

INTERNATIONAL JOURNAL OF ODONATOLOGY (PANTALA)

INSTRUCTIONS TO AUTHORS

General

The *International Journal of Odonatology (Pantala)* publishes original articles dealing with research on dragonflies.

Research Papers will be evaluated for publication by an Editorial Board of experienced odonatologists, assisted by external reviewers, who will advise the Editor on the eligibility of submitted manuscripts. A separate section devoted to *Notes* (i.e. short communications) provides a forum for odonatologists to record short contributions that do not amount to *Research Papers* yet deserve to be reported in a scientific journal. No reprints will be provided of *Notes*, which will be printed as space permits. When submitted to *Pantala*, a contribution must not be under consideration for publication in another journal.

Contributors are asked to study the *Instructions to Authors* carefully and to follow them precisely when preparing a manuscript for submission. Contributors who fail to follow these instructions are liable to have manuscripts returned to them before review and to be asked to prepare their manuscripts in the prescribed format. The Editor observes this policy in order to avoid extra cost and unnecessary expenditure of time by the Editorial Board and reviewers, all of whom are busy people who make their services available free — as arbiters of scientific quality and not as copy-editors. By submitting a manuscript in the approved format, a contributor can avoid delay in acceptance and publication of a paper, and can materially assist the financial viability of the Worldwide Dragonfly Association.

The Editor reserves the right to adjust style to achieve a certain standard of uniformity.

Contents of manuscript

A *Research Paper's* contents should be arranged as follows:

Page 1 containing

- (1) Title, author, author's mailing address and, if possible, e-mail address
- (2) Key words (maximum 10) which should always include the words 'Odonata' and 'dragonfly' in the following format:

**PREY CAPTURE FLIGHT OF *CALOPTERYX HAEMORRHODALIS*
(VANDER LINDEN) (ZYGOPTERA: CALOPTERYGIDAE)**

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<e-mail address >

Key words: Odonata, dragonfly, functional morphology, kinematic, foraging, acceleration.

Footnotes on the first page should be used to record information required if there is more than one author, such as addresses of authors and the address for correspondence and reprint requests.

Page 2, containing the **Abstract** (maximum 250 words) which should reflect the aim, methods, results and conclusions of the study and which should not normally contain subheadings, references or abbreviations.

Page 3 and following pages, containing the body of the text arranged, if appropriate to the subject matter, in the following sections: **Introduction, Materials and methods, Results, Discussion, Acknowledgements, References**. Main headings should be in **bold** and subheadings in *italics*, and both should be placed at the left margin, thus:

Results

Study site

The first line of each paragraph should be indented, except in the first paragraph after a heading or subheading, when the first line should begin at the left margin.

The arrangement of the contents of *Notes* differs slightly from that of *Research Papers*: the former may lack an **Abstract** and will seldom contain headings within the text. Otherwise the same instructions apply to *Research Papers* and *Notes*.

Categories of instruction relating to the preparation and submission of manuscripts are listed below in alphabetical order.

Abbreviations

Abbreviations should be in the following style: a.s.l. (denoting above mean sea level), ca (*circa* or approximately), cf. (compare), DO (dissolved oxygen), E (east), ed. (editor, plural eds), e.g., EM₅₀ (the time at which 50% of the annual population has emerged), et al., etc., Fig. or Figs, F-0 and F-1 (final and penultimate larval stadia, respectively), GMT (Greenwich Mean Time), ht (height), I. or Is (island or islands), i.e., lat. (latitude), ln (logarithm base *e*), log (logarithm base 10), long. (longitude), LRS (lifetime reproductive success), M (molar concentration), max., min., N (north), n (sample size), no., n.s.

(not statistically significant), p (probability), per cent (or %), S (south), s.d. (standard deviation), s.e. (standard error), SEM (scanning electron microscope), sensu lato, sensu stricto, sp. (plural spp.), STP (standard temperature and pressure), SW (southwest), TDS (total dissolved solids), U.K., U.S.A., UV (ultraviolet light), vol. (volume), vs (*versus*), W (west), wt (weight), \bar{x} (arithmetic mean), > or < (more or less than). Abbreviations for states, provinces and territories in North America follow the standard form used by Canada Post and the US Postal Service. See also **Units of measurement**.

Accents

Accents and diacritic marks on non-English words and names should be preserved where possible. For authors' names that are sometimes written with an accent, and sometimes without (e.g. Sélys), usage must be consistent within a manuscript.

Copyright

Each author must sign the *Transfer of Copyright* agreement before an article is published. This agreement enables the publisher to protect the copyrighted material for the author but does not relinquish the author's proprietary rights. This agreement will be sent to an author with the proofs.

