



**JOURNAL OF THE KANSAS  
ENTOMOLOGICAL SOCIETY**

# **AUTHOR RESOURCES**

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# STRUCTURE OF THE PAPER

**Title:** Should be short, concise and descriptive of the study. Order and family name should be included not the author of the scientific name.

**Authors:** Include all names of authors in the order in which you want them to appear by first name and family name. Example: John H. Author, P. A. Smith, James Sky and Barbara Cloud  
Affiliations should be included for each with a full address for each of the authors. Corresponding author must include full name, mailing address, telephone number and email address.

**Abstract:** Should be short (no more than 300 words) and should provide a general summary of the article's content. Longer abstracts may be considered after consulting with the editor. Newly proposed taxonomic names (including new replacement names) should be indicated in boldface. The abstract should be one paragraph preceded by the word "ABSTRACT". Note the scientific name and authority at first mention of each organism. Do not include reference to figures, tables, or results. Refer to results only in general. A second abstract in a second language is permitted but the author assumes responsibility for its accuracy.

**Keywords:** Keywords must be on a new line that begins "KEYWORDS:" in boldface, and should include terms that would be useful for indexing and searching. Do not repeat words that already appear in the title. Provide 3-5 key words, separated by commas.

**Introduction:** The introduction should state the basis of your study, purpose, or objectives and background information to clearly introduce the study.

**Materials and Methods:** Include a description of the study design, process, materials, and statistical analysis. This should be clear and concise. Statistical analysis can be a subcategory of Materials and Methods.

**Results:** In this section the results should be clearly presented but not interpreted – that will occur in the discussion and conclusion. Data in tables can be referenced but do not need to be listed in the results section (simply refer to the table).

**Discussion:** This is where the results are interpreted and discussed and their implications are addressed. There may also be suggestions for further studies. Conclusions can be a subsection of the discussion.

**Acknowledgments:** A recognition of appreciation is appropriate in the following order: persons, groups, granting institutions, grant numbers, and serial publication number. Following the Acknowledgments section, a statement of author contribution is allowed but not required.

# STRUCTURE OF THE PAPER

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## Supplemental Material:

Supplementary Material may be submitted in the form of one or more files to accompany the online version of an article. Such material often consists of large tables, data sets, or videos that are not possible or convenient to present in print media.

Supplementary materials must be presented at the time of manuscript submission and will be distributed to reviewers as part of the normal peer-review process. Materials will not be edited during production and will be published as submitted.

Supplementary Material should be:

- Referenced in the body of the main paper (e.g., Supp. Table S1), where a link will take the online reader to the file.
- Labeled with an appropriate title and caption.
- Citations for any literature referenced within a Supplementary Material file should be listed in a References Cited section at the end of the file, even when a citation is duplicated in the main body of the paper.

## Footnotes:

Are used for author affiliations on the title page. If required in tables they should be numbered consecutively. Endnotes are not allowed.

# CITATIONS IN TEXT

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Only published or in-press articles, books, and documents should be cited, with the exception of dissertations and theses. Published abstracts from meeting proceedings are permissible. Articles with two authors should be cited with “and” not “&” (e.g., Eickwort and Eickwort, 1972).

For those articles with three or more authors, cite them as Jones *et al.* (1999) in text or (Jones *et al.*, 1999) at the end of the statement. Multiple citations should be separated by a semicolon (e.g., Jones and Jones, 1997; Jones *et al.*, 1999). When citing multiple papers in parentheses please cite them in order by date, alphabetically within any given year, and then by number of authors (e.g., Darwin, 1859; Cockerell, 1922a, b; Cockerell and Cockerell, 1922; Cockerell *et al.*, 1922; Moure, 1947).

Reference to unpublished information can be cited in the text in the following formats: Jones (unpubl. data); Jones (in prep.); Jones (submitted); Jones (pers. comm.). Unpublished references are not listed in the References Cited at the end of the manuscript.

