

Version updated 2011-10-31	
Taylor & Francis Style No. 3 (double column, ranged left)	
Journal title and acronym	International Journal of Acarology (tACA)
Trim size	A4
Catchline	<i>Journal Title</i> Vol. X, No. X, Month 2011, 1–3 top of page 1, ranged left
Footline	ISSN 0164-7954 print/ISSN 1945-3892 online © 2011 Taylor & Francis; printed [date] DOI: 10.1080/01647954.20XX.XXXXXX http://www.informaworld.com (live link) bottom of page 1, ranged left
Running heads	(<i>verso</i>) <i>J. Smith and P. Jones</i> or <i>J. Smith et al.</i> if 3 or more authors. If J.B. Smith then initials are closed up (<i>recto</i>) <i>Journal Title</i> position left and right of pages
Logo	T&F position top right
Article type (when needed)	RESEARCH ARTICLE bold caps, ranged left
Title	Bold, first word and proper nouns cap only ranged left
Authors	An Author and Another Author (initials closed up if J.B. Smith) ranged left
Affiliation	^a <i>Department, University, City, Country (email)</i> ; ^b <i>Department, University, City, Country (email)</i> ranged left
Received dates	(<i>Received 20 July 2009; accepted 17 August 2010; published online 15 September 2011</i>) After affiliation, ranged left
Abstract	Text smaller, indented both sides ranged left
Keywords	Keywords: word; another word; lower case except names Position aligned with abstract, same size as abstract
Headings	A. Bold initial cap only B. <i>Bold italic initial cap only</i> C. <i>Italic initial cap only</i> D. <i>Italic initial cap only</i> . Text runs on All ranged left, numbers to be included if supplied, no indent below.
Paragraphs	Indented
Tables	(Table 1) in text. Table 1. Title initial cap only. (ranged left above table) Note: This is a note. (ranged left under table)
Figures	(Figure 1) in text. Figure 1. Caption initial cap only. (ranged left under figure) Note: This is a note. (ranged left under figure)
Displayed quotations	Indented left and right, smaller font (over 40 words, or when appropriate)
Lists	(1) for numbered lists

	Bullets if wanted
Equations	Equation (1) in text Centred
Acknowledgements	A heading. Goes before notes, bio notes and refs Text smaller
Notes	Notes (A heading) 1. This is a note. 2. This is another note. Text smaller
Notes on contributors Not required for this journal	
Appendix	Appendix 1. Title if given (A heading) Goes after refs Text smaller
Spelling preferences	Follow UK (Oxford) style – i.e. using ize/iza/izi/yse spellings.
Punctuation	Initials (e.g. US, NJ, BBC) do not have full points between them. For names of article authors and in references, no space between initials (J.P. Smith, Smith, J.P. or Smith JP depending on reference style). Double quotes (single within)
Dashes	Spaced en rules for parenthetical dashes Use en rule between spans of numbers (e.g. 20–40), including page numbers in references
Numbers and units	Numbers: spell out one to nine, then 10, 1000, 10,000 10% (except at start of sentence) Units: follow author
Dates	4 October 2005 in the twenty-first century in the 1970s
Contents page	JOURNAL TITLE Volume 100 Number 1 December 2011 logo SPECIAL ISSUE TITLE GUEST EDITOR
	CONTENTS Articles Title of article <i>Author, Author and Author</i> All ranged left, page numbers ranged right
Editorial	Editorial (as title) If editorial has a title, use EDITORIAL (section heading) Title of editorial Editor Name <i>Affiliation if wanted</i>
Other article types	Follow style for main article

Book reviews	<p>BOOK REVIEWS (as section heading) Book title: all bold, by Author and Author /edited by Author, Cambridge, Harvard University Press, 2003, xliii + 584 pp., US\$28.95 (paperback), ISBN 0-95-445440-6</p> <p style="text-align: right;">Reviewer's Name <i>Affiliation</i> <i>Email</i> (c) year, Author Name</p> <p>References go before reviewer details Next review follows after a space No copyright line on first page of reviews</p>
Volume contents and index	<p>Author index (as title) Author index set double-column</p>
Erratum	<p>Erratum (as title) Include catchline and article title of original text.</p>
Obituary	<p>OBITUARY (section heading) Name and dates if given (as title)</p> <p style="text-align: right;">Author Name <i>Affiliation</i> <i>Email</i></p>
Reference Style	<p>Please follow Style C CSE name-year BUT give journal references in full, with no full stop between the journal name and volume number</p>

