

## Guidelines for Contributors

Revised November 2017

Proceedings and Papers of the Mosquito and Vector Control Association of California

*Proceedings and Papers of the Mosquito and Vector Control Association of California*, also referred to as *Proceedings*, is the official publication of the Mosquito and Vector Control Association of California (MVCAC). The *Proceedings* is published once each year and includes papers based on presentations, including those for the Reeves Young Investigator Award competition, given at the Association's annual conference. Publication of papers not presented at the MVCAC annual conference is also encouraged. The *Proceedings* publishes articles on the biology, ecology and control of mosquitoes and other vectors of disease. Papers and abstracts are grouped within symposia as presented at the conference.

**CONTRIBUTIONS: A contribution to the *Proceedings* is required from every speaker or poster presenter at the annual meeting of the MVCAC.** A full paper is encouraged; however, presenters may submit an “extended abstract”. Because the *Proceedings* is not ‘peer reviewed’, publication will not preclude submission of a full manuscript elsewhere.

Submissions should be original contributions in the field of vector biology, ecology and control, and provide information on scientific and technical development, operations and programs, and management. Do not submit papers that have been previously published elsewhere. Papers that have been previously published as an abstract or an extended abstract may be submitted to the *Proceedings* if it substantially extends previous content. Although deference is given to papers from the conference program, acceptability for publication rests on merit as determined by the Editor. Papers in the *Proceedings* will be edited for English, clarity or style. Articles requiring extensive editing or that do not conform to style and instructions will be returned to the author for revision.

**MANUSCRIPT FORMAT:** Manuscripts will only be accepted electronically. The body of the text, table headings and figure legends must be double spaced in Times New Roman font 12 and submitted as a Microsoft Word file. In addition to the manuscript text, images of all tables, figures or photographs also must be submitted electronically and may be either black and white or full color. Each table and figure should be submitted as a separate image file in either TIFF or JPEG format. Authors should print each image file before submission to ensure that all text on the figure are legible when reduced for publication in either 1 (3 inch) or 2 column (6.25 inch) format. Authors should indicate placement of tables and figures within the body of the text (e.g., Place Fig. 1 here). All manuscripts including extended abstracts should be submitted by the announced deadline posted on the MVCAC website, typically 2-3 months following the end of the conference. If no

manuscript or revised extended abstract is received by the deadline, the abstract submitted before the conference will be considered that author's contribution to the *Proceedings*. Articles received after submission deadlines may be returned for resubmission in the next year's issue of the *Proceedings*. Authors should refer to the most recent issue of the *Proceedings and Papers of the Mosquito and Vector Control Association of California* for style and format.

The *Proceedings* subscribes to the scientific abbreviations of mosquito genera presented in the *Journal of the American Mosquito Control Association*. Bi-letter generic and tri-letter subgeneric abbreviations are used for *Culicidae*. All scientific names should be in italics. Common abbreviations (et al., i.e., etc.) are not italicized. Use of the metric system (with English measurements in parenthesis) is encouraged. Footnotes may not be used in the body of the text.

**SUBMITTED PAPERS:** Manuscripts (other than presentations at the conference) submitted for publication in the *Proceedings* will be reviewed by the Editor with the assistance of the Research Committee as needed.. A nonmember author wishing to publish in the *Proceedings* is required to pay the registration fee for the conference.

**FORMATTING REQUIREMENTS FOR SUBMITTED PAPERS OR ABSTRACTS.** Submitted papers should be in the form of either (1) an **extended abstract** or (2) a **research article**, formatted as described below. Required sections are similar for the two formats, with the primary difference being that extended abstracts should include no more than one paragraph per section, whereas a submitted paper should include greater detail consistent with standards for peer-reviewed scientific literature. Extended abstracts should not exceed 1500 words in length. Suggested manuscript sections with formatted examples in blue are presented below along with suggested minimal requirements for extended abstracts.

Title: [Title of your paper]

Example: Drone-mounted aerial larviciding: early evidence from field trials

Authors: [List names of authors without titles or degrees, use footnotes if from separate affiliations]

Example: A. Paige Turner<sup>1</sup>, Monty S. Carlo<sup>2</sup>, and Will U. Membrit<sup>1\*</sup>

Affiliations: [give name of organization, city, and ZIP code; use footnotes if more than one affiliation, should match footnotes above; use \* to indicate the corresponding author, one per paper]

Example:

<sup>1</sup> Anytown Mosquito Abatement District, Anytown, CA 98765

<sup>2</sup> Institute for Statistical Analysis, University of Hard Knocks, Nexttown, CA 98764

\*Corresponding author email: Example: willmembrit@anytownmad.org

Introduction:

[2-3 sentences for “Extended Abstracts”, or longer for full-length papers. Use this section to establish (1) the importance of the problem you are addressing, (2) the knowledge gap that makes your study needed, and (3) the overall aim(s) of your study.]

**Methods:**

[2-3 sentences for “Extended Abstracts”, or longer for full-length papers. Describe your methods in enough detail to allow readers to repeat your experiment(s) and understand your results.]

**Results and Discussion:**

[3-5 sentences for “Extended Abstracts”, or longer for full-length papers. Describe your study findings, interpret the findings, and compare them to those of other studies as applicable. Refer to figures and tables as necessary. Submit figures and tables as separate files.]

**Conclusions:**

[1-3 sentences for all submissions. Use this final section to summarize your findings in the form of a “take-home message” after considering all of your results and those of other studies.]

