



<https://doi.org/10.11646/palaeoentomology.6.4.1>

<http://zoobank.org/urn:lsid:zoobank.org:pub:6B52C9F4-2685-4926-9018-12AD86BC3D04>

Updating manuscript types and formats for *Palaeoentomology*

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Prompted by a rapid development in the field of palaeoentomology, fossil terrestrial arthropods and amber research, *Palaeoentomology* was established in late 2018 through a collaborative effort between the International Palaeoentomological Society (IPS) and Magnolia Press (Azar *et al.*, 2018). The inception of this scientific journal was met with enthusiastic reception from the palaeoentomological and amber community, and it achieved a consistent and robust growth throughout its initial five-year period (2018–2022). A significant milestone was attained in November 2022, as *Palaeoentomology* was granted acceptance into the Emerging Sources Citation Index™ (ESCI) within the esteemed Web of Science Core Collection™, a recognition indicative of its emerging influence. All papers published between 2018 and 2022 within *Palaeoentomology* were incorporated into the ESCI in January 2023, solidifying the journal's presence and visibility within the scholarly landscape. More recently, according to June 2023 release of Journal Citation Reports, the 2022 journal impact factor of *Palaeoentomology* is 2.3, which is slightly higher than 2.2 estimated by Zhang (2023). Boasting a substantial impact factor, *Palaeoentomology* secures an impressive 20th position among 108 peers in the field of PALEONTOLOGY (Q1) and 8th position out of 57 in ENTOMOLOGY (Q1), further accentuating its influential stature (Clarivate Analytics, 2023). In order to continue fostering the rapid advancement of the journal, we are now implementing updates to the manuscript format of new submissions. A brief description of each article type is provided below.

Editorial: provides views on a topic of specific interest and address a current need. An excellent

editorial should contain comprehensive background, supporting pieces of evidence, feasible suggestions, and an informative conclusion. Most items in this section are invited by the editors, but unsolicited contributions are also welcome.

Article (with at least 6 published pages and 2 figure plates, normally): expected to present a major advance in the field. Articles include an abstract, an introduction, and sections with brief subheadings. Materials and methods should be included in the main text. Supplemental materials and methods can be included in the supplemental information, which should also include information needed to support the paper's conclusions.

Review article (with at least 15 published pages): should describe and synthesize recent developments of interdisciplinary significance and highlight future directions, including comprehensive revisions and reviews, catalogues, and lists. They include an abstract, an introduction that outlines the main themes, brief subheadings, and an outline of important unresolved questions.

Correspondence: highlights recent exciting research presented in a concise way (up to 4 published pages and no more than 20 references), but they need not primarily discuss the author's own work. They may provide context for the findings within a field or explain potential interdisciplinary importance. Neither an abstract nor a list of key words should be included; no major headings should be used, except for references.

News and reviews: provides in-depth analysis on major news. The editors commission most items in this section, but unsolicited contributions are also welcome. Furthermore, we welcome submissions encompassing

a diverse range of content, including announcements of upcoming meetings, comprehensive reports on concluded meetings, notifications regarding potential grants, as well as insightful book reviews.

Comments and perspectives: encourages the submission of commentaries and perspectives, which may comprise responses to articles published in other journals, discussions and responses related to papers featured in *Palaeoentomology*, as well as comprehensive reflections and viewpoints on fossil insects, terrestrial arthropods and amber inclusions, corresponding fossil sites, and related subjects.

Personalia: includes obituaries, biographic materials, memorials, personal celebration notes, anniversaries, *etc.*

