

Instructions to authors

AIM AND SCOPE

Folia entomologica hungarica (*Folia ent. hung.*) is an international scientific journal published by the Hungarian Entomological Society (HES) and the Hungarian Natural History Museum (HNHM). The journal publishes original research papers in the field of entomology, with special focus on the topics of taxonomy, faunistics and biogeography.

Manuscripts are considered if they fulfil the following two criteria: (1) they are at least partly based on materials deposited in one of the public entomological collections in Hungary, or at least one of the authors is a Hungarian entomologist, and (2) primary types of newly described species group taxa are deposited in a public collection (not necessarily in Hungary). Additionally, in case of species reported as new for the Hungarian fauna, at least one voucher specimen (in appropriate condition for reliable species-level identification) is strongly advised to be deposited in one of the public entomological collections in Hungary.

With deep commitment to the idea that scientific results should be freely available to everyone, this journal is open-access, and there is no publication fee for the authors.

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Folia entomologica hungarica is published both in online and printed forms (ISSN 2786-2798 and ISSN 0373-9465, respectively). Accepted papers are published online (at folia.nhnm.hu) continuously throughout the year with individual publication dates and immediate open access availability, and at the end of each year they are compiled into a printed volume. Accepted papers including nomenclatural acts are registered in *ZooBank* (the Official Registry of Zoological Nomenclature, zoobank.org) and archived at *Zenodo* digital repository (zenodo.org) by the editors in order to comply with the requirements of the International Code of Zoological Nomenclature. Any nomenclatural act published in the journal becomes valid immediately as the respective paper is published online.

MANUSCRIPT SUBMISSION AND REVIEW PROCESS

Manuscripts must be submitted to the editors via e-mail*. Please note that the size of files per e-mail is limited to 20 megabytes. A checklist of submission files is provided below the detailed instructions for manuscript preparation. Manuscript submission is continuous throughout the year; however, publication of manuscripts submitted after 1st November (upon acceptance) is not guaranteed in the same year. Accepted manuscripts submitted after 1st November are subjected to editorial decision whether they could be published in the same year without delaying the production of the printed form or will be published in the next year volume.

Submission of a manuscript implies that it has not been published previously and is not under consideration for publication elsewhere, all authors agree to its submission and the content does not violate any copyright or other personal proprietary right of any person or entity.

Folia entomologica hungarica is peer-reviewed, the submitted manuscripts are reviewed by the editorial team and specialists of the respective fields. First the editors check whether the instructions below were strictly followed by the author(s) in the preparation of manuscript; if so, the manuscript proceeds to review stage, if not, the manuscript is sent back to the author(s) for correction and re-submission. Page proofs will be sent as PDF files to the corresponding author for checking. Corrections to the proofs must be restricted to typeset errors. Any substantial alteration other than these may result that the manuscript is considered as a new submission and the review process is re-initiated. The authors are asked to mark their corrections in the PDF file, and return it within the indicated deadline. Please note that corrections are not possible after the online publication of the paper, even if the printed form is not yet published.

PREPARATION OF MANUSCRIPTS

General

Manuscripts must be written in English with British spelling. Authors are requested to keep their communications as concise as possible. Footnotes should be avoided or minimised. Use Times New Roman fonts (12 pt) and as little formatting as possible (use only **bold**, *italics* and SMALL CAPS where necessary). Avoid hyperlinks when pasting text into the manuscript from your browser (e.g., e-mail address, DOI, or reference). Avoid copy and paste from online resources, because it can result in special hidden hyperlinks, or depending on your

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installed fonts, some characters may not appear correctly. Between numerals use en dash (–), not hyphen (-). Do not use bullets, numbering or style functions of the word processor. Use only standard accepted abbreviations; arbitrary abbreviations such as institution acronyms must be explained in the manuscript. If quotation marks are used, the English formatting is requested (i.e., “...”, instead of „...”).

