

## Guidelines for Contributors

Revised March 2016

Proceedings and Papers of the Mosquito and Vector Control Association of California

*Proceedings and Papers of the Mosquito and Vector Control Association of California*, also referred to as *Proceedings*, is the official, professional publication of the Mosquito and Vector Control Association of California (MVCAC). The *Proceedings* is published once each year and includes papers based on presentations, including those for the Reeves young investigator award competition, given at the Association's annual conference. Publication of papers not presented at the MVCAC annual conference is also encouraged. The *Proceedings* publishes articles on the biology, ecology and control of mosquitoes and other vectors of disease.

**CONTRIBUTIONS: A contribution to the *Proceedings* is required from every speaker or poster presenter at the annual meeting of the MVCAC.** A full paper is encouraged; however, presenters may opt to submit an “extended abstract”. Publication of an extended abstract in the *Proceedings* will not preclude publication of a full manuscript elsewhere or in a subsequent issue of the *Proceedings*.

Submissions should be original contributions in the field of mosquito and vector ecology and control and provide information to benefit diverse interests in scientific and technical development, operations and programs, and management documentation. Please do not submit papers that have been previously published elsewhere. Papers that have been previously published as an abstract or an extended abstract may be submitted if the manuscript contains substantially more and different content than what was included in the previously published abstract or extended abstract. An excessive number of pages on one subject or by any one author is generally discouraged. Although preference is given to papers accepted on the conference program agenda, acceptability for publication rests on merit as determined by review of the editor. A nonmember author wishing to publish in the *Proceedings* is required to pay the registration fee for the conference.

**MANUSCRIPT FORMAT:** Manuscripts will only be accepted electronically. The body of the text, table headings and figure legends must be double spaced in Times New Roman font. In addition to the manuscript, images of all tables, figures or photographs must be submitted electronically. Common Microsoft-Office compatible word processing programs such as Microsoft Word or Excel for charts are preferred. Figures, tables and photographs may be either black and white or full color. Each table and figure should be provided as a separate file in either TIFF or JPEG format, and authors should print each file before submission to ensure that it is legible when reduced for publication. Authors should indicate placement of tables and figures within the body of the text. All manuscripts including extended abstracts should be submitted by the announced deadline

posted on the MVCAC website, typically 2-3 months following the end of the conference. If for any presentation no manuscript or revised abstract is received by the deadline, the abstract submitted before the conference will be considered that author's contribution to the *Proceedings*. Articles received after that time may be returned for resubmission for the next issue of the *Proceedings*. Authors should refer to the most recent issue of the *Proceedings and Papers of the Mosquito and Vector Control Association of California* for style and format and the *Journal of the American Mosquito Control Association* for guidance on scientific names.

The *Proceedings* subscribes to the scientific abbreviations of mosquito generic names used by the American Mosquito Control Association. A list of these scientific names are discussed in the Instructions for Contributors in each issue of the *Journal of the American Mosquito Control Association*. Bi-letter generic and tri-letter subgeneric abbreviations are used for Culicidae. Common abbreviations (et al., i.e., etc.) are not italicized. Use of the metric system (with English measurements in parenthesis) is encouraged. Footnotes should not be used in the body of the text.

The papers in the *Proceedings* will appear, for the most part, as submitted. Editorial liberties will be exercised in those instances where improved clarity is needed or where style is incorrect. Articles requiring extensive editing and articles that do not conform to style and instructions will be returned to the author for correction.

**SUBMITTED PAPERS:** Manuscripts (other than presentations at the conference) submitted for publication in the *Proceedings* will be treated as "Refereed or Peer Reviewed Articles." These will be sent for review by at least two or more scientists proficient in the subject. Following their comments and advice, the Editor will determine whether these should be published as Peer Reviewed articles.

#### FORMATTING REQUIREMENTS FOR SUBMITTED ABSTRACTS OR PAPERS

Submitted papers should be in the form of either (1) an **extended abstract** or (2) a **research article**, with formatting as described below. Required sections are similar for the two formats, with the primary difference being that extended abstracts would include no more than one paragraph per section, whereas a submitted paper would include greater detail consistent with standards for peer-reviewed scientific literature. Extended abstracts should not exceed 1500 words in length.

#### SECTIONS

**ABSTRACT:** Short summary of the manuscript

**TITLE:** Title of the study.

**AUTHOR INFORMATION:** Authors' names, organization(s), mailing address, e-mail address, and telephone.

**INTRODUCTION:** Background, justification, and objectives.

**METHODS:** Description of the materials and methods used.

**RESULTS:** Key findings of the study.

**DISCUSSION:** Summary and interpretation of the results.

**ACKNOWLEDGEMENTS:** Recognize those other than authors who have contributed to the manuscript and cite funding support.

**REFERENCES:** Full citation information for sources referenced in the text. See below for formatting.

Note that one table or figure may be included with an extended abstract (see guidelines below for tables and illustrations).

**PAGE NUMBERING:** Number pages consecutively. Tables and figures must be submitted as separate files as noted above.

**CAPTIONS FOR FIGURES AND TABLES:** Captions should be included as text in a labeled section at the end of the submitted manuscript, rather than incorporated into the table or illustration. Captions should include enough information so that the figure or table can be understood on its own, outside the context of the manuscript.

**TABLES:** Tables should be limited to those strictly necessary. Titles should appear at the top of the tables. Tables should be prepared with regard to the ultimate printed size of one (3 inch) or two columns (6-1/4 inches). Each table should be referenced with regard to placement within the text. Avoid long and complex tables.

**ILLUSTRATIONS:** Figures, graphs, line drawings and photographs must be submitted electronically as separate files. Figures should be numbered consecutively. As with tables, illustrative materials must be planned to fit reasonably within a one or two column format. Figures that are not clearly legible or that reproduce poorly will not be acceptable for publication. Because most figures may be reduced to one column width, the original lines and printing must be legible when reduction becomes necessary. Color may be used for figures.

**REFERENCES CITED:** Alphabetize references by the author's surnames. Within the alphabetical order, sequence should be by year beginning with the earliest publication date. Include only publications that are cited in the text; the style of the citations should conform to the format of the Journal of Medical Entomology. For more information, see the examples below and <[http://entsoc.org/pubs/publish/style/#References\\_Cited](http://entsoc.org/pubs/publish/style/#References_Cited)>. Users of reference management software can utilize the style for the Journal of Medical Entomology, available

for EndNote (<http://endnote.com/downloads/style/journal-medical-entomology>) or other reference management software (<https://zotero.org/styles/journal-of-medical-entomology>).

Example for citing a journal article

**Reinert, J. F., R. E. Harbach, and I. J. Kitching. 2004.** Phylogeny and classification of Aedini (Diptera: Culicidae), based on morphological characters of all life stages. *Zool. J. Linn. Soc.* 142: 289–368.

Example for a book

**Carpenter, S. J., W. J. LaCasse. 1955.** Mosquitoes of North America (North of Mexico). University of California Press, Berkeley, CA.

PROOF AND REPRINTS: Authors will receive a galley proof, as well as order forms for printed reprints. Major revisions at this stage will not be acceptable. Proofs with corrections, if any, should be returned within seven days to the MVCAC office following instructions provided with the proof. Authors will be provided with a high quality .pdf file of their manuscript suitable for sharing.

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