

Manuscript Review Process

for the Journal of Agricultural and Urban Entomology

Published by the South Carolina Entomological Society, Inc.

1. Manuscripts for the Journal of Agricultural and Urban Entomology (JAUE) should be submitted directly to the Editor (jc.chong@sepro.com), who conducts a preliminary review to determine the suitability of the manuscripts for JAUE. The Editor notifies the corresponding author whether the paper is not appropriate for JAUE (rejected outright), should be revised for consideration, or whether it is being forwarded to the JAUE review process, in which case, the Editor selects a Subject Editor.
2. If necessary, the Editor does minor preliminary editing (style, format, usage, grammar, spelling, etc.) on the manuscript to insure that it gets a fair review based on its science.
3. The pre-reviewed copy is sent to the selected Subject Editor along with the Subject Editor Report Form, the Manuscript Reviewer Report Form, and the Manuscript Reviewer Comment Form.
4. The Subject Editor finds at least two qualified anonymous reviewers and sends each one an electronic copy of the manuscript, the Manuscript Reviewer Report Form, and the Manuscript Reviewer Comment Form. In a cover letter, the Subject Editor explains that reviewers should complete their review and return the manuscript within six weeks.
5. The Subject Editor contacts reviewers after four weeks if the reviews have not been received and reminds them that the review is due soon. The Subject Editor ensures timely response of reviewers. The Subject Editor has the option to send the manuscript to a third reviewer if not satisfied with one of the reviews, in the event of a split decision (for acceptance/rejection), or if one of the reviewers does not return the manuscript in a timely manner.
6. The Subject Editor also reviews the manuscript as originally sent by the Editor and makes comments on a copy of it.
7. After receiving two suitable outside reviews, the Subject Editor informs the Editor whether the review process should continue or whether the paper should be withdrawn (needs major re-analysis, etc.) or rejected (faulty design or conclusions, etc.).
8. If the Subject Editor recommends that the manuscript be withdrawn or rejected, the Subject Editor should return the whole package to the Editor along with a detailed explanation for this decision. After that, the Subject Editor does not correspond further with the author. The Editor will make a final determination on the manuscript and communicate with the corresponding author as to whether the paper is permanently rejected or if it can be resubmitted after specific improvements are made.
9. If the Subject Editor determines that the paper should move forward, he/she summarizes all comments, instructs the corresponding author on the changes that are needed, and requests that the revisions be sent back within six weeks.
10. After receiving the revised manuscript from the corresponding author, the Subject Editor checks the changes and corrections, and determines if the manuscript is acceptable. If it is not, the Subject Editor continues to work with the author until satisfied that the paper is publishable. Once the manuscript is acceptable, the Subject Editor informs the corresponding author that it has been forwarded to the Editor with a "recommendation that it be accepted".

11. The Editor reviews the recommendation of the Subject Editor, the comments of the reviewers, and the responses/changes made by the author(s). The Editor makes final changes to the manuscript (typically minor changes, typos, and adds the acceptance date).
12. The Editor sends an acceptance letter (email) or communicates further with the author regarding any additional changes that are needed.
13. After the manuscript has been accepted, the manuscript is sent to KnowledgeWorks Global Ltd. (KGL) for formatting and creation of the page proofs (in pdf format).
14. KGL will send the galley proofs to the Editor, who will then forward the proofs to the corresponding author for examination and approval. Authors return their proofs to the publisher within 48 hours. The Editor also incorporates any additional corrections on page proof, denotes volume number and page range, and returns it to KGL.
15. KGL incorporates changes and sends the Editor the final page proof. The page proof should not need corrections, but if needed, this is the final opportunity for corrections. The issue proof is returned to KGL within 24 hours for posting on-line.
16. BioOne online publication is an automatic process coordinated via KGL and BioOne.

Journal of Agricultural and Urban Entomology

Instructions to Authors

I. Editorial Policy.

The Journal of Agricultural and Urban Entomology (JAUE) is devoted to the publication of original research concerning insects and related arthropods of agricultural or urban importance, including those affecting humans, livestock, poultry, and wildlife. JAUE is particularly dedicated to the timely publication of articles and notes pertaining to applied entomology, although it will accept suitable contributions of a fundamental nature related to agricultural or urban entomology. JAUE is published under the auspices of the South Carolina Entomology Society (SCES), Inc. (<http://www.scentsoc.org/>).

