Argia and *Bulletin of American Odonatology*
Author Submission Guidelines

GENERAL SUBMISSION INFORMATION

Submit all materials via e-mail or some form of internet file sharing (Dropbox, Google Drive, or similar).

Argia submissions: send to Amanda Whispell - editor@dragonflysocietyamericas.org

BAO submissions: send to Steve Hummel - editorbao@dragonflysocietyamericas.org

- All articles must be submitted with a submission form
- Articles should be submitted in **Microsoft Word** or **Rich Text Format**
  No embedded images, figures, tables, or captions
- All photos and figures must be submitted as **separate files**
- Captions for all images, figures, and tables should be submitted in a **separate Word or RTF document**

ARTICLE FORMAT

Use minimal formatting – a single column with paragraph returns

- You may use bold / italic type as necessary
- Fonts or font sizes don't matter
- All submissions should start as shown below: lines 1 and 2 should list the article title and author names, respectively, line 3 should be left blank, and on line 4 you can begin your article text

1	Article Title
2	Author Name 1, Author Name 2, Author Name 3…
3	
4	Begin article text…

- Do not indent the start of each paragraph
- Separate each paragraph with a blank line (two "returns" after a paragraph)
- Use one space — not two — after each sentence
- Include the following either at the end of your article or on your submission form:
  - Contact information for each author
  - A one or two-sentence tagline about each author
    Ex: Amanda is the Editor-in-Chief of Argia and is busy writing manuscripts related to her work on color change in Argia apicalis *(blue-fronted dancer). She can be reached via her DSA email at editor@dragonflysocietyamericas.org or on her Twitter at @AmandaWhispell. For more information about her or her research, please visit www.amandawhispell.com.*

CITATION FORMAT

We use the **author-date style** of citation.

- In-text citations: Reference publications with no punctuation other than the parentheses; we do not cite page numbers here.

One author	Ex:	(Waage 1992)
Two authors	Ex:	(Conrad and Pritchard 1989)
Three or more	Ex:	(Tsubaki et al. 1997)

- **Reference list:**   Your reference list should not be indented. The citations that correlate to the In-text citations above should look like this:

  One author   Ex: Waage JK. 1979. Dual Function of the Damselfly Penis: Sperm Removal and Transfer. *Science* 203: 916–918. doi.org/10.1126/science.203.4383.916

  Two authors   Ex: Conrad KF, Pritchard G. 1989. An ecological classification of odonate mating systems: the relative influence of natural inter- and intra-sexual selection on males. *Biological Journal of the Linnean Society* 45(3): 255–269. doi.org/10.1111/j.1095-8312.1992.tb00643.x

  Three or more   Ex: Tsubaki Y, Hooper R, Siva-Jothy MT. 1997. Differences in adult and reproductive lifespan in the two male forms of *Mnais pruinosa costalis* Selys (Odonata: Calopterygidae). *Researches on Population Ecology* 39(2): 149–155. doi.org/10.1007/BF02765260

VARIOUS STYLE RULES

Voice   Write in **active voice**, not passive.
Ex: *We surveyed 12 ponds over the course of two field seasons* is better than *Twelve ponds were surveyed over the course of two field seasons*.

Numbers: Spell out numbers below 10; use numerals for everything else (unless it starts a sentence).

Family Names   Capitalize actual family names (e.g. Gomphidae); shorthand family names are acceptable in lower-case (e.g. gomphids).

Species Names   On first reference to any species, use *both* scientific and common names, in whichever order you prefer, according to the following formats:

Ischnura verticalis (Eastern Forktail)   or   Eastern Forktail (*Ischnura verticalis*)

On second or subsequent references, you can use either common or scientific names only. Common names should comport with the Official Checklist of North American Odonatology.

Locations   Although it may seem counterintuitive, most style manuals, including this one, mandate a second comma *after* "City, State" constructions (unless it falls at the end of a sentence).
Ex: *The DSA will hold its annual gathering in Orono, Maine, from 1-3 July 2015.*

Latitude/Longitude   You can use either decimal degrees or degrees, minutes and seconds (avoid other formats). Please follow these rules for either format:
- Decimal degrees should include either the direction (N or S of the Equator for latitude; and W or E of the Prime Meridian for longitude) *OR* negative values to indicate longitudes west of the Prime Meridian (The Americas) and for latitudes south of the Equator. If you use S or W to indicate direction *do not use* a negative value — it's redundant. Don't use more than 4 or 5 decimal places.
  Ex: The Statue of Liberty's location would be:
  42.6892N, 74.0445W   or   *42.6892, -74.0445*

- Degrees, Minutes and Seconds should include the proper symbols.
  Ex: The Statue of Liberty's location would be: 40°41'21.30"N, 74° 2'40.20"W

States: Please DO NOT use two-letter postal abbreviations for states (except in mailing addresses); everywhere else, write out the full name of the state.

Serial (Oxford) Comma   We use it.

Date Format: Use no punctuation – 4 July 2020

ADDITIONAL SUBMISSION FILES

Do not imbed additional files (images, figures, tables) in the text of your article. These documents should all be submitted as separate files and all should have file names that can easily be matched with their captions. Requirements vary depending on the type of graphic.

Images   Photographs should be either TIFF or JPG files — as large as is practical, but with a minimum of 300 pixels per inch.
- If you are unsure about the final size, note that graphics can be scaled down without a loss of quality, but they cannot be scaled up without the loss.
- Unless you are good at image editing, your best bet is to send the original file and let us make it look good for publication.
- The printable area of a page in Argia or BAO is 6.5 × 9.0 inches, so no graphics will exceed these dimensions.
- The editor will crop, scale, sample, and enhance photographs as deemed necessary.

Figures   Charts, graphs, diagrams, and other vector graphics (e.g. computer-drawn maps) can be submitted as raster graphics (PNG or TIFF) with a minimum of 600 pixels per inch.
- You may be asked to provide the raw data for charts and graphs if your submitted graphics are deemed unsatisfactory.
- When charts and graphs are generated in Excel or Numbers, please submit files with each chart or graph on a separate sheet and each sheet named appropriately (e.g. "Fig. 1", "Fig. 2", etc.).

Tables   Tables may be submitted as documents in Word or Pages or as spreadsheets in Excel or Numbers.
- If Excel or Numbers is used, place each table on a separate worksheet and name each worksheet appropriately (e.g. "Table 1", "Table 2", etc.).

ADDITIONAL BAO SUBMISSION REQUIREMENT:

When submitting an article to BAO you must also include an abstract that is written in both English and Spanish