

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. *COPA* 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 for acceptance

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

1. All authors have participated in the study and/or in the preparation of the manuscript.
2. All authors have read and understood 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under consideration for publication elsewhere, and will not be submitted elsewhere unless rejected by *COPA* or withdrawn by written notification to the editor of *COPA*.
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7. The corresponding author accepts the obligation for redaction fees and page charges.
8. Animals from natural populations are obtained and used in accordance with the 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 conforms 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 (Institute of Laboratory Animal Resources, Commission on Life Sciences, National Research Council, 1996) as revised in 1996 or thereafter (available through the Office of Animal Care and Use, National Institutes of Health <http://oacu.od.nih.gov/regs/guide/guide.pdf>).
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 based on the judgment of the editor. The final decision on whether to publish is made by the editors after the reviews and opinions of the editorial board are considered.

SUBMISSION AND REVISION

Original manuscripts

Process and author expectations: Original manuscripts are assigned a working manuscript number

and evaluated by at least 2 anonymous reviewers. Authors will receive an e-mail acknowledging submission and assigning a *COPA* flow number for each manuscript submitted. After external review, authors will receive an email including both external reviews, editorial suggestions for revision, and an editorial recommendation for manuscript disposition (revise, resubmit, or reject).

Hard copy submission: The editorial communications of *COPA* are primarily electronic, although hard copy submissions are accepted. Submit 1 original and 3 copies of the manuscript for review, critique, and redaction. Do not submit originals of figures and plates until submission of the revised manuscript. Final decision regarding acceptance of the paper will be made only after receipt of a revised manuscript.

Electronic submission: Transmit an electronic copy of the original manuscript files and any illustrations as an email attachment to the editorial office at copaeditor@gmail.com. Please send a separate cover email advising the office of your submission in case the files are lost in transmission. Many institutions limit the size of outgoing email attachments. In such cases, you may transmit a series of files as individual email attachments. Please advise the office of the total number of submission files in your cover email. Very large files may be submitted on Joliet standard CD-ROM through post or courier, through a third-party file transmission service, or through arrangement with the editorial office (copaeditor@gmail.com).

Revised manuscripts

Process and author expectations: Revised manuscripts are evaluated by the editors and, depending upon the scope of the required revision, may be subject to external rereview. Authors will receive an email reporting the disposition of the manuscript (accept for publication, rerevise, or reject).

Hard copy revision: Return 2 copies of the final revised manuscript, original illustrations, and the editor's markup copy of the original submission.

Transmit an electronic copy of the revised manuscript files and files of any electronic illustrations. These files are used in the final redaction and publication process and can significantly reduce final redaction time, redaction costs, and errors in publication proof sheets.

Electronic revision: Transmit an electronic copy of the revised manuscript files and any illustrations as an email attachment to the editorial office at

copaeditor@gmail.com. Please send a separate cover email advising the office of your revision in case the files are lost in transmission. Many institutions limit the size of outgoing email attachments. In such cases, you may transmit a series of files as individual email attachments. Please advise the office of the total number of submission files in your cover email. Very large files may be submitted on Joliet standard CD-ROM through post or courier, through a third-party file transmission service, or through arrangement with the editorial office (copaeditor@gmail.com).

Proof, publication, and reprints

Process and author expectations: Once a suitably revised manuscript is received, the manuscript is queued for publication in the next issue. The January and July issues close for queuing and begin the external proof and publication process on approximately October 15 and April 15 preceding publication, respectively. Manuscripts accepted after these dates are queued for the next issue. When an issue closes for queuing and begins the external proof and publication process, manuscript text and graphics are redacted by the editorial office and authors receive a preproof in PDF (Adobe Portable Document File) format for review and return within 72 hr. Changes are made in preproof without charge. Final manuscript files are subject to external copyediting and typesetting by Allen Press, Inc., and authors receive formal PDF proofs for review and return with 72 hr. Changes (excepting printer's errors) made in formal proof incur redaction fees. After editorial receipt of all corrected proofs, final corrections are made and the issue is scheduled for printing and distribution.

Reprints: Authors receive instructions for purchase of paper reprints or high-resolution PDF reprints with their formal proofs. Such reprints are purchased independently through Allen Press, Inc. Authors who are members of the Helminthological Society of Washington at the time of publication will receive PDF reprints for reprint request distribution free of charge after publication.