TACA taxonomic journal style supplement

New species/genus/synonym abbreviation	sp. nov./ gen. nov./ syn. nov./ comb. nov. These should always appear in bold
Modifications to standard style headings needed	No modifications needed
Use full species name:	<ul style="list-style-type: none"> • At the beginning of sentences • In headings • At first mention in the abstract and the main article <p>If using the abbreviation could cause confusion, e.g., there are two generic names with the same initial letter, use two letter abbreviations, defining at first use in abstract and article, e.g., No. (Nothrus), Na. (Nanhermannia); or Ae. (Aedes) , An. (Anopheles)</p>
Reference/authority names:	
Reference citation	<p><i>Camisia biurus</i> (Koch 1839)</p> <p>In normal text use parentheses, no initials, no comma, e.g. “Oribatid mites rapidly colonize new disturbed habitats such as the soil exposed by retreating glaciers (Hågvar et al. 2009)”. Within parenthetical expressions, use square brackets for reference citations. For example, “Oribatid mites rapidly colonize new disturbed habitats (e.g. the soil exposed by retreating glaciers [Hågvar et al. 2009])”. Use “and” for citations with two authors, e.g. (Norton and Behan-Pelletier 1985). See the reference style guide for further details</p>
Authority citation where the generic placement has not since changed	<p><i>Nothrus biurus</i> CL Koch, 1839</p> <p>Use a comma between the author name and year of publication. No parentheses. Only use initials when needed to distinguish authors with same name, e.g. CL Koch vs. L Koch (please note that full stops are not used after the initials). Use the ampersand (&) when there are two authors, e.g. <i>Eupterotegaeus rostratus</i> Higgins & Woolley, 1963. For multiple authors, list each last name with the final two joined by an ampersand, e.g. <i>Tyranniphylloides pitangi</i> Hernandés, Valim & Mironov, 2007</p>
Authority citation where the generic placement has since changed	<p><i>Camisia biurus</i> (CL Koch, 1839)</p> <p>Use parentheses to indicate that the generic placement of a species has changed since its original description, e.g. <i>Hypochothonius minutissimus</i> Berlese, 1903 is now <i>Eniochthonius minutissimus</i> (Berlese, 1903). Maintain the parentheses within other parenthetical expressions: do not use square brackets with authority names. As above, only use initials when needed to distinguish authors with same name, and use the ampersand (&) when there are two or more authors</p>
Authority reference(s) in end references?	<p>Authority citations may be included in the References at the author’s discretion, but either all authority citations should be included or none. Individual publications can be mentioned in the text and treated as normal reference citations.</p> <p>If authors wish to include extensive lists of these, they may wish to consider doing so as supplementary material.</p>

Taxonomical accounts	
Order/Family/ Genus/Species headings	<p>First order heading introducing the section (e.g. Systematic description, Systematic palaeontology, Taxonomy). Then, bold and centred, so the supraspecific taxa appear as:</p> <p style="text-align: center;">Class Actinopoda Calkins, 1909 Subclass Radiolaria Müller, 1858 Superorder Polycystina Ehrenberg, 1838, emend. Riedel, 1967 Order Archaeospicularia Dumitrica <i>et al.</i>, 2000 Family Paleaeospiculumidae Won, <i>in</i> Won & Below, 1999 Genus <i>Svalbardospiculum</i> n. gen.</p> <p>The taxa are emboldened in the headings but the taxon authorities are not, e.g. Schizoprymnus Forster, 1862</p>
Figure citations in taxonomic headings	Centred, not bold, immediately under taxa
Synonymies (if present)	Fully justified, line space between multiple synonymies as well as before the first one and after the last one
Subheadings in taxonomical accounts	As normal
Subheading order	Taxonomic subsections should be presented in a logical order, i.e. Type species, Material examined, Diagnosis, Description, Etymology, Distribution, Remarks, but only use subsections that are necessary – please note that not all articles will have all of these headings, and some will have different/additional headings. For example, if little is known about the distribution of a species, this can be mentioned in the Remarks. As a general rule, every taxonomic entry should have a Remarks subsection where relevant information about the morphology, distribution, or life history of the organism is discussed. Additional subsections, e.g. Ecology, Biology, may be used when needed.
Telegraphic style? (e.g. no articles)	Yes, but Remarks section should be non-telegraphic
“and” or “&”?	Use “and” in text; see Reference/authority names section for when to use ampersand between authors’ names

