

Policies and Instructions for Authors

Comparative Parasitology Policies and Instructions for Authors

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CONDITIONS FOR PUBLICATION

Scope of the journal

Comparative Parasitology (COPA) is published semiannually by the Helminthological Society of Washington. *Comparative Parasitology* publishes original research in all branches of parasitology with special emphasis on comparative research in parasite taxonomy, systematics, ecology, biogeography, and faunal survey and inventory within a morphological or molecular foundation.

Conditions of acceptance

Manuscripts are received by *COPA* with the understanding that:

1. all authors participated in the study and/or in the preparation of the manuscript;
2. all authors have read and understand the manuscript and consent to authorship;
3. the work, results, and ideas presented are original;
4. the work has not been previously published, is not currently under consideration for publication elsewhere, and will not be submitted elsewhere unless rejected by *COPA* or withdrawn by written notification to the editor of *COPA*;
5. if accepted for publication and published, the copyright is retained by the Helminthological Society of Washington and permission to reprint articles in whole or part must be obtained in writing from the editor of *COPA*;
6. reproduction and fair use of articles in *COPA* are permitted in accordance with the United States Copyright Revision Law (PL94-533), provided the intended use is for nonprofit educational purposes. All other use requires consent and fees where appropriate;
7. the corresponding author accepts the obligation for redactory fees and page charges, (U.S.\$50/page when at least 1 author is a member of the Helminthological Society of Washington at the time of publication; otherwise, U.S.\$100/page. Correction of authors' errors or revisions made on proofs are billed at the printer's current rate. Authors are reminded that added or removed characters may necessitate other corrections.);
8. animals from natural populations are obtained and used in accordance with regulations and policies of appropriate international, federal, or state agencies;
9. the transportation (including import/export of specimens), care, and use of animals for the research presented therein conform with the appropriate national guidelines (in the United States, the Animal Welfare Act; Lacey Act) and other applicable laws, guidelines, and policies. Authors should refer to the Guide for the Care and Use of Laboratory Animals (U.S. DHEW Publication Number [NIH] 86-23, as revised in 1985 or subsequently);
10. articles reporting original research, invited reviews, and research notes are evaluated by at least 2 anonymous reviewers. Other types of submission are reviewed and published on the judgment of the editor. The final decision of whether to publish is made by the editor after reviews and opinions of the editorial board are considered.

WHAT TO SUBMIT

Electronic submission

Transmit an electronic copy of the original manuscript file and files of any electronic illustrations. These files are used in review and redaction and can significantly reduce the time interval between submission and publication. Our first preferences for text are WordPerfect or Microsoft Word for PC; for photographic images, Photoshop or TIFF files. Authors may transmit electronic files on 3.5-inch disk, Joliet standard CD, or electronically as an e-mail attachment directly to the editor (bio_tjc@shsu.edu). Confirm all electronic submissions by

sending an e-mail notification of your submission *with no attachment* to the editor.

Paper submission

For original manuscripts, submit 1 original copy of the manuscript for review, critique and redaction. Include an electronic copy of the manuscript and figures as described under "Electronic Submission," above. Do not submit originals of figures and plates until submission of the revised manuscript. It is not necessary to submit a paper copy if manuscript is submitted electronically as an email attachment. For revised manuscripts, return 2 copies of the final revised manuscript, original illustrations, and the editor's markup copy of the original submission. Final decision regarding acceptance of the paper will be made only after receipt of a revised manuscript.

Submission and correspondence

It is the author's responsibility to retain a copy of the manuscript for reference and to protect against loss.

Manuscripts should be addressed to: Dr. Tamara J. Cook, Editor, *Comparative Parasitology*, Department of Biological Sciences, Sam Houston State University, Huntsville, Texas 77341-2116, U.S.A. E-mail electronic transmissions to bio_tjc@shsu.edu.