Submission and correspondence

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

Hard copy correspondence should be addressed to: Dr. T. J. Cook, Managing Editor, *Comparative Parasitology*, Department of Biological Sciences, Sam Houston State University, Huntsville, Texas

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The editorial office works primarily with Microsoft Word, Microsoft Excel, Adobe Photoshop, Adobe Illustrator, and Adobe Acrobat files. Thus we prefer DOC, PSD, TIFF, XLS, or PDF files in PC format, but manuscript files created with most text and illustration editors on Apple and IBM-compatible platforms are acceptable. Refer to *Preparation of Figures* below for specific electronic format instructions for tables and figures.

Authors may transmit electronic files on Joliet standard CD-ROM, USB drive, or electronically as an e-mail attachment directly to the editor (copaeditor@gmail.com). Confirm all electronic submissions by sending a separate e-mail notification of your submission *with no attachment* to the editor.

GENERAL INSTRUCTIONS

Manuscript preparation

- Prepare manuscripts for 8½ × 11-inch paper, *double spaced throughout*, including title page, literature cited, tables, and figure legends.
- 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 (preferably 12 pt Times New Roman). If using a font other than Times New Roman, choose a type font that distinguishes between “1” (one) and “l” (lowercase letter L). Do not use proportional spacing or justified right margin. Do not include line numbers.
- Assemble the manuscript in the following 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 provided with a heading), figure legends, figures (each numbered with an Arabic numeral, if submitting hard copy figures, each should be identified by author on the reverse).
- Number pages consecutively, centered in the bottom margin, beginning with the title page (Page 1) and including all the pages submitted except figure pages.

General points of style

- Use only 1 space between sentences. Eliminate extra spaces between words.

- 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”
- Provide geographical coordinates (degrees and minutes followed by cardinal direction) 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) in the accompanying legend or footnote(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 Pátzcuaro *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.
- 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 the hosts and parasites mentioned. It may be appropriate to provide the common name of each host species at first mention or in a table when many hosts are involved.
- Genus and species names must appear in an italic font face.
- 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 generic name unless it is the first word of a sentence (e.g., “*Schistosoma mansoni* and *Schistosoma japonicum*” on first usage and subsequently, “*S. mansoni*” and “*S. japonicum*”).
- The specific name may be abbreviated in a trinomen (e.g., “*Trionyx spiniferus spiniferus* and *Trionyx spiniferus hartwegi*” on first usage and subsequently, “*T. s. spiniferus*” and “*T. s. hartwegi*”).

- If 2 or more genera begin with the same letter, generic abbreviations may distinguish the genera (e.g., “*Aedes aegypti* and *Anopheles gambiae*” on first usage and subsequently “*Ae. aegypti*” and “*An. gambiae*”). Such differentiation is not required and is left to the discretion of the author(s), but be consistent in abbreviation pattern throughout the manuscript.
- COPA 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 all taxa, for all parasitic taxa but no host taxon, or for no taxon).
- 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.
- Where appropriate, give common names of hosts, followed by scientific names. Use of taxonomic authorities in the title is optional but discouraged since their inclusion decreases the precision of most web-based search engines.
- Author block as follows (use this article’s author block as example):
- Authors’ names. List sequentially on the line in “small caps,” beginning at the left margin.
- Include first names.
- Spell out and hyphenate double surnames (e.g., Salgado-Maldonado, *not* Salgado M.).
- Indicate by superscript number the reference to the author’s address in the address block.
- The highest superscript number should refer the reader to the corresponding author.
- Address block as follows (use this article’s address block as example):
- Authors’ complete affiliation and mailing addresses written out in full, including the full names (*not* acronyms) of all organizations, states, provinces, and countries. The e-mail address of each author follows parenthetically.
- Precede each address by superscript number to match author reference.
- Address block ends with highest superscript number of author block followed by correspondence statement indicating (1) the corresponding author (the author to whom 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 whose current address is not the same as that given in the affiliation.

STANDARD SECTIONS OF THE MANUSCRIPT

Running head and title

The running head and title begin page 1 and are formatted as follows in this order:

- Running head. Indicator “RH:” followed by the surname of first author (and “et al.” as appropriate), and a short (3 or 4 words) version of title separated from the author by a single hyphen. All elements are capitalized, do not include ellipses in preceding instructions. (e.g., RH: CLOPTON ET AL.—POLICIES AND INSTRUCTIONS FOR AUTHORS). Research Notes do not have a running head.
- Research Note (if applicable), title case, bold face.
- Title block as follows:
- Title. In bold face, with major words capitalized; do *not* capitalize the entire title. (Do capitalize prepositions 5 or more letters long.)
- All lines of the title are flush left; do not center.
- Indicate country name with all place designations.