Arrange two or more works by the same authors (in the same order) by year of publication. Place in-press citations last. Give the authors’ surnames once; for each subsequent work, give only the date. Examples:

Training materials are available (Department of Veterans Affairs, 2001, 2003)  
Past research (Gogel, 1990, 2006, in press)

Identify works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes a, b, c, and so forth, after the year; repeat the year. The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by title (of the article, chapter or complete work).

## Examples:

Several studies (Derryberry & Reed, 2005a, 2005b, in press-a; Rothbart, 2003a, 2003b)  
(Stahl, 2011a)  
(Stahl, 2011b)

References should be in alphabetical order. If multiple references from the same author are cited, those references should be in chronological order (oldest to most recent) and “in press” last.

# CITATION GUIDELINES

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The Literature Cited section should begin a separate page. Only those papers that are published or in press should be included in the Literature Cited section. Reverse only the first author's surname (i.e., family name first, initials last). Use initials for all given names (first and middle names). Use a space between initials (unless there are more than two initials) and separate authors' names by commas. Use a comma before the "and" in multiply authored works. Authors names with "Jr.", "von", or other indicators should be converted to the appropriate citation format as follows:

- George H. W. Bush, Jr., and William J. Clinton (1999)
- Bush, G.H.W., Jr., and W. J. Clinton. 1999.
- Ludwig van Beethoven (1802)
- Beethoven, L., van. 1802.
- Jesus de Oliveira (2001)

Oliveira, J., de. 2001.

Chinese and other names whereby the familial name is first should be converted accordingly.

- Wu Yan-ru (1976)
- Wu, Y.-R. (1976).

Ordering of references should be in alphabetical order by first author's surname, then proceed by year, then alphabetical order by second author's surname, then again by year, and finally by year for three or more authors. Papers originally in the Latin alphabet should be written as they appear in their original form. Those in languages utilizing an alternative alphabet (e.g., Cyrillic, Chinese, Arabic) should be either, 1. translated with an indication in brackets at the end of the citation of the original language (example 1, below) or 2. transliterated into Latin with an indication in brackets of the translated title and original language:

Wu, Y.-R., and B. Kuang. 1986. A study of the genus *Micrapis* (Apidae). *Zoological Research* 7: 99-102. [In Chinese, with English summary]

Rohdendorf, B. B. 1964. Istoricheskoe razvitie dvukrylykh nasekomykh [Historical development of the Diptera]. *Trudy Paleontologicheskogo Instituta Akademii Nauk SSSR* [Transactions of the Paleontological Institute, Academy of Sciences, U.S.S.R.] 100: 1-311. [In Russian]

For articles that were printed with one year but did not appear or were not actually issued until a subsequent year, cite the correct year in brackets following the year as printed on the original publication. Refer to the printed year for all citations in the text. If more precise information on dating of a particular article is needed (e.g., for purposes of taxonomic priority), this can be provided in brackets following the citation:

Darling, D. C. 1996 [1997]. A new species of *Spalangiopecta* (Hymenoptera: Pteromalidae; Ceinae) from Dominican amber: Phylogenetic and biogeographic implications. *Journal of the Kansas Entomological Society*, supplement 69(4): 248-259.

Moure, J. S., and J. M. F. Camargo. 1978. A fossil stingless bee from copal (Hymenoptera: Apidae). *Journal of the Kansas Entomological Society* 51(4): 550-566. [Publ. date: 17 November 1978]

# CITATION GUIDELINES

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## Books or Book Sections:

Book titles should be italicized and primary words capitalized. The publisher should be listed first and separated from the city and state (or country) by a semicolon. Another semicolon should separate the city and state from the total pages of the volume.

## Single or Multiple Authors:

Michener, C. D. 2000. *The Bees of the World*. Johns Hopkins University Press; Baltimore, Maryland; xiv+[1]+913 pp.

