

## Featured Creatures Format

Last Revision: 01/03/2024

### Check all boxes before submission:

- Please contact Dr. Rhodes [erhodes@ufl.edu](mailto:erhodes@ufl.edu) before you begin working on a Featured Creatures article. Creatures are reserved in advance so we do not have multiple authors working on the same article at the same time.
- Articles must show how the chosen species can impact Florida if it is not already here.
- Featured Creatures has moved to the FOJ system (<https://journals.flvc.org/edis/login?source=%2Fedis> this is the same platform used for Florida Entomologist and the Journal of Nematology). We will now use this system for EDIS and Featured Creatures articles. (Note: The editor will add a standard purpose and intended audience statement used for all Featured Creatures articles to each submitted article before sending them to the Dean for final approval. Therefore, you may add your own to the introduction, but it is not required.)
- All EDIS documents now have a required submission format. Please use the template. Click on the EDIS Word Template box found here: <https://edis-admin.ifas.ufl.edu/> to download it.
- When you submit your article here <https://journals.flvc.org/edis/login?source=%2Fedis> please include at least four potential reviewers and their emails so I can contact them. Add this information to the comments to the editor section.
- For Featured Creatures we are required to have at least one external reviewer, one internal reviewer, and a readability reviewer from county Extension or your commodity area.
- Note you can select two different journal sections for the department — Entomology & Nematology or Featured Creatures (Organism Fact Sheets). Please select the correct section.
- One author on every Featured Creatures article must be a University of Florida faculty member. You can have *up to three* authors on a publication.
- Include all figures in the text where you would like them to be in the final version. If you wish to upload separate figure files in addition to the main file, please upload them in a single zipped file folder.
- When you submit online add any additional authors on the form so they will be

**included on the final publication.**

- **Articles are now published as EDIS articles first. Once the EDIS version has been published, it is linked to the Featured Creatures website. There can be a delay between publication and this link depending on how busy our website guru is.**

### **Things to consider**

People read information on a computer screen differently than they do pages in a book or magazine. For Web pages it is better to have more white space as this makes reading easier. Instead of using long paragraphs, break up concepts into smaller paragraphs in each section. If you don't do this, the editor reserves the right to do so, but you can certainly make suggestions if you do not agree with this type of editing.

- **Remember that this audience is not accustomed to many of the commonly used acronyms in scientific writing. With the exception of units of measure and U.S., do not use any acronyms.**
- **Spell out the genus of the organism every time it is used.**

While the FC should be written to a much higher educational level than is usual for most extension publications, please do not write it as you would for a scientific publication. Many of the people visiting the FC Web site are not entomologists. This also means that while entomological jargon may be used, you should decide if it needs to be defined in the text, as in:

..... jargon (short definition).....

In some cases the editor may add such a definition using the **Torre-Bueno Glossary of Entomology**. You do not need to define terms commonly found in a good dictionary or a basic biology text.

### **Content requirements**

Content requirements for Featured Creatures (FC) publications can differ, as organisms can differ significantly by taxonomic class; or by classification as pests, beneficial organisms or organisms important in bio-diversity. However, examine any of the Featured Creatures pages and you will see that we do have a standard order for information, as in:

### **Title**

**Common Name *Genus species* Author (Class: Order: Family)**

**common name**

This should be the correct common name, if any, as listed in the [ESA Common Name database](#); or [the Common Names of Arachnids](#); or another authority.

If not located in these or other databases, but the organism has a local common name, use it and identify it as such, as in:

Asian ambrosia beetle, granulate ambrosia beetle (suggested common names)  
or  
an acrobat ant, a tiger beetle, etc.

If the organism of choice has more than one common name at different stages of development, be sure to note the additional name(s) and life stage(s) as well. For example:

**common name: hickory horned devil (larva), regal moth or royal walnut moth (adult)**  
**scientific name: *Citheronia regalis* (Fabricius) (Insecta: Lepidoptera: Saturniidae: Citheroniinae)**

## scientific name

Complete scientific name, with identifier spelled out completely and classification, as in:

*Crematogaster ashmeadi* Emery (Insecta: Hymenoptera: Formicidae: Myrmicinae)

Listing the subfamily is not required.