Abstract

- The Abstract follows the address block (do not begin a new page). 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. This section is tab indented and begins with the phrase “Key Words” in small capitals 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, and country names; major methods used, etc.

Text

Heading formats: The text of a full paper follows immediately after the key words and consists of an Introduction, Materials and Methods, Results, Discussion, Acknowledgments, and Literature Cited. Each section, except the “Introduction,” is a first-level heading (centered and 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 (Materials and Methods, Results, Discussion, Acknowledgments, and Literature Cited), e.g., the heading “STANDARD SECTIONS OF THE MANUSCRIPT,” above uses the 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., the heading “Running head and title,” preceding, uses the 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., the heading “Heading formats” at the beginning of this section uses the third-level format).
- “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.
- The “Materials and Methods,” “Results,” and “Discussion” sections may be subdivided for clarity using second-level and third-level headings. If subdivisions are employed, they should be used consistently across the primary sections of the manuscript.

Materials and methods: In this section, report and describe all the 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.

Acknowledgments: In this section, recognize both the assistance of persons who are not authors and that of supporting organizations. Spell out organization names; do not use acronyms. Acknowledge funding sources and support. Indicate whether the work was done in partial completion of a degree and, if so, indicate the name of 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 the 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 or subsequent prevailing edition). Note that 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 in the "Results" section.

Taxonomic descriptions include 5 subsections: 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.

Taxon name and figure callout subsection

- 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 for anglicized Latin terms for "new family" ("n. fam."), "new genus" ("n. g."), new species ("n. sp."), new subspecies ("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.

Diagnosis subsection

- Begins with "Diagnosis" as a second-level heading.
- The diagnosis should be written in "telegraphic" style but should not be subdivided.

Description subsection

- Begins 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 subsection follows and comprises several paragraphs (each of which begins with a third-level heading, flush left) to establish
- "Type host:." Use full common and species binomen at 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 for all deposited type and voucher specimens. COPA requires that all such specimens be deposited in a qualified, curated museum collection. Retention of name-bearing type specimens in private collections is a violation of the *International Code of Zoological Nomenclature*. See COPA, 2000, 67(2):189 for details.
- "Records:." For redescriptions, list other geographic and host associations and cite previous reports.
- "Specimens examined:." Identify the other specimens examined by loaning museum and accession (catalog) numbers.
- "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* in telegraphic style) the features of the new taxon, compare it with existing taxa, and clearly discuss the features that differentiate the proposed taxon from the existing taxa.
- In single-description papers this subsection can replace the Discussion.

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

Faunal and distribution studies

COPA 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 in the next section 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. The remaining subsections begin 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.*

The general format of a faunal study structured by host taxon is discussed as a self-referential example given in the next section.

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).

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., “n. syn.”).

The remaining subsections follow as a series of paragraphs (each of which begins with a third-level heading, flush left). 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:

“*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 at 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 the same instructions given in the previous list item for “type host.” 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 for all deposited type and voucher specimens.

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

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

Remarks

The “*Remarks*” subsection follows, beginning with “*Remarks*” as a second-level heading. Discuss in full text (*not* in telegraphic style) the 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 at 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.

Authors should examine recent issues of *COPA* for examples of the style and format of a faunal or distribution study.

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 in the next section.

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, U.S.A. 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, United Kingdom. (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, D.C., U.S.A. 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 they are used in the title or table. The generic name is abbreviated upon subsequent use.
- Use only horizontal lines to separate title, column headings, and body.
- Separate and align columns clearly.
- 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 in a footnote below the table.
- Use sec, min, hr, d, wk, mo, yr, and 3-letter abbreviations for months.

- 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 subsequently. 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 they are used in each caption.
- The caption must contain an explanation for all abbreviations used on the figures. Indicate the value scale bars directly in the figure, do not report scale bar values in the figure legend.

PREPARATION OF FIGURES

General production of figures

Format: Figures are black and white halftones (grayscale illustrations and photographs), drawings, or graphs. Halftone figures are published as halftone screen images. Drawings and graphs are published as line art images. *Consult editor about color.* Reproduction in *COPA* is virtually identical to what is submitted; thus, illustrations must be prepared to professional standards. Flaws will not be corrected.