Title and author information, abstract and key words

Title (**bold**, not capitalised except for the first word) should be followed by the name (given name normal, not abbreviated, family name SMALL CAPS) and full address (including e-mail address) of the author(s) (*italics*). In the case of multiple authors, the authors and affiliations must be cross-referred by indices (^{superscript}, normal, not italics), and the corresponding author should be indicated by asterisk (*, not superscript). Species- and genus-group names must be in *italics*. Higher taxa containing the taxa dealt with in the manuscript should be given in parentheses at the end of the title; order and family levels are to be given here, subfamily level may be allowed if necessary, taxonomical levels below subfamily should be avoided in the title.

Abstract (**bold**, followed by normal en dash (–) and text) should be a brief summary of the contents and conclusions of the paper (without references), and normally it should not be longer than 200 words. Higher taxa containing the taxa dealt with in the manuscript should be given here, and may be more detailed than in title. All new nomenclatural acts (e.g., new species, new combinations, new synonymies) proposed and all new country records must be listed.

Key words (**bold**, followed by normal en dash (–) and text) should not be more than ten entries, and must not repeat any word from the title; without full stop (.) at the end of the line.

If the author(s) would like to dedicate their work to someone, it can be placed below **Key words**, in the same style (**Dedication**, **bold**, followed by normal en dash (–) and text). Style to follow, with special care on punctuation (example):

New species and records of Afrotropical Campopleginae II. (Hymenoptera: Ichneumonidae)

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Abstract – Four new Afrotropical ichneumon wasp species (Hymenoptera: Ichneumonidae: Campopleginae) are described: *Casinaria caliginea* Vas, sp. nov. and *Casinaria corvina* Vas, sp. nov. from Burundi, *Dusona nigrescens* Vas, sp. nov. and *Dusona solinervosa* Vas, sp. nov. from Uganda. *Dusona elegans* (Szépligeti, 1908) is first reported from Uganda, and the hitherto unknown female is described.

Key words – *Casinaria*, *Dusona*, taxonomy

Main text

Usual sections of the manuscript are: INTRODUCTION, MATERIAL AND METHODS, RESULTS, DISCUSSION, REFERENCES (in capital letters). However, depending on the content, other section titles may also be accepted. Subsections (normal, not bold) are to be used up to two lower levels. Higher taxa containing the taxa dealt with in the manuscript should be given in the INTRODUCTION, and may be more detailed than in title. In the running text, only two types of letter formatting are allowed: species- and genus-group names must be in *italics* (except in REFERENCES); while person names in cited references in SMALL CAPS. Paragraphs should not be indented. Dates should be formatted as 2.XII.1986, except when given as verbatim label data. The usage of “♀” and “♂” symbols should be avoided; it is suggested to write them out as “female” and “male”.

Within the main text, references should be cited as MARSHALL (1992) or (MARSHALL 1992); MARSHALL & MARSHALL (1992) or (MARSHALL & MARSHALL 1992); or in the case of three or more authors use *et al.* (*italics*) e.g., MARSHALL *et al.* (1992) or (MARSHALL *et al.* 1992). Multiple citations should be separated by comma, e.g., (MARSHALL 1992, MARSHALL 1994). If papers by the same author(s) in the same year are cited, they should be distinguished by the letters *a*, *b*, *c*, etc. (*italics*), for example MARSHALL (1992*a*).

Acknowledgements section should be placed at the end of main text (*italics*, followed by normal en dash (–) and text), above REFERENCES, and should be less than 15 lines.

References

The references must not be confused with studied literature. Each reference must be cited at least once in the main text. References to papers “in press” must mean that the article has been accepted for publication. References to “personal communications” and to unpublished work are permitted in the text only; references to papers in preparation or submitted are not permissible. The list of references should be primarily in alphabetical order of authors, then within that in chronological order of publications. Do not italicize taxon names in titles of

journal papers and book chapters in the list of references. For references written in languages other than English, German, French, Spanish and Latin, the English title should also be given, following the original title. If an English title was published within the original work, it should be given in parentheses; if not, the title should be translated and given in square brackets. In the case of references written in non-Latin letters, the original title in non-Latin letters may be omitted and, if an English title was published within the original work, it should be given in parentheses; if not, an English translation of the original title should be given in square brackets.