GENERAL INSTRUCTIONS

Manuscript preparation

- Word process manuscripts for 8.5 × 11-inch or A4 paper, DOUBLE-SPACED THROUGHOUT, including Title Page, Literature Cited, Tables, and Figure Legends.
- Use the double-space setting of your word processor; do not insert a hard return at the end of each line and do not use hard returns to double space the manuscript.
- Format tables using embedded cells or tabs; do not format tables by inserting multiple spaces.
- Leave at least a 1-inch (2.5 cm) margin on all sides. Avoid hyphens or dashes at the ends of lines; do not divide a word at the end of a line.
- Use the same font and type size (11–12 pt) throughout. Choose a type font that distinguishes between "1" (one) and "l" (lower case letter L). Do not use proportional spacing or justified right margin. Do not include line numbers.
- Assemble manuscript in this order: Running Head, Title, Author(s), Author(s)' addresses, Corresponding Author, Abstract, Key Words, Text, Acknowledgments, Literature Cited, Tables (each numbered with an Arabic numeral and with

heading provided), Figure Legends, Figures (each numbered with an Arabic numeral and identified by author and manuscript number on the reverse).

- Number pages consecutively, in the upper right corner, beginning with the title page (page 1), and including all pages submitted except figure pages.

General points of style

- Center and boldface all major section headings.
- Write out numbers beginning a sentence, otherwise use numerals throughout, except in common phrases such as "one of us . . .," etc.
- Provide geographical coordinates (at least degrees and minutes) of collection sites/localities.
- Spell out state, province, county, and other political or geographical divisions unless they are used in a table or figure with a key to the abbreviation(s).
- Country names should be spelled in English (e.g., Brazil *not* Brasil, Mexico *not* México). Names of localities, states, provinces etc. may be anglicized or written in the local language (e.g., Lago de Patzcuaro *or* Lake Patzcuaro).
- Specify U.S.A. in localities as appropriate (e.g., Iron Horse Lake, Pawnee County, Nebraska, U.S.A.).
- Double check for typographical errors and misspellings; use your spell-check program.
- The following abbreviations are used in conjunction with numerals: sec (second[s]), min (minute[s]), d (day[s]), wk (week[s]), mo (month[s]), yr (year[s]), ppt (parts per thousand), ppm (parts per million).
- Spell out "female" and "male" or use the symbols ♀ or ♂, respectively.
- General scientific style not delineated herein follows *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, 6th ed. 1994. Council of Biology Editors, Inc., Chicago, Illinois, U.S.A.

Use of taxonomic names and authorities

Scientific binomens must be included for all hosts and parasites mentioned. Common names are not required, but when they appear in a manuscript, their use should be consistent (i.e., include common names for no taxon, for all taxa, for all host taxa but no parasite taxon, or for all parasitic taxa but no host taxon, etc.). When used, provide the common name of each host species on first mention, or in a table when many hosts are involved.

For genus and species names and other italics, use either italic font or underlining, but be consistent in using one or the other.

Write out the genus name of a species in full when it is first mentioned in the text (after the Abstract), even if it is part of a series of species in the same genus. Thereafter, abbreviate the genus name, unless it is the first word of a sentence (e.g., “*Schistosoma mansoni* and *Schistosoma japonicum*” on first usage, subsequently, “*S. mansoni*” and “*S. japonicum*”). The International Code of Zoological Nomenclature recommends that if 2 or more genera begin with the same letter, generic abbreviations should distinguish genera (e.g., “*Aedes aegypti* and *Anopheles gambiae*” on first usage, subsequently “*Ae. aegypti*” and “*An. gambiae*”). Similarly, the specific name may be abbreviated in a trinomen (e.g., “*Trionyx spiniferus spiniferus* and *Trionyx spiniferus hartwegi*” on first usage, subsequently, “*T. s. spiniferus*” and “*T. s. hartwegi*”). Recognizing that the binomen and not the genus is abbreviated, *Comparative Parasitology* accepts manuscripts that conform to the International Code of Zoological Nomenclature recommendation without adopting the recommendation as the style of the journal.

Comparative Parasitology does not require that each species name be accompanied by a taxonomic author and date. However, full citation of a taxon (*Genus species* author, date) is encouraged when the manuscript conveys taxonomic intent. In all cases, be consistent in citation pattern (i.e., include taxonomic authors or authors and dates for no taxon, for all taxa, or for all parasitic taxa but no host taxon, etc.).

Genus and species names should not be used as adjectives (e.g., “*Schistosoma cercariae*”) or as plurals (e.g., “some *Schistosoma mansoni*”).

Use the species name to refer to the taxon; avoid using it to refer to individuals of a species or genus.

