

Instructions for payment of Reprints & Society Charges

Florida Entomologist - Volume 91 - No. ____ (2008)

Return the billing forms and purchase order **IMMEDIATELY** to the Printer:

E. O. Painter Printing Company, P.O. Box 877, 4900 US Highway 17 North, DeLeon Springs, FL 32130

- *We cannot guarantee that reprint orders received more than 3 weeks after return of the preliminary proof will be filled.
- *Orders without attached purchase orders, prepayment or **completed** Visa or MasterCard form **will be refused**.
- *The charges for publication in **FLORIDA ENTOMOLOGIST** are: \$58.00 per page plus \$26.00 surcharge per figure or table.
- *There are no page charges for Book Reviews.
- ***Mailing Address** must include **street address**.

Instructions for payment

Purchase Orders - MUST INCLUDE the following or it will be returned.

- 1) A copy of a complete reprint order.
- 2) A copy of your sales tax exempt certificate (Florida P.O.).
- 3) Name, volume & number of journal **ON THE PURCHASE ORDER.**
- 4) Title of Article **ON THE PURCHASE ORDER.**
- 5) Author Names **ON THE PURCHASE ORDER.**
- 6) Should be made out to E. O. Painter Printing Company, Inc.

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- 4) Title of Article.
- 5) Author Names.
- 6) Payment in U.S. funds from a U.S. Bank.

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- 3) Name, volume & number of journal.
- 4) Title of Article.
- 5) Author Names.
- 6) Should be made out to E. O. Painter Printing Company, Inc.
- 7) Payment in U.S. funds from a U.S. Bank (including International Money Orders).

Florida Entomologist - Volume 91 - No. _____ (2008)

CAREFULLY COMPLETE THE BILLING/REPRINT ORDER FORM

Please check one:

_____ Purchase Orders _____ Check or Money orders (Complete this page and return this page by mail or fax to the printer.)
 _____ Credit Card Orders (Complete the following page and return this page by mail or fax back to the printer.)

Title: _____

Authors: _____

Ordering Reprints: ____ Yes or ____ No Paying for Society Charges only: ____ Yes or ____ No

Reprint Price List

Minimum order is 100; reprints sold only in multiples of 100 per article. **No free reprints**

Copies	Number of pages or fraction thereof								
	1 - 4 pages	5 - 8 pages	9 - 12 pages	13 - 16 pages	17 - 20 pages	21 - 24 pages	25 - 28 pages	29 - 32 pages	33 - 36 pages
100	\$74.00	115.00	157.00	202.00	247.00	291.00	\$328.00	390.00	438.00
Add'l 100's	31.00	45.00	60.00	76.00	110.00	127.00	148.00	174.00	190.00

***Reprint orders mailed outside the contiguous U.S. (including Hawaii, Alaska, Canada, Mexico) Add \$30.00.**

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">_____ Copies</td> <td style="width: 25%; border-bottom: 1px solid black;"></td> <td style="width: 25%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____ No. of pages (Reprint charges from above chart)</td> <td style="border-bottom: 1px solid black;">\$ _____</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____ Additional Postage \$40.00</td> <td style="border-bottom: 1px solid black;">\$ _____</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td colspan="3" style="font-size: small;">(For reprints shipped other than in the contiguous U.S.)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____ IFWA charge (enter \$100 or \$50)</td> <td style="border-bottom: 1px solid black; text-align: center;">\$100.00</td> <td style="border-bottom: 1px solid black; text-align: center;">\$50.00</td> </tr> <tr> <td colspan="3" style="font-size: small;">(The charge for Immediate Free Web Access is mandatory and is \$100 for articles and \$50 for scientific notes.)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____ No. of Society Page Charges @ \$58.00 each</td> <td style="border-bottom: 1px solid black;">\$ _____</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____ No. of Figures, Tables* @ \$26.00 each</td> <td style="border-bottom: 1px solid black;">\$ _____</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td colspan="3" style="font-size: small;">*(Tables exceeding one page are charged per page)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____ No. of Authors Alterations @ \$ 1.25 each</td> <td style="border-bottom: 1px solid black;">\$ _____</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____ InfoLink</td> <td style="border-bottom: 1px solid black;">\$ _____</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td colspan="3" style="font-size: small;">(If you choose this option, add \$45.00 and fill out the attached "Request for InfoLink" form)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____ Florida State Sales Tax Your county tax rate</td> <td style="border-bottom: 1px solid black;">\$ _____</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____ Total Amount Due:</td> <td style="border-bottom: 1px solid black;">\$ _____</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> </table>	_____ Copies			_____ No. of pages (Reprint charges from above chart)	\$ _____	\$ _____	_____ Additional Postage \$40.00	\$ _____	\$ _____	(For reprints shipped other than in the contiguous U.S.)			_____ IFWA charge (enter \$100 or \$50)	\$100.00	\$50.00	(The charge for Immediate Free Web Access is mandatory and is \$100 for articles and \$50 for scientific notes.)			_____ No. of Society Page Charges @ \$58.00 each	\$ _____	\$ _____	_____ No. of Figures, Tables* @ \$26.00 each	\$ _____	\$ _____	*(Tables exceeding one page are charged per page)			_____ No. of Authors Alterations @ \$ 1.25 each	\$ _____	\$ _____	_____ InfoLink	\$ _____	\$ _____	(If you choose this option, add \$45.00 and fill out the attached "Request for InfoLink" form)			_____ Florida State Sales Tax Your county tax rate	\$ _____	\$ _____	_____ Total Amount Due:	\$ _____	\$ _____	<p>Research Papers Scientific Notes Worksheet: Use table above.</p> <div style="border: 1px solid black; padding: 5px; font-size: small;"> <p>For purchases in the state of Florida, apply your county's local sales tax rate, including discretionary tax, to total amount due. Log on to www.myflorida.com/dor/taxes/ and click on <i>county tax rates</i> to find your county rate.</p> <ul style="list-style-type: none"> All tax exempt purchases must supply a copy of a current Florida state sales tax exempt certificate DR 13 or 14 when submitting this form. All out of state purchases are exempt from sales tax. </div>
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How to purchase an InfoLink

