

Dear fellow submitters,

We are listing here additional guidelines to those given at the ZOOTAXA website under "information for authors" <<http://www.mapress.com/zootaxa/support/author.html>> for submission of papers pertaining to the Order Odonata. *Please read these instructions and try to follow all formatting procedures given.*

General considerations (some repeated from the website):

ZOOTAXA publishes on any aspects of systematic zoology, with a preference for large taxonomic works (called Research articles) such as monographs and revisions. ZOOTAXA considers papers on all animal taxa, both living and fossil, and especially encourages descriptions of new taxa. In Odonata, this includes first descriptions of larvae. All types of taxonomic papers are considered, including theories and methods of systematics and phylogeny, taxonomic monographs, revisions and reviews, catalogues/checklists, biographies and bibliographies, identification guides, analysis of characters, phylogenetic relationships and zoogeographical patterns of distribution, descriptions of taxa, and nomenclature. Manuscripts on ecology or primarily concerning disciplines other than systematic zoology are not within the purview of the journal and cannot be accepted.

Short papers converted submitted as research articles which are too short to qualify as formal research articles will be published as a Correspondence article. Further aspects of what might constitute a Correspondence article can be found at the website listed above.

General editorial standards

Submitted manuscripts must be in correct English. Although the editors will try to help correct some matters of grammar and syntax, we cannot correct or rewrite entire manuscripts and will not be able to send out manuscripts for peer review that are not largely in correct English. It is always a good practice to send your manuscript to colleagues fluent in English *before* submitting it to the journal. Please read our "information for authors" carefully. Frequent errors include authors failing to use the correct style for bibliography and not using hyphen, n-dash, and m-dash correctly.

Besides the guidelines referred to above we suggest the following in reference to descriptions pertaining to Odonata:

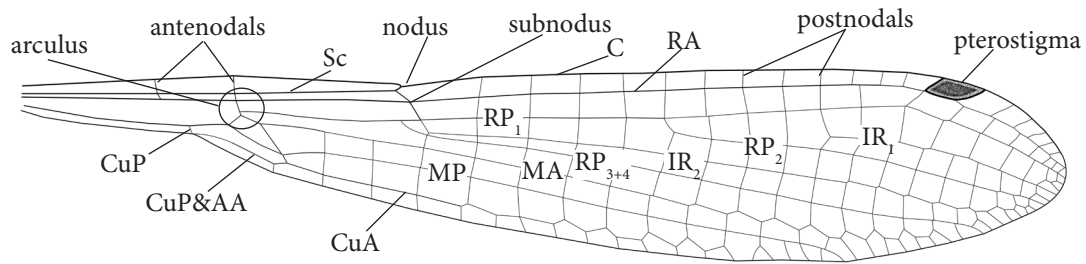
1. *Provide a methodology section detailing nomenclature and other matters of concern.*

We prefer use of the Riek & Kukalová-Peck (1984) wing venation terminology:

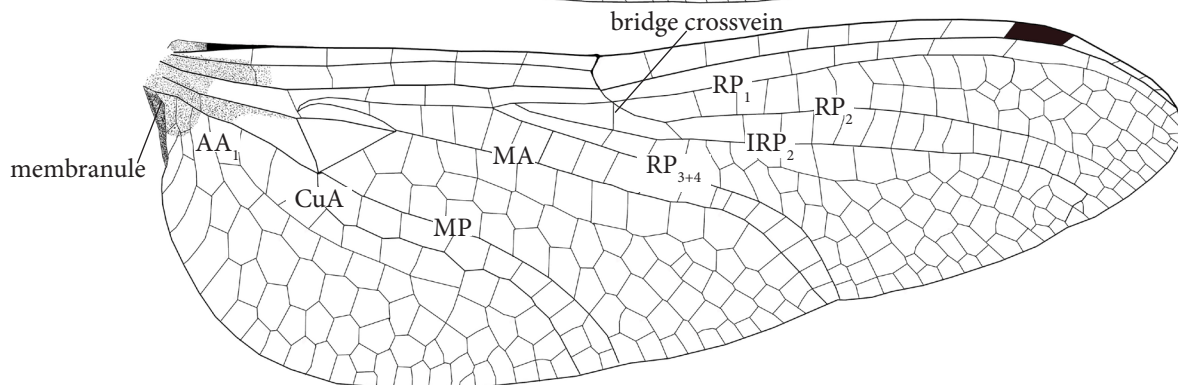
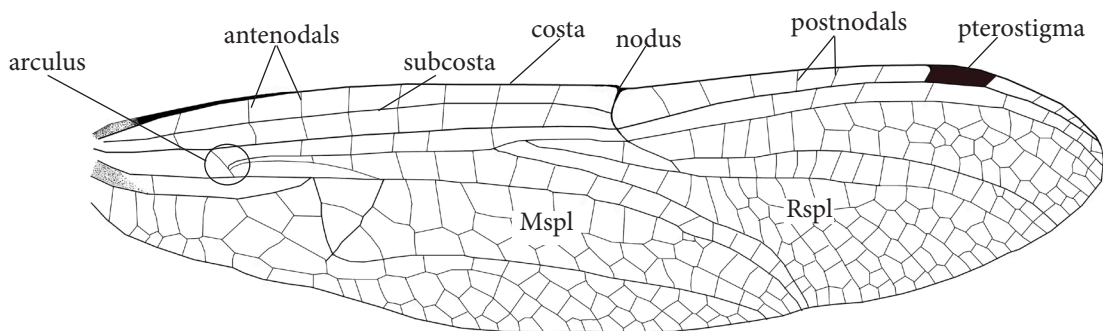
Riek, E.F. & Kukalová-Peck, J. (1984) A new interpretation of dragonfly wing venation based upon Early Upper Carboniferous fossils from Argentina (Insecta: Odonatoidea) and basic character states in pterygote wings. *Canadian Journal of Zoology*, 62, 1150–1166.

For easy reference, we provide here a comparative table of frequently used wing nomenclature systems as well as figures of Zygoptera and Anisoptera wings with the main veins/cells.

Vein name	Comstock and Needham (1898-1899)	Tillyard and Fraser (1938-1940)	Carle (1982)	Riek and Kukulová-Peck (1984)
Costa	C	C	CA	C
Subcosta	Sc	Sc	CP	ScP
Radius anterior	R ₁	R ₁	RA	RA
Radius posterior, first branch	M1	R ₂	RP ₁	RP ₁
Radius posterior, second branch	M2	R ₃	RP ₂	RP ₂
Radius posterior, third branch	M3	R ₄	MP	RP ₃₊₄
Intercalar vein 1	M1a	IR ₂	-	IR ₁
Intercalar vein 2	RS	IR ₃	MA	IR ₂
Media anterior	M4	MA	CuA	MA
Media posterior	Cu1	CuP	CuP	MP
Cubitus anterior	Cu2	1A	A1	CuA
Anal anterior and posterior	A1-A3	A	A2/A3	AA/AP



Zygoptera wing



Anisoptera wings

2. Preferred terminology and abbreviations:

exuvia, exuviae (singular, plural) - this is counter to the use of 'exuviae' as both singular and plural in dictionaries and past literature, but many odonatologists are now using this system to avoid confusion

nymph(s), naiad(s) or larva(e) when referring to the aquatic stage of Odonata

instar and **stadium** are both widely used; authors may choose to use either term depending on the period they are referring to: **instar** (between two **apolyses**), or **stadium** (between to **ecdyses**)

genital ligula for the damselfly 'penis'

seminal vesicle or **vesica spermalis** for the dragonfly 'penis'

cerci for superior appendages

epiproct/paraprocts for inferior 'appendages'

