

Instructions to authors

1. General information

The *Belgian Journal of Entomology* (BJE) is an Open access online journal which has a single article per issue format. This helps us to ensure quick publication. The scope of BJE covers all fields of entomology. We allow and even encourage the submission of long manuscripts and monographs which answer the requirements of scientific papers, written concisely and containing novelties in the field of entomological science. The material must not have been previously published elsewhere.

The *Bulletin de la Société royale belge d'Entomologie – Bulletin van de Koninklijke Belgische Vereniging voor Entomologie* is a printed journal with three issues a year. Each number includes the following chapters: Belgian fauna, Fauna of other regions and Correspondence. To allow all members to be able to submit to this journal, the requirements for the novelty of the findings are limited. Only exceptionally, we accept the publication of material that has been published previously and only when the text is rewritten to fit the scope and readership of this journal. The inclusion of accurate illustration, especially colour photographs, is strongly encouraged and help can be provided in this purpose by the editors if necessary.

2. Requirements

In order to publish in either of both journals, the first author needs to be a paid-up member or person belonging to an institution affiliated to the Society, either directly or by exchange. If not, he/she should pay 35 Euros when living in Belgium, or 40 Euros when abroad, and will be considered as (abroad) member during one year.

Each article must strictly comply with the recommendations described below. The articles shall be written in a clear and concise style, preferably in English, otherwise French, Dutch or German. The editors reserve the right to accept, to return for revision or to refuse any articles, subsequent to examination by a referee. The authors are solely responsible for the content of the published articles.

Authors are required to register type specimens in an official natural history collection with public access prior to publication.

3. Guidelines for papers

3.1 Type of papers

BJE only covers full length articles. These can be taxonomic papers, research papers or reviews. We accept long manuscripts.

Submissions for Bulletin S.R.B.E./K.B.V.E. can include full length articles or letters. Full length articles cover taxonomic papers, research papers, opinions or reviews. Letters include announcements of symposia, excursions or other events, book or website reviews, calls for cooperation and other small announcements. Letters contain no abstracts or keywords, should be less than 1000 words, with references kept to a minimum with a maximum of three but should include necessary illustration if relevant.

3.2 Page setting

The papers will be submitted in 12pt Times font.

Title page

The first page contains the following elements in this order:

Title: The title should briefly and rigorously indicate the content of the manuscript, in general mentioning the order and family of the treated group, formatted as (Coleoptera: Carabidae).

Short title: Required for the *Belgian Journal of Entomology*.

Author names and affiliations: formatted as:

First name LAST NAME¹, First name LAST NAME² & First name LAST NAME³

¹Institute, address, country (e-mail: mail-address).

²Institute, address, country (e-mail: mail-address).

³Institute, address, country (e-mail: mail-address).

Indicate which author will act as corresponding author.

Last name of authors should be in small capitals. If manuscripts are submitted without small capitals, we will layout this for you but do not use normal capitals instead of small capitals.

Abstract: Each article must contain an English abstract and an abstract in the language of the manuscript. Additional abstract in Dutch, French and German can be included if relevant under the heading 'Samenvatting', 'Résumé' and 'Abstrakt' respectively. Assistance for translating the abstract can be provided by the editors.

The abstract contains the essential information, the results and the conclusions of the research (maximum length of 250 words, except for long ms in BJE). Abstracts should neither contain references, nor non-standard unexplained abbreviations.

Keywords: In order to ensure a good bibliographic analysis, a maximum of five English keywords should immediately follow after the English abstract. Preferably, words are selected that do not appear in the title.

Body text

The text is subdivided with subheadings, in general the following headings are used in sequence: introduction, material and methods, results *or* observations *or* description of taxa, discussion, (conclusion), eventual acknowledgments and references. These subheadings are placed in bold and are centred.

Introduction: The Introduction will provide a succinct overview of past work in the field and explain the contribution of the present work in its domain.

Material and methods: In Material and Methods, only acronyms of collections should be cited (the detailed list of all museum material used will be given in the Results section). This section will include the origin of the new material, collecting procedures, technical equipment used, major technical literature applied, and software used for analyses or illustrations. All abbreviations (anatomy, localities, etc.) and acronyms (collections) used within the article should be listed and explained here.