For \$45, you can have an “InfoLink” that will help those that use the Web learn more about your article, your research, or you.

How an InfoLink works

An “InfoLink” is a hyperlink that is installed at an article’s listing in the online table of contents of an issue of *Florida Entomologist* posted on the server of the Florida Center for Library Automation (FCLA). An InfoLink hyperlink functions in one of these two ways:

(1) *The InfoLink accesses a URL of the author’s choosing.*

The URL that is accessed will, in most cases, be an HTML file under the author’s control. This file may direct the viewer to other files relevant to the published article or to its author(s).

The advantage of this type of InfoLink is that the author retains control of the content that is reached. The disadvantage is that the link will probably go dead in 50 years or less.

(2) *The InfoLink accesses a file or files permanently posted on the FCLA server that also has the article.*

The author must submit the file or files to be posted. If more than one file, one of the files must contain hyperlinks to the others. This “gateway” file will be the one reached by clicking on the article’s InfoLink hyperlink.

Because the content of permanently posted files cannot be changed, the author should make sure that the information in the files will not quickly become outdated. In a permanently posted file, the author can nonetheless link to files that can be updated.

Preparing the file or files for this type InfoLink is entirely the author’s responsibility. Before submission, be sure that all links work and that spelling and grammar meet your standards.

Wording

Your InfoLink will be indicated by the phrase “More information” under your name in the online table of contents that lists your article. You can make the link more descriptive by specifying up to 20 additional words. For example, your link could read “More information: color pictures of all species and the complete data matrix.”

To examine an InfoLink, go online to the article by T. J. Walker beginning on page 700 in the December 2001 issue of *Florida Entomologist* (<http://www.fcla.edu/FlaEnt/fe844.htm>).

When and how to purchase

You may purchase an InfoLink when you pay the other charges relative to an article. Simply add the \$45 for an InfoLink as an item on the purchase order that pays the page charges. Then specify what you want your InfoLink to be by filling out the form [on the back of this page](#). Send the form and any submitted files to the *Florida Entomologist* Web master as specified on the form.

Removing or changing an InfoLink

You may delete your InfoLink at any time, without charge, by written request to the *Florida Entomologist* Web master (presently tjw@ufl.edu). For the cost of a new InfoLink, an author may substitute a new Link for an old one.

Note: If you delete an InfoLink that involves one or more permanently posted files, the files will not be deleted when the hyperlink is removed. Although they will no longer be accessible from the relevant online table of contents, they can be reached by anyone who has their URLs. If you substitute a new Link for a deleted one, you may either ignore earlier permanently posted files or link to and explain them.

Request for **InfoLink** in the online *Florida Entomologist*

Use this form to describe an InfoLink for any article that has been accepted for publication in *Florida Entomologist* but is not yet online, or for any earlier article that is in the online *Florida Entomologist* and was published after 1993.

Send the completed form and any files that go with it to the *Florida Entomologist* Web master [currently Thomas J. Walker (tjw@ufl.edu or P.O. Box 110620, Gainesville, FL 32611-0620)].

Name: _____

Title of article: _____

Volume and issue of *Florida Entomologist*: _____

What type of Link do you want? (check one) URL submitted file(s).

If a URL, what is the URL? _____

If one or more files, please submit them on a diskette with this form or e-mail them as attachments to tjw@ufl.edu.

How do you want your InfoLink labeled? (check one)

The default, which is “More information.”

“More information: _____”

_____”
[Add as many as 20 words.]

See the other side of this sheet for more information about InfoLinks and how to purchase one.