FW forewing

HW hindwing

pt pterostigma

Ax antenodal crossvein

Px postnodal crossveins

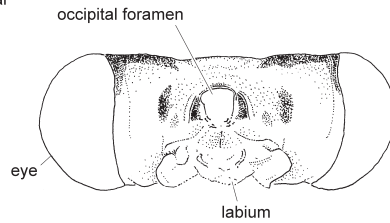
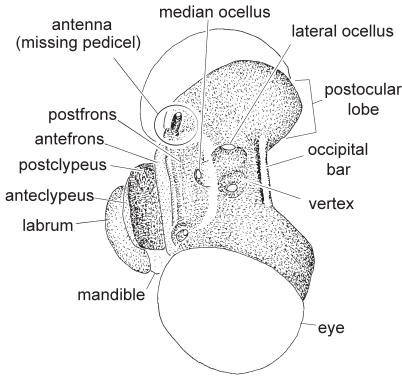
S1-10 abdominal segments 1 to 10

3. Illustrations of body parts and wing venation

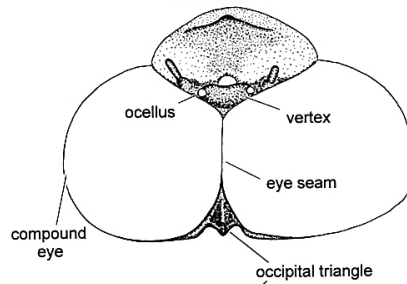
We encourage use of illustrations in your paper. Illustrations should be submitted **separately** from the main text body. Electronic copies of ink rendered black and white illustrations should be sent as scanned **black and white (not grayscale) 600 DPI** bitmap Tiff's; such files are small and can easily be sent as separate files. Use grayscale options for images which are other than simple black and white images; these should be at least 300DPI. Further, detailed instructions on submission of illustrations are provided at the

Preferred terminology of body parts

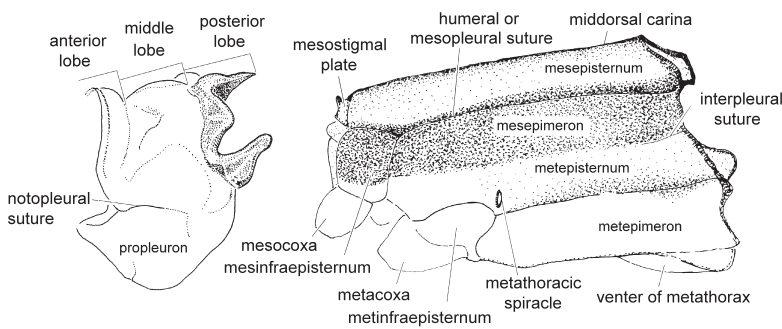
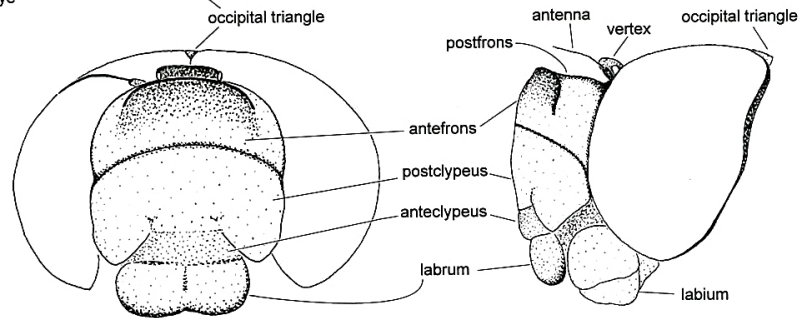
- Zygoptera: Garrison, R., von Ellenrieder, N. & Louton, J. (2010) Damselfly Genera of the New World: An Illustrated and Annotated Key to the Zygoptera. The Johns Hopkins University Press.
- Anisoptera: Garrison, R., von Ellenrieder, N. & Louton, J. (2006) Dragonfly Genera of the New World: An Illustrated and Annotated Key to the Zygoptera. The Johns Hopkins University Press.