Authors should submit manuscripts documenting original research that has not been previously published and is not being considered for publication elsewhere. The source of any data that is not collected as part of the current study must be clearly cited in the text, table title or legend of illustration reporting such data. Literature reviews will generally not be considered for publication by JAUE.

In general, JAUE conforms to the styles and standards outlined in this document. Refer to the most recent issue of JAUE for style examples. Authors also are encouraged to consult the latest issue of Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers, 8th edition available through the Council of Scientific Editors (CSE) at <http://www.councilscienceeditors.org/publications/scientific-style-and-format/>.

Authors should prepare a Microsoft Word™ document of their manuscript for publication consideration and submit as an email attachment to the Editor (Dr. Juang Horng “JC” Chong at juanghc@clermson.edu). In the email, please include a list of three potential reviewers. Authors will be notified of receipt of their manuscripts.

The Editor will select a Subject Editor from the Editorial Board. The Subject Editor will forward the manuscript to at least two peer reviewers with the request that the paper be reviewed and returned within six weeks. If acceptance of the work is recommended by the reviewers, the Subject Editor will return the reviews and editorial comments to the corresponding author and ask for revisions and incorporation of any style changes. Authors are requested to return the revised manuscript in MS-Word to the Subject Editor within six weeks. The Subject Editor then makes a recommendation to the Editor on whether the paper is acceptable for publication in JAUE. The Editor makes the final acceptance decision for each revised manuscript, based on reviewers’ and Subject Editor’s comments.

The Editor will then edit the manuscript, and if substantial changes are made it will be sent back to the authors for review. Authors will be notified by the Editor when the paper has been accepted for publication by JAUE. The Editor will then send a final, edited version of the manuscript to the printer (Allen Press, <http://allenpress.com/>) for formatting page proofs. Authors and the Editor will receive galley proofs for review.

Poorly written submissions or those not adhering to journal formatting style may require pre-editing before the manuscripts can be sent out for anonymous peer review. We recognize the importance of our reviewer's time and efforts, so it is imperative that they be provided with readable manuscripts that are free from grammatical or formatting errors. It is not the job of the reviewers to correct simple errors; they should be concerned primarily with the scientific merits of the manuscript. Therefore, the Editor may require that a revised manuscript be re-submitted before it is sent to a Subject Editor.

Adherence to the above procedures will accelerate the turnover time from receipt of a manuscript to print and reduce the number of mistakes that appear in the final paper.

A. Reasons for rejection. A manuscript will be rejected if it is a preliminary report, a progress report, or the result of undue splitting of a large manuscript. A manuscript will be rejected if the data is inappropriately or incompletely analyzed to the extent that re-review of the manuscript is necessary. Other factors contributing to rejection are the presentation of little or no new information, duplicated research, inconclusive results, poor writing, inappropriate subject matter, or excessive speculation.

If the author disagrees with the Editor's decision to reject a manuscript, the author may request an appeal of the rejection. To initiate an appeal, the author must submit the following to the Editor:

1. A letter justifying the author's reason for the appeal.
2. The letter of rejection from the Editor.
3. Comments of the reviewers.
4. An unmarked copy of the original, unrevised manuscript.
5. Other relevant correspondence between the author and Editor or Subject Editor.

The Editor will then forward the above materials to the current President of SCES, who will appoint an Appeals Committee and distribute the above materials among members of the committee. The Appeals Committee will examine the submitted materials and request for appeal, and make a decision on whether to affirm the Editor's decision of rejection, or request that the Editor conduct a new round of review with different subject editor and reviewers. The author, Editor, and members of the Editorial Board will be notified in writing of the decision of the Appeals Committee. The decision of the Appeals Committee is final.

B. Page charges. JAUE does not impose publication fee or page charges, nor require membership in SCES to publish with JAUE (although membership in SCES is encouraged). All articles since 2007 are available as open-access articles in BioOne (<https://bioone.org/journals/journal-of-agricultural-and-urban-entomology/issues>).