Preparation of manuscripts

General rules

- All papers must be submitted in clear and concise English. The editors reserve the right to make minor textual corrections and changes that do not alter the author's meaning. Authors whose native language is not English are encouraged to ask colleagues familiar with the field of research and fluent in English (preferably a native speaker) to correct the language in the manuscript before submission.
- Zoological nomenclature must be in agreement with the International Code of Zoological Nomenclature (4th edition 1999), which came into force on 1 January 2000 (ICZN 1999).
- Algae, fungi, and plants nomenclature must follow Shenzhen Code (Turland *et al.*, 2018) and the San Juan Chapter F superseding Chapter F of the Shenzhen Code which deal solely with names of organisms treated as fungi (May *et al.*, 2019).
- Author(s) of a species name must be provided when the scientific name of any animal species is first mentioned (the year of publication needs not to be given; if you give it, then provide a full reference of this in the reference list).
- Authors of algal, plant and fungal taxa names are not obligatory, but it is highly recommended to be given, with the year of publication and added to the references. Author abbreviations should follow the standards provided by INPI (<https://www.ipni.org/>)
- To comply with ICZN Code regulations, any new zoological taxa must be registered with ZooBank before electronic publication is recognized. Authors must register any new zoological taxa as soon as the work is accepted for publication without further revision (not on submission). To register new taxa, and obtain Life Science Identifiers (LSIDs), visit <http://zoobank.org>.
- An LSID must be obtained for any new fungal name, including members of the Oomycota and lichen-forming fungi (authors should register name(s) with either Mycobank or Index Fungorum). For additional information, please see the ICN Code Chapter F Section 2 Article F.5 and updates (Turland *et al.*, 2018; May *et al.* 2019).
- Metric systems must be used.
- International Chronostratigraphic Chart (systems, series and stages) as proposed by the International Commission on Stratigraphy (ICS; <https://stratigraphy.org/>) and the units of the International Geological Time Scale (periods, epochs and age) must be used. Local or regional chronostratigraphic units could be used whether or not they can be correlated with the standard global units. Local or regional chronostratigraphic units are governed by the same rules as are established for the units of the Standard Global Chronostratigraphic Scale.
- Use the common font Times New Roman (12 pt) and use as little formatting as possible (use only bold and italics where necessary and indentions of paragraphs except the first). Special symbols should be avoided because they are likely to be altered when files are read on different machines and software packages. Male, female and other special symbols necessary must be clearly marked and explained together with the manuscript file.
- Institutional abbreviations and other abbreviations used in text and figures used must be presented in full in form in Material and methods section.
- Describing a new species, one specimen must be designated as the holotype; other specimens mentioned in the original description are to be designated as paratypes. Any additional specimens considered but not regarded as paratypes should be listed separately. For lectotype designations of animals, please refer to Declaration 44, *Bulletin of Zoological Nomenclature*, 60 (4), Dec. 2003, 263. The complete data of the holotype and paratypes, and the institutions in which they are deposited, must be recorded in the original description. For type designation and decisions regarding type material of palaeobotanical material (plants, algae, and fungi) follow the rules of Shenzhen Code (Turland *et al.*, 2018).
- Whenever possible, with proposal of new animal taxa, the differential diagnoses should be presented according to Recommendation 13A of ICZN (1999) and recommendations of Cifelli & Kielan-Jaworowska (2005). Palaeobotanical diagnoses must be in English not Latin and follow the rules of Article 38.1a and 38.2 of the Shenzhen Code (Turland *et al.*, 2018), for fungi also proposals and updated provided May *et al.* (2019).
- Synonymies must be presented precisely as written in the cited text; the list should express the concept of the taxon in the view of the author(s). Additional information at the end of synonym entries may be enclosed in parentheses or brackets. Please note the pages of a reference and list all relevant plates and figures in the synonymy list. Non references should be inserted in chronological order within the list, not at the end of the list.
- When using Open Nomenclature principles, please follow the recommendations of Bengtson (1988).
- The name(s) of all authors of the paper must be given and should be typed in upper case (*e.g.*, ANDREW SMITH, BJÖRN MAGNUSSEN & CAROLINE D. ROXON). The address of each author should be given in italics each starting a separate line. E-mail address(es) and ORCID identifiers should be provided.
- An abstract should be concise and informative. Any new names or new combinations proposed in the paper should be mentioned. The abstract should be followed by a list of key words that are not present in the title.
- All illustrations are figures (not text-figures or plates). Figures should be numbered in the order in which they are cited in the text; in the typeset article, they will generally be positioned close to their first citation (even if this is a Systematic heading). Figures should be cited as Figure 2C–D (Fig. 2C, D) or Figures 4–6 or (Figs 4–6). The table is always spelled out in full; *i.e.*, Table 1 and (Table 1).

