

# Instructions for Authors

## GENERAL

"Applied Entomology and Zoology" publishes English-language articles concerning applied zoology, applied entomology, environmental entomology, agricultural chemicals and pest control. Contributions of a basic and fundamental nature may be accepted at the discretion of the Editor.

Manuscripts of original research papers, technical notes and reviews may be submitted. No manuscript that has been published elsewhere will be accepted for publication. Technical notes that describe a new technique or rearing method, or substantial improvements to an existing method, are welcome. Reviews that discuss recent advances in applied entomology, applied zoology, and related fields are particularly welcome.

## REVIEW OF MANUSCRIPTS

Each manuscript is sent to at least two qualified referees for critical review. The referees remain anonymous to the author. The members of the Editorial Board decide on the acceptability of the manuscript after taking the referees' advice into consideration. Manuscripts which are returned to the authors for revision should be resubmitted within 3 months; otherwise they will be considered withdrawn.

## EXCESS PAGE CHARGES

Original research papers should not exceed 9 published pages (10 published pages for members of Japanese Society of Applied Entomology and Zoology) not including references, technical notes should not exceed

5 published pages (6 published pages for members of Japanese Society of Applied Entomology and Zoology) not including references and reviews should not exceed 10 published pages not including references. An excess page charge of 10,000 yen for each additional half page will be charged for papers that exceed these limits.

## LANGUAGE

Manuscript may be rejected if the English is not native level or does not follow the style of the AEZ journal. The use of a language editing service is strongly recommended for authors who are non-native English speakers.

## MANUSCRIPT SUBMISSION

### **Manuscript Submission**

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

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Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

### **Online Submission**

Authors should submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times. Please follow the hyperlink “Submit online” on the right and upload all of your manuscript files following the instructions given on the screen.

## EDITORIAL OFFICE

Applied Entomology and Zoology

c/o Center for Academic Publications Japan

2-4-16, Yayoi, Bunkyo-ku, Tokyo 113-0032, Japan

E-mail: odokon@capj.or.jp

## TITLE PAGE

### **Title Page**

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author

The title should include the type of study, organisms involved, and geographical areas if pertinent.

When the name of an organism is included in the title, use both its common name and its scientific name (without scientific authority), or only its scientific name. For animals, scientific names should be followed by the order and family placement as shown in the example below.

### **Nomenclatural acts**

If your article includes nomenclatural acts, the article must be registered with ZooBank by the Editorial Office prior to online publication. The author or authors are thus required to add the following sentence (see example below) on the cover page of the draft of their article preceding the authors' information:

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This article is registered in ZooBank under urn:lsid:zoobank.org:pub: xxxxxxxx-xxxx-xxxx-xxxx-  
xxxxxxxxxxxxxxxx  
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Tetsuo Gotoh

tetsuo.gotoh.eic@vuv.odokon.ac.jp

Department of Entomology, Odokon University, Nakazato, Kita-ku, Tokyo 114-0015, Japan

Example:

Feeding activity of *Chrysocharis pentheus* (Hymenoptera: Eulophidae) against tomato leafminer, *Liriomyza sativae* (Diptera: Agromyzidae)

### **Abstract**

Please provide an abstract of no more than 200 words. The abstract should not contain any undefined abbreviations or unspecified references.

### **Keywords**

Please provide up to 5 keywords which can be used for indexing purposes.

### **TERMINOLOGY**

- Please always use internationally accepted signs and symbols for units (SI units).
- Nomenclature: Insofar as possible, authors should use systematic names similar to those used by Chemical Abstract Service or IUPAC.

#### **Animal and Plant Names**

Scientific names of genus, species, and subspecies should be in italics. As a general rule, the full scientific name of an insect (animal) species that is being studied must be given together with the authority and the order and family placement when first mentioned in the abstract and the main text. The genus name should be abbreviated thereafter with the exception that the full form of the scientific name should be used when beginning a sentence. Do NOT abbreviate common names (e.g., do NOT use RWW for rice water weevil).

- Generic names of drugs and pesticides are preferred; if trade names are used, the generic name should be given at first mention.

## TEXT

### **Text Formatting**

Manuscripts should be submitted in Microsoft Word.

- Use double-spacing throughout the text (approximately 23 lines/page).
- Use a normal, 12-point plain font (e.g., Times Roman) for the text.
- Use italics for emphasis.
- Use the automatic page-numbering function to number the pages.
- Lines should be numbered sequentially from the first page of the text to the end of the references.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations. Note: If you use Word 2007, do not create the equations with the default equation editor but use the Microsoft equation editor or MathType instead.
- Save your file in .doc or .docx format.

Manuscripts with mathematical content can also be submitted in LaTeX.

### **Headings**

Please use no more than three levels of displayed headings.

### **Abbreviations**

Abbreviations should be defined at first mention and used consistently thereafter.

### **Footnotes**

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols. Always use footnotes instead of endnotes.