Moure, J. S., and P. D. Hurd, Jr. 1987. *An Annotated Catalog of the Halictid Bees of the Western Hemisphere* (Hymenoptera: Halictidae). Smithsonian Institution Press; Washington, D.C.; vii+405 pp.

## Book Chapters:

Brady, R. H. 1994. *Pattern description, process explanation, and the history of morphological sciences*, Pp. 7-31.

In Grande, L., and O. Rieppel (eds.), *Interpreting the Hierarchy of Nature: From Systematic Patterns to Evolutionary Process Theories*. Academic Press; New York, New York; ix+298 pp.

## Edited Texts:

To be used only in the rare instance when the full edited volume needs to be cited rather than just a particular section.

Grande, L., and O. Rieppel, eds. 1994. *Interpreting the Hierarchy of Nature: From Systematic Patterns to Evolutionary Process Theories*. Academic Press; New York, New York; ix + 298 pp.

## Journals:

Journal titles should be written in full (no abbreviations) and be italicized. Immediately following the journal title should be, in plain text (i.e., not italicized) the volume number. Indication of issue number should follow the volume number in parentheses. The volume number is then separated by a colon and a single space from the page numbers:

Engel, M. S. 2000. A new *Zorotypus* from Peru, with notes on related neotropical species (Zoraptera: Zorotypidae). *Journal of the Kansas Entomological Society* 73(1): 11-20.

Engel, M. S., and M. G. Rightmyer. 2000. A new augochlorine bee species in Tertiary amber from the Dominican Republic (Hymenoptera: Halictidae). *Apidologie* 31: 431-436.

Mueller, U. G., G. C. Eickwort, and C. F. Aquadro. 1994. DNA fingerprinting analysis of parent-offspring conflict in a primitively eusocial bee. *Proceedings of the National Academy of Sciences, U.S.A.* 91: 5143-5147.

# CITATION GUIDELINES

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## Dissertations, Theses, and Miscellany:

Dissertations and theses should be treated as though they were books with the issuing university as the publisher. Format for miscellany (e.g., newspaper articles) is open to the author's discretion and approval by the Editor.

## Dissertations and Theses:

Banks, D. J. 1995. *An Ecological Study of Alternative Male Mating Behaviors in the Digger Wasp Trypoxylon (Trypargilum) lactitarse (Hymenoptera: Sphecidae) in Panama*. M.A. Thesis, University of Kansas; Lawrence, Kansas; vi+78 pp.

Gess, S. K. 1992. *Ecology and Natural History of the Masarid Wasps of the World with an Assessment of their Role as Pollinators in Southern Africa (Hymenoptera: Vespoidea: Masaridae)*. Ph.D. Dissertation, Rhodes University; Grahamstown, South Africa; vol. 1: xv+229 pp., vol. 2: 230-412 pp.

Wcislo, W. T. 1991. *Natural History, Learning, and Social Behavior in Solitary Sweat Bees (Hymenoptera, Halictidae)*. Ph.D. Dissertation, University of Kansas; Lawrence, Kansas; xi+204 pp.

## Abstracts:

Engel, M. S. 1996. *Phylogeny of the sweat bee tribe Augochlorini (Hymenoptera: Halictidae), with implications for social evolution*. Proceedings of the 20th International Congress of Entomology, Florence 1996: 416. [Abstract]

Genise, J. F., and M. S. Engel. 2000. *The evolutionary history of sweat bees (Hymenoptera: Halictidae): Integration of paleoentomology, paleoichnology, and phylogeny*. Pp. 116-117. In Godoi, V. M., de (ed.), International Meeting on Palearthropodology: Abstracts. Universidade de São Paulo; Ribeirão Preto, Brazil; xxviii+153 pp. [Abstract]

## Miscellany:

Wilford, J. N. 1995. *Which came first: Bees or flowers? Find points to bees*. New York Times, 23 May.

## Citing an Entire Web Site:

It is a good idea to list your date of access because web postings are often updated, and information available on one date may no longer be available later. When using the URL, be sure to include the complete address for the site except for the https://.

