

RECOMMENDATIONS TO AUTHORS

The members of the editing committee do their work for the Nouvelle Revue d'Entomologie on a voluntary basis. In order to facilitate their tasks and to minimize the cost of revue publication, it is urgently asked that the authors strictly respect the following recommendations. **The committee will return to his author any paper not in accordance.**

I. Papers acceptance

- The first author must be a subscriber with more than one year duration.
- Manuscripts are submitted to a reading committee composed of the members of the editing committee; on request, they can call on a referee about the subject of the paper.
- Manuscript dealing with group review and new taxa description will be published first.
- Manuscript incomplete, of bad presentation or not conforming to the editing line of the revue will be refused.
- Typed manuscripts are no more accepted.
- Manuscripts should not raise any controversial topic which could damage relations between authors.

II. MANUSCRIPTS. It is kindly asked that the author refer to a recent issue of the revue before typing their work. Presentation of manuscripts should be as simple as possible. Any MS whose presentation uses personalized styles or formatting means a lot of work and time loss for the editing team which will be obliged to put in back in simple format. So MS not complying will be returned to authors.

Papers can be written in English, French, German, Italian, Portuguese or Spanish. Papers of more than twenty pages (without figures) are subject to pre-agreement from the editing board. Authors will send their papers to the revue in electronic format (.doc, .rtf ou .txt) by email, or at least on a CDrom. Pages should be numbered from 1 to n.

Manuscripts should be organized as follows :

– Title, with, at the end, between parenthesis, the order and the family it deals with; if the title is not in English, a translation in English should be proposed.

– Name of the author (authors), with first name complet, in low case. Upper case is to be used only for first letter of name and first name, followed by street and electronic address.

– Two summaries, one in the language of the paper, the other in French or English. Summaries will recall explicitly all the new taxa described in the paper, as well as new synonymies, new combinations, and any information impacting the zoological nomenclature. Examples :

...The present paper describes three new species from Borneo and Philippines Islands, *P. kerzhneri* n.sp, *P. pluotae* n. sp.and *P. rideri* n. sp., confirms the validity of the sub-genus *Odontoteuchus* Stål, 1871, proposes the synonymy of *P. cribratus* (Walker, 1868) and *P. firmatus* (Walker, 1868)...

... lectotypes are designated for the following species : *Tintinus dupontus*, *T. dupondus*...

– Keywords : a succinct list of significative keywords.

– The text itself, with subtitles, paragraphs and chapters clearly indicated. It will be presented in plain style, with left justification and no indentation, the font will be Times New Roman size 12. Sex indication will be fully written or replaced by (m#) for male and (f#) pour female. The name of the authots quoted in the text, an only those, will be written in small caps with first letter in full cap. Describers names will be typed in lower case except the first letter

– Literature : references will be grouped at the end of the paper, in alphabetical order of authors, the name of the publication will be fully written, in accordance with the followins example:

BLÖTE H. (C.), 1945 - Catalogue of the Pentatomidae in the Rijksmuseum van Natuurlijke Historie Part I. Tessaratominae, Urolabidinae - Zoologische Mededeelingen, XXV: 285-316

Only scientific names of genera and of infrageneric taxa will be in italics, and no other word.

III. ILLUSTRATIONS. – Line drawings. Only originals or electronic format drawings should be submitted (originals can be sent back to authors on demand). The only electronic format accepted is JPEG format (.jpg). Figures should be grouped, as much as possible and numbered from 1 to n (with a charsize compatible with the printing reduction), and include graphic scales. Alphabetical numbering is not accepted. Figures should be assembled in plates of 21 x 30 cm at maximum, so that after reduction, and taking in account the place necessary for the caption, they fit in the final format of 12,5 x 18 cm. In case of digital pictures, authors should take in account the printing resolution which is 300 ppi, which means that they should not exceed 1476 x 2126 pixels. Larger drawings or plates will have to be scaled down, without guaranty on the result. Smaller figures will be printed as is.

– *Tables*. Tables will be numbered in roman numbers. They can be either in numeric or graphics. In the latter case, they should have perfect presentation. Tables prepared in numerical format will be grouped at the end of the paper, after the literature. For legibility reasons, authors will make sure that their tables do not exceed a width of 12,5 cm (times new roman size 8) for the table included in the text, and 18 cm for those to be presented alone in landscape format.

– *Pictures*. Due to the cost of colour printing, colour pictures are accepted only at the expenses of the authors. The corresponding cost is of 65 € per colour page, 35 € per half-page. Picture, either B&W or colour, will be forwarded in the electronic format JPEG (.jpg), with the best achievable resolution. If possible, a print of the picture, whose colour balance is considered as satisfactory by the authors should be sent along to the revue, to help the editing team in the preparation.

– *Caption of figures and tables*. They will be grouped on a separate page at the end of the MS, and should obey the rules of the following examples:

figures: Figs. 1 à 10 : *Dasycapsus theryi* (Poppius, 1912) mâle ; 1. – Habitus ; 2. – Tarses intermédiaires ... 5, 6, 7. – Pénis vu sous différents aspects ; 8. – Thèque ; 9. – Paramère gauche. Echelle en mm ;

tables : Table I. – Fréquence d'apparition des mâles.

IV. Proofs. Proofs will be sent to the (first) author, who will have a two weeks delay to send his corrections. Without response during before the end of the delay, proofs will be corrected by the editing team. Any excessive correction or addition may be charged to the author.

V. Reprints. Authors will receive 30 free reprints of their papers, without cover. On demand, covers and supplementary reprints can be provided by the printer, at the expense of the author. An electronic reprint in pdf format will be sent to the author.

Orders for supplementary reprints and covers should be forwarded to UNIVERSA, Hoenderstraate 24, B-9230 Wetteren, Belgique.

VI. Scientific notes. The Revue publishes short notes, not exceeding two pages, on the same topics as the papers, which can include figures. They include nor summary, nor literature, references should be included in the text itself. They are used to complete the pages. Proofs are corrected by the editing team.

VII. Copyright: By submitting their paper to the Revue, authors acknowledge that they freely give all their rights on their papers to Nouvelle Revue d'Entomologie.

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