Journal papers – References of journal papers should be detailed in the following order: authors' names and initials (all authors, SMALL CAPS), date of publication, title of the article, title of the journal in full (*italics*), volume number (**bold**), issue number (if exists) in parentheses, page range and digital object identifier (if exists). Style to follow, with special care on punctuation (example):

- BARRON J. R. & WALLEY G. S. 1983: Revision of the Holarctic genus *Pyracmon* (Hymenoptera: Ichneumonidae). – *Canadian Entomologist* **115**(3): 227–241.
- TÓTH B. & RONKAY L. 2015a: Revision of the Palaearctic and Oriental species of the genus *Naarda* Walker, 1866 (Lepidoptera: Erebidae, Hypeninae). Part 2. Description of ten new species from Asia. – *Acta Zoologica Academiae Scientiarum Hungaricae* **61**(1): 3–23.
<https://doi.org/10.17109/AZH.61.1.3.2015>
- HARMAT B., KONDOROSY E. & RÉDEI D. 2006: A nyugati levéllábú poloska (*Leptoglossus occidentalis* Heidemann) első magyarországi megjelenése (Heteroptera: Coreidae). (First occurrence of the western conifer seed bug (*Leptoglossus occidentalis* Heidemann) in Hungary (Heteroptera: Coreidae).) – *Növényvédelem* **42**(9): 491–494.
- BÍRÓ L. 1885: A magyarországi hangyaleső-fajok I. [Antlion species of Hungary I.] – *Rovartani Lapok* **2**: 177–183.

Books – In case of books, authors' names (SMALL CAPS), date of publication, title (*italics*), publisher's name, place of publication and total number of pages should be given. Style to follow, with special care on punctuation (example):

- HINTON H. E. 1981: *Biology of insect eggs, vol. 2.* – Pergamon Press, New York, 234 pp.
- KRIVOKHATSKY V. A. 2011: (*Antlions (Neuroptera: Myrmeleontidae) of Russia.*) – KMK Scientific Press, St. Petersburg, 334 pp.

Book chapters and edited series – In these cases, the authors' and editors' names (SMALL CAPS), date of publication, chapter title, title of the edited work (*italics*), publisher's name, place of publication and the chapter's page reference should be given. Please note the slight difference in the page reference between book chapters and separate volumes of edited series (such as *Fauna Hungariae*). Style to follow, with special care on punctuation (example):

MCALPINE J. F. 1981: Morphology and terminology, adults. – In: MCALPINE J. F. (ed.): *Manual of Nearctic Diptera*, vol. 1. Agriculture Canada, Ottawa, pp. 9–63.

BAJÁRI E. 1960: Fűrészdarázs-alkatúak I. Ichneumonoidea I. – In: SZÉKESY V. (ed.): *Magyarország Állatvilága. Fauna Hungariae. XI, 4*. Akadémiai Kiadó, Budapest, 266 pp.

Online resources – In case of online resources, the style given in the example below should be followed.

VAN NOORT S. 2021: *WaspWeb: Hymenoptera of the Afrotropical region*. Available from: <http://www.waspweb.org> (accessed 16 June 2021)

Figures

All figures should be numbered consecutively in Arabic numerals in the order in which they are referred to in the text (e.g., Fig. 1 or Figs 1–3, not bold, without point after the numeral). If the authors refer to figures published in other works, should use the following citation style: MERKL (2019: fig. 5) or (MERKL 2019: fig. 5); note that the usual citation is followed by a colon (:) and “fig.” is lower case to distinguish it from references to figures present in the given manuscript, e.g., (Fig. 5).

Only digitalised figures are accepted, with resolution at least 300 dpi (for line drawings 600 dpi); preferred file formats for photos and images are TIFF (with LZW compression) or PNG and for vector files EPS or SVG. Image border should be avoided. Numbers and other markings are displayed in uniform style in the volume. Please do not use numbering or symbols on figures, nor on scale bars. Write the scale bar size in the figure caption. If multiple figures are combined into a plate with individual numbering within the plate, the plate must be submitted in two versions, one with individual figure numbers and one without individual numbering (this request is also applied to figures with special symbols or text inscriptions). Explanation of lettering and symbols must be given in the figure captions, which are to be placed at the end of the manuscript text file. Style to follow, with special care on punctuation (example):