II. General Guidelines.

A. Format. The manuscript (including the title page, text, all parts of tables, footnotes, references cited, etc.) should be prepared with MS-Word (.docx) in Times New Roman and 12-point font size.

Many word processing commands and special formatting features interfere with the smooth conversion of electronic files into typesetting systems. Typesetting software will retain character formatting (e.g. small caps, bold, italic, underlining, superscript, and subscript), but not document formatting (e.g. hyphenation, justification, font and font size, spacing, and pagination); page appearance commands such as these will be removed from the submitted file and replaced

with commands for the typesetting system. Keep the document simple (avoid linked or embedded objects, images, and other advanced features). This helps to ensure the typesetting system makes efficient use of the file.

B. General Practices. Best practices for submitting your electronic manuscript:

1. Do not try to approximate the look of a final document as it would appear in print because much of the formatting is stripped from the file upon submission and replaced with typesetting system commands.
2. Do not use fully justified alignment. Use left-justified.
3. Use the footnote function in Word for in-text footnotes only. Do not use it to link references to create end-notes, or for title-page footnotes that are standard for journal style.
4. Identify keywords and running heads, and place them flush left after the Abstract (one time only). In a scientific note, the keywords and running heads will appear before the Introduction.
5. Paragraph indents should be consistent throughout the file. Use tabs instead of multiple spaces to simulate tabs.
6. Except for the paragraph indents (mentioned above), all indentation or tabular commands should be removed from the file. References Cited sections with hang indents, for instance, should be typed flush left, with no hang indent. Indentation conventions are different between word processing and typesetting.
7. Boldface, italic, superscript, subscript, underline, and small caps formatting should be retained, as they may be used by the conversion software.
8. Submit the revised manuscript as a clean copy, with no comments, addition or deletion on the side bars. Major edits and response to reviewers' or editor's comments should be outlined in a separate letter.

C. Special Characters.

1. Avoid the use of unusual fonts; please use the Symbol and Times New Roman fonts only. Common mathematical and Greek symbols, as well as accented letters, are available in most word processing softwares.
2. Use word processor special characters from the Times New Roman character palette.
3. Be consistent in your representation of a symbol throughout the document.
4. Distinguish between similar-looking but disparate symbols such as the letter "x", a multiplication sign, and a Greek Chi, or hyphens, minus signs, en-dashes, em-dashes, product dots, bullets, degree symbols, prime symbol, etc.
5. Do not try to approximate the look of certain characters by creating your own symbol (e.g. a superscript "o" will translate as a superscript letter "o", not a degree sign).
6. Create small capital letters by typing a combination of upper and lowercase letters and applying your word processor's command for small caps. Do not use uppercase letters and decrease their font size.

D. Mathematical Expressions.

1. All measurements should be given in metric units, or in metric with English units in parentheses (when appropriate).
2. Make sure the mathematical expressions conform to standard conventions.
3. If possible, create in-text mathematical elements using keyboard characters, MS Word special characters, or SGML entities.

E. Equations. Use the “Equation” function available in most word processing softwares to type complex equations in the text.

F. Manuscript Sections. Sections of the manuscript should be arranged in this order:

1. Title page.
2. Abstract (including key words and running heads, listed beneath the Abstract).
3. Main text body (Introduction, Material and Methods, Results, Discussion, Acknowledgments).
4. References Cited.
5. Footnotes (except those on title page).
6. Tables.
7. Figure legends.
8. Original figures.

Each section should begin on a new page. Each page should be numbered consecutively in the upper right-hand corner, starting with the title page and ending with the figure page.

Refer to this example ([link](#)) for format.

III. Manuscript Preparation.

A. Title page. The title page should include the word “NOTE” if it is submitted as a scientific note (no indicator word is needed for full-length article), full article title, author information (complete name and address), and e-mail address of the corresponding author, to whom galley proofs and other correspondence should be sent.

B. Abstract page. The abstract should be a concise but informative description of the significant contents and the main conclusions of the research. The abstract should not exceed 250 words.