### **Acknowledgments**

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

[Link to Word template \(Download zip, 158 kB\)](#)

[Link to LaTeX macro package \(Download zip, 188 kB\)](#)

## REFERENCES

### Citation

Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 2000; Barakat et al. 1999a, b; Kelso and Smith 1998; Medvec et al. 1990, 1991).

### Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list. Reference list entries should be alphabetized by the last names of the first author of each work. Please alphabetize according to the following rules: 1) For one author, by name of author, then chronologically; 2) For two authors, by name of author, then name of coauthor, then chronologically; 3) For more than two authors, by name of first author, then chronologically.

- Journal article

Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Eur J Appl Physiol* 105:731-738. <https://doi.org/10.1007/s00421-008-0955-8> Ideally, the names of all authors should be provided, but the usage of "et al." in long author lists will also be accepted: Smith J, Jones M Jr, Houghton L et al. (1999) Future of health insurance. *N Engl J Med* 965:325–329

- Article by DOI

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med*. <https://doi.org/10.1007/s001090000086>

- Book

South J, Blass B (2001) *The future of modern genomics*. Blackwell, London

- Book chapter

Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) *The rise of modern genomics*, 3rd edn. Wiley, New York, pp 230-257

- Online document

Cartwright J (2007) Big stars have weather too. IOP Publishing PhysicsWeb. <http://physicsweb.org/articles/news/11/6/16/1>. Accessed 26 June 2007

- Dissertation

Trent JW (1975) *Experimental acute renal failure*. Dissertation, University of California

- Articles written in a language other than English

Sonoda S, Kataoka Y, Kohara Y et al (2014) Trap catches of dipteran insects using ultraviolet LED (light

emitting diode) and water-pan trap. *Jpn J Appl Entomol Zool* 58:32–35.  
<https://doi.org/10.1303/jjaez.2014.32> (in Japanese with English abstract)

## ARTWORK

### Electronic Figure Submission

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

### Line Art

- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.

### Halftone Art

- Definition: Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.

### Combination Art

- Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
- Combination artwork should have a minimum resolution of 600 dpi.

### Color Art

- Color art is free of charge for online publication.
- For the print version, the charge for color art is 152,000 yen plus tax for each publication.
- If black and white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.
- If the figures will be printed in black and white, do not refer to color in the captions.
- Color illustrations should be submitted as RGB (8 bits per channel).

### **Figure Lettering**

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions into your illustrations.

### **Figure Numbering**

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in the text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.). If illustrations are supplied with uppercase labeling, lowercase letters will still be used in the figure captions and citations.
- If an appendix appears in your article/chapter and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc." Figures in online appendices (electronic supplementary material) should, however, be numbered separately.

### **Figure Captions**

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

### **Figure Placement and Size**

- When preparing your figures, size figures to fit in the column width.
- Figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and not higher than 234 mm.
- The publisher reserves the right to reduce or enlarge figures.

### **Permissions**

If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some publishers do not grant electronic rights for free and that Springer will not be able to refund any costs that may

have occurred to receive these permissions. In such cases, material from other sources should be used.

### **Accessibility**

In order to give people of all abilities and disabilities access to the content of your figures, please make sure that

- All figures have descriptive captions (vision-impaired users could then use a text-to-speech software or a text-to-Braille hardware)
- Patterns are used instead of or in addition to colors for conveying information (color-blind users would then be able to distinguish the visual elements)
- Any figure lettering has a contrast ratio of at least 4.5:1.

### **ELECTRONIC SUPPLEMENTARY MATERIAL**

Electronic supplementary material will be published in the online version only.

It may consist of

- Information that cannot be printed: animations, video clips, sound recordings
- Information that is more convenient in electronic form: sequences, spectral data, etc.
- Large original data, e.g. additional tables, illustrations, etc.

Submission

- Supply all supplementary material in standard file formats.
- Please include in each file the following information: article title, journal name, author names; affiliation and e-mail address of the corresponding author.
- To accommodate user downloads, please keep in mind that larger-sized files may require very long download times and that some users may experience other problems during downloading.

### **Audio, Video, and Animations**

- Always use MPEG-1 (.mpg) format.

### **Text and Presentations**

- Submit your material in PDF format; .doc or .ppt files are not suitable for long-term viability.
- A collection of figures may also be combined in a PDF file.

### **Spreadsheets**

- Spreadsheets should be converted to PDF if no interaction with the data is intended.
- If the readers should be encouraged to make their own calculations, spreadsheets should be submitted as .xls files (MS Excel).

### **Specialized Formats**

- Specialized formats such as .pdb (chemical), .wrl (VRML), .nb (Mathematica notebook), and .tex can also be supplied.

### **Collecting Multiple Files**

- It is possible to collect multiple files in a .zip or .gz file.

### **Numbering**

- If supplying any supplementary material, the text must make specific mention of the material as a citation, similar to that of figures and tables.
- Refer to the supplementary files as “Online Resource”, e.g., “... as shown in the animation (Online Resource 3)”, “... additional data are given in Online Resource 4”.
- Name the files consecutively, e.g. “ESM\_3.mpg”, “ESM\_4.pdf”.