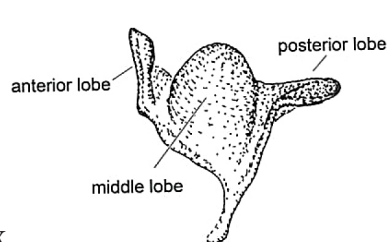
Zygoptera head



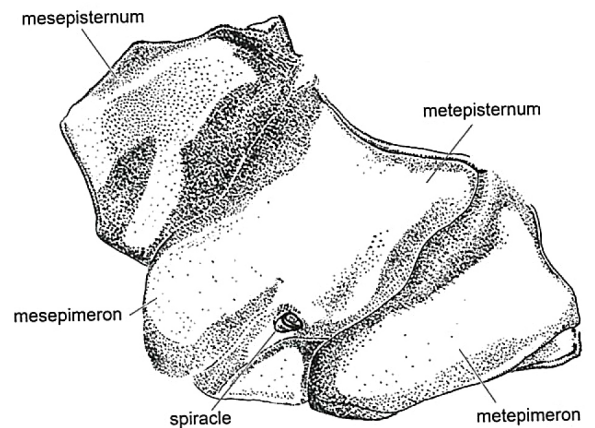
Anisoptera head



Zygoptera thorax



Anisoptera thorax



“information for authors” referenced above.

Some important tips are given here:

- when the plates are modified to 300 pixels/inch, the width should be at least 12 cm without compromising on quality of the figures;
- please note the following: all plates should be in TIFF format - line art at least 600 dpi (max 1200dpi) with minimum width of 12 cm/2834 pixels; grey scale and photos 300 dpi (max 600 dpi) with minimum width of 12cm/1417pixels;
- it is useful to compress your files using LZW compression function in photoshop or other photo editors. That will reduce file size and make e-transmission faster;
- you can zip an entire folder of plates into a zip file and send us the zip file;
- for further details, please visit: <http://www.mapress.com/zootaxa/imaging/index.html>.

4. Other items of importance:

If possible, use **New Times Roman** font for the main text, 12 font size and **use as little formatting as possible** (use only **bold** and *italics* where necessary; and provide a space between following paragraphs).

Special symbols (e.g. male [♂] or female [♀] sign) should be avoided because they may be altered when files are converted. If you use them (e. g., under ‘material examined’), we suggest you code males as **m#** and females as **f#**. These can be replaced by the editors easily. Thus, **1 m#** instead of 1 ♂; **2 m#m#** instead of 2 ♂♂, etc.

Keys: When preparing keys, please use an ellipsis (...) when connecting the descriptive part of a couplet to its taxon or number. As an example:

1. Medial lobe of posterior prothoracic lobe ‘heart’-shaped, markedly constricted at base and with a moderate medial concavity on posterior margin, and lateral lobes bilobate (Figs 29; 33a) ... 2
- 1’. Medial lobe of posterior prothoracic lobe sub-quadrate, slightly constricted at base and with a shallow medial concavity on posterior margin, and lateral lobes not bilobate (Figs 30-32a, b) ... 3

Author/date citations: *Authority and date must be provided for each species-level taxon at first mention. The count starts in abstract and then again from the Introduction onwards.* Authority and date of a taxon is separated by a comma (“,”). Author date of a literature reference has *no* comma in between. Make sure that a literature citation is not adjacent to a taxon.

Example: *Haliotis* (Geiger & Poppe 2000) live in the intertidal. [Meaning not clear; is this reference to a bibliographic citation or is this an author/date for genus *Haliotis*?]

Please change to: *Haliotis* live in the intertidal (Geiger & Poppe 2000).

Generic abbreviations: Usually, genera are abbreviated after first usage. Some authors may start the count with each section of their manuscript. Genera with the same initial letter should be distinguished using multiletter abbreviations (see recommendation in ICZN code). Occasionally, it may be better to spell the genus out every time. *If a genus is*

the first word in a sentence it is always spelled out.