C. Key words. Three to ten key words should be included on the abstract page. Please pay careful attention to the selection of these key words, as they are the only words used for journal indexing. Please include the order, family, genus and species of the research organisms. Each key word may actually be comprised of more than one word; for example, "*Spodoptera frugiperda*" would be considered a single key word, as would "pest management." Do not repeat terms that are already in the title.

D. Running head. Authors should include a running head consisting of no more than 60 characters (including authors names); for example, “SMITH: *Spodoptera frugiperda* population genetics” for one author, “SMITH & SMITH: *Spodoptera frugiperda* population genetics” for two authors, and “SMITH ET AL.: *Spodoptera frugiperda* population genetics” for three or more authors.

E. Tables. All segments of the table, including the title, headings, body, and footnotes, should be double spaced. A table can be typed on more than one sheet of paper, or in landscape orientation. All tables should be referenced within the text.

F. Figures. The quality of the printed figure directly reflects the quality of the submitted figure. Always submit original figures or high-quality reproductions. Figures should be at least 300 dpi or 1200 dpi for line graphs. Figures numbers should be clearly labeled. Photographs are

acceptable in either black & white or color. All figures should be referenced within the text. Figures not conforming to acceptable standards will be returned for revision.

- G. Insect names.** Provide the full scientific name and authority, in parentheses the Order and Family as (Order: Family), the first time a species is mentioned in both the Abstract and in the body of the text. Unless justified in writing, JAUE only will allow the use of common names that have been approved by the Entomological Society of America (<https://www.entsoc.org/common-names>). If an organism is first mentioned in a table or figure, the authority name should appear first in the table or figure, rather than in the text.
- H. Voucher specimens.** Voucher specimens are preserved organisms (or parts thereof) that serve as future reference for a name used in a scientific publication. Voucher specimens ensure the credibility and endurance of research results because they document the identity of studied organisms. Therefore, although not required for publication in JAUE, the preservation of voucher specimens is recognized by the Editorial Board as one of the most important responsibilities when publishing research. Accordingly, the Editorial Board of JAUE has adopted the following policy statement: "Authors are encouraged to designate, properly prepare, label, and deposit high-quality voucher specimens and cultures documenting their research in an established permanent collection and to cite the repository in publication." For the recommended procedure for designating a voucher specimen, please refer to J. Agric. Entomol. 5(4): 296, 1988.
- I. Gene sequencing.** Inclusion of a GenBank/EMBL accession number is required. Relevant sequence may be included in the text when appropriate.
- J. Reference citations within the text.** Use chronological, then alphabetical order.
1. (Smith 1973).
 2. (Smith & Jones 1978).
 3. (Smith 1973, Smith & Jones 1978, Ward 1978).
 4. (Smith et al. 1973a,b, Jones 1987, Roberts 1987, 1988).
 5. (L. J. Smith, Bigtime Univ., personal communication).
 6. (L. J. S., unpublished data) for the paper's author - use instead of personal communication. This applies to either unpublished or submitted works.
 7. (Smith & Jones in press). This applies to works accepted, but not yet published.
 8. (PROC GLM; SAS Institute 1985) for software. Cite the software in References Cited section.
- K. Reference citations in tables.** When a series of citations are provided as a footnote in a table, references should be listed alphabetically.
- L. References Cited section.** Abbreviations should only be used for serials; Experiment Station bulletins and technical reports should be spelled out. JAUE uses NLM Catalog (<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>) for journal abbreviations. All references should be double spaced.
1. **Journal Articles.** One or two authors are listed alphabetically; three or more authors should be listed chronologically.
 - Lastname, Initial. Initial. Year. Paper title. Journal Abbr. 00: 00-00.
 - Smith, T. B. 1986. Paper title. Journal Abbr. 00: 00-00.
 - Smith, T. B. 1988a. Paper title. Journal Abbr. 00: 00-00.