Results: The main part of the paper will be found under the Results, including taxonomic descriptions, ecology, phylogeny, etc.

For taxonomic papers, this section should start with the current taxonomic hierarchy of the treated taxon. Each taxon account should include the following items in the order listed:

- accepted taxon name with author (not abbreviated) and year of description,

- reference to illustrations or tables in the present paper,
- list of synonymies, with full references to cited papers, including figures
- for the new species, diagnosis and differential diagnosis,
- etymology (for new taxa),
- type material examined (with collection registry and deposition),
- full (type) locality data (including geographical coordinates), if available,
- other material examined,
- full description of all relevant characters,
- taxonomic remarks, ecology and distribution.

If no holotype was originally designated from the available type material (syntypes), it is strongly recommended to designate a lectotype.

Redundancy of data should be avoided.

Discussion: The Discussion will consider the findings of the paper in the context of the wider literature and indicate progress made within the field.

Acknowledgements: All funds or grants received for the research must be stated. Furthermore, list here those individuals who provided help during the research (without small capitals).

In text references: in text references should include the authors and year, authors should be in SMALL CAPITALS as in the following examples: FEDER & BUSH (1991), (FEDER & BUSH, 1991), FEDER *et al.* (1990a), FEDER *et al.* (1990a,b), DESSART (in press), (FEDER *et al.*, 1990a; FEDER & BUSH, 1991), and (SMITH, 1963; HENNIG, 1966). Personal communications will be included as: (P. Dessart pers. comm., V.2016).

International Code of Zoological Nomenclature: Authors must respect the rules of the last International Code of Zoological Nomenclature (<http://iczn.org/iczn/index.jsp>). For descriptions of new taxa, establishment of new synonyms, new homonyms, new combinations, etc., authors must use the abbreviations sp. nov., gen. nov., trib. nov., syn. nov., comb. nov., nom. nov., etc. With respect to new combinations the authors have to cite the original genus. When a taxon is mentioned for the first time in the article, its complete name is given followed by the name of the describer (without small capitals) and the date of the description separated by a comma. Species names are preceded by the initial letter of the genus name when mentioned a second time or more times. Scientific names of genera and species are written in *italics*.

Further guidelines

Paragraphs should be without a free line between them. Chapter and paragraph headings should be in bold and never underlined.

A reference to each table and figure is included in the text and mentioned as: Fig. n, Figs n-m (for composite figures: Fig. n A, Fig. n A-C, Figs n A, m A) Table x or Tables x-y. The figures and tables are numbered in Arabic numerals in separated continuous series. All artwork (drawings, pictures, maps, graphs, ...) are referred to as figures.

Figures must be numbered sequentially as they first appear in the text.

In a date, use Roman numerals for the month (11.IV.1928).

Use the symbols of males and females as 1♂, 2♂♂, 1♀, 2♀♀.

Collection abbreviation should follow the list of Insects & spiders collections of the world <http://hbs.bishopmuseum.org/codens/codens-inst.html>. Abbreviations are explained in the manuscript.

We highly recommend authors to deposit part of the material mentioned in their manuscripts in a public collection (such as Royal Belgian Institute of Natural Sciences, RBINS) and to mention the reference number of these specimens: this is mandatory for newly described species and highly recommended for new additions to the national fauna.

References:

The references should contain all, and only those, references cited in the text. The references are arranged in alphabetical order (APA rules) of the authors and then based on the year published and eventually on the title. The journal titles are written in full. For articles in press '(in press)' is mentioned instead of the year.

Journal articles are formatted as:

AUTHOR N., AUTHOR M. & AUTHOR O., year. - Article title. *Journal*, volume(issue): start page-end page.

Article in a journal, with a doi (Digital Object Identifier) reference articles are formatted as:

Author N., Author M. & Author O., year. - Article title. *Journal*, volume(issue): number.
<https://doi.org/10.1371/journal.pone.0040541>

Books and reports are formatted as:

AUTHOR N., AUTHOR M. & AUTHOR O., year. - *Book title*. Publisher, city, xpp.

