

## Electronic submission advice for authors

Electronic submission is an easy, 5-step process

**Step 1** requires that you select the appropriate section of the journal from the pull-down menu. Normally, this would be “Research Paper” or “Scientific Note”. The “Review Articles” section is reserved for literature reviews.

The submission checklist will help you understand the requirements of the journal. Read each item and click each box, which signifies that your manuscript will conform to our requirements.

The “Comments for the Editor” section allows you to provide any information you wish to convey to the editor, including suggestions of reviewers. You may suggest potential reviewers who you think will provide a knowledgeable review of your work, but the editor is not obligated to use these reviewers. Please provide their full name, institutional affiliation, and email address.

This is a good place to indicate any special needs, such as the addition of color images.

When you have completed this section, click the “save and continue” button.

**Step 2** is uploading the manuscript. Normally, you use the browse button to select what will be loaded, then select the upload button. Use this area to upload the manuscript that will be sent to reviewers. You do not include high-resolution tiff files of figures here.

Now select “save and continue”

**Step 3** requires that you enter information about yourself, any other authors, plus the article title, abstract, and key words. Only boxes with an asterisk (\*) are required.

Select “save and continue”

**Step 4** involves uploading supplemental material. This is optional, but this is where you need to insert separate high-resolution tiff files for figures. Please name them Fig. 1, Fig. 2, etc.

Here you also have the option of uploading supporting data that will occur on the WWW site but not be printed. This could include additional photographs, for example. Do not include color images unless you want color; it is best if you convert the images to black and white yourself.

Select “save and continue”

**Step 5** is confirmation of submission. You need to select the “Finish Submission” button.

You and your coauthors will receive an email notification that your publication has been successfully submitted.

You can log onto the Florida Entomologist site anytime to see where your manuscript is in the review process.