TITLE PAGE

The Title Page is page 1 and should include, in the following order:

- Running Head: Surname of first author et al.—short (3 or 4 word) version of title. All elements capitalized. Research Notes do not have a Running Head.
- Research Note* (if applicable).
- Title, in boldface, with major words capitalized; do *not* capitalize the entire title. (Do capitalize prepositions 5 or more letters long.)
- All lines of the title are left flush: do not center.
- Indicate country name with all place designations.
- Where possible, give common names of hosts, followed by the scientific names. Use of taxonomic author(s) in the title is optional.
- Authors' names, listed sequentially on the line, printed in “small caps,” and beginning at the left margin.
- Provide first names.
- Spell out and hyphenate double surnames (e.g., Salgado-Maldonado, *not* Salgado M.).
- Indicate by superscript number the reference to author address below.
- The last superscript number should refer the reader to the corresponding author footnote at the bottom of the page.
- Authors' complete mailing addresses, written out in full, including the full names (*not* acronyms) of all organizations, states, provinces, and countries, and e-mail addresses, if available, of each author.
- Footnote at the bottom of the page, indicating: (1) the corresponding author (the author to which all correspondence, proofs, billings, and reprint requests should be addressed); do not repeat the name and address (e.g., “⁴Corresponding author”), (2) the mailing address for reprint requests, if different from that of the corresponding author, and (3) the current address(es) of any of the authors if they are not the same as given above.

THE ABSTRACT

- The Abstract begins on page 2. The abstract is not indented and begins with the word “ABSTRACT” followed by a colon and the text of the abstract.

Be concise; include brief statements about the intent, methods, results, and significance of findings, and mention all new taxa.

Indicate systematic or nomenclatural acts but do not give diagnoses of new taxa in the Abstract.

Do not cite references or use abbreviations in the Abstract.

KEY WORDS

Immediately follow the Abstract on Page 2. This section is tab indented and begins with the phrase “Key Words” followed by a colon and a list of key words.

- Provide key words (usually up to 10 or 12) for indexing purposes. Include parasite and host names (both common and scientific names); major higher taxonomic groups (family, order, class, etc); geographic locality names; habitat names; state or province, country names; major methods used, etc.

TEXT

The text of a full paper begins on page 3 and consists of an Introduction, Materials and Methods, Results, Discussion, and Acknowledgments. Each section, except the "Introduction," is a first-level heading (centered, bold).

Three general levels of headings format are available.

First-level headings are bold and centered with all letters in capitals. First-level headings are applied only to primary manuscript sections (e.g., "Text," above, uses first-level format).

Second-level headings are bold, flush with the left margin, and begin with a capital letter. Capitals are used in the remainder of the heading only for proper nouns. Second-level headings are used as required to subdivide major sections of the manuscript (e.g., "Taxonomic descriptions," below, uses second-level format).

Third-level headings are tab indented, italic face, and begin with a full capital letter. Third-level headings end in a colon and the text follows immediately in normal case (e.g., "*Third-level heading: Text runs in ...*").

"Taxon-level" headings are reserved for taxonomic and faunal or distribution study papers. They are bold, centered, and begin with a capital letter. Capitals are used in the remainder of the heading only for proper nouns.

The paragraphs or sections of a Research Note do not have headings.

The "Introduction" has no section heading.

In the "Materials and Methods" section, report and describe all methods and techniques used in sufficient detail for the reader to duplicate the procedures. This can be done by citing standard references or previous articles.

The "Materials and Methods," "Results," and "Discussion" sections may be subdivided for clarity using second-level and third-level headings. If subdivisions are used they should be used consistently across primary sections of the manuscript.

In the "Acknowledgments" section recognize both the assistance of persons who are not authors and of supporting organizations. Spell out the organization name, do not use acronyms. Acknowledge funding sources and support. Indicate whether the work was done in partial completion of degree, and if so, the institution. Authors should acknowledge applicable collecting, import, or export permits and ethical approvals in this section.

Citations

Citations in the text follow the "Name-Year" or "Harvard System" style. Citations in the text:

1. are parenthetical by author and date, e.g., "(Snyder, 1996)";
2. are arranged chronologically and then alphabetically;
3. use "and" between authors (do not use "&");
4. use a comma between author(s) and the date;
5. use "First author et al." for 3 or more authors (if this is not sufficient to distinguish among cited works, add subsequent authors to each text citation as required);
6. are provided in the "Literature Cited"; and
7. include only published works.