Publication size: Maximum length for published figures is 8 inches (20.3 cm), including legend. Two published widths are available: (1) single column, 2.5 inches (6.4 cm), or (2) double column, 5.5 inches (14 cm). Authors should indicate design preferences in their cover letter.

Lettering and scale bars

- Number figures with Arabic numerals in the order in which they are referred to in the text

(do not refer to individual figures or elements using letters). 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.

- Figure labels and lettering should contrast sufficiently with the background to be easily read. Use black lettering against light backgrounds and white lettering against dark backgrounds. Combine and offset black and white lettering to form a contrasting “drop shadow” against mixed, high-contrast backgrounds. Do not use white circles to offset black lettering from a dark background.
- Orient all scale bars at right angles to the page margins and indicate their values centered directly above the scale bars themselves. Do not indicate multiple values for a single scale bar. Do not report scale bar values in the figure legend.
- Place symbols, scale bars, regression formulas, units, etc., directly on the figure rather than in the figure legend.
- Coarse dot matrix printing or hand-drawn figures or lettering are not acceptable.

Examples

Authors should consult recent issues of *COPA* for examples of figure preparation. Notable models include the following.

Halftone plates and line artwork

- **Jensen, K., and J. N. Caira.** 2008. A revision of *Uncibilocularis* Southwell, 1925 (Tetraphylidae: Onchobothriidae) with description of four new species. *Comparative Parasitology* 75:157–173.
- **Clopton, R. E., T. J. Cook and J. L. Cook.** 2007. Revision of *Geneiorhynchus* Schneider, 1875 (Apicomplexa: Eugregarinida: Actinoccephalidae: Acanthosporinae) with recognition of 4 new species of *Geneiorhynchus* and description of *Geneiorhynchus manifestus* n. sp. parasitizing naiads of the green damer, *Anax junius* (Odonata: Aeshnidae) in the Texas big thicket. *Comparative Parasitology* 74:273–285.

Graphs

- **Barger, M. A.** 2007. Congruence of endohelminth community similarity in Creek Chub (*Semotilus atromaculatus*) with drainage

structure in southeastern Nebraska. *Comparative Parasitology* 74:185–193.

- **Peterson, N. A.** 2007. Seasonal prevalence of *Ribeiroia ondatrae* in one population of *Planorbella trivolvis* (= *Helisoma trivolvis*), including notes on the larval trematode component community. *Comparative Parasitology* 74:312–318.

Hard copy submission

- Original photographic prints should be submitted in final journal size; if submitted oversized, no larger than 10 × 13 inches (25 × 33 cm).
- Original black and white illustrations may be submitted oversized but no larger than 15 × 24 inches (47 × 80 cm). *Note:* Photopositive prints of oversized figures are permissible. Most line art illustrations reproduce well when they are prepared at 120% of the intended publication size.
- 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 66% of 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.
- Groups of photographs should be “butted,” i.e., mounted neatly together with no white space between. The press will insert grave lines (white separation lines). Leave a margin around each figure (including photographs) of at least 1/2 inch (1.2 cm) with 1 inch (2.5 cm) at the top.
- Mount each figure or plate (group of figures, arranged as the author desires) on a white hardboard backing, using artist’s wax, dry mount paper, or a stable clear glue. (The editor recommends a good-quality glue stick and double-weight Bristol board or white matte board.) *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.
- Do not submit loose, unmounted figures without the prior consent of the editor. In

consultation with the author, the editor will assemble and label line art and photographic plates using suitable unmounted figures when suitable facilities and equipment are not available to the author.

- 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.
- Original figures will not be returned unless requested by the authors.

Electronic submission

Figures submitted electronically are directly re-dacted for typesetting and publication. These images should be prepared at full publication size. Do not leave white space margins when preparing electronic figures.

Halftone plates

- Include photographic and grayscale images.
- Are submitted as 8-bit grayscale, 450 dpi images at final publication size.
- Combine individual photographic panels to fill a rectangle at 1 or 2 column width (do not leave a “hanging” panel that creates excess white space).
- Use black lettering against light backgrounds and white lettering against dark backgrounds. Combine and offset black and white lettering or use a 1 pixel inverted “stroke” to form a contrasting “drop shadow” against mixed, high-contrast backgrounds. Do not use white circles to offset black lettering from a dark background.
- Figures are numbered using Arial font, 6 mm height.
- Figures and scale bars are labeled using Arial font, 3 mm height.
- Use 5 pixel width for scale bars.
- Indicating arrows use the following settings: line width, 5 pixels; arrow width, 250%; arrow length, 450%; arrow concavity, 25%.
- Grave lines separating individual photographic panels in a combined plate are white and 5 pixels width.