Fig. 1. *Hyposoter nanodraco* sp. nov., holotype. Scale bar = 1 mm (photo by Zoltán Vas)

Fig. 2. *Deutoleon lineatus* (Fabricius, 1798) voucher specimen (photo by Viktória Szőke)

Figs 1–3. *Paromius gracilis* (Rambur, 1839), female from the environs of Ócsa, Hungary, 1 = dorsal view, 2 = lateral view, 3 = ventral view. Scale bar = 2 mm (photo by Dávid Rédei)

Tables

All necessary tables should be inserted in the text file to its suggested place. They should be numbered consecutively in Arabic numerals in the order in which they are referred to in the text (e.g., Table 1, Tables 1–2). The formatting of the table should be as simple as possible, only **bold**, *italics* and SMALL CAPS letters are allowed, any other functions (e.g., coloured background of cells or table styles) are not permitted.

Explanation should be given in the table captions, which are not to be incorporated in the table and should be placed above it.

Identification keys

Standard dichotomous keys are preferred. Identification keys edited in word processors might be difficult to typeset, therefore the authors are asked to format keys in their manuscripts as simply as in the example below.

- 1 distinguishing characters ... *species A*
- distinguishing characters ... 2
- 2 distinguishing characters ... *species B*
- distinguishing characters ... *species C*

Scientific names and taxonomy

Scientific names must be given for all taxa mentioned in the manuscript. Author(s) and year of description of genus-group or species-group taxa must be given in the title, in the abstract, in figure captions and at least at their first mention in the main text. However, the consequent usage of full scientific names of genus-group or species-group taxa is allowed (i.e., author(s) and year of description is always indicated, regardless the number of mentions). Authors of taxa must not be abbreviated, and must written in normal spelling; the author(s) and the year of description are separated by comma (,). Do not use “&” symbol to separate multiple authors of taxa, use “et” instead (e.g., *Rhipidandrus caesus* Merkl et Kompantzeva, 1996). Species- and genus-group names must be in *italics* (except in REFERENCES). Abbreviation of genus-group names is not preferred, and only allowed if no other genus with identical initial letter is mentioned in the manuscript.

All taxonomic and nomenclatural acts must comply with the provisions of the 4th edition of the International Code of Zoological Nomenclature. Abbreviations for all taxonomical novelties and nomenclatural acts are used uniformly in the Latinized form, such as “fam. nov.,” “gen. nov.,” “sp. nov.,” “ssp. nov.,” “stat. nov.,” “syn. nov.” (normal, not italics). The abbreviation “nom. nov.” should only be used

to indicate a new replacement name. The appropriate abbreviation should be used at every mention of the new taxon within the manuscript. Type designations must be explicit, the indication of type depository is mandatory. Label data of type specimens are required verbatim, i.e., re-written from labels and put in quotation marks; this is not mandatory for other (non-type) material.

Descriptions of new taxa should be as concise as possible in style, avoid unnecessary substantive verbs and articles (e.g., write “mesoscutum with brown median patch” instead of “there is a brown median patch on the mesoscutum”, or “middle legs reddish” instead of “the middle legs are reddish”). Diagnosis and Etymology sections are mandatory parts of descriptions of new taxa.

CHECKLIST OF SUBMISSION FILES

Authors must strictly follow the formatting guidelines and carefully check before submission if their manuscripts have been prepared according to the style of the journal. A checklist is given here to overview the necessary files for manuscript submission. File names should indicate the author(s) and in the case of figures, the correct figure numbers (e.g., Toth_manuscript.doc, Takacs_Fig_1.jpg).

Material to submit:

- manuscript file in DOC or RTF (figures not incorporated, figure captions at the end of the manuscript text file) (**mandatory**),
- manuscript file for reviewers in PDF (figures incorporated, placed at their suggested location within the text, figure caption below referred figure) (**mandatory**),
- figures (at least 300 dpi (for line drawings 600 dpi), TIFF (with LZW compression) or PNG, vector files in EPS or SVG) (**mandatory if accompanying figures present**),
- suggest at least two possible reviewers in the text of the submission e-mail, indicating their full names, affiliations and e-mail addresses (**recommended**).

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