Book chapters are formatted as:

AUTHOR N., year. - Chapter title. *In*: AUTHOR N., AUTHOR M. & AUTHOR O. (eds). - *Book title*. Publisher, city, start page of the chapter-end page of the chapter.

Websites (others than online articles or books):

AUTHOR N., year. - Title. www.website.be [accessed date].

Examples:

- DESSART P., (in press). - Révision des *Dendrocerus* du groupe "*halidayi*" (Hym. Ceraphronoidea Megaspilidae). *Bulletin S.R.B.E./K.B.V.E.*
- FEDER J.L. & BUSH G.L., 1991. - Genetic variation among apple and hawthorn host races of *Rhagoletis pomonella* across an ecological transition zone in the Mid-Western United States. *Entomologia experimentalis et applicata*, 59(3): 249–265.
- FEDER J.L., CHILCOTE C.A. & BUSH G.L., 1990a. - Regional, local and microgeographic allele frequency variation between apple and hawthorn populations of *Rhagoletis pomonella* (Diptera: Tephritidae) in Western Michigan. *Evolution*, 44(3): 595–608.
- FEDER J.L., CHILCOTE C.A. & BUSH G.L., 1990b. - The Geographic Pattern of genetic differentiation between host associated populations of *Rhagoletis pomonella* (Diptera: Tephritidae) in the Eastern United States and Canada. *Evolution*, 44(3): 570–594.
- HENNIG W., 1979. - Phylogenetic Systematics. University of Illinois Press, Urbana, 263pp.
- LANDOLT P.J., GONZALEZ M., CHAMBERS D.L. & HEATH R.R., 1991. - Comparison field observations and trapping on papaya fruit fly in papaya plantings in Central America and Florida. *Florida Entomologist*, 74: 408–414.
- NELSON G.J. & PLATNICK N.I., 1984. - Systematics and evolution. *In*: HO M.W. & SAUNDERS P.T. (eds). - Beyond Neo-Darwinism: An Introduction to the New Evolutionary Paradigm. Academic Press, London, 143–158.
- SMITH R.H., 1963. - Toxicity of pine resin vapors to three species of *Dendroctonus* bark beetles. *Journal of Economic Entomology*, 56: 827–831.
- QUINION M.B., 1998. - Citing online sources: advice on online citation formats. www.worldwidewords.org/articles/citation.htm [accessed 24.VI.2011].

Figures and Tables

Figures and tables will be sent **as separate files** together with the manuscript. The plates are made by the authors. Incomplete submissions will be sent back to the authors.

Captions of all figures and tables will be provided in a separate page at the end of the manuscript.

Captions are formatted as:

Table 1. Table title.

Fig. 1. Figure title (photograph: name of the author, without small capitals).

The tables are formatted using the table command and width up to 16cm and length up to 24 cm (including the space needed for the legend).

Provide high quality figures with resolution of at least 300 dpi for photographs and of 1200 dpi for line drawings, in .jpeg or .tiff format. Maximum width of figures is 16 cm and height 24 cm (including the space needed for the legend). Illustrations in full colour are accepted free of charge.

The magnifications is either indicated by a scale or mentioned in the caption.

We highly appreciate if you include a photo of the species that forms the topic of the manuscript as well as a photo of the main habitat or location where it was found. If the author(s) deposit a voucher specimen to the collection of RBINS, we can make high quality stack pictures of the specimen to include in the article.

3.3 Submitting

Articles should be sent as an e-mail attachment to: submissions.srbe-kbve@naturalsciences.be
Manuscripts are formatted in Word (.doc or .docx). The figures are send as separate files (.jpg or .tiff file). Deadlines to submit to Bulletin S.R.B.E./K.B.V.E. are for issue 1: 30.I, issue 2: 15.V and issue 3: 30.IX.

For articles submitted, authors must suggest two or three potential reviewers, and give their affiliation and e-mail address. The list of potential reviewers will be given in the submission e-mail.