Published works are those that meet the criteria for publication established by the *International Code of Zoological Nomenclature*, 4th edition. Most theses and dissertations are *unpublished works* under these criteria. In the rare instance that an author must refer to an unpublished work it is cited as a personal communication, e.g. (Ormières, 1967, personal communication), or as an unpublished work, e.g., (Modak, 1998: unpublished thesis, University of Kalyani, Kalyani, West Bengal, India).

Taxonomic descriptions

Descriptions of new taxa and redescriptions of known taxa should be presented instead of the "Results."

Taxonomic descriptions include 5 subsections: the taxon name and figure callout, diagnosis, description, taxonomic summary, and remarks. Taxonomic descriptions should conform as closely as possible to the following format and order.

Name of the taxon as a taxon-level heading (bold, centered, sentence case capitalization). The intention of authors to establish new nominal taxa must be explicit. Authors must make their intentions explicit in the headings by using appropriate abbreviations of Latin or anglicized terms for "new family" ("fam. nov." or "n. fam."), "new genus" ("g. nov." or "n. g."), new species ("sp. nov." or "n. sp."), new subspecies ("ssp. nov." or "n. ssp."), etc. The abbreviation "nom. nov." ("nomen novum") is used only to indicate a new replacement name. The abbreviation "stat. nov." should not be used.

Figure numbers follow parenthetically as a taxon-level heading on the line immediately under the taxon name.

The "**Diagnosis**" subsection follows, beginning with "Diagnosis" as a second-level heading. The diagnosis should be written in "telegraphic" style but should not be subdivided.

The "**Description**" subsection follows, beginning with "Description" as a second-level heading. The

description section should be written in telegraphic style and may be logically subdivided using third-level headings (e.g., “*Males:*,” “*Females:*,” “*Redia:*,” etc.).

The “**Taxonomic Summary**” section follows and comprises of several paragraphs (each of which begins with a third-level heading, flush left) to establish the:

“*Type host:*” Use full common and species binomen on first mention where possible. Taxonomic authorities and dates are not required unless authors wish to express explicit intentions regarding host taxonomy (e.g., “Hermann’s tortoise, *Testudo hermanni*” or “Hermann’s tortoise, *Testudo hermanni* Gmelin, 1789”).

“*Type locality/collection date:*” Include geographical or political location and geographic coordinates. Collection dates and collectors may be included in this section (e.g., “South Catalonia, Spain, 41°23’14”N; 2°11’17”E, 17 December 1993, by Carlos Feliu”).

“*Site(s) of infection:*” (e.g., “Cecum”).

“*Prevalence, intensity, and abundance of infection:*” Report mean, standard error, or standard deviation, and range as available (e.g., “Seven of 29 hosts sampled (24%, 25.7±25.4, 2–65”).

“*Specimens deposited:*” Give the museum names and accession (catalog) numbers of all deposited type and voucher specimens. *Comparative Parasitology* requires that all such specimens be deposited in a qualified, curated museum collection. Retention of name-bearing-type specimens in private collections is in violation of the International Code of Zoological Nomenclature. See *COPA*, 2000, 67(2):189 for more details.

“*Records:*” For redescriptions, list other geographic and host associations and cite previous reports.

“*Specimens examined:*” Identify by loaning museum and accession (catalog) numbers, other specimens examined.

“*Etymology:*” Describe the origin and meaning of the proposed new name.

The “**Remarks**” subsection follows, beginning with “Remarks” as a second-level heading. Discuss in full text (*not* telegraphic style) the features of the new taxon, compare it with existing taxa, and clearly discuss the features that differentiate the proposed taxon from existing taxa. In single-description papers, this subsection can replace the Discussion.

Authors should examine recent issues of *COPA* for examples of style and format of taxonomic descriptions.

Faunal and distribution studies

Comparative Parasitology welcomes original research in parasite systematics, distribution and faunal survey. These contributions often incorporate a significant review of the existing knowledge of the geographical distribution and host–taxon relationships of parasites. Faunal and distribution studies are presented in a format similar to that used for taxonomic descriptions.

Reports of faunal association and distribution (i.e., reviews of host and locality records) replace the “Results” section.