## Authors

Include full names, institutions, and e-mails for all authors.

## In-page Links

After stating the common and scientific names, create a listing of the major headings you choose to include in the document. **Please try and follow the order you find in other Featured Creatures articles. This makes articles easier to read.** These are some standard headings used in FC articles:

**Introduction - Synonymy - Distribution - Description - Life Cycle - Hosts - Economic Importance - Management - Selected References**

Now list the detailed information under each heading.

## Introduction

This can be as short or as long as you need it; FC has both. Do not add material to this section that should be in other sections (**Distribution**, **Hosts**, etc.) unless you very briefly cover it here and then expand on it in the other sections. For example, it is fine to mention that an arthropod is a major pest of “named host” here and then go into detail in **Hosts**.

## **Synonymy**

Not a required section! Add this section if applicable. Cite authority if available, such as (ITIS 2012) - the [Integrated Taxonomic Information System](#).

## **Distribution**

Please ensure country names are current, i.e., Belize, not British Honduras; avoid the use of numerous listings of county or state records; maps should be included when available. While a University of Florida publication, use a map that shows the highest level of distribution as this makes it more useful for people from other states or countries.

## **Description**

If sufficient information is available (even if just two or three sentences on each stage) break out into the different life stages; i.e., adult, egg, larva (nymph), (prepupa), pupa, etc. As in:

**Eggs:** (note the colon) The eggs of the.....

Ensure that case is similar. For example, please do not have “**Eggs:**” and then state “The egg...” If you wish to say “The egg...” then have “**Egg:**” singular. Whichever you chose, make the other life stage headings agree in case.

## **Life Cycle and/or Biology**

These may be split into two sections if there is enough information, once again break out into the different life stages if you can.

## **Hosts or Host Plants**

Certainly list the most important hosts, but also include less important hosts. Use a separate paragraph for any minor hosts.

## **Economic Importance**

Cover all areas, not just the one you are interested in. For example, if you are studying ornamentals, and the organism is also a pest in vegetables, you need to mention (in depth if necessary) that area also. Include specific details, if possible, describing losses (of crops, ornamental sales, etc.) in terms of dollars is more relatable for the reader.

## Damage

If a pest, cover all commodity areas; areas in which the organism is a minor pest can be just briefly mentioned. This is a broad category, and may be broken into more specific headings if necessary (Crop Damage, Structural Damage, etc.).

## Management

If enough information is available, break out into biological, cultural, mechanical, chemical subheadings. As in:

**Chemical control:** (note the colon)

Based on your host-damage information, the FC editor suggests you add links to the UF/IFAS Insect/Nematode/Citrus Management Guides, unless you have a better resource.

- **Do not list any specific chemicals or insecticides in this section. First of all, these FC documents are not updated rapidly enough to reflect the changing recommendations for products. Secondly, the average user of Featured Creatures does not need this information, and providing it may even be harmful. This is also a good area to mention precautions for any insecticide handling or application. It may also be prudent to mention adverse effects of any products (like if they damage other beneficial insects, or contaminate nearby water, etc.).**

## Additional notes for all sections

Numbers which are not measurements should be written out if they are single digits. For example, three instars, two to three weeks, seven to 12 aphids per plant, three tarsal segments, 11 antennal segments, etc.

Remember that these are fact sheets that the general public often read. Therefore, include standard American measurements (inches for length, °F for temperature, etc.) in parentheses after any metric measurements you give.

Avoid using double spaces after a period. This seems to be a common practice, and results in lots of unusual characters popping up in place of those spaces when the page is put onto the Web.

## Selected References

Journal names should be spelled out completely as it does not cost us extra to use more electrons and many FC users will not understand the abbreviations.

Online references should follow the format given in the [Columbia Guide to Online Style](#). Since the Guide to Online Style is no longer available free online, consider, at some time early in your career if you are a student, buying the book, as you will be using online references more and more. Otherwise, look at any of the online references in other Featured Creatures.

Authors should be listed as: Roosevelt FD. **or** Roosevelt FD, Lincoln A, Eisenhower DD.