- Smith, T. B. 1988b. Paper title. Journal Abbr. 00: 00-00.
- Smith, T. B. & L. P. Smith. 1975. Paper title. Journal Abbr. 00: 00-00.
- Smith, T. B., L. P. Smith & Y. H. Yes. 1973. Paper title. Journal Abbr. 00: 00-00.
- Smith, T. B., L. P. Smith & Y. H. Yes. In press. Paper title. Journal Abbr. 00: 00-00.

2. **Books.**

- Lastname, Initial. Initial. Year. Book title (Capitalize main words). Publisher, city, state or province or country, total page number.
- Borror, D. J., D. M. DeLong & C. A. Triplehorn. 1981. An introduction to the study of insects, 5th ed. Saunders, Philadelphia, PA, 827 pp.
- Mitchell, E. R. [Ed.]. 1981. Management of insect pests with semiochemicals: concepts and practice. Plenum, NY, 514 pp.

3. **Article or Chapter in a Book.**

- Lastname, Initial. Initial. Year. Article or chapter title, pp. 00-00. *In* Initial. Initial. Lastname [Ed.], Book title. Publisher, city, state, total page number.
- Reynolds, H. T., P. L. Adkisson & R. F. Smith. 1975. Cotton insect pest management, pp. 379-443. *In* R. L. Metcalf & W. H. Luckmann [Eds.], Introduction to insect pest management. Wiley, NY, 587 pp.

4. **Proceedings.** Follow the citation styles of books and chapters in books.

- Reynolds, H. T. 1985. Pesticides: A dependable component of IPM, pp. 21-24. *In* Proceedings, Regional workshop on pesticide management, Nairobi, Kenya, 128 pp.
- Rossignol, P. A. 1988. Parasite modification of mosquito probing behavior, pp. 25-28. *In* T. W. Scott & J. Grumstrup-Scott [Eds.], Proceedings of a symposium: The role of vector-host interactions in disease transmission. Misc. Publ. 68, Entomol. Soc. Am., College Park, MD, 50 pp.

5. **Technical Bulletins and Reports.**

- Baker, W. H. 1972. Eastern forest insects. U. S. Dept. Agric. Forest Serv. Misc. Publ. 1175, Washington, DC, 672 pp.
- Colorado Agricultural Experiment Station. 1989. Annual Report. Colorado State Univ., Ft. Collins, 62 pp.
- Webster, J. A. & D. H. Smith, Jr. 1983. Developing small grains resistant to the cereal leaf beetle. U. S. Dept. Agric. Tech. Bull. 1673, Washington, DC, 12 pp.
- Young, D. A. 1986. Taxonomic study of the Cicadellinae (Homoptera: Cicadellidae). Part 3: Old World Cicadellinae. N. C. Agric. Exp. Stn. Tech. Bull. 281, Raleigh, 639 pp.

6. **No Author Given (use anonymous as a last resort), or Cited as Abbreviation in the Text.**

- (USDA) United States Department of Agriculture. 1985. Insects of eastern forests. U. S. Dept. Agric. Forest Serv. Misc. Publ. 1426, Washington, DC, 608 pp.
- (IRRI) International Rice Research Institute. 1977. Title. International Rice Research Institute, Manila. Philippines, 336 pp.
- Anonymous. 2015. Sugarcane aphid host range. U. S. Dept. Agric. Misc. Publ. 2724, Washington, DC, 8 pp.

7. Theses and Dissertations.

- Anway, C. L. 1982. Male-produced aggregation pheromone of the maize weevil and effect of diet on production and response. MS thesis, Univ. Wisconsin, Madison, WI, 66 pp.
- Hogsette, J. A., Jr. 1979. The evaluation of poultry pest management techniques in Florida poultry houses. PhD dissertation, Univ. Florida, Gainesville, FL, 307 pp.

8. Abstracts and Translations.

- Barker, S. 1989. Toxicity of compound X. Chem. Abstr. 18: 193a.
- Hooker, M. W. & E. M. Barrows. 1989. Clutch sizes and sex ratios in *Pediobius*. Ann. Entomol. Soc. Am. 82: 460 (abstr.)
- Shenderovskaya, L. P. 1979. Introduced insect enemies and microorganisms. Zash. Rast. (Kiev) 3: 52-56 (in Russian).
- Shenderovskaya, L. P. 1979. Introduced insect enemies and microorganisms. Zash. Rast. (Kiev) 3: 52-56. (translated in OTS 61: 31267), U. S. Dept. Commerce, Washington, DC.

