

The received manuscripts for their assessment and possible publishing in *Dugesiana* are revised at least by two anonymous specialists who are familiar with the area of study and usually not part of the editorial committee. It is essential that the reference of three specialists is sent by the author as well as their e-mail addresses since they are considered when assessing.

In order to have reviewed the work to be published in *Dugesiana*, the manuscript has to follow the next publishing rules:

- The manuscript is to be written in Word, double space, with a margin of 2.5 cm and indentation of 0.5 cm.
- No special format: delete automatic spacing between paragraphs, no spacing out with spacing key and no using Microsoft Word headlines.
- Written with Times New Roman format, size 12.
- Numbered pages. Add page number below and centered.
- Manuscripts in Spanish, English and Portuguese are accepted.

Text should contain the following aspects: original language title, title in Spanish, abstract, key words, abstract in English, introduction, material, as well as methods. Results, a discussion, acknowledgments and references to quoted literature (as literature cited). Headline should be written in capitals, bold and centered. Manuscripts in Spanish, English and Portuguese are preferred. Should the manuscript be in Spanish or Portuguese, then it should contain a title in English.

- Short title as headline, no more than 16 words. Regarding scientific names, last name and year of description should be separated by a comma. It is important to add name of order and family in parenthesis. Every title should be written in two languages, where mainly English and Spanish will be used.
- Complete name of authors in capital and small letters, followed by the corresponding addresses related with superscript numbers as well as the corresponding author marked with an asterisk.
- Addresses or affiliations of authors should be indicated initially with the superscript number that corresponds to them. Mention the dependencies in hierarchical order from lower to higher degree. For example: Departamento de Zoología, Instituto de Biología, Universidad Nacional Autónoma de México. Do not abbreviate the names of institutions, and add the city, state and country (in this order).
- Add ORCID number for each author.

- Abstract: paragraph that should not exceed 300 words, not include references.
- Keywords: up to eight words, many of which are included in the title of the paper.
- Resumen: Spanish version of abstract (must be a translation, never something different). Not exceed 300 words.
- Palabras clave: Spanish version of keywords, with the same indications.
- Subtitle headings in “Introduction, Material and Methods, Results, Discussion and Acknowledgments” sections will be written in initial capital letters and bold.
- Scientific names should be always be written in italics, but never underlined. The first time mentioned, they should be followed by the author/authors who described the specie and year of description, separated by a comma. e.g. “*Oxyporus lawrencei* Campbell, 1974.” This format should also be included in the abstract. In case of quoting names regulated by a nomenclature code being different to the one used in zoology, the family name belonging to taxon should be written in parenthesis. The descriptor full name should be written as well.
- At the end of the article and in a separated page, the footnotes and tables, with their respective headings, will be included. For editing purposes, the tables should never be drawn as images, do it using the Word tools.
- Figures, maps, or photographs will be presented separately from the text in TIFF format with a resolution of 300 ppp or larger. All of them should be numbered continuously as figures, according to the manuscript body. In case of having several, it is essential to have them organized as plates. Colored pictures are accepted, provided that their resolution is high (600 ppp), as well as their definition; as long as their colored publishing is really essential. Pictures not accomplishing these requirements will not be published in color. All of them should be uploaded in the platform of the magazine. As for their assessment, it is necessary to send a pdf file including all the pictures.
- Regarding pictures and charts taken from another source, either the author should be mentioned or their authorship should be mentioned.

- Acknowledgments: besides the names of people and institutions that supported the work, credit can be given to projects, programs, scholarships as well as other data concerning the work as well as authors. In that case, you should include not only the name of the institution, that is, organization, but also the name and/or number of project, that is, contract.
- Literature cited: literature is to be written without commas between the author and year, e.g.: (López 1980), (López y Hernández 1980). It is worth remembering that in this way, quote and reference to the descriptor as well as a taxon's description can be differentiated. Do not use the operator "&" (ampersand); as well as indentation, justification or numeration. All references should be organized alphabetically. If several articles from the same author are to be mentioned; these will be presented in alphabetical, chronological order as well as by number of authors. In case there are two articles with the same author and year, they are to be differentiated by using the letters 'a', 'b'... Titles of book, magazine as well as the title of a thesis should be written in italics (quotes from thesis and congress or symposium reports should be avoided as much as possible). Website references are not allowed; nevertheless, references from electronic publishing, data base as well as software may be included. Conjunctions from the authors should be written in the original language, e.g.: y, and, et, und.

Examples:

Books [no total page number]:

Morón, M.A., B.C. Rattclife y C. Deloya (Eds). 1997. *Atlas de escarabajos de México: Coleoptera: Lamellicornia, Vol. I Familia Melolonthidae*. CONABIO-SME, México, D.F.

Write the corresponding city according to the date. Some cities might change through time, such as Mexico City.

Book chapters [the name of the editors organized in a similar way as the name of the chapter's authors]:

Edmunds, G.F. and D. Waltz. 1995. Ephemeroptera. (pp. 126-163). In: Merritt, R.W. and K.W. Cummins (Eds.). *An Introduction to the Aquatic Insects of North America*. Kendall-Hunt, Dubuque.