Editor, author, or compiler name (if available). Name of Site. Version number, Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available), URL, DOI or permalink. Date of access (if applicable).

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008, owl.english.purdue.edu/owl. Accessed 23 Apr. 2008.

Felluga, Dino. Guide to Literary and Critical Theory. Purdue U, 28 Nov. 2003, www.cla.purdue.edu/english/theory/. Accessed 10 May 2006.



# CITATION GUIDELINES

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## Basic Style for Citations of Electronic Sources (Including Online Databases)

Here are some common features you should try to find before citing electronic sources in MLA style. Not every webpage will provide all of the following information. However, collect as much of the following information as possible both for your citations and for your research notes:

- Author and/or editor names (if available); last names first.
- "Article name in quotation marks."
- Title of the website, project, or book in italics.
- Any version numbers available, including editions (ed.), revisions, posting dates, volumes (vol.), or issue numbers (no.).
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (p. or pp.) or paragraph numbers (par. or pars.).
- URL (without the https://) DOI or permalink.
- Date you accessed the material (Date Accessed)—While not required, it is highly recommended, especially when dealing with pages that change frequently or do not have a visible copyright date.

Remember to cite containers after your regular citation. Examples of containers are collections of short stories or poems, a television series, or even a website. A container is anything that is a part of a larger body of works.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

Two or more works by the same author in the same year must be differentiated by the addition of a, b, and so forth (regardless of whether they were authored, edited, compiled or translated), and are listed alphabetically by title.

Fogel, Robert William. 2004a. *The Escape from Hunger and Premature Death, 1700-2100: Europe, America, and the Third World*. New York: Cambridge University Press, 2004.

Fogel, Robert William. 2004b. "Technophysio Evolution and the Measurement of Economic Growth." *Journal of Evolutionary Economics* 14 (2): 217-21. Doi:10.1007/s00191-004-0188-x.

Text citations consist of author and year plus letter.

(Fogel 2004b, 218)

(Fogel 2004a, 45-46)

# FIGURES

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**Figures may be embedded in the manuscript text file for the initial submission, but for accepted manuscripts the figures must be attached as separate tif, jpeg or pdf files.** Authors should reference the author guidelines on the web site of the Society for current rates.

- Figures should be at least 300 dpi, or 1200 dpi for line graphs.
- Maximum figure height: 240 mm.
- Maximum width (figure): 170 mm.
- The quality in which figures are submitted is the quality in which they will print—please ensure figures are high quality.
- Each figure or table should be submitted as an individual file. Please do not copy and paste into the main document.
- The following file types of figures are accepted: tif (preferred), eps (preferred), rtf, ppt/pptx, pdf, ps, psd, ai, gif, png. Figures should be in their native format for best quality.
- Colored Figures should be prepared in CMYK format (not RGB).

# TABLES

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The legend for tables should be kept brief; if more detailed discussion is desired, then refer to the appropriate section of the text. The legend should be in boldface and separated from the remainder of the table by a double line while the bottom of the table should be indicated by a single line. Notes within tables should be placed immediately below the table and symbols should be used to note the reference in the table. Each table should begin a separate page.

EXAMPLE: Table 1. A hierarchical classification of the honey bees (Genus *Apis* L.).

- Tables should be editable tables in a Word document.
- If a table continues on more than one page, repeat column headings on subsequent page(s).
- All columns must have headings.
- Leave no space between lowercase letters and their preceding values (e.g., 731.2ab).
- Do not footnote the title—use the unlettered first footnote to include general information necessary to understand the title (e.g., define terms, abbreviations, and statistical tests).
- Use approved abbreviations or abbreviations already defined in the text and define others in the general footnote.
- Use the following abbreviations in the body or column headings of tables only: amt (amount), avg (average), concn (concentration), diam (diameter), exp (experiment), ht (height), max (maximum), min (minimum), no. (number), prepn (preparation), temp (temperature), vs (versus), vol (volume), wt (weight) Jan (January), Feb (February), Mar (March), April, May, June, July, Aug (August), Sept (September), Oct (October), Nov (November), and Dec (December).