**Acknowledgements:**

[Use this section to thank contributors who are not authors and to acknowledge any funding sources for your project.]

**References Cited:**

[List all references, formatted according to Journal of Medical Entomology guidelines. Examples are shown for two articles, a book chapter, and website.]

**Evans, M. A. and H. H. Munro. 2013.** Article title. J. Abbr. 00: 000–000.

**Evans, M. A., A. Tyler, and H. H. Munro. 2014.** Article title. J. Abbr. 00: 000–000.

**Tyler, A. 2015.** Article or chapter title, pp. 000–000. In T.A.J. Royer and R. B. Burns (eds.), Book title. Publisher, city, state abbreviation or country.

**(CDPH) California Department of Public Health. 2016.** Web page title. Complete URL (protocol://host.name/path/file.name) and/or DOI (Digital Object Identifier). Indicate date cited.

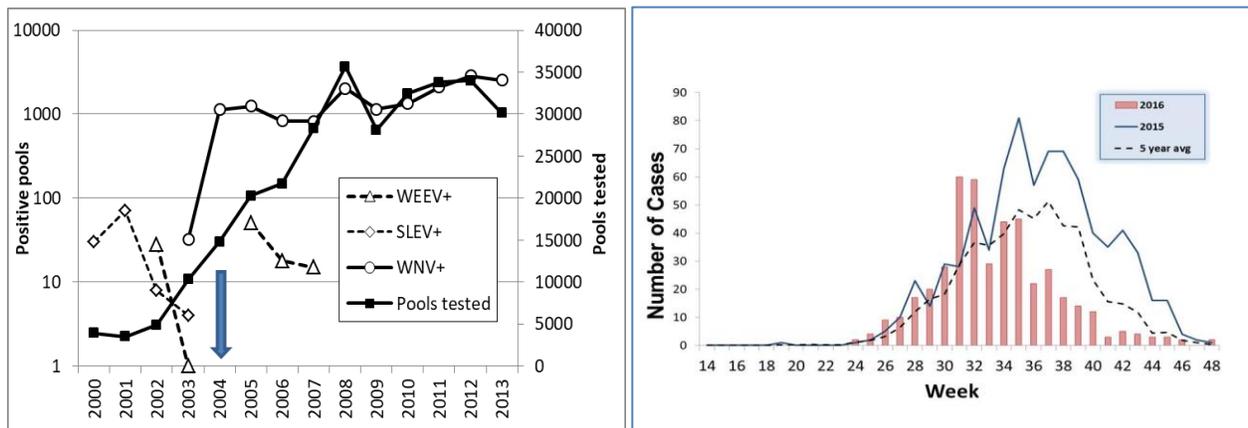
Captions for Figures and Tables: **Captions should be included as text in a separate labeled section at the end of the submitted manuscript, and NOT be incorporated into the table or illustration.** Captions should include enough information so that the figure or table can be understood on its own, outside the text of the manuscript.

Page Numbering: Number pages consecutively in the lower right corner. Tables and figures must be submitted as separate files as noted above.

Tables: Tables should be limited to those strictly necessary. Tables should be prepared with regard to the ultimate printed size of one (3 inch) or two columns (6-1/4 inches). Each table should be referenced within the text and location suggested. Avoid long and complex tables. Tables will be reproduced **exactly as submitted**, so authors should ensure proper font size and placement of columns. See example below:

<i>Culex species</i>	No. Pools	No. mosquitoes	WNV +	MIR
<i>Cx. erythrothorax</i>	1,972	80,512	8	0.1
<i>Cx. pipiens</i>	8,887	155,602	614	3.9
<i>Cx. quinquefasciatus</i>	15,680	460,739	1,502	3.3
<i>Cx. restuans</i>	4	122	1	8.2
<i>Cx. stigmatosoma</i>	977	12,010	12	1.0
<i>Cx. tarsalis</i>	15,766	479,382	1,386	2.9
<i>Cx. territans</i>	1	7	0	0.0
<i>Cx. thriambus</i>	124	556	1	1.8
unknown	8	74	0	0.0
<b>All Culex</b>	<b>43,419</b>	<b>1,189,004</b>	<b>3,524</b>	<b>3.0</b>

Illustrations: Figures, graphs, line drawings and photographs must be submitted electronically as separate files using .TIFF or .JPEG format. Figures should be numbered consecutively. As with tables, illustrative materials must be planned to fit within a one (3 inch) or two (6.25 inch) column format. Figures that are not clearly legible or that reproduce poorly will not be accepted for publication. Original lines and text (especially y and x-axes) must be legible after reduction for print production. Color may be used for figures. See examples below prepared with Excel.



Proof and Reprints: Prior to publication, authors will receive a galley proof for final approval as well as order forms for printed reprints. Major revisions at this stage will not be accepted. Proofs with corrections, if any, should be returned within seven days to the MVCAC office following instructions provided with the proof. Authors will be provided with a high quality .pdf file of their manuscript suitable for sharing.

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Submit manuscripts and extended abstracts by email to both Editor William Reisen [[wkreisen@ucdavis.edu](mailto:wkreisen@ucdavis.edu)] and MVCAC representative Kate Hicks [[khicks@amgroup.us](mailto:khicks@amgroup.us)]. Please reference in the email whether the submission is a full paper or an extended abstract. If the title has been changed from what was presented at the MVCAC annual conference, please reference the original presentation title.