The format for a faunal and distribution study may be structured by parasite taxon, host taxon, or locality. The format outlined below is appropriate for a faunal study structured by host taxon. *Authors should adapt this format to suit the structure and scope of their data.*

A faunal study structured by host taxon is divided into host subsections using taxon-level headings (i.e., each host taxon begins a new section). Each host section includes 1 subsection for each parasite taxon reported. Parasite sections begin with the parasite taxon formatted as a second-level heading. In turn, each parasite section may include the following subsections: the parasite taxon name, figure callout, prevalence and intensity, site(s) of infection, type host, other reported hosts, locality records, specimens deposited, specimens examined, other known specimens, and remarks. The parasite taxon header and figure callout are formatted as second-level headings. Remaining subsections begins with the subsection name formatted as a third-level heading. The subsections defined here are not exclusive: authors should add or remove subsections to suit their study. See Barger, *COPA* 71(2), 2004, pp. 118–119 for an example of a complete faunal and distribution review. See Guzmán-Cornejo et al., *COPA* 70(1), 2003, pp. 11–25 for an example of a faunal study. See Dronen et al., *COPA* 70(2), 2003, pp. 140–154 for an example of a checklist adaptation of the format.

The general format of a faunal study structured by host taxon is discussed as a self-referential example below.

Host taxon

Authority, date of publication

An unheaded host paragraph follows the host taxon header and presents sample sizes, sampling dates,

sampling localities, and any applicable host data (e.g., size, age, sex distributions, etc.).

Parasite species Authority, date

(Figs. 1–2)

As appropriate, figure numbers follow parenthetically as a second-level heading on the line immediately under the parasite taxon heading.

(Syn. Synonym sp., Authority, date). As appropriate, synonymy is presented in an unheaded paragraph following the parasite taxon header and figure callout. If systematic or nomenclatural changes are proposed, authors must make their intentions explicit by using appropriate abbreviations (e.g., “syn. nov.” or “n. syn.”).

The remaining subsections follow as a series of paragraphs (each of which begins with a third-level heading). Each paragraph presents data from the current study followed by data from other known studies. Citations of other reported studies follow their data parenthetically, and reports are separated by semicolons. These sections report the:

“*Prevalence, intensity, and abundance:*” Report mean, standard error or standard deviation, and range as available, e.g., “Seven of 29 hosts sampled (24%, 25.7 ± 25.4, 2–65); 3 of 9 hosts sampled (33%) (Adler, 1968).”

“*Site(s) of infection:*” (e.g., “Cecum”).

“*Type host:*” Use full common and species binomen on first mention where possible. Taxonomic authorities and dates are not required unless authors wish to express explicit intentions regarding host taxonomy (e.g. “Hermann’s tortoise, *Testudo hermanni*” or “Hermann’s tortoise, *Testudo hermanni* Gmelin, 1789”).

“*Other reported hosts:*” Follow instructions for “type host,” above. Cite references for host reports that are not a result of the current study. Use a comma to separate citations from their host reports and a semicolon to separate host reports, e.g., “Ornate box turtle, *Terrapene ornata*, (Blair, 1976); Eastern box turtle, *Terrapene carolina*, (Stock, 1972)” or “Ornate box turtle, *Terrapene ornata* (Agassiz, 1857), (Blair, 1976); Eastern box turtle, *Terrapene carolina* (Linnaeus, 1758), (Stock, 1972).”

“*Locality records:*” Include geographical or political location and geographic coordinates where available, e.g., “Kanagawa, Japan (35°30’N; 139°50’E); Shiga, Japan (Yamaguti, 1941); Wakayama, Japan (Yamaguti, 1935b).”

“*Specimens deposited:*” Give the museum names and accession (catalog) numbers of all deposited type and voucher specimens.

“*Specimens examined:*” Identify by loaning museum and accession (catalog) numbers, other specimens examined.

“*Other known specimens:*” Give the museum names and accession (catalog) numbers of other known type and voucher specimens.

