

Records of the Hawaii Biological Survey

GUIDELINES FOR CONTRIBUTORS

(revised September 2010)

The Hawaii Biological Survey (HBS), established by the Hawaii State Legislature in 1992 as a program of the Bishop Museum, is an ongoing natural history inventory of the Hawaiian Archipelago. It was created to locate, identify, and evaluate all native and nonnative species of flora and fauna within the State and maintain the reference collections of that flora and fauna for a wide range of uses. In coordination with related activities in other federal, state, and private agencies, the HBS will gather, analyze, and disseminate biological information necessary for the wise stewardship of Hawaii's biological resources.

Soon after its founding in 1889, Bishop Museum established programs to study and document the plants and animals of Hawai'i and that effort has become the largest single source of information on Hawaiian organisms. Virtually all definitive published treatments and manuals of Hawaiian organisms, beginning with *Fauna Hawaiiensis* in 1890, have been produced by the Museum or in close collaboration with the Museum. There are approximately 18,000 terrestrial, 500 freshwater, and 5,000 marine species of plants and animals in Hawai'i. Bishop Museum has the world's largest biological collections for Hawai'i (about 4,000,000 specimens). In 1992, the Hawaii State Legislature recognized the Bishop Museum's past and current activities by designating it as the Hawaii Biological Survey.

Each year, the Bishop Museum publishes the *Records of the Hawaii Biological Survey*, which provides a medium for dissemination of short notes and records of range extensions, first state or island records, or other pertinent information on the biota of the Hawaiian Islands. The *Records* provide a venue to collect and publish significant new data on Hawaiian organisms that might otherwise not be published in any standardized, retrievable and citable manner.

We encourage authors with new information concerning flora or fauna occurring in the Hawaiian Islands to submit their data to us for consideration of publication in the next *Records*.

—Neal L. Evenhuis and
Lucius G. Eldredge, Editors

HBS Records Guidelines

Scope:

Papers submitted for consideration of publication in the *Records* are normally limited to short notes (i.e., papers normally not exceeding 3–4 printed pages); preferably short paragraphs for each species treated. Notes in the *Records* should pertain to the following species-specific information: new island records, new state records, new naturalized records (for plants), new synonymies, notable rediscoveries, etc. New range extensions on any particular island will be included only if the information is important (e.g., rare or uncommon species previously known from one or few localities). Longer papers will be considered for publication, but authors should consult with the editors before submitting them.

Format:

All submissions should be sent electronically by email (email to: neale@bishopmuseum.org). Please try to use the following word processing programs (if using another program, please translate to one of these before submitting): MS Word, or Word Perfect. Please use only the following fonts - these will be changed in typesetting but allows for easier translation of diacritics and other characters: Times New Roman, Times, Helvetica, Arial, Palatino. Insert Hawaiian diacritics (see below) using the insert menu - do not use special fonts or characters as substitute characters.

Hawaiian Orthography:

Use of Hawaiian diacritics: glottal (*‘okina*) and macron (*kahakō*) is required for Hawaiian words (e.g., vernacular names of plants and animals) and place names. Author's are encouraged to submit manuscripts using diacritics. Hawaiian words (not place names) are to be placed in *italics*.

Note Style:

Papers submitted should follow the following examples with all textual citations to literature placed in a “**Literature Cited**” section at the end of the article (for format of literature cited entries, see the most recent issue of the *Records*):

Requirements for all notes:

General:

a) all records must be preceded by a short paragraph of explanation. For new state records, a statement of previously known distribution should be included; for new islands records, a statement of other Hawaiian Islands on which the species was known previously should be included.

Material Examined:

a) all specimens in the *Material examined* section must be vouchered in a recognized institution and cited as such.

b) use of the metric system is required. If quoting label data that does not include metric measurements, place metric equivalents in square brackets (see odonate example below).