Dates and numbers

Dates should be given using the day/month/year sequence without commas, e.g. 21 May 1929 or, if abbreviation is necessary in a table or figure, 21 v 1929. If all dates in a table column relate to the same year (or month) they should be consolidated by specifying this only once, at the top of the column, thus: 'Dates in 1998' or 'Dates in January 1998'. Ranges of dates or numbers in the text are not abbreviated when elided; thus '1924-1928' not '1924-28'. Also 'ca 1925' for 'about 1925'; and 'during the 1960s'.

Try to avoid starting a sentence with a number but, if obliged to do so, spell the number out thus: 'Eighteen larvae...' not '18 larvae...' Numbers below ten are usually spelt out ('nine') and those above nine are always given as numerals ('56'). Numbers with four or more digits include a space ('16 000'). Decimal fractions are denoted by a full stop, not a comma ('10.64').

English names of taxa

Because of the growing tendency for the word 'dragonfly' to be given two different meanings (i.e. Odonata and Anisoptera) and thus to lose precision, the words 'dragonfly' and 'damselfly' should not be used in submitted manuscripts (except as Key words), but should be replaced, as appropriate, by 'odonate', 'anisopteran' and 'zygotpteran'.

Footnotes

Avoid using footnotes, except in the title page and if necessary to explain points in tables. In tables use small superscript numerals in the body of the table and place explanations at the bottom of the table, thus:

¹ Mature males only.

² Females that had already oviposited.

Illustrations

Authors may be asked to contribute to the cost of unusually numerous illustrations or elaborate tables. Because illustrations and tables are expensive to print, authors are asked to consider carefully whether the contents of either can just as easily be summarized in a passage in the text.

Colour illustrations can be printed only if subsidised, by the author or a sponsor.

Black-and-white illustrations can be either photographs or drawings.

Photographs, which must not be photocopies, should be of high quality and contrast, and printed on glossy paper. Every photomicrograph must include a scale bar.

Black-and-white drawings should be in black on strong white or transparent paper of good quality. They should be large enough to allow reduction to the required size on the printed page without loss of legibility; so types of shading using fine patterns should be avoided. If shading is necessary, note that reduction will darken the image. Because a magnification mentioned in a caption is not necessarily correct after reduction, scale bars within the figure should be used where possible. All figures in a manuscript should preferably require the same degree of linear reduction (usually about 50%). Lettering throughout the figures should be uniform in style.

If authors choose to submit illustrations in electronic form, line art should be scanned at a minimum resolution of 600 dots per inch (d.p.i.) and half tones and/or photographs at a minimum resolution of 300 d.p.i.

Each illustration, or set of illustrations if combined as a plate, should be on a separate page bearing the name of the author(s) on the reverse side and consecutive numbers in Arabic numerals (e.g. 'Figure 1') in pencil (preferably blue pencil) at the top on the front side. Illustrations must be submitted in hard copy, and not only on diskette or in electronic form.

Captions to illustrations should be listed in sequence on a separate page and set thus:

Figure 1. *Anax junius*: (a) superior anal appendage of male, dorsal view; (b) terminal segments of abdomen, left lateral view; (c) pterostigma of right fore wing, dorsal view. Scale lines: 2 mm.

Figures 2-4. *Philonomon luminans*: (2) penis, left lateral view; (3) vulvar lamina, ventral view; (4) labrum of male, anterior view. Scale lines: (2) 2 mm; (3) and (4) 1.5 mm.

Each illustration, with its legend, should be sufficiently informative that its contents can be understood without reference to the text.

Articles that include improperly presented illustrations will be returned to the author for revision.

Language

Contributions shall be in English, using **either British or North American** conventions for grammar and spelling, but not a mixture of both. Authors not fluent in English should if possible have their manuscripts checked for correct use of language before submission. Contributors unable to do this are invited to make this known to the Editor in a covering letter. English of low quality and clarity is a major cause of rejection or delay in publication.

Manuscripts

Authors are advised, if possible, to have a manuscript reviewed informally by a suitable colleague before submission and, if so, to tell the Editor by whom the manuscript was reviewed.

Manuscripts, double-spaced on one side only of A4-sized paper (or the North American equivalent measuring 8.5 x 11 inches), and justified only at the left margin, should be submitted in print of high quality. A margin of at least 1.5 cm should be left on all sides. Pages should be numbered sequentially at the top right-hand corner. The original manuscript plus two copies must be submitted. An author whose paper is accepted for publication will be asked to submit one copy of the final clean (i.e. revised) manuscript, including tables and illustrations, in hard copy plus a diskette containing the final text file, preferably in *Word*, and a duplicate version in rich text format. The file on the diskette should correspond exactly to the hard copy, and the operating system used should be specified (e.g. *Word 7.0* in *Windows 95*). If possible, an electronic file of tables should be included when submitting the final, accepted manuscript on diskette. If chemical structures or formulae in electronic format are included, the file format and the programme used to produce them must be clearly indicated. Always retain a back-up copy of your diskette.