# TAXONOMY

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## Species Authority, Order, Family, and Common Names:

- Authors should provide the full scientific name, authority, order, and family for all organisms that are central to the paper (including plants, bacteria, and other non arthropod organisms) at the first mention of the organism in both the abstract and the text. Organisms mentioned in passing or whose importance to the paper is limited do not need to have full authority, order, and family listed, nor do mentions of common names of groups (e.g., mosquitoes, beetles, ticks, etc.).
- Only use common names listed in the current ESA Common Names of Insects & Related Organisms online database. ~~Common names should be lowercase, except~~ for proper nouns and their derivations.
- When possible, please provide as much genetic and/or colony information available is useful (for example, "Rockefeller colony of *Aedes aegypti* (L.)"). Including geographic origin and generations in culture is also useful, but may not always be known and is not required.
- If a species name is included in the title of a paper, either the ESA-approved common name or the Latin name, the order and family should also be provided. If the order and family of an organism is provided in the title of the paper, it does not need to be provided again in the abstract and main text.
- The taxonomic authority of an organism that is central to the paper should be given the first time the organism is mentioned in both the abstract and the main text, but not in the title. For tables that include lists of species, authority should be given for each species if it is the first time it is being mentioned in the paper.
- If multiple organisms in the same genus are central to the paper, order and family only need to be provided for the first species mentioned in the genus. If multiple organisms are central to the paper, are in different genera, but are in the same order and family, order and family should be provided at first mention of each organism.
- If two organisms that share the same order and family are mentioned in the title or listed in the text of the paper together, the order and family should be placed after the first species listed and does not need to be repeated after the second species.
- A genus can be abbreviated after the first mention (except to start a sentence, in which case the genus should be spelled out). If two species belong to different genera but the genera start with the same letter, the first two letters can be used for abbreviations.
- Only ESA approved common names should be used. Common names are lower case, except for proper nouns and their derivations.

# TAXONOMY

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## Taxonomic Papers:

Taxonomic papers should strictly conform to the recently issued International Code of Zoological Nomenclature. Papers submitted under alternative “codes” will not be considered for review. Taxonomic descriptions should be in telegraphic style, i.e., with minimal use of articles and verbs. Descriptions of new taxa (at any categorical rank) must include a diagnosis, description, etymology, and designation of type genus or species (in the case of new family- or genus-group taxa) or designation of a holotype (in the case of species-group taxa). Type material should be deposited in an accessible collection, preferably a public museum or university. Diagnoses can be in telephonic or telegraphic style and will be printed at normal-size typeface. Descriptions will be printed in a reduced typeface (see a recent issue of the Journal). For original descriptions of new taxa the terms “new species,” “new genus,” or similar phrases should be used (not “sp. nov.” or “spec. nov.”). In the abstract these phrases may be abbreviated n. ssp., n. sp., n. subgen., n. gen., n. tribe, or n. fam. Authors should avoid using alternative styles. Authorship of all new taxa should be indicated at the original description and in the abstract. New taxonomic names (inclusive of new replacement names) should be in boldface at their original proposal and in the abstract. Elsewhere in the text such names should not be boldfaced.

# STATISTICS AND DATA

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Statistical methods and data should be fully reported (i.e., DF, F-values, P-values, number of samples, treatments, replicates, insects, instars, etc.). Duncan's Multiple Range Test is not acceptable for papers on plant resistance.

Papers that have insufficient sample sizes, insufficient data (only a single year of data collected at one location for either insect surveys, pesticide studies, or other field data) are not acceptable as a research paper. The duration and size of trials/sampling must be biologically significant.

All data reported (except for descriptive biology) must be subjected to statistical analysis.

