

INSTRUCTIONS TO AUTHORS FOR PREPARATION OF MANUSCRIPTS

Submit two copies of manuscripts, typed double spaced (single spaced for abstracts, footnotes, keys, tables and figure captions) on high-quality paper. Include a computer diskette version of the manuscript, following the IJA protocol (Internat. J. Acarol. 31(4): 423-428, 2005), copies of which are available on request from Indira Publishing House.

Manuscripts may be sent electronically (v.prasad@ix.netcom.com) as attachments. Use a word processor that supports italics (all Windows word processors). If italics are supported, do not mark italic words with enclosures (◁▷), as suggested in the IJA vol. 14(2) protocol. Send copy of the typed article, digital copy on a computer disk, illustrations in the size at which they will be published (see below), photos, tables, etc., separately by airmail, even if also sent via the Internet. IJA uses Acrobat, Illustrator, Microsoft Word, PageMaker, Photoshop, WordPerfect, and other programs.

Adhere to the following guidelines when preparing and typing the manuscript:

TITLE - The title should be concise and complete. Include order and family names of any organisms cited in the title.

AUTHOR(S) - The names of all authors should appear below the title, typed in the format first name, middle initial (if available), last name, e.g., Carl C. Childers, Ronald Ochoa.

ADDRESS OF AUTHOR(S) - The full mailing address of each author should be typed in italics below the author name(s), accompanied by each author's e-mail address.

ABSTRACT - A brief but informative abstract typed single space must appear below the author's name. Abstracts should include the authors of all scientific names mentioned in the text.

KEY WORDS - Important key words should be included for indexing purposes.

SCIENTIFIC NAMES - All scientific names of genus or lower rank should be italicized. When an animal or plant species or subspecies is first mentioned in the text, the binomial or trinomial should be spelled out in full, followed by the author's name. Spell out any genus or species names that may be confused with other names in the text. Spell out genus names when used at the beginning of a sentence.

ILLUSTRATIONS - Figures, each with a magnification scale, should be numbered consecutively. They should be submitted in the size at which they will be published, to fit an 8.5 (L) x 6.5(W) inch IJA page, with space for a caption at the bottom. Figure captions should be typed on a separate page following the references. Figures will be returned to authors if requested at the time of manuscript submission and if postage is prepaid.

TABLES - Each table should be single spaced on a separate page, ready for reproduction as is, or for reduction in size. In the left margin of the manuscript, indicate the table's place of insertion in the text.

KEYS - All dichotomous taxonomic keys must be single spaced. Figures illustrating key characters should be cited in the key.

HOLOTYPE, PARATYPE AND VOUCHER SPECIMENS - These must be deposited in national and international museums, and a statement to that effect must appear in the text. Types should be distributed in such a way that they are not all held in the same country. Types and voucher specimens may be deposited in the Acarology Laboratory, Museum of Biological Diversity, The Ohio State University, 1315 Kinnear Road, Columbus, OH 43212, USA and/or Department of Entomology, Types Collection Department, National Museum of Natural History, Smithsonian Institution, PO Box 37012, Washington, D.C. 20013-7012, USA.

FOOTNOTES AND ACKNOWLEDGEMENTS - Footnotes should be single spaced and numbered consecutively, following the references. Acknowledgements, if appropriate, should appear before the references.

REFERENCES - Authors should be listed alphabetically and chronologically. Citations should include the paper or book's full title, an abbreviated title of the journal or source, and pagination. Examples:

Amrine, J. W. Jr., T. A. Stasny and C. H. W. Flechtmann. 2003. Revised Keys to the World Genera of Eriophyoidea (Acari: Prostigmata). Indira Publishing House, West Bloomfield, Michigan, USA, 244 + IV pp.

Norton, R. A. 1994. Evolutionary aspects of oribatid mite life-histories and consequences for the origin of the Astigmata. pp. 99-135. *In*: Houck, M. A. (Ed.). Mites: Ecological, and Evolutionary Analyses of Life-History Patterns. Chapman and Hall, New York.

Yoder, J. A. and D. Sammataro. 2003. Potential to control *Varroa* mites (Acari: Varroidae) using chemical ecology. Internat. J. Acarol. 29(2): 139-143.

PROOFS AND REPRINTS - A galley proof will be sent to the senior author (unless otherwise requested) for final approval. Corrected proof must be returned in a timely manner to the Managing Editor. Major changes in the proof will be charged to the author. A reprint order form and a statement of anticipated page charges, if any, will be sent with the proof.

PAGE CHARGES - Page charges will be waived for authors without financial support. All others will be assessed a charge of \$80.00 per printed page to cover editing and publication costs.

SUBMITTAL - Manuscripts and accompanying materials should be sent by e-mail (v.prasad@ix.netcom.com) and by airmail to Vikram Prasad, M.D., Managing Editor-IJA, Indira Publishing House, P. O. Box 250456, West Bloomfield, MI 48325-0456, USA. IJA web page: www.internationaljournalofacarology.com or www.indirapublishinghouse.net and office phone: (248) 661-2529, Fax: (248) 661-4066. Manuscripts submitted to IJA must have been previously reviewed by other scientists, whose names should appear in the acknowledgements. Upon publication, copyright will automatically transfer to IJA/IPH, unless the author's research was conducted while an employee of the U.S. government. Requests to reproduce material published in IJA should be addressed to the Managing Editor.