Example	<p>Systematics</p> <p>Family Aturidae Thor, 1900 Subfamily Noturinae Besch, 1964 Genus Austraturus KO Viets, 1978</p> <p>Twelve species are known from Tasmania, Victoria, New South Wales, and Queensland (Cook, 1986; Harvey, 1998; Smit, 2007), one species is known from Western Australia, and one from the Northern Territory (Smit, 1996).</p> <p style="text-align: center;"><i>Austraturus aculeatus</i> sp. nov. (Figs. 1–5)</p> <p><i>Material examined</i> Holotype male, East Claudie River, Iron Range NP, Queensland, Australia, 8 September 2000 (QM).</p> <p><i>Diagnosis</i> PII with ventral setal tubercle with four spiny denticles.</p> <p><i>Description</i> Male. Dorsal and ventral shields present. Idiosoma strongly papillate; area between coxal plates finely striated. Dorsal shield 227 long and 235 wide, consisting of two anteromedial plates, four lateral plates, and a large plate. Anteromedial plates almost twice as wide long, 118 wide and 84 long, posteromedial plate 146 long and 154 wide. Setae associated with anterior glandularia of posteromedial plate not enlarged; some setae associated with the dorsal glandularia not visible because of the large papillae. Ventral shield 344 long and 264 wide, posteriorly with a shallow indentation, excretory pore dorsal. Anterior coxae projecting far forward. Glandularia of fourth coxal plates slightly closer to anterior margin than to anterior margin of fourth coxal plates. With rounded projections associated with openings for insertions of fourth legs. Third and fourth coxal plates with few parallel ridges. Anterior coxal plates with short apodemes. Gonopore slender, 32 long, lying terminally. Genital field somewhat bulging posteriorly, with numerous acetabula, not all of these visible in ventral view. Glandularia located on genital field not well visible in ventral view. Lengths of PI–PV: 20, 52, 37, 108, 30. PII with a ventral projection with four spiny denticles on top; PIV slender. Lengths of I-leg-4–6: 60, 64, 50. Lengths of IV-leg-4–6: 83, 99, 68. Legs without swimming setae.</p> <p>Female. Unknown.</p> <p><i>Etymology</i> Named after the spiny denticles of PII.</p> <p><i>Remarks</i> The new species is close to <i>A. longipalpis</i> Cook, known only from a female. This species also has spiny denticles on the ventral projection of PII. However, the ventral projection of PII tapers gradually, while in the new species the denticles are inserted on a setal tubercle. Moreover, PIV of <i>A. longipalpis</i> is much longer.</p> <p style="text-align: center;"><i>Austraturus exilis</i> Cook, 1986</p> <p><i>Austraturus exilis</i> Cook, 1986: 250; Harvey, 1998: 138.</p> <p><i>Material examined</i> New South Wales: 5 males, 3 females, Creek no. 1, at crossing with Alpine Way, Mt. Kosciuszko NP, 36°27.758'S, 148°22.926' E, alt. 1268 m a.s.l., 8 December 2003; 1 male, 3 females, Leather Barrel Creek at crossing with Alpine Way, Mt. Kosciuszko NP, 36°31.559'S, 148°11.611' E, alt. 999 m a.s.l., 8 December 2003.</p> <p><i>Distribution</i> New South Wales and Victoria.</p>
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Dichotomous taxonomical keys	<ul style="list-style-type: none"> • The two items within each pair should be closed up • The two items in each pair should be left-aligned • Only the first item in each pair should be numbered • Use a dash for the second item in each pair • There should be a space between pairs • The step in the key/species at the end of the item should be bold • More than one characteristic per pair is desirable; characteristics should be presented in parallel in each pair. <p>Species names should not be broken across two lines (use an extra line of ellipses if necessary) and should be right-aligned</p>
Example	
	<p>1 PIV nine times longer than high (measured in the middle of segment); ventral margin of PII with a long extension <i>A. longipalpis</i> Cook (known from female only)</p> <p>– Palp shorter or ventral margin of PII without a long extension 2</p> <p>2 Setae associated with some of the dorsal glandularia very long; gonopore relatively large <i>A. longigenitalis</i> n. sp.</p> <p>– Setae not very long; gonopore not very large 3</p> <p>3 Posteromedial dorsal plate with a reversed mushroom-shaped posterior extension <i>A. coomensis</i> Imamura</p> <p>– Posteromedial dorsal plate without such an extension 4</p> <p>4 Setae associated with sockets of fourth leg long, extending beyond posterior idiosoma margin 5</p> <p>– Setae shorter, not extending beyond posterior idiosoma margin 7</p> <p>5 Posteromedial dorsal plate without enlarged setae <i>A. exilis</i> Cook</p> <p>– Posteromedial dorsal plate with (moderately) enlarged setae 6</p> <p>6 Between middle pair of glandularia of posteromedial dorsal plate a pair of stout setae <i>A. lamingtonensis</i> n. sp.</p> <p>– Between middle pair of glandularia of posteromedial dorsal plate a structure with spiny-like setae <i>A. otwayensis</i> n. sp.</p>