Detailed instructions regarding the use of hard returns, hard spaces etc. can be made available on request by the Editor.

Manuscripts should be sent directly to the Editor: **Professor Dr Henri Dumont, Institute of Animal Ecology, University of Ghent, Ledeganckstraat 35, 9000 Ghent, Belgium.**

All joint communications must indicate the name and full postal address of the corresponding author, i.e. the author to whom proofs, reprints and readers' communications should be sent. The telephone number and, if possible, fax number and e-mail address of the corresponding author should be included in the letter of submission.

Anyone who finds it difficult to comply with any of these prescriptions should contact the Editor.

All communications with the Editor regarding manuscripts shall preferably be conducted by e-mail at <henri.dumont@rug.ac.be>

Nomenclature, taxonomy and scientific names of species

Such names should be in italics, and the authority should be given on the first occasion of mention in the main text or (more conveniently) in a table if all names mentioned are included therein. The date of description should accompany the author's name in taxonomic papers; it need *not* do so in papers that are not taxonomic in emphasis (e.g. those that treat behaviour, ecology or physiology); and inclusion of the date is optional in papers that do not obviously fall into either of these categories (e.g. annotated species lists). The convention should be respected whereby the authority is placed between brackets if the species has been transferred to another genus since first being described, e.g. *Enallagma cyathigerum* (Charpentier, 1840). Names of suprageneric taxa used in anglicized form (e.g. odonate, libellulid, libelluline) should not have capital initial letters. All manuscripts must conform to the latest issue of the *International Code of Zoological Nomenclature* (effective 1 January 2000) which contains important new provisions, for example regarding the availability and validity of names for newly described species. Type specimens must be deposited in public institutions and accession numbers for these specimens must be provided. Contributors may seek guidance from the Editor on such matters if uncertainties exist.

Page charges and reprints

There is no page charge. Each (first) author of a published article will receive 50 reprints free of charge. Additional reprints can be ordered at the time of returning proofs.

Proofs

The author (or the corresponding author if there is more than one author) will receive a set of proofs for checking. No new material may be inserted in the text at the time of proof checking except with the Editor's agreement.

References

References in the text are cited as follows: 'Miller (1989a, 1991) states that...'; '(Miller & Miller 1991)'; '(Smith 1901; Asahina 1950; Pritchard 1964; Lempert 1987, 1991)' and, if more than two authors, '(Miller et al. 1984)'. Note that: several authors within a pair of brackets are placed in chronological order; successive publications by the

same author are separated by commas; and no comma separates author and year. Unpublished observations should be cited in the text **either** as '(Smith 1954)' leading to 'Smith, B.B. 1954. Personal communication, 4 January.' in the **References** section, **or** as '(Smith, B.B. unpublished ms)' in the text only. Passages quoted verbatim should be identified in the text (not the **References**) by page or figure number, as follows: 'this behaviour has been called "hang-gliding with the mouth full" Smith (1954:16)' or 'this structure has been called the "subgenital plate" (Smith 1954: Fig. 9A)'. When the Reference list contains entries for the same year by authors with the same surname but different initials, the identity of each author must be made clear in text citations, e.g. '(Smith, B.B. 1954)' or '(Smith, X.Y. 1954)'.

References to sources cited in the text should be listed at the end of the article, in alphabetical order of first author and then in chronological order. For the same first author, single-authored entries precede multi-authored entries, and entries with three or more authors are listed in chronological order, as in the following example:

Aoki, T., 1993. [Larval development in *Asiagomphus pryeri* Selys in nature, I.] In Japanese; English summary. Tombo 36: 35-38.

Jackson, B., 1965. Observations on *Epitheca canis*. Ecology 46: 6-15.

Jackson, B., 1968. More observations on *Epitheca canis*. Journal of Animal Ecology 37: 27-38.

Jackson, B. & S. Bushey, 1964. Stages of metamorphosis. Journal of Insect Physiology 10: 18-34.

Jackson, B., H. Schmidt & Z. Abdullah, 1961. Functions of wings. Proceedings of the Royal Society of London (B) 288: 1-50.

Jackson, B., Z. Abdullah, H. Schmidt & S. Andrew, 1963. Functions of legs. Miscellaneous Publications Museum of Zoology, University of Michigan 111: 1-80.

Jackson, B., N. Zahner & F. Ander, 1967. Ecdysis in insects. Internationale Revue der Gesamten Hydrobiologie 52: 102-134.

It will be noted that: (1) journal names are spelt out in full; (2) both nouns and adjectives in journal titles have an initial capital letter; (3) titles of journals are *not* in italics; (4) species names *are* in italics; (5) the first or sole author's initials follow the surname but initials of other authors precede the surname; and (6) a single space precedes the pagination for a journal citation.