### **Captions**

- For each supplementary material, please supply a concise caption describing the content of the file.

### **Processing of Supplementary Files**

- Electronic supplementary material will be published as received from the author without any conversion, editing, or reformatting.

### **Accessibility**

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- The manuscript contains a descriptive caption for each supplementary material
- Video files do not contain anything that flashes more than three times per second (so that users prone to seizures caused by such effects are not put at risk).

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All authors whose names appear on the submission

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- 2) drafted the work or revised it critically for important intellectual content;
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- 4) agree to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

\* Based on/adapted from:

[ICMJE, Defining the Role of Authors and Contributors,](#)

[Transparency in authors' contributions and responsibilities to promote integrity in scientific publication, McNutt at all, PNAS February 27, 2018](#)

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All authors are requested to include information regarding sources of funding, financial or non-financial interests, study-specific approval by the appropriate ethics committee for research involving humans and/or animals, informed consent if the research involved human participants, and a statement on welfare of animals if the research involved animals (as appropriate).

The decision whether such information should be included is not only dependent on the scope of the journal, but also the scope of the article. Work submitted for publication may have implications for public health or general welfare and in those cases it is the responsibility of all authors to include the appropriate disclosures and declarations.

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All authors are requested to make sure that all data and materials as well as software application or custom code support their published claims and comply with field standards. Please note that journals may have individual policies on (sharing) research data in concordance with disciplinary norms and expectations.

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**One author** is assigned as Corresponding Author and acts on behalf of all co-authors and ensures that questions related to the accuracy or integrity of any part of the work are appropriately addressed.

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- managing all communication between the Journal and all co-authors, before and after publication;\*
- providing transparency on re-use of material and mention any unpublished material (for example manuscripts in press) included in the manuscript in a cover letter to the Editor;
- making sure disclosures, declarations and transparency on data statements from all authors are included in the manuscript as appropriate (see above).

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In absence of specific instructions and in research fields where it is possible to describe discrete efforts, the Publisher recommends authors to include contribution statements in the work that specifies the contribution of every author in order to promote transparency. These contributions should be listed at the separate title page.

#### **Examples of such statement(s) are shown below:**

- Free text:

All authors contributed to the study conception and design. Material preparation, data collection and analysis were performed by [full name], [full name] and [full name]. The first draft of the manuscript was written by [full name] and all authors commented on previous versions of the manuscript. All authors read and approved the final manuscript.

#### [Example: CRediT taxonomy:](#)

- Conceptualization: [full name], ...; Methodology: [full name], ...; Formal analysis and investigation: [full name], ...; Writing - original draft preparation: [full name, ...]; Writing - review and editing: [full name], ...; Funding acquisition: [full name], ...; Resources: [full name], ...; Supervision: [full name],....

For **review articles** where discrete statements are less applicable a statement should be included who had the idea for the article, who performed the literature search and data analysis, and who drafted and/or critically revised the work.

For articles that are based primarily on the **student's dissertation or thesis**, it is recommended that the student is usually listed as principal author:

[A Graduate Student's Guide to Determining Authorship Credit and Authorship Order, APA Science](#)

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Authors are strongly advised to ensure the correct author group, the Corresponding Author, and the order of authors at submission. Changes of authorship by adding or deleting authors, and/or changes in Corresponding Author, and/or changes in the sequence of authors are **not** accepted **after acceptance** of a manuscript.

- **Please note that author names will be published exactly as they appear on the accepted submission!**

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Adding and/or deleting authors at revision stage are generally not permitted, but in some cases it may be warranted. Reasons for these changes in authorship should be explained. Approval of the change during revision is at the discretion of the Editor-in-Chief. Please note that journals may have individual policies on adding and/or deleting authors during revision stage.

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For cases in which a co-author dies or is incapacitated during the writing, submission, or peer-review process, and the co-authors feel it is appropriate to include the author, co-authors should obtain approval from a (legal) representative which could be a direct relative.

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Please note that standards could vary slightly per journal dependent on their peer review policies (i.e. single or double blind peer review) as well as per journal subject discipline. Before submitting your article check the instructions following this section carefully.

The corresponding author should be prepared to collect documentation of compliance with ethical standards and send if requested during peer review or after publication.

The Editors reserve the right to reject manuscripts that do not comply with the above-mentioned guidelines. The author will be held responsible for false statements or failure to fulfill the above-mentioned guidelines.

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Authors are requested to disclose interests *that are directly or indirectly related to the work submitted for publication*. Interests within the last 3 years of beginning the work (conducting the research and preparing the work for submission) should be reported. Interests outside the 3-year time frame must be disclosed if they could reasonably be perceived as influencing the submitted work. Disclosure of interests provides a complete and transparent process and helps readers form their own judgments of potential bias. This is not meant to imply that a financial relationship with an organization that sponsored the research or compensation received for consultancy work is inappropriate.

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