



Applied Entomology and Zoology | Pre-submission checklist

Use this checklist to ensure that your manuscript is properly formatted and ready for review

General	
<input type="checkbox"/>	The word count and the number of figures and tables do not exceed the limit .
<input type="checkbox"/>	The main manuscript text, table(s), and figure(s) are prepared in separate files.
<input type="checkbox"/>	Permission is obtained for any copyrighted material included in the manuscript (figures, tables, or text passages that have been published elsewhere), and the original source is appropriately credited. Permission for both the print and online format is required. (Further guidance is available here .)
1. The manuscript file (in MS Word format)	
<input type="checkbox"/>	Lines and pages are numbered sequentially from the first page.
<input type="checkbox"/>	Double-spacing is used throughout the text.
<input type="checkbox"/>	The rules for animal and plant name descriptions are correctly followed.
<input type="checkbox"/>	<p>Title page</p> <ul style="list-style-type: none"> <input type="checkbox"/> The title conforms to the standard specified in the “Title of Your Work” section. <input type="checkbox"/> The author information is correct and final. Please ensure the author group, the Corresponding Author, and the order of authors are correct at submission. (For further guidance, see Authorship principles.) <input type="checkbox"/> A ZooBank note is provided if your study involves a nomenclatural act. <input type="checkbox"/> The word count for the main text, excluding the reference list, is provided. <input type="checkbox"/> The number of figures and the number of tables are provided.
<input type="checkbox"/>	Abstract: the length is between 150 and 250 words.
<input type="checkbox"/>	Keywords: the number of keywords is between 4 and 6.
<input type="checkbox"/>	Competing Interests (Conflict of Interest) statement is included.
<input type="checkbox"/>	References are cited in the name-year style and listed in alphabetical order.
<input type="checkbox"/>	Citations in the text correspond with the reference list.
<input type="checkbox"/>	Figure legends are grouped at the end of the text file, after the reference list.
2. Table(s) (in MS Word format)	
<input type="checkbox"/>	Tables are prepared using the table function in Word; they are not included as spreadsheets.
<input type="checkbox"/>	All tables are numbered and cited in the text in sequential order.
3. Figure(s)	
<input type="checkbox"/>	All figures are numbered and cited in the text in sequential order.
<input type="checkbox"/>	Figure quality is sufficient for publication and all information in the figure is legible. The resolution of your image may have been reduced during processing or file conversion.
<input type="checkbox"/>	Figure legends are NOT included in the figure file, but in the text file.
4. Supplementary information	
<input type="checkbox"/>	All supplementary materials are numbered and cited in the text in sequential order.