Botany:

Brassicaceae *Brassica rapa* L. [syn. *Brassica campestris* L.] New island record

The correct name for the species treated as *Brassica campestris* in Wagner *et al.* (1990: 400) is *B. rapa* (Rollins, 1993: 226; Al-Shehbaz, pers. comm.). The following collection represents a new island record of this species from Maui. It was previously known from Pearl and Hermes Atoll, Kaua'i, O'ahu, Moloka'i, Lāna'i, and Hawai'i.

Material examined. MAUI: Makawao District, East Maui, Hali'imaile Rd., 305 m, growing along roadside as weed, 13 Apr 1991, *Hobdy* 3289 (BISH).

Specific requirements for botany notes:

a) all authors' abbreviations for plant names must follow Brummitt & Powell, 1992, *Authors of plant names*.

b) all specimens listed in the *Material examined* section must be accompanied by collector and collection number. Abbreviations for institutional and personal collections must conform to those in *Index Herbariorum*, latest edition.

Zoology:

Odonata: Libellulidae *Crocothemis servilia* Drury New state record

First observed in 1994 in the Salt Lake and Waimanalo areas, this Asian species is easily recognized by the bright scarlet coloration of the males. It breeds in lowland standing water habitats.

Material examined. O'AHU: 14, lower Waianu St., Waiāhole Val, 100 ft [30.5 m], 27.xii.1994, flying near taro fields, R. Englund (BPBM).

Specific requirements for zoology notes:

a) if institutions with vouchered material are abbreviated, explanatory information on abbreviations should be given in the introductory paragraphs to the paper. We encourage the use of the web version of *Insect and spider collections of the world*, [<http://www.bishopmuseum.org/bishop/ento/codens-r-us.html>].

b) authors' names for animal and microorganism names should be spelled out in full at the first mention and in lists in tables.

c) abbreviate physical features in the *Material examined* section as much as possible (e.g., Str = Stream; km = kilometers(s); mi = mile(s); ft = feet; Mt = Mount; etc.).

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Short papers style:

Short taxonomic or historical notes are also accepted and normally should not exceed 10 manuscript pages. For more information regarding style, authors are asked to refer to published papers in the *Records*.

Longer papers:

Papers longer than 10 manuscript papers will be accepted only after consideration by the editors of the *Records of the Hawaii Biological Survey*. Please inquire first before submitting.

Illustrations and figure captions:

Generally, illustrations are not encouraged for short notes. Short articles requiring illustrations will be allowed. Illustrations submitted should be formatted so that they fit either on a full page or partial page with the final dimensions of 4 1/2 in. wide by 7 in. tall. DO NOT EMBED ILLUSTRATIONS in the manuscript; please keep them in separate files. If so, please submit line art as either tiff, bmp, or eps files. For halftones, please submit as tiff or eps files. Figure captions should be placed at the end of the article with footnote captions (see below). Resolutions should be 600 dpi for line art (use lzw compression); 300 dpi for grayscale and color photos.

Tables:

If tables are to be included in the manuscript, place them in a separate file with columns tab-delimited, not space-delimited. Do not include them in the text of the article and do not use a table-building program within any word processing application.

Footnotes:

Keep all footnotes to a minimum. If a footnote must be included, place the footnote caption on a separate page. Do not use footers or headers within any word processing application.

Charges and reprints:

Authors will not receive any reprints of their article. Instead, each author will receive one copy of the entire *Records* volume in which their article was printed and a free pdf file. Authors of longer papers should consult with the editors about required subsidy for publication.

Proofs and editorial license:

In order to expedite publication, authors will normally not receive page proofs of their articles unless substantial changes have been made that need approval and/or verification. The editors reserve the right to make changes to the format, style, and grammar of the article to meet the style and page limitations of the *Records*. Any changes that are deemed necessary beyond style, format, and grammar will undergo consultation with the author before finalizing the paper for publication.

Deadlines for submission:

Papers may be submitted for consideration of publication in the *Records* at any time. The annual deadline for submissions for the *Records* is 15 November. Papers received after the deadline will be held over for consideration of the *Records* for following year or returned to the author at his/her request.

Address for submission of papers and further queries:

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