



## THE NEW YORK BOTANICAL GARDEN PRESS

### Flora Neotropica Instructions for Authors

Revised 27 August 2008

Contributors are required to follow the principles and instructions described here. Please study these instructions carefully and *follow them closely* when typing the manuscript and preparing the illustrations. Close adherence to these guidelines will ensure uniformity of the style of the series, enhance the quality of your manuscript and illustrations, minimize errors, expedite the editorial and review processes, and reduce unnecessary expenses. The cost of publication of monographs in FLORA NEOTROPICA is extremely high. Therefore, authors are encouraged to include support for publication in their grant proposals. **Any submission not conforming to these Instructions will be returned to the author for revision prior to the review process.**

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## Introduction

Flora Neotropica is intended to be a complete, monographic flora of the tropical American region. The monographs are written by specialists and published for the Organization for Flora Neotropica (OFN) by The New York Botanical Garden. The OFN is a non-profit organization established by UNESCO in 1964. Its principle mission is the promotion and publication of monographic treatments of neotropical plants. As of 2008, more than 100 monographs have been published, and more than 100 botanists have offered to prepare monographs in the future. A complete list of monographs published and in preparation can be obtained from the Executive Director of Flora Neotropica, New York Botanical Garden, Bronx, N.Y. 10458-5126, U.S.A. E-mail: [wthomas@nybg.org](mailto:wthomas@nybg.org); Web site: <http://www.nybg.org/botany/ofn/OFN.html>.

### Botanists wishing to contribute a monograph should write to one of the following:

#### FUNGI:

**Prof. Dr. Meike Piepenbring**  
Institute I, Building D  
J. W. Goethe-Universität Frankfurt  
Siesmayerstr. 71-73  
60323 Frankfurt/M  
GERMANY  
Tel.: +49-69-798-24736  
Fax: +49-69-798-24822  
Email: [piepenbring@em.uni-frankfurt.de](mailto:piepenbring@em.uni-frankfurt.de)

#### BRYOPHYTES:

**Thomas, Dr. Wm. Wayt**  
Institute of Systematic Botany  
The New York Botanical Garden  
Bronx, NY 10458-5126  
Phone: [1] (718) 817-8625  
Fax: [1] (718) 817-8648  
E-Mail: [wthomas@nybg.org](mailto:wthomas@nybg.org)

#### PTERIDOPHYTES:

**Dr. Robbin Moran**  
Institute of Systematic Botany  
The New York Botanical Garden  
Bronx, NY 10458-5126  
U.S.A.  
Phone: [1] (718) 817-8663  
Fax: [1] (718) 817-8648  
E-mail: [rmoran@nybg.org](mailto:rmoran@nybg.org)

#### PHANEROGAMS:

**Dr. Simon J. Mayo**  
Herbarium  
Royal Botanic Gardens, Kew  
Richmond, Surrey TW9 3AB  
England, U.K.  
Phone: [44] (81) 940-1171  
Fax: [44] (81) 332-5197  
E-mail: [s.mayo@rbgkew.org.uk](mailto:s.mayo@rbgkew.org.uk)

## General Principles

1. The area covered by FLORA NEOTROPICA includes the entire Western Hemisphere continental land mass between the Tropics of Cancer and Capricorn, together with adjacent islands, the West Indies, and the Galapagos Archipelago. Extralimital taxa should in general be excluded. This would apply especially to subordinate elements of large genera that are chiefly extratropical as, for instance, in *Castilleja*. When the subordinate elements are mainly neotropical, a few extralimital ones may be reasonably included.
2. Monographs may be published in English, Portuguese, or Spanish, along with any necessary quotations in other languages. Proposals of new taxa must be accompanied by Latin diagnoses. For correct spelling, consult the dictionaries selected by the editors and listed here in Appendix III.
3. Authors are asked to keep in mind that the monographs should be as useful as possible, not only to professional botanists but also to ecologists, agronomists, foresters, conservationists, and others in related fields. Authors are therefore urged to provide high-quality keys and illustrations as well as detailed information on geographical distribution, habitat, and actual or potential uses of the taxa.
4. Monographs may be at the ordinal, familial, subfamilial, tribal, or generic level. Ordinarily, at least 50 species should be included in treatments of a group of phanerogams below the familial level. Exceptions to this limit must be approved by the OFN Board.
5. Monographers are urged to consult as much authentic plant material as possible, especially type material and material from the tropical herbaria. It is particularly important to consult the larger Latin American herbaria (e.g., BA, COL, EAP, IJ, INPA, LPB, MEXU, MG, PMA, QCA, R, RB, SP, USM, VEN) and to consult local herbaria in the taxon's distribution area. Naturally, material from the major worldwide herbaria (e.g., A, B, BM, GAS, F, G, GH, K,

MO, NY, P, S, U, US, W) should be examined.

6. Plant names employed in FLORA NEOTROPICA must conform to the rules of nomenclature as set forth in the most recent edition of the International Code of Botanical Nomenclature (ICBN).
7. Monographs are published as they are accepted, without regard to order of taxonomic or hierarchical sequence. Manuscripts submitted for publication will be peer-reviewed by at least two scientists before acceptance.
8. Manuscripts should be sent to the Executive Director of OFN ([wthomas@nybg.org](mailto:wthomas@nybg.org)). A title page with appropriate authorship and a table of contents should accompany the manuscript, along with a black-and-white photograph and brief biographical sketch of the author(s).
9. If previously published material is being used (e.g., illustrations, tables, extensive portions of text), it is the monograph author's responsibility to obtain written permission from the copyright owner. This permission must accompany the manuscript when submitted for publication. To obtain the proper permission forms from The New York Botanical Garden Press, please consult the following Web site ([www.nybg.org/press/permissions.php](http://www.nybg.org/press/permissions.php)) or contact the Press at [nybgpress@nybg.org](mailto:nybgpress@nybg.org).
10. It is the author's responsibility to submit a grammatically correct manuscript. It is recommended that the manuscript be read for grammar and clarity of thought by at least two colleagues fluent in the language in which it is written before submission.
11. Students writing theses intended for publication in FLORA NEOTROPICA should follow the Guidelines from the onset of their thesis preparation; this will avoid a loss of time in reformatting the manuscript for FLORA NEOTROPICA.

## **Style of Monographs**

The text must include the following headings, as appropriate, in the sequence indicated below:

1. Abstract
2. Introduction
3. Historical Survey
4. Morphology and Anatomy
5. Karyology
6. Palynology
7. Chemotaxonomy
8. Phylogeny and Evolution
9. Distribution and Dispersal
10. Floral Biology
11. Ecology
12. Conservation
13. Uses
14. Terminology
15. Systematic Treatment
16. Doubtful Names and Excluded Taxa
17. Acknowledgments
18. Literature Cited
19. Numerical List of Taxa
20. List of Exsiccatae
21. Index of Local Names
22. Index of Scientific Names

## **Headings**

The major headings listed above should be centered, capitalized, and in boldface. When subordinate headings of the above are needed, they should be centered as follows:

### **MORPHOLOGY**

STEM

LEAVES

INFLORESCENCE

## **Abstract**

Authors should provide a one-page abstract of their monograph. This abstract should be translated into one of the Latin languages (French, Portuguese, or Spanish) or English, depending on the language in which the monograph was written. New genera, species, or combinations should be noted in the abstract. The abstract should begin as follows:

Brako, L. (The New York Botanical Garden, Bronx, NY 10458-5126, U.S.A.). *Phyllopsora* (Bacidiaceