



# Instructions for Authors

## General Instructions

The manuscript must be limited to a maximum of 4,000 words (including images and tables). The final version must not exceed four published pages.

For equivalent conversion of images and tables into words, follow the standard below:

Full-page image or table = 1,000 words.

Half-page image or table = 500 words.

1/4-page image or table = 250 words.

## 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 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).
- Main text.
- Taxonomic authorities (for Nomenclatural Act section).
- Acknowledgments.
- Funding Information.
- Authors' Contributions.
- Conflict of Interest Statement.
- References.

## Text Structure Information

- **Section:** Indicate the Section of the manuscript (Letter, Viewpoint, Bioassay, Protocol & Techniques, Nomenclatural Act, Scientific Note).
- **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, providing: name of institution, city, state/province and country. Indicate corresponding author.
- **Abstract:** Include abstract in English with a maximum of 250 words. Include taxonomic authorities in the scientific names used in the abstract. Any nomenclatural acts proposed in Nomenclatural Act

Section should be mentioned in the abstract.

- **Keywords:** Include a maximum of five keywords (they must be different from those used in the title).
- **Main text:** Do not separated in sections (e.g. introduction, material & methods, results, and discussion). Occasionally, in papers with a taxonomic point of view or with a taxonomic nature, section titles may be included. (Include taxonomic authorities in all zoological names mentioned for the first time in the text (author and year).
- **Taxonomic Authorities:** As per ICZN's recommendation 51A, all taxonomic authorities of the names must be cited at least once in the text and whenever necessary to avoid ambiguity. The description references must be cited as References, (only for Nomenclatural Act section).
- **Acknowledgments:** Provide a brief acknowledgment to contributors and funding sources.
- **Funding Information:** Provide research grants from funding agencies (the research funder and the grant number) or any financial support and founding 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.

## 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 & Pentead-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.