**Not as:** Roosevelt, F.D. or Roosevelt, F,D, A. Lincoln and D.D. Eisenhower.

Authors with the “III” or “Jr” after their name should be listed as: Roosevelt Jr FD.

### More Standards

Depending on the species, other sections may be added and/or some of the ones listed above may be omitted. It is a good idea to look at other FC publications on the type of organisms you will be writing about.

Write as much as you like and, frankly, the more images the better. Remember, you must have the right to use all images. The editor maintains and follows strict copyright standards. Color images are best.

### Figures

When using images, **place the image** and appropriate caption after the paragraph that you want your image to follow.

**Figure caption = Figure #.** Followed by a detailed description of the image, including complete scientific name and identifier name. Photograph by name of photographer (emailofphotographer@them.com), organization.

**Example:**



**Figure 3.** Adult female polyphemus moth, *Antheraea polyphemus* (Cramer) (dorsal view). Photograph by [Donald W. Hall](#), University of Florida.

**\*\*\*Your FC will first become an EDIS document in that format, making it available in two locations and increasing its exposure. Once the EDIS version is published, it is linked to the FC webpage. Your document and photos will also be shared on the UF Entomology and Nematology Department social media sites (Facebook, Twitter and Pinterest).\*\*\***

- **Every three years we will ask that you review your document and suggest changes, authors can revise their FC publication as they deem necessary.**

The editor reserves the right to edit publications as the distribution widens or other significant information becomes available, such as new hosts, references, etc. When authors are available to contact, such changes will be relayed to them first for approval. When a FC document is revised, those revisions are also passed on to the EDIS editor so that your publication is also updated in EDIS.

### **The publication process:**

**Submission:** The editor receives an e-mail from the EDIS publication website once you submit your article. Before sending for review, the article is checked by the editor. The editor will ask you to correct major issues (lack of faculty co-author, lack of explanation of relevance to Florida if not already present here, and major formatting issues) before sending the article out for review, so make sure to follow the guidelines of this document to avoid delays.

**Review:** The article is sent out by the editor via the website for peer review. Two reviews must be received before the editor can send the article back for revisions. Providing a list of potential reviewers helps expedite the review process. Please note that the editor sends out weekly reminders to reviewers and will add a new reviewer every two weeks until two reviews are received, so please be patient with the process. Reviewers can recommend one of four things: accept, revisions, resubmit for review, or reject. After the peer review and revision process, the article must go through administrative approval by the Department Chair and the Dean before it can be accepted.

**Accept:** If both reviewers recommend the article be accepted and any minor suggested changes can be made by the editor, the article will be sent for administrative approval (see below) without being sent back to the authors for revision. This is uncommon.

**Revisions:** Most articles are sent back to the contact author, via the website, for revisions. EDIS now requires revisions to be completed within 90 days. The article will automatically be declined after 90 days and there is nothing the department editor can do about it. Reminders are automatically sent by EDIS and the decline comes from EDIS. Please upload both a clean version and a track changes version. A response to reviewers' comments is helpful, especially if reviewer suggestions are extensive, but not required.

**Resubmit for review:** In this case, a 2<sup>nd</sup> round of peer review occurs after revisions are submitted. This will only happen if both reviewers recommend resubmit for review or if one reviewer recommends rejection. This is rare for FC articles.

**Reject:** This would only happen if both reviewers recommended the article be rejected. This would be extremely rare. No FC articles have been rejected to date to the knowledge of the department editor.

**Administrative Approval:** Once the revised article is submitted, the editor proofreads the revised article and corrects any minor grammatical and/or formatting issues. The article is then sent to the Department Chair for approval. The Department Chair will sometimes ask for corrections. If the editor is unable to make the changes, the article will be sent back for revisions. The article is then sent to the Dean for approval. Once the Dean approves it, the article is then accepted.

**Copyediting and Publication:** These two steps are handled by editors in the IFAS office. The department editor has no access to these steps nor any control over how long they take. Once the article is published on EDIS, it is linked to the Featured Creatures webpage. There is a delay between the two and the length of the delay depends on how busy the department's web guru is.

If you have any other questions or suggestions on how to improve this guide, contact:

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