Results of statistical tests may be presented in the text, in tables, and in figures. Statistical methods should be described in Materials and Methods with appropriate references. Descriptions should include information such as sample sizes and number of replications. Only t-tests, Chi square, and analyses of variance require no citation. Cite software, computer programs, and associated user's manuals in the References Cited.

## Probit/Logit:

When presenting results of probit/logit analysis, the following columns should be included in tables in the following order (left to right); n, slope + SE, LD (or LC) (95% CL), and Chi-square. When a ratio of one LD versus another is given, it should be given with its 95% CI. Statistical tests to show what model best fits data intended to estimate the 99.9986% level of effectiveness should be presented to justify use of any model, including the probit model. Thus, we do not recommend use of the Probit 9 without tests to show that the probit model fits the data.

## Analysis of Variance or T-test:

When presenting the results of analysis of variance or a t-test, specify F (or t) values, degrees of freedom, and P values. This information should be placed in parentheses in the text. Example: (F = 9.26; df = 4, 26; P < 0.001). If readability of the text is affected by the presence of repeated parenthetical statistical statements, place them in a table instead.

## Regression:

In regressions, specify the model, define all variables, and provide estimates of variances for parameters and the residual mean-square error. Italicize variables in equations and text.

## Variance and Sample Size:

Include an estimate of the variance (or standard error) and sample size for each mean regardless of the method chosen for unplanned multiple comparisons. The use of Duncan's Multiple Range Test (DMRT) is not acceptable as a mean separation test as it was designed to be a very liberal test intended to find even minor differences in resistance between plant lines used for breeding.

# STATISTICS AND DATA

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## Modeling Guidelines:

- The following guidelines pertain to any mathematical model calculated for purposes other than statistical analysis.
- Authors must adequately describe both model structure and model analysis.
- Authors must explain and justify original equations and computer programs or justify the selection of a published software package used in the computation of models.
- Model structure and steps in the analysis must be described in the Materials and Methods section.
- Without presenting extensive computer code, the text must permit an understanding of the model that would allow most mathematically inclined scientists to duplicate the work.
- Present all equations that represent the biology of the system being modeled.
- Unless their derivation is self-evident, show how the equations were derived and mention the underlying assumptions.
- Express how the equations are solved over time and space.
- Provide references for standard techniques (e.g., matrix manipulation, integration).
- Define all variables and parameters in each equation and describe their units (e.g., time, space, and mass).
- In the Materials and Methods or Results section, present the range of parameter values included in the model, and describe the uncertainty in or range of validity of these values.

## Model Analysis:

At the beginning of the manuscript, authors should state clearly the goals of their model construction and analysis. Evaluation by reviewers depends upon these goals and the type of model. Authors should attempt to describe the main conclusions, limitations, and sensitivity of results to assumptions. For stochastic models, describe the variability in the results.

## Equations:

Consult Mathematics into Type for correct formatting of equations and mathematical variables. Italicize all mathematical variables.

# STATISTICS AND DATA

## Validation or Testing of Model Results:

Data used for validation must be independent of data used to build or calibrate the model. Authors must state why the model did not require testing (e.g., theoretical study), why it cannot be tested (e.g., lack of data), or how it was tested.

## Structure of Computer Code:

For models solved or simulated by computers, mention the programming language and computer used. Describe the important numerical methods used in calculating the model (e.g., integration and random number generation). Mention how the program's logic and algorithms were tested and verified. When published software is computed, provide a reference and state which procedures were used. Discuss in any section of the manuscript the limitations of the published software. Original computer programs should be made available at the request of reviewers and readers.

## Gene Sequencing:

- Inclusion of a GenBank/EMBL accession number for primary nucleotide and amino acid sequence data is required.
- Sequences from new species and new genes must indicate the proportion of the gene sequenced and should include data from both strands.
- The accession number may be included in the original manuscript or the sequence may be provided for review and an accession number provided when the manuscript is revised.

