



INSTRUCTIONS TO AUTHORS

The following guidelines are intended to reduce the delays and printing costs. **The Editorial board manages the publication voluntarily and does not get any secretarial assistance.** The authors are thus asked to **follow them strictly**; manuscripts which do not satisfy these requirements may be returned to authors without consideration. For correspondence, use the following address: Société entomologique de France, Rédaction du *Bulletin*, 45 rue Buffon, F – 75005 Paris. E-mail: bulletin@lasef.org.

I. AIMS AND SCOPE

Publication in *Bulletin de la Société entomologique de France* is free of charge for the members of the Société entomologique de France (who have paid their contribution). In case of collaboration, the first author must at least answer this requirement. For non-members, publication fees are 70 € for an article between 1 and 4 pages, plus 10 € for each additional page. They are encouraged to join the Society instead.

Manuscripts should be submitted in a Microsoft Word compatible format (DOC or RTF), by e-mail at the address bulletin@lasef.org.

The *Bulletin* is a peer-reviewed journal. Manuscripts are examined by referees and by the Editorial board before acceptance or rejection.

The *Bulletin* publishes, with open access on the SEF website and HAL repository (<https://hal.science/>), original manuscripts about **Insects (Hexapoda), Arachnida and Myriapoda**: taxonomy, morphology, phylogeny, ecology, ethology, faunistics, biogeography. Articles and short notes concerning the fauna of France (including French overseas territories) are welcome.

When new taxa are described, authors have to follow strictly the rules of the last version of the *International Code of Zoological Nomenclature*. Primary types (holotypes) of newly described taxa should be deposited in a public scientific institution in charge of their conservation.

Papers published in the *Bulletin* may be written in French, English, German, Spanish or Italian.

Opinions emitted in the *Bulletin*, whatever their nature, are under responsibility of their authors only.

II. MANUSCRIPT LAYOUT

Authors always have to refer to recent issues of the *Bulletin* to perfect the general structure of their text.

First names and surnames of all authors must be given in the title page followed by their complete address and e-mail.

Whatever the language of the paper, it is necessary to provide an **abstract and title in French** (the Editorial board may help) **and one in English**. The abstract should note all nomenclatural acts made in the article; it is followed by a list of **keywords** in English (in this list words of the title must not be repeated, especially names of taxa). Names of new taxa must not be cited in the title nor in the keywords.

Name of author and date of description must be given for each taxon at its first mention in the text, from family group to species group. Names of genera, species and subspecies should be italicized. Dates should be written as follow: 15.VIII.1977. A single type of font will be used. **No writings in capitals.**

In the text, give references in the following forms: Martin (1980), (Martin, 1980a, b), (Martin & Durand, 1980), (Martin *et al.*, 1980), etc. and in chronological order in the case where several successive references are called. All literature cited in the text must be listed

at the end of the article in the references. Author names should be arranged in alphabetical (and chronological if applicable) order in the reference list. The list of references must include all publications cited in the text but only these. Titles of periodicals in italics must be given **in full**, not abbreviated. **References should strictly conform to the following:** "Grassé P.-P., 1986. – L'évolution vue à travers les insectes. *Bulletin de la Société entomologique de France*, **94** (1-2) : 5-18. <https://doi.org/...>" or "Stúkowski Z., 1989. – *Les Planipennes tétraptères de France*. Paris : Les Éditions Imaginaires, 218 p., 25 pl." or "Brustel H., 2014. – Melandryidae Leach, 1815 (p. 522-524). In : Tronquet M. (coord.), *Catalogue des Coléoptères de France*. Perpignan : Association Roussillonnaise d'Entomologie, 1056 p.". Authors are requested to include, where they exist, the DOIs of the articles cited in the bibliography, in the form <https://doi.org/...> DOIs can be retrieved using CrossRef website at the address <https://doi.crossref.org/simpleTextQuery>.

III. ILLUSTRATIONS AND TABLES

Illustrations, line and half-tone drawings or photographs, including graphic **scales**, will be **combined into plates**, preferentially in the limits of the maximum page dimensions of the *Bulletin* (132 × 200 mm). **Figures** should be numbered from **1 to n**.

Figures should be sent as **separate files, not embedded in the text file. Figures are submitted in TIFF**. JPEG files are usable only if their compression is very low. Illustrations should be at a resolution of at least 450 dpi at final size, 600 dpi for line drawings.

Colour photographs are accepted and preferred, and are free of charge.

Tables are numbered from **I to N** (roman numerals) and have to figure at the end of the paper, after the references.

Figure legends should be listed at the end of the manuscript and arranged **as in the following example**: "Fig. 1-3. – *Anthrenus verbasci* (L.), thoracical structures of the holotype. – 1, Pronotum. – 2, Mesopleural furrow and elytral joint. – 3, Metatrochantin." or "Table I. – Frequency of hatching of workers according to temperature on the ground.".

IV. PROOFS

Proofs will be sent to the authors; in case of collaboration and unless otherwise informed, it will be sent to the first author. Corrections of the proofs by authors will only concern typesetting errors, without excessive changes in regard to the original version. **Proofs will have to be returned within a week**; after this deadline, it will not be considered or the article will be postponed for publication in a later issue.

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