

# 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 2022 *Proceedings*):

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

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## 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:

- After the first line, all subsequent lines should be indented
- Please refer to previous versions of the *Proceedings* (within the last 3 years) for examples on reference formatting
- In-text citations should be formatted
  - One author: (Author 2023)
  - Two authors: (Author and 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, A.A., B.B. Author, C.C. Author and D.D. Author. YEAR. Title of the manuscript with only the first letter capitalized. Title of the Journal, XX(ii): pp–pp.

<https://doi.org/10.XXXX>

Book:

Author, A.A. and B.B. Author. YEAR. Title With Every Word Capitalized. Volume Number. *Edited by* A.A. Editor and B.B. Editor. Publisher, Location City, Location State/Province, Location Country. XX pp–pp.

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