL: <https://www.R-project.org>.

Hammer, Ø; Harper, DAT & Ryan, PD (2001). PAST: Paleontological statistics software package for education and data analysis. *Palaeontologia Electronica*, 4(1): 9pp. URL: <https://www.nhm.uio.no/english/research/resources/past/>

5.6. Supplementary material

Reynolds, B (2007). Environmental Effects on Coleoptera Diversity in the Maloti-Drakensberg Region (1.0) [Data set]. Zenodo. <https://doi.org/10.5281/zenodo.4680608>

Heterick, BE; Castalanelli, M & Shattuck, SO (2018). Supplementary material 1. From: Heterick B, Castalanelli M & Shattuck, S (2017) Revision of the ant genus *Melophorus* (Hymenoptera, Formicidae). *ZooKeys*, 700: 1-420. <https://doi.org/10.3897/zookeys.700.11784> [Dataset]. Zenodo. <https://doi.org/10.3897/zookeys.700.11784.suppl1>

Sétamou, M; Saldaña, RR; Hearn, JM; Dale, J; Feria Arroyo, TP & Czokajlo, D (2019). Data from: Screening sticky cards as a simple method for improving efficiency of *Diaphorina citri* (Hemiptera: Liviidae) monitoring and reducing non-target organisms [Data set]. Zenodo. <https://doi.org/10.5061/dryad.6p394rh>

5.7. Others Electronic publications

These publications include: Ebooks, reports, technical publications (e.g., Embrapa), institutional reports (e.g., UN, UNDP, FAO, etc.). Please include the DOI or Handles if available.

Arioli, CJ, Molinari, F; Botton, M & Garcia, MS (2007). Técnica de criação de *Grapholita molesta* (Busck, 1916) (Lepidoptera: Tortricidae) em laboratório utilizando dieta artificial para a produção de insetos visando estudos

de comportamento e controle. EMBRAPA (Boletim de Pesquisa e Desenvolvimento, 13). URL: <<http://www.infoteca.cnptia.embrapa.br/infoteca/handle/doc/542338>>

5.8. Taxonomic Authorities

Trigona atrolaba Ducke, 1908 [original description] in Ducke (1908); *Trigona (Aphaneura)* Gray, 1832 in Gray (1832). *Trigona* Jurine, 1807 in Jurine (1807).

6. International System of Units

EntomoBrasilis adopts the International System of Units for measuring units, based on INMETRO Resolution No. 12 of 12.x.1988. The resolution can be accessed at the following address: <https://urlserv.com/u-unitsysteimetro>.

1. Thermal unit: only °C (degree Celsius) should be used, except in works developed in countries where K (degrees Kelvin) is used;
2. The unit of measurement must be presented with its symbol and not in full, as recommended by the resolution, e.g., hours (h), minutes (min), meter (m), day (d), decibel (dB), hectare (ha), kilogram-force (kgf), horsepower (cv or hp), angstrom (Å), atmosphere (atm), neper (Np), rotation per minute (rpm), electronvolt (eV), Ton (t), degree (°), minute ('), second ("), liter (L or ℓ), parsec (pc), gray (Gy), becquerel (Bq), lux (lx), lumen (lm), candela (cd), weber (Wb), voltampère (VA), henry (H), farad (F), siemens (S), ohm (Ω), volt (V), watt (W), amp; (A), joule (J), Pascal (Pa), newton (N), hertz (Hz), etc.;
3. When the value is written it must be separated from the unit, for example, 10 m, 10 L, 10 °C, 50 V, 25 W, 750 lx, 1,200 ha. The standard allows the use of space in tables, since this standard requires not only use in tables / tables, due to space limitations, but for the rest of the text the example above is maintained;
4. Except for this separation, the units of degree, minutes and seconds, either in the text or in tables / charts;
5. For English, the separation of thousands and decimals follows international standards, that is, the presentation of a value with thousands, the point of separation should appear, e.g., 1,200 ha. In the case of decimal, we have 1.25 Hz and in the presence of both we have 1,250.85 L; and
6. The writing of numbers: values from zero to nine are written in full, except when followed by a unit, e.g., seven species in a place with a temperature of 5 °C or 17 species in a place with a temperature of 20 °C.
7. It is also recommended to read the document Translation of the publication of BIPM - Summary of the International System of Units - ISU, available at <https://urlserv.com/u-summaryimetro>.

6.1. Geographic coordinates

For geographical coordinates, the Degrees and Decimal Degrees system (DDD°DDDD) is adopted, e.g., -22.4087305, -43.6663134. This is the format commonly found in most computer-based mapping systems, including GIS software as well as file and spreadsheet formats.

7. Additional information

Copies of the submitted text, together with the reviewers' opinions, will be sent to the corresponding author indicated at the time of submission of the article, so that the suggested corrections / changes can be made. Changes or additions to the text sent after your registration may be rejected. The entire process is carried out through the OJS.

After the conclusion of the evaluation, that is, after Editor's decision, the inclusion or removal of authors from the submission will not be allowed.

Reading proofs will be sent electronically to the corresponding

author and must be returned, with the necessary corrections, in an attached document or through the OJS, in the requested time.

The proofs are sent in PDF format and can receive comments through the newest versions of the Adobe Reader™ or Foxit PDF Reader™ software, however it is suggested that the comments are also inserted in the OJS.

The scientific content of the work as well as the observance of grammatical rules are the sole responsibility of the author(s), in any language contained in the text.

Authors are advised to consult the latest edition of the journal to verify the style and layout. When submitting the manuscript, the author may suggest up to three names of reviewers (who have Lattes Curriculum and preferably are Doctors) to analyze the work, sending: full name, address and e-mail. However, the final choice of evaluators will be the responsibility of the Editor-in-Chief or the Section Editor.

8. Language responsibility

The grammatical and scientific content of the articles is in sole responsibility of the authors. The Editorial Board may suggest changes or even reject the publication of articles if the grammatical content is deemed insufficient or not consistent with the scientific and grammatical language expected in the text.

9. Ethics committee

Research conducted in Brazil involving humans and animals must provide, in the Materials and Methods section, the approval protocol number for the research, as well as the name of the committee and the institution where it is headquartered/affiliated. Omission of the requested information above will result in the immediate rejection of the article/scientific note.

10. Article submission

The submission of articles will be carried out exclusively through electronic means, using the Open Journal Systems (OJS) platform (<https://www.entomobrasilis.org>). The submitting author must register in the system and submit the file electronically.

11. Layout, Publication and indexation fees

In 2020, we introduced a new method of charging for the layout, publication, and indexing of articles/scientific notes submitted to **EntomoBrasilis**. Initially, we standardized the fees for communications and articles, allowing the publication of figures and tables without an additional cost. Payment will be processed through **PagSeguro/PagBank** and must be completed within the invoiced timeframe. Additional information can be found at the following link: <https://app.entomobrasilis.org/PaymentInstruction>.

12. Validity of this guidelines

This norm becomes effective starting from February 1, 2024, until a new version is published. Submitted articles formatted according to the old norms must undergo the necessary adjustments, which are the sole responsibility of the authors.

EntomoBrasilis Editorial Board

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