## Datasets Deposited in Third-Party Repositories:

The Journal of Economic Entomology encourages authors to submit complete datasets behind the paper to a third-party repository. Datasets deposited in third-party repositories should be cited in the references of a paper. Dataset citations can be inserted into a paper at any point until the proofs have been returned.

## Measurements:

Use metric units. English units may follow within parentheses if needed.

# REVIEW PROCESS

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Manuscripts are to be submitted through the Editorial Manager online platform at <http://www.editorialmanager.com/jkes/default.aspx> where the editor will review for compliance with the submission guidelines. It is then submitted to a minimum of two reviewers qualified to assess the scientific merit, contribution, and quality of the research in a double-blind process. Reviewers can comment on the content, methodology and results and make recommendations. Authors are asked to suggest qualified peer reviewers and the editor may seek comment from those as well as other appropriate reviewers or have a resubmitted paper reviewed again. Reviewers are asked to recommend acceptance, revision or rejection of the paper but the ultimate decision is the responsibility of the editor.

If the editor recommends that a manuscript be withdrawn because of major concerns that can potentially be corrected, the manuscript can be resubmitted at a later time. Upon resubmission, authors must take into account all comments from the editor and reviewers. If re-submitted, a cover letter must disclose that this is a resubmission, but it will be treated as a new submission by the journal.

A manuscript may be rejected when there is a fundamental flaw in the data that cannot be fixed, or it is only preliminary or doesn't make a significant contribution to the science of the discipline or for other reasons determined by the editor in chief. A submission as a research study that does not meet the criteria for a full study sometimes meets the qualifications for a short communication. In this case the editor may recommend resubmission as such.

## Response to Reviews:

Provide a document listing how you changed your manuscript in response to each point mentioned by the reviewers. If you did not implement a change suggested by a reviewer, please explain why in a rebuttal. Acceptable methods of response to reviewers is a summary paragraph for each point, track changes, or preparing the document showing changes in another color (i.e., red). This is very helpful for reviewers attempting to understand how each recommendation was addressed.

## Revised Papers:

Authors are asked to review re-submissions with special attention to details, accuracy of citations, and verification that all citations in the text are properly noted in the Literature Cited section.



# PUBLICATION PROCESS

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## Page Charges and Color Charges:

Figures and pictures will be published in gray scale in the annual edition and in color online for free. Please submit tables and figures as separate files for both color and gray-scale publication. Please be sure figures and illustrations have good clarity and resolution. Published figures are only as good as what is submitted. Use CMYK for color (not RGB). For bar graphs, various "fill" patterns are a good option in place of color.

## Page Proofs:

The corresponding author is notified by e-mail that a page proof of his article in PDF format is available for review. The page proof is a copy of how the article will look when printed. Download the PDF, make notations with Adobe Pro (free version available), save with new name and return to the Editor promptly to avoid delay in publication. Authors that fail to return their proofs in a timely fashion (48 hours) will have their paper delayed to the next issue of the Journal. Authors should check carefully for typographical errors. Authors are asked to examine the placement and quality of figures. All notations for needed changes should be made on the page proof per guidelines provided with the proof. Changes are not to be made to the pdf itself, only annotations of the needed changes. Also included as part of the page proof is the author copyright agreement and financial obligation form. Please sign and return with the annotated page proof.

## Limits to Alterations:

Because of the extensive review that each manuscript receives, and the opportunities authors are given to review their manuscripts before typesetting, corrections should be made prior to the manuscript reaching the typesetting stage. Authors are asked, however, to review the typeset manuscript carefully for final necessary corrections.

## Returning the Page Proofs:

Articles are not scheduled for publication until page proofs, author copyright forms, and financial obligations forms are received by the editor. Authors are asked to return all forms with the page proof within 48 hours after receiving them. A PDF of the final published manuscript is available to the authors.

## Membership Participation:

Membership in the Kansas Entomological Society is required by at least one author in order to submit a manuscript to be considered for publication in JKES.