Line art

- Figures include drawings and graphs (anything published in black and white with no intermediate grayscale tones).
- Figures are submitted as bitmapped, 1,200 dpi images at final publication size.
- Arrange multiple figures to be read left to right, top to bottom and to minimize “white space.” (Placing scale bars and figure numbers internally rather than marginally increases the space available for individual figures and reduces white space.)
- Figures are numbered using Arial font, 6 mm height.
- Figures and scale bars are labeled using Arial font, 3 mm height.
- Use 15 pixel width for scale bars.
- Indicating arrows use the following settings: line width, 15 pixels; arrow width, 250%; arrow length, 450%; arrow concavity, 25%.
- Orient all scale bars at right angles to the page margins and indicate their values centered directly above the scale bars themselves. Do not indicate multiple values for a single scale bar.

Graphs

- 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.
- Graphs should include abscissa and ordinate axis and labels.
- Axis labels read as the scale of the accompanying axis increases (i.e., abscissa labels read right to left, ordinate labels read bottom to top).
- Axis tick marks should be used sparingly.
- Do not include orientation lines in the field of the graph itself.
- Do not use a 3-dimensional marker unless a z-axis is present and labeled (i.e., do not use 3-dimensional effects in a 2-dimensional graph).
- Most graphs that are square in outline can be designed for 1 column reproduction (width and height, 2.5 inches [6.4 cm]). Rectangular graphs can usually be designed for reproduction in 2 columns (width, 5.5 inches [14 cm]; height, 2.5 inches [6.4 cm]). Multiple graphs of these dimensions are often individually numbered and arranged to form a single comparison plate.

- Font size and line width varies depending upon the nature and size of the graph, but the following specifications are satisfactory for most graphs:
- Figure numbers in multiple graph comparison plates, Arial font, 6 mm height
- Graph titles in multiple graph comparison plates, Arial font, 3 mm height
- Axis lines, 8–10 pixels width
- Trend or “fever” lines, 12–15 pixels width
- Axis titles, Arial font, 2 mm height
- Axis tick labels, Arial font, 1.5 mm height
- Data markers, 1.5 mm height, preferably in the following order of use: open and closed circle (●○), open and closed square (■□), open and closed triangle (▲△), open and closed diamond (◇◆), open and closed inverted triangle (▼▽).
- In bar graphs, use 12 pixel outlines and differentiate data series in the following order: open, closed, 35% gray, left hatch, right hatch.

File Formats

Before submitting image files to *COPA*, authors should

Ensure adequate file resolution and appropriate color mode

- 450 dpi 8-bit grayscale mode for halftone and grayscale figures.
- 1,200 dpi bitmap mode for line artwork figures.
- Convert color files (RGB, DuoTone, CMYK, LAB color space modes) to 8-bit grayscale or bitmap as appropriate.

Save figure files using one of the following formats:

- TIFF (Tagged Image File Format) with LZW compression. (Flatten layers in line artwork figures.)
- Native Adobe Illustrator (.AI) or Photoshop (.PSD) files. Flatten layers in line artwork figures. Merge layers in grayscale figures to produce an image layer and a layer containing all lines, lettering, and grave lines.
- PDF (Portable Document Format). If figure includes embedded grayscale or photographic images, ensure that these figures are not down-sampled to less than 450 dpi resolution.
- Microsoft Office documents are generally unsuited for publication. However, such

figures may be printed as PDF files for submission. In the case of graphs made in EXCEL, authors should submit both the PDF file and an EXCEL file containing the original graph and supporting data (delete unnecessary or proprietary data, links, and worksheets from the submission file).

Naming figure files. Use the following convention: *Author_Fig_#1_#2.ext* where *Author* is the last name of the lead author, *#1* and *#2* are the first and last figures in the file, and *ext* is the file format extension. For example, “Snyder_Fig_1_5.TIFF” signifies a file containing a single plate of figures 1 through 5 in Tagged Image File format submitted by Snyder.