Key Words. Submitters must select key words that they think are representative for their study and will help with the on-line search engines. Key words should be different from any used in the proposed title. Authors are encouraged to limit the number of the key words to 10.

Type designations and repositories: Please provide type species and mode of designation (by Original Designation/Subsequent Designation by [*authority*]/Montypy) for each genus (and remember to use original generic/species/author/date combination), and type information (specimens, locality, designations) for each species treated.

GPS Data: Please provide GPS (longitude/latitude) coordinates for all material listed. In the past, acquisition of these data was difficult but available on-line services like Google Earth (free download) or Global Gazetteer Version 2.2 (<http://www.fallingrain.com/world/>) have made these data relatively easy to obtain. Such data will also benefit future researchers who might wish to map such data. For this purpose we prefer use of decimal degrees (DD) which are very convenient to incorporate in a GIS environment for further mapping. There are various ways to convert coordinates to the desired DD format including on-line converters, such as <http://www.latlong.net/degrees-minutes-seconds-to-decimal-degrees>. The conversion could also be performed in Excel following the formula: $DD = \text{degrees} + (\text{minutes}/60) + (\text{seconds}/3600)$.

Description of new taxa: New taxa and all other taxonomic aspects MUST follow the rules of International Code of Zoological Nomenclature (4th edition). Although the present Code does not mandate that primary (holo-, lecto-) types be deposited in public institutions, we *strongly* urge their placement in public institutions to insure proper care and future availability to other researchers. If holotypes are to be kept in private collections, than those collections must be registered with a public institution. When drawing up descriptions, please specify type locality as separate heading with mandatory latitude/longitude coordinates, clear distinction between paratypes and additional non-type material, descriptive parts including anatomy in telegraphic style. For *nomen oblitum/protectum* the 1899 condition is often overlooked. Neotypes should only be designated for problem taxa and all must be placed in a public institution.

For consistency we recommend that you copy the template in Appendix I, paste it in your working document and follow it as much as you can.

Prepared by:

Rosser Garrison, Dennis Paulson and Milen Marinov, former and present Odonata editors, ZOOTAXA.

***Genus species* (Odonata: suborder: family) sp. nov. from country**

FIRST AUTHOR¹, SECOND AUTHOR (if any)², etc.

¹*address and affiliation*

²*address and affiliation*

¹*Corresponding author. E-mail: preferred mail address for correspondence*

Abstract

Text here

Keywords: *key words here*

Introduction

Text here

Materials and Methods

Text here

***Genus species* sp. nov.**

(Figs xxx-xxx)

Holotype. *sex (abbreviation of the depository place followed by the accession number), locality data: country, province, any other administrative division if applicable, specific locality name (coordinates, xxx m asl), sampling date, name of the collector leg.*

Paratypes. *sex (abbreviation of the depository place followed by the accession number), locality data same as for holotype (if different provide the new data following the format above), sampling date, name of the collector leg., other paratypes if any.*

Allotype (if any). *sex (abbreviation of the depository place followed by the accession number), locality data: country, province, any other administrative division if applicable, specific locality name (coordinates, xxx m asl), sampling date, name of the collector leg.*

Etymology. *Text here.*

Description of holotype

Head. Text here.

Thorax. Text here.

Wings. Text here.

Abdomen. Text here.

Genital ligula. Text here.

Caudal appendages. Text here.

Measurements (in mm). *Text here.*

Variations in males. *Text here.*

Differential diagnosis. *Text here.*

Habitat and Ecology. *Text here.*

Discussion

Text here

Acknowledgments

Text here

References

Text here. Follow the requirements given in: ZOOTAXA_references.pdf.

Figure captions

FIGURE 1. *Genus species sp. nov.*, holotype ♂; (1a) *text here*; (1b) *text here*; etc.