The “*Remarks*” subsection follows, beginning with “*Remarks*” as a third-level heading. Discuss in full text (*not* telegraphic style) conclusions or significant synthesis regarding the parasite taxon. Justification for specific nomenclatural or systematic acts should be presented here. Occasionally, a parasite taxon appears more than once in a single manuscript (e.g., a single parasite taxon is reported from 2 or more host taxa in the current study). In these cases, remarks on a parasite taxon that are applicable to several host taxa should be presented on the first appearance of the parasite taxon. On subsequent appearance authors should refer to their previous remarks (e.g., “see remarks on *Gregarina munieri* under *Diabrotica undecimpunctata*”). Alternatively, authors may present remarks of a more inclusive nature in the “*Discussion.*”

LITERATURE CITED

Published and unpublished works

Published works are those that meet the criteria for publication established by the *International Code of Zoological Nomenclature*, 4th edition. Most theses and dissertations are *unpublished works* under these criteria. In the rare instance that an author must refer to an unpublished work it is cited as a personal communication, e.g. (Ormières, 1967, personal communication), or as an unpublished work, e.g., (Modak, 1998: unpublished thesis, University of Kalyani, Kalyani, West Bengal, India).

General points of style

- All journal names must be written in full.
- Verify all citations against original sources, especially journal titles, accents, diacritical marks, and spelling. Capitalize nouns in German.
- List in alphabetical order by first author’s surname, and secondarily in chronological order.
- For any single author or combination of authors that appears more than once, list the full author citation for each reference cited. (Do not replace names with an underscore after their first appearance.)
- If a reference does not fit on a page, carry the entire reference to the next page.

- Format this section by paragraphs with hanging indentations using the sample formats provided below.

Sample formats

Journal article:

Snyder, S. D., and V. V. Tkach. 2001. Phylogenetic and biogeographical relationships among some Holarctic frog lung flukes. *Journal of Parasitology* 87:1433–1440.

Book:

Levine, N. D. 1980. *Nematode Parasites of Domestic Animals and of Man*, 2nd ed. Burgess Publishing Company, Minneapolis, Minnesota. 477 pp.

Book chapter:

Amin, O. M. 1985. Classification. Pages 27–72 in D. W. T. Crompton and B. B. Nickol, eds. *Biology of the Acanthocephala*. Cambridge University Press, Cambridge, U.K. (Total number of pages of the book is optional.)

Russian monograph translations:

Skrjabin, K. I. 1952. *Key to the Parasitic Nematodes. Volume 3: Strongylata*. Academy of Sciences of the U.S.S.R., St. Petersburg. Translated from Russian for the U.S. National Science Foundation and Department of Agriculture by the Israel Program for Scientific Translations. 1961. Office of Technical Services, U.S. Department of Commerce, Washington. 434 pp.

TABLES

- Begin each table on a separate page.
- Tables should be double-spaced.
- Each table must have a title written in paragraph style, beginning with the word “Table.” Only the first word of the title, proper nouns, and appropriate scientific names are capitalized.
- Tables are numbered sequentially using Arabic numerals.
- Tables should be able to “stand alone” (i.e., the title and the body of the table should be understandable without reference to the text).
- Species names are spelled out in full the first time used in the title or table. The generic name is abbreviated on subsequent use.
- Use only horizontal lines to separate title, column headings, and body.
- Separate and align columns clearly using tabs or embedded tables, not sequential spaces.
- Do not reduce the size of type used in tables. Tables may span pages or be printed using landscape format if necessary.
- All abbreviations and/or symbols, including statistical notations, should be identified and/or defined by footnote below the table.
- Use sec, min, hr, d, wk, mo, yr, and 3-letter abbreviations for months.

- Spell out “female” and “male” or use the symbols ♀ or ♂, respectively.
- Designate footnotes using the following obligate symbol sequence: * † ‡ § || ¶ #.

FIGURE LEGENDS

- Begin on a separate page with the phrase “Figure Legends” as a first-level heading.
- Double-space Figure Legends and group them according to figure arrangements. Quadruple space between groups.
- Each figure or plate of figures must have a caption.
- The caption is written in paragraph style, beginning with the word “Figure(s).”
- For plates, a summary statement should precede the specific explanation of each figure. Bold leading element and figure references as shown below. Avoid repeating information for each figure that can be placed in the summary statement. (e.g., “**Figures 1–4.** Life cycle of *Gregarina coronata* n. sp. **1.** Trophozoites. **2.** Immature gamonts. **3.** Mature gamonts. **4.** Oocysts.”)
- Species names are spelled out in full the first time used in each caption.
- The caption must contain an explanation of all abbreviations used on the figures and indicate the value of lines or bars used to show size (unless the value is shown directly on the figure).

PREPARATION OF FIGURES

General production of figures

Figures are black-and-white halftones (photographs), drawings, or graphs. *Consult editor about color.* Reproduction in *COPA* is virtually identical to what is submitted, thus illustrations must be prepared to professional standards. Excessive flaws will not be corrected.