9. Magazine Articles.

- Headley, J. C. 1979. Economics of pest control. Chem. Eng. News, Jan. 15, pp. 55-57.

10. Online or digital resources.

- Pence, C. & A. Hodges. 2019. Brown marmorated stink bug. Publication EENY-346. University of Florida, Department of Entomology and Nematology, Gainesville, FL. <Available: https://entnemdept.ifas.ufl.edu/creatures/veg/bean/brown_marmorated_stink_bug.htm; last accessed 25 September 2019.>

11. Software.

- SAS Institute. 1985. SAS user's guide: statistics, version 5. SAS Institute, Cary, NC, 956 pp.

12. Other.

- Code of Federal Regulations. 1986. Title. 7 CFR Chapter III, Section 318.13-46, pp. 128-129.

M. Publication of Other Scholarly Works.

1. **Scientific Notes.** The Journal of Agricultural and Urban Entomology will consider publication of preliminary research reports as scientific notes. The format for a scientific note is as follows:

- The word “**NOTE**” will appear above the title of the manuscript.
- Name and affiliation of author(s) of the note will be placed at the beginning of the note, beneath the title, as with a full manuscript.
- There should be no abstract nor section divisions (e.g., Introduction, Materials and Methods, etc.).
- Word count for the entire manuscript should not exceed 3000 words.
- They should contain not more than two figures or two small tables, or one of each.

- References should be kept to a minimum, and are to be placed at the end of the note, as with a full manuscript.
2. **Surveys.** The Journal will consider surveys for publication, as long as they are well designed, appropriately analyzed, and are pertinent to the readership of JAUE. Surveys will be subjected to the same rigorous review process as research manuscripts. The corresponding authors should report the Institutional Review Board (IRB) approval in the cover letter and the manuscript.
 3. **Symposia.** Proceedings of symposia, informal conferences, etc. may be submitted for publication when the subject material is pertinent to readers of JAUE. The symposium moderator or proceedings organizer should provide to the Editor (juanghc@clermson.edu) a list of authors, titles, and abstracts of works in the symposium, preferably in advance of the meeting at which the symposium will take place. If the content of the symposium is deemed appropriate subject matter for the JAUE, then each manuscript will be evaluated individually, and must pass through the standard review process. Manuscripts must be submitted within three months of the date of the symposium to ensure timely review and publication of symposium proceedings.
 4. **Literature Reviews.** Typically, literature reviews will not be published in JAUE.

IV. Ethics in Publishing

The Editorial Board and publisher of JAUE, as well as SCES, expect authors to publish original works, adhere to ethical standards of scholarship and publication, and present no conflict of interest in the works considered for publication. Therefore, author misconduct, including plagiarism, self-plagiarism, duplicate publication, conflict of interest, dishonest communications, data fabrication, alteration or suppression, and improper assignment of authorship or credit, will not be tolerated. Misconduct may be detected by the Editor during the preliminary review, or reported by the Subject Editor, a reviewer or a reader before and after a paper is published. Allegation of misconduct should be made directly to the Editor (juanghc@clermson.edu).

The Editor will conduct initial, confidential investigation by communicating with and gathering facts from the person making the allegation and the author. In cases where misconduct is clear and evidenced, such as plagiarism, self-plagiarism and duplicate publication, the Editor will reject the manuscript or require the authors to withdraw and revise the manuscript with the purpose of eliminating the misconduct. If further investigation is warranted, the President of SCES will convene an *ad hoc* Ethics Committee. The Editor will forward the allegation and supporting documents/evidence to the Ethics Committee. The Ethics Committee will conduct an investigation, determine if misconduct has occurred, and if so, determine an appropriate course of action. The course of action may include, but not limited to withdraw and revise the manuscript to eliminate the misconduct, reject the manuscript, retract the published paper, notify the author's home institution of misconduct, and prohibit the author(s) from publishing with JAUE.