

# Manuscript Formatting Guidelines

## for the

### *Proceedings of the Entomological Society of Manitoba*

#### **General Guidelines:**

- The document must be submitted as a word file
- Times New Roman, 12 pt font
- Line numbers must be used
- Line spacing for the initial submission should be 1.5 spaced
- The title should be typed in all capitals and bolded
- Section headers should be in all capitals and bolded
- Margins must be 2.54 cm wide
- Pages should be in portrait orientation, landscape orientation can be used for full page figures or tables if required
- All figures and tables should be included within the manuscript document, and are not to be submitted separately
- Text should be left-aligned, not justified

#### **Authors:**

- Indicate the address and affiliation of all authors
- Denote different addresses and affiliations using numbers in superscript
- Contact information must be included for at least one author
- Deceased authors must be included in the author list, a note that the author is deceased can be included with the affiliation

Title Page Example (from the *Proceedings*):

FIRST RECORDS OF THE ORACHE LEAFMINER MOTH *CHRYSOESTHIA*  
*SEXGUTTELLA* (LEPIDOPTERA: GELECHIIDAE) AND AN ASSOCIATED PARASITOID  
WASP, *NEOTHLIPSIS CINCTA* (HYMENOPTERA: BRACONIDAE) IN MANITOBA

Chris Friesen<sup>1</sup> & Greg Pohl<sup>2</sup>

<sup>1</sup>Manitoba Conservation Data Centre, Box 24, 200 Saulteaux Crescent, Winnipeg, Manitoba R3J 3W3, Canada. [chris.friesen@gov.mb.ca](mailto:chris.friesen@gov.mb.ca)

<sup>2</sup>Natural Resources Canada, Canadian Forest Service, 5320 - 122 Street, Edmonton, Alberta T6H 3S5. [gpohl@nrcan.gc.ca](mailto:gpohl@nrcan.gc.ca)

#### **Keywords:**

- It may be beneficial for the author to include keywords on the title page, but it is not required for acceptance of the manuscript

### **Abstract:**

- Abstracts are not required for insect records, observational papers or identification keys
- For all papers including statistical analyses, an abstract should be included
- The abstract should be no longer than 250 words

### **Figures and Tables:**

- All figures and tables should include a title that is numbered and bolded
- A period should be placed at the end of the Figure/ Table title
  - Example (from the 2022 *Proceedings*): **Figure 1.** *Chrysoesthia sexguttella* adult, collected as a larva in a leaf mine, Warren, Manitoba, 18 June 202; emerged 7 July 2020.
- Table titles should be placed above the table
- Figure titles should be placed below the table
- Figures and tables should be placed in line with the text, do NOT use the text-wrapping options provided by Word
- Figures and tables must be referred to within the text
- When referring to figures and tables, the appropriate figure should be cited within parentheses beside the text discussing it
  - Example: (Figure 1)
  - The words “Figure” or “Table” should never be shortened or abbreviated
- A page may be rotated to the landscape orientation in order to accommodate a figure or table
- No more than half of the manuscript can include figures and/or tables
  - Example: If the text of your manuscript spans one whole page, you may include one page of figures/tables (one full page figure or two half page figures)
- Please use a colorblind friendly palette for any colors within the Figures and Tables

### **Acknowledgements:**

- Acknowledgements are not required
- Should they be included, they should be placed at the end of the paper, immediately before the references section

### **References:**

- As of 2024, this journal has adopted the reference format of [Zootaxa](#).
- A .csl file for Zotero/Mendeley users is also available for download on the [Proceedings](#) page
- After the first line, all subsequent lines should be indented
- In-text citations should be formatted
  - One author: (Author 2023)
  - Two authors: (Author & Author 2023)
  - Three or more authors: (Author *et al.* 2023)
  - Organization: (Organization 2023) or (ORG 2023) if the organization is associated with a recognizable abbreviation

- Parenthesis with multiple in-text citations
  - The citations should be in chronological order
  - The citations should be separated by a semicolon

**Journal Article:**

Author's Surname/Last Name, Author's First Name Initial. (Published Year) Paper Title. *Journal Name*, Volume No (Issue No), 000–000. [in Language/in press/or other information like doi]

Kiss, O. (2013) Three new species of *Rhyacophila* (Trichoptera: Rhyacophilidae) from Taiwan and Nepal. *Zootaxa*, 3640 (2), 213–223. <http://dx.doi.org/10.11646/zootaxa.3640.2.5>

**Book chapter:**

Author's Surname/Last Name, Author's First Name Initial. (Published Year) Name of the chapter. *In*: Editor's Surname/Last Name, Editor's First Name Initial. (Ed.), *Book Title. Vol. 00. Book Sub-title*. Publisher's Name, Publisher's City Location, pp. 000–000. [in Language/in press/or other information]

Newton, A.F., Thayer, M.K., Ashe, J.S. & Chandler, D.S. (2000) Staphylinidae Latreille, 1802. *In*: Arnett, R.H. & Thomas, M.C. (Eds.), *American Beetles. Vol. 1. Archostemata, Myxophaga, Adepghaga, Polyphaga: Staphyliniformia*. CRC Press, Boca Raton, pp. 272–418.

**Book:**

Author's Surname/Last Name, Author's First Name Initial. (Published Year) *Book Name*. Publisher's Name, Publisher's City Location, 000 pp. [in Language/in press/or other information]

Baker, E.W. & Tuttle, D.M. (1994) *A Guide to Spider Mites (Tetranychidae) of the United States*. Indira Publishing House, West Bloomfield, Michigan, 347 pp.

**Website:**

Author's Surname/Last Name, Author's First Name Initial. (Published Year) Paper Title. Available from: <http://www.xxxxxxxxxxxxxx> (accessed date Month Year)

O'Connor, R.J., Dunn, E, Johnson, D.H., Jones, S.L., Petit, D., Pollock, K., Smith, C.R., Trapp, J.L. & Welling, E. (2000) A programmatic review of the North American Breeding Bird Survey: report of a peer review panel. U.S. Geological Survey Patuxent Wildlife Research Center, Laurel, Maryland. Available from: <http://www.mp2-pwrc.usgs.gov/bbs/bbsreview/> (accessed 3 April 2003)