Articles [the journal's name should be written completely; not to forget that the number of journal should be written when it exists. As for *Folia Entomologica Mexicana*, *Acta Zoologica Mexicana*, *Zootaxa* as well as publishing only using the number (leaving out the volume), parenthesis should be for the number of the magazine.

Fitzgerald, T.D., A. Pescador-Rubio, M.T. Turna and J.T. Costa. 2004. Trail marking and processionary behavior of the larvae of the weevil *Phelypera distigma* (Coleoptera: Curculionidae). *Journal of Insect Behavior*, 17(5): 627- 646.

Huerta, C. y G. Halfpter. 2000. Factores involucrados en el comportamiento subsocial de *Copris* (Coleoptera: Scarabaeidae: Scarabaeinae). *Folia Entomológica Mexicana*, (108): 95-120.

Kohlmann, B. and A. Solís. 2006. New species of dung beetles (Coleoptera: Scarabaeidae: Scarabaeinae) from Mexico and Costa Rica. *Zootaxa*, (1302): 61-68.

Thesis [is recommended to avoid this type of references]:

Contreras-Ramos, A. 1990. *The immature stages of Platyneuromus (Corydalidae) with a key to the genera of larval Megaloptera of Mexico*. M. Sc. Thesis, University of Alabama, Tuscaloosa.

Congresses, symposia and other meetings reports [Avoid in this type of references. If is necessary to include this type of references please contact the editor].

Online publications and websites, database and software (e-mail address and search date should be included)

Oksanen, J., F. Guillaume Blanchet, R. Kindt, P. Legendre, R. B. O'Hara, G. L. Simpson, P. Solymos, M. H. H. Stevens and H. Wagner 2011. vegan: Community Ecology Package. R package version 1.17-8. <http://www.rproject.org/>. Search date: 12 de diciembre de 2016.

Linbos. 2014. Los insectos del bosque seco. <http://1.linbos.net/>. Search date: December 12th, 2016.

Sistema Meteorológico Nacional. 2016. Información climatológica. [http:// smn.cna.gob.mx/es/climatologia/informacion-climatologica](http://smn.cna.gob.mx/es/climatologia/informacion-climatologica). Search date: December 12th, 2016.

Steinkraus, D. 2004. Strange facts about soldier beetles infected with the poorly known fungal pathogen, *Erynnopsis lampyridarum*. Papers of the 2004 Entomological Society of America Annual Meeting and Exhibition. Available on: https://esa.confex.com/esa/2004/techprogram/paper_17245.htm. Search date: December 12th, 2016.

Regarding contributions for taxonomy and study methodology areas, headlines are up to the author's criteria; however, it is highly recommended to have pictures. Catalogs, inventories, description of species, among others should be included in this section. Manuscripts about some particular groups, such as Odonata, Coleoptera, among others, should mention aspects about the taxa biology, study methodologies (in field and others), as well as dichotomous keys, at least at a family level. It is highly recommended to

include figures that should be organized as prints. The work should be original and focused mainly either on Mexico or the Neotropical region.

As for taxonomy works, recommendations from “The International Code of Zoological Nomenclature”, fourth edition (1999) should be kept in mind.

All remarks concerning single specie should include biological information of a native species or in the worst case, it can be found in one of the states from the Mexican Republic. The title should be the scientific name of the specie being studied, as well as the author and year of description. In the following line, the common names should be mentioned (in case there are some). Two taxonomic categories, at least, should be written below, centered, in upper case and lower case letters. Each category should be separated by two dots, as well as the information of the specie should be included in the following line. It is worth remembering to include a draw or good-quality picture that should be sent in TIFF format with a resolution of 300 dpi or larger. The objective of this piece of work is to make public original information about the specie being studied. e.g.:

Megasoma elephas Fabricius, 1775

“Escarabajo elefante”, “ronrón”

Coleoptera: Melolonthidae

No reprints, only digital which can be downloaded from the magazine website: <http://148.202.248.171/dugesiana/index.php/DUG/issue/archive>

Taxa description

Adapted to the features of the article. It should include the following elements: name, diagnosis, description, type of material, etymology, biology, distribution, as well as taxonomic remarks.

Taxonomy and study methodology

Headlines should include: resumen, abstract (in English), introduction, taxonomical work, discussion, thank-you note, as well as references. In case of considering other

sections, those can be included provided that the headlines are written in capital letters and centered; subtitles in capital and small letters as well as an indentation. This type of contributions will be a detailed study of a particular taxon.

Essay

Headings should include: Resumen, Abstract, Introduction, Discussion, Conclusions and / or suggestions, Acknowledgments and Literature quoted. In case it is considered necessary to include other sections, these can be included respecting: headings written in capital letters and centered in the text; uppercase and lowercase captions and indented. The essays must be analytical works and with clear propositions or positions on the part of the author(s).

Scientific note

Not accepted.

Book reviews

Not accepted.

It is considered that the author(s) agree with publishing the results of the research in the journal “Dugesiana” and to testify that there is no conflict of interests, as well as to claim that it is an original version and it has not been sent to another magazine to be assessed.

For any other situation not related to the ones mentioned, please get in touch with the editor.

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