Maximum length for published figures is 8 inches (20.3 cm), including legend.

Two published widths are available: a) single column, 2.5 inches (6.4 cm) or b) double column, 5.5 inches (14 cm). Authors should indicate designed preferences in their cover letter.

Original photographic prints should be submitted in final journal size; if submitted oversize, no larger than 10 × 13 inches (25 × 33 cm).

Original black-and-white illustrations may be submitted oversize but if you wish to submit a single illustration or plate larger than 15 × 24 inches (47 × 80 cm), please consult the editor. Photopositive prints of larger oversized figures are permissible. Most line-art illustrations reproduce well when they are prepared

at 120% of intended publication size. Given prior notice, we can arrange for the production of figures from original plates as large 48 × 96 inches, but this requires cooperation during preproduction to assure the author's satisfaction with final production plates.

Lines should be wide enough, and symbols and type large enough, to remain legible when the figures are reduced for printing. Reduction to less than two third the original size should be avoided.

Lines and printing must be sharp, dark, and uniform. Coarse dot matrix printing, graphics produced by most word-processing programs, and freehand lettering are not acceptable.

Number figures with Arabic numerals in the order in which they are referred to in the text. Refer to recent issues of COPA for examples.

Multiple figures or photos should be arranged, if possible, to be read left to right, top to bottom.

Arrange multiple figures to minimize "white space" and reduction.

Place symbols, scale bars, regression formulas, units, etc., directly on the figure rather than in the figure legend.

Graphs must "stand alone" (i.e., they should be understandable without reference to the text). Each axis should be completely labeled directly on the figure rather than in the figure legend. Coarse dot matrix printing, hand-drawn figures or lettering are not acceptable.

Figure labels should contrast sufficiently with the background to be easily read.

Groups of photographs should be "butted," i.e., mounted neatly together with no white space between. The press will insert white separation lines.

Leave a margin around each figure (including photographs) of at least 0.5 inch (1.2 cm) and 1 inch (2.5 cm) at the top.

Single figures need not be mounted. You may submit loose, unmounted figures for plate composition in the editorial office with prior consent of the editor. Otherwise, mount groups of figures, arranged as the author desires to form a plate, on a *white* hardboard backing, using artist's wax, dry mount paper, or a stable clear glue. *Do not* use rubber cement, which darkens with age.

Use press-on letters very carefully, because they can flake and break. They can be protected by a clear spray fixative or clear tape. Typed or handwritten letters are unacceptable. Use Arial font for labels on figures prepared in graphics programs.

Attach a protective cover sheet over the entire figure or plate.

Legibly mark all mounted figures and/or figure plates on the back with the author(s)' name(s),

Manuscript number, Running Head title, and figure number, and indicate "TOP."

Photos must be produced by standard processes or by diffusion-transfer imaging (PMT). Halftone photos are unsuitable for publication.

Electronic figures

- When accompanying paper submissions, enclose a hard copy for use by the editors, as well as a 3.5-inch diskette, ZIP disk, or Joliet standard CD with the file(s).
- When accompanying electronic submissions, send as a separate e-mail attachment directly to the editor (rclopton@oakmail.peru.edu) or on a 3.5-inch diskette, ZIP disk, or Joliet standard CD.
- Submit grayscale images at final print size and 450-dpi resolution.
- Submit line-art images (bitmaps, images containing only black-and-white pixels) at final print size and 1,200-dpi resolution.
- Our first preference is for image files in Photoshop (PSD) or Tagged Image File Format (TIFF, TIF) formats. The TIFF files may be compressed using ZIP or LZW options. Contact the editor before submitting Encapsulated PostScript (EPS) files.
- Image files in Joint Photographic Experts Group (JPEG, JPG), Graphics Interchange Format (GIF), Portable Network Graphics (PNG), and EPS formats are acceptable. However, these formats all either depend on lossy compression or must be rasterized for redaction. They are thus less predictable and may produce images inferior to PSD and TIFF formats.
- Figures created in Microsoft PowerPoint or Microsoft Excel may be submitted as native files. Alternatively, print a good, clean copy of such files and scan the output as appropriate (450 dpi for grayscale, 1,200 dpi for line art) to produce a PSD or TIFF file.
- If you have questions regarding format, contact the editor.

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