The examples above list articles in journals or serials. Examples from other types of source are as follows:

Book

Fisher, R.A., 1934. Statistical methods for research workers. 5th edition. Oliver & Boyd, Edinburgh.

Chapter in book

Fincke, O.M., 1988. Sources of variation in lifetime reproductive success in a nonterritorial damselfly (Odonata: Coenagrionidae). In: Clutton-Brock, T.H. (ed.) "Reproductive success," University of Chicago Press, Chicago, pp. 24-43.

Dissertation

Lempert, J., 1988. Untersuchungen zur Fauna, Ökologie und zum Fortpflanzenverhalten von Libellen (Odonata) an Gewässern des tropischen Regenwaldes in Liberia, Westafrika. Diplomarbeit Dissertation, Rheinischen Friedrich-Wilhelms-Universität, Bonn.

It will be noted that, for books and dissertations: (1) both publisher and place of publication are included; and (2) pagination is included only for a chapter within a book or composite work.

When references are listed incorrectly or incompletely this can cause delay and unnecessary expenditure of editorial effort. Authors are therefore urged to assume responsibility for ensuring that each reference listed is correct and complete, and that its format conforms with the instructions given above.

Statistical analyses

When results of a statistical analysis are presented, the name of the test applied should be stated and also, if necessary, a publication or other source that describes the test and which should be cited in the **References**.

Summary

A summary will not normally be included. For unusually long or complex manuscripts a summary may be appropriate, in which case it should be included as a separate section between the **Acknowledgements** and **References**.

Tables

Unless it is small enough to be part of the running text (i.e. three lines or less), each table must be presented on a separate sheet of paper and must be accompanied by a short title. Tables should be numbered using Arabic numerals (1, 2 etc.). Footnotes designated by small superscript numbers may be used to amplify specific points within a table (see **Footnotes**). In the submitted manuscript, tables should be placed after the **References**.

Each table, with its legend, should be sufficiently informative that its contents can be understood without reference to the text. Each table legend ends with a full stop.

Table legends should be set thus:

Table 6. Territorial interactions of male *Rimanella arcana* in relation to ambient temperature and time of year.

Terminology

The term *stadium* (plural *stadia*) is preferred to *instar*, when used to describe the interval between one moult (*ecdysis*, plural *ecdyses*) and the next. The three last larval stadia (final, penultimate and antepenultimate) are designated F-0, F-1 and F-2, and so on. The skin shed at the end of each stadium is an *exuvia* (plural *exuviae*), a modification of the Latin source word required in English usage to provide a singular form for a noun that existed only in the plural. During the first few hours after ecdysis, while the cuticle remains almost colourless and still unhardened, a larva or adult is *teneral*, a term that should not be used to qualify an insect more than 24 hours after the preceding moult. The term *larva* is preferred to *nymph*. The term *immature* is confined to the prereproductive adult. An egg typically hatches to reveal the *prolarva*, regarded as the first larval stadium. If the total number of larval stadia is stated, it must be made clear that this includes the prolarva as the first stadium. Terminology applied to the larval labium is that in which the *prementum* is distal to the *postmentum* and bears the labial *palpi*, and in which the term *mentum* has no place. *Caudal appendages* of larval Zygoptera are not necessarily *caudal gills*. The terms *reproduction/reproductive* are preferred to *breeding*. Suspension of development may occur in the Tropics during the dry season (*siccation*), and in temperate latitudes during the summer (*aestivation*), winter (*hibernation*) or both (*aestivohibernation*). A *periodicity* is the recurrent temporal pattern of an activity or event, whereas a *rhythm* is a regular fluctuation controlled by an innate time-measuring sense.

Units of measurement

Units should normally follow the Standard International (SI) system in text, tables and figures, for example: Å (Ångstrom), °C (degree Celsius), cm² (square centimetre), d (day), g (gram), ha (hectare or hectares), h (hour), J (joule), km (kilometre), l (litre), m (metre), mg l⁻¹ (instead of mg/l), min (minute), ml (millilitre), mm (millimetre), ppm (parts per million), s (second), V (volt), wk (week), yr (year). See also **Abbreviations**.

If times of day or night are recorded as context for an activity or process, the hour designations must always be defined, preferably in relation to solar noon (i.e. the mid-point between sunrise and sunset), sunrise or sunset, namely according to a biologically meaningful time scale, but at least as an appropriate and intelligible form of local time, e.g. Eastern Standard Time, GMT etc. A time scale lacking such definition is seldom useful for comparative purposes.

Localities should always be defined, as precisely as the data permit, by name and by their coordinates (latitude and longitude). Local grid references may also be given but are normally of little value to investigators without access to local maps.