

Contributions to *Phasmid Studies*

1. Articles are welcome from anyone and the editor is prepared to offer advice and help to contributors. The editor would like to encourage people with no previous experience to write articles for *Phasmid Studies*.
2. Articles are usually reviewed by independent referees before acceptance.
3. Articles are accepted for publication in *Phasmid Studies* on the understanding that they may be translated and reproduced in *Phasma*.
4. Authors will be provided with a pdf file of their paper for distribution.
5. Contributions should be e-mailed to: edward.baker@nhm.ac.uk and j.marshall@nhm.ac.uk.

Instructions to authors

Articles for publication in *Phasmid Studies* may be submitted in printed form or by email, however if submitted by email authors are advised to contact the editor in advance. Refer to a recent copy of *Phasmid Studies* for layout of articles. In particular the following points should be noted.

1. The title should be followed by the author(s) name and address, an abstract, a list of key words, an introduction (if necessary), the main article, and finally a list of references.
2. The abstract should briefly summarise the article. For short articles one or two sentences should suffice; for longer articles the abstract should not exceed 400 words.
3. A list of key words should be given. These should cover the main topics in the article but there should not be more than 25 key words.
4. All titles and headings should be in bold print and not underlined. The main title and all side-headings should be aligned on the left hand side of the page. If the article is lengthy major headings may be created by using centred headings in bold print.
5. Paragraphs should be indented using a single tab setting (not character spaces).
6. The full stop at the end of sentences should be followed by a **double** space. Full stops not at the end of a sentence should be followed by a single space.
7. Scientific names should be in italics. On the first usage names should be given in full, followed by the name of the author. On subsequent occasions the genus should be abbreviated to a single letter followed by a full stop, and the author should be omitted.
8. English, not American, spellings should be used throughout.
9. Numbers between one and ten should be spelled out while numerals should be used for 11 and above; the exceptions to this are where measurements are involved, or in descriptions of insects, in both cases numerals may be used throughout.
10. Where measurements are given a space should not be left between numerals and units e.g. 6mm, not 6 mm.
11. References in the text should include the author and date, and page number if appropriate, these should be given in the form Smith (1982: 123), or (Smith, 1982: 123). In the references section, the names of authors and the volume numbers of journals should be printed in bold. Journal titles and book titles should be given **in full** (not abbreviated) and should be printed in italics.
12. Illustrations must have printed (not handwritten) labels.
13. Drawings should be in black ink and on separate sheets of paper, not with the text of the article. The size of reproduction will usually be determined by the editor. Usually drawings look better when reduced to about half their original size and contributors should bear this in mind. Scale lines must be used, not the magnification of the original drawing.
14. Proofs will be sent to the author to be checked before publication.
15. The abbreviation *PSG* may be used to refer to the *Phasmid Study Group*; with this exception, the full titles should be used for all organisations and publications.
16. Electronic submissions should be IBM compatible. Files should be in *Word 97-2003*, or a compatible format; if written on a non-compatible word processor, the file should be saved as *Dos Text* or as an ASCII file. Images should be submitted as separate files in Bit Map (BMP) or TIFF or JPEG format.
17. If the word processor used does not have a table facility then tables of measurements etc. should be laid out using tab settings (not character spaces).
18. Where museums are abbreviated standard codens should be used, as defined in Arnett, R.H., Samuelson, G.A. & Nishida, G.M. (1993) *The insect and spider collections of the world*. [second edition] Sandhill Crane Press, Gainesville, Florida. [Codens are available online at <http://hbs.bishopmuseum.org/codens/>].