Tables can be prepared in any package that is compatible with Word and Excel, and should be supplied in an editable format (*i.e.*, not as a PDF or image file). Lowercase initials should be used for references to figures, text-figures, plates and tables in the articles of others: *e.g.*, Brown (1998: text-fig. 15) or (Jordan & Jones, 2005: pl. 10, fig. 3). All publications cited in the text, including nomenclatural citations relating to the naming of new taxa (in the text any Systematic Palaeontology headings). All references must be checked carefully. They should be prepared with the original publication in hand. Incorrect entries are not only inconvenient for the reader but also cast doubt upon the general accuracy of the work. Papers not cited must not be listed in the references.

- References should be cited in the text as Smith (1899), Jordan & Jones (2000) or Brown *et al.* (2001) (3 or more authors), or alternatively in a parenthesis (Smith, 1899; Smith & Wesson, 2000; Drury *et al.*, 2021). All literature cited in the text (including works of Authors of taxonomic names mentioned) must be listed in the references in the following format:
 - a. Journal paper—Smith, A. (1899) Title of the paper. *Title of the journal in full*, volume number, (issue/paper number) [if possible/applicable], page range. <https://doi.org/10.0000/journal0000.0000>; if available, also references to stable BHL (Biodiversity Heritage Library) or JSTOR links are acceptable]
 - b. Book chapter—Jordan, A. & Jones, B. (2000) Title of the chapter. *In*: Brown, A., Magnussen, B. & Roxon, C.D. (Eds), *Title of book*. Publisher name and location, pp. x–y.
 - c. Book—Brown, A., Magnussen, B. & Roxon, C.D. (2001) *Title of book*. Publisher name and location, xyz pp. [in language, if necessary]
 - d. Databases and internet resources—Author [or Name of database] (2022) Title of website, database or other resources. Publisher name and location (if indicated), number of pages (if known). Available from: <http://xxx.xxx.xxx/> (Accessed [date]).
 - e. Dissertations resulting from graduate studies and non-serial proceedings of conferences/symposia are to be treated as books and cited as such.

When submitting the manuscript to the *Palaeoentomology* editorial system, all Authors must have seen and approved the submitted version. All Authors should make a significant contribution to the paper and are encouraged to detail the relative contribution of each author at the end of the paper; for this purpose, authors should be referred to by their initials. Disagreements among authors as to any aspect of the submitted manuscript (including its content and author seniority) or with others not been listed as Authors must be avoided and if any, they must be resolved prior to submission. Such incidents are not the responsibility of the Editorial Team. Contact with the journal is through Corresponding Authors only. By submitting a manuscript to *Palaeoentomology*, the Corresponding Author confirms that the same or similar manuscript has not been submitted or published elsewhere. Duplications of text and use of previously published illustrations without proper citation may constitute plagiarism and are unacceptable. When submitting a manuscript, Author(s) must be aware that all samples and specimens used have been collected and

exported responsibly and in accordance with relevant permits, local laws and regulations. Please ensure that all specimens or other materials and samples referred to are stored and curated in appropriate repositories, and that other researchers have access to them. The journal *Palaeoentomology* do not accept papers based on type specimens in private collection. If such material is used, the Author(s) must provide a written statement or letter of agreement with the Owner, indicating that the specimen(s) will be deposited in the named public museum or institution and other researches will be given access to the specimen(s) for observation. Specimens coming from registered private museums with permanent addresses and meeting curatorial and accessibility conditions may be used under the same conditions. The storage of type specimens in public institutions, ensuring their long-term preservation, care and availability to researchers is mandatory according to the Shenzhen Code (Turland *et al.*, 2018; May *et al.*, 2019) for algae, fungi and plants and the ICZN Code (1999) for animals. If material used for research is documented and illustrated, used for statistics, identification of stratotypes, chemical or molecular sampling, *etc.*, it is highly recommended that such specimens, samples and their documentation are also deposited in public institutions, storing them, caring for and preserving them, and making the material available for further research.

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