

Journal of Arachnology

Most Common Formatting Errors

Listed here are the most common formatting errors. Proper formatting will speed your manuscript to publication.

TITLE PAGE

- Running head should be a maximum of 60 characters and spaces
- Running head should be in CAPITALS and written in one of the following styles:
AUTHOR—SHORT TITLE WRITTEN HERE
AUTHOR & AUTHOR—SHORT TITLE WRITTEN HERE
AUTHOR ET AL.—SHORT TITLE WRITTEN HERE

ABSTRACT

- the word “**Abstract.**” should be left-justified, only the first letter capitalized, **bold type** followed by a period then the body of the abstract follows on the same line
- maximum length: feature article - 250 words, short communication - 150 words
- first mention of each arachnid species name (or genus name alone) should be followed by the original describing author, then a comma, then year of description (i.e., Gertsch, 1947) (see Instructions to Authors for sources to consult for this information)
- “**Keywords:**” should be one word, only the first letter capitalized, followed by a colon, **bold type**, with keywords separated by commas
- keywords should not include any words that appear in the title and should avoid words that appear in the abstract

BODY OF THE TEXT FOR ARTICLES

- manuscript text should be left-justified throughout, not left and right justified
- do not use the word “INTRODUCTION” as a first-level heading
- first-level headings should be all capitals, centered and not bold type
- the correct first-level heading is METHODS, not MATERIALS & METHODS
- second-level headings (if used) should be indented, **bold type** followed by a period, then a dash, not italicized (e.g., **Secondary heading.**—Followed by text.....)
- when citing a paper, do not use a comma between authors and year of publication
- when citing a two-author paper, use “&” not “and” to connect the authors
- when citing paper with 3 or more authors, use “et al.”, not italicized, with no comma
- multiple citations in a sentence are separated by a semi-colon unless two papers by the same author(s) are cited (example: Chamberlin & Ivie 1937, 1942; Kaston 1970)
- first mention of each arachnid species name (or genus name alone) should be followed by the describing author, then a comma, then year of description (i.e., Gertsch, 1947) (see Instructions to Authors for sources to consult for this information)
- leave a space on either side of an equal sign (i.e., $n = 4$, not $n=4$)
- sample size should be written as n ; not n , N , or N
- probability should be written as P ; not p , P or p

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- proper punctuation and spacing is: i.e., or e.g.,
- **Short communications:** do not use section headings in the body of the text
- **Short communications:** should be limited to 2 small figures or tables or 1 table and 1 figure

CITATIONS:

- the section heading should be LITERATURE CITED, not REFERENCES

****note: citation format was changed in May 2020****

Below is a properly formatted article citation:

Vincent LS, Vetter RS, Wrenn WR, Kempf JK, Berrian JE. 2008. The brown widow spider, *Latrodectus geometricus* C. L. Koch, 1841 in southern California. *Pan-Pacific Entomologist* 84:344–349.

- initials trail all author surnames, no periods except for the final author
- no space between author initials (i.e., "RS" not "R S")
- if more than 6 authors to a citation, list the first 6, then use "et al.", not italicized
- use a period after the final author's last initial
- year of publication: no parentheses, followed by a period
- title: in sentence case; i.e., capitalize only first letter of first word and proper names (except for titles in German)
- use a period after the title
- journal name is spelled out, in *italics*, neither a period nor comma at end
- volume number is in regular type, neither bold nor italics
- no issue number after volume number unless every issue in a year starts with page 1
- no space between the colon and opening page number
- closing page number is not truncated (i.e., 344-349, not 344-9)
- period after closing page number

Below is a properly formatted chapter in a book

Suter RB, Stratton GE. 2013. Predation by spitting spiders: elaborate venom gland, intricate delivery system. Pp. 241-251. *In* Spider Ecophysiology. (W. Nentwig, ed.). Springer, Heidelberg.

- sequence: Authors, year, chapter title, pages, book title, editor(s), publisher, location
- chapter title: only first letter of first word and proper names are capitalized
- pages listed as "Pp." not "pp.", closing page number not truncated (i.e., 241-251 not 241-51)
- the word "*In*" is italicized without a period or colon following
- book title: the first letter of each important word is capitalized
- if multiple editors, list them, initials preceding surname, and follow with "eds."
- use a period at the end

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Below is a properly formatted book

Vetter RS. 2015. The Brown Recluse Spider. Cornell University Press, Ithaca NY.

□ the first letter of the first word and each important word is capitalized

□ the number of pages in book should not be listed

WHEN TO USE PARENTHESES AROUND SPECIES AUTHOR AND YEAR:

□ The presence or absence of parentheses surrounding a species author and year of description should follow the format given in the World Spider Catalogue. This conveys information about the history of the name.

Stegodyphus dumicola Pocock,1898

The absence of parentheses around the author and year means that Pocock originally placed this spider in the genus *Stegodyphus*, with no taxon name changes since that time.

Stegodyphus lineatus (Latreille, 1817)

Here, the presence of parentheses means that Latreille originally placed this species in a different genus (*Eresus*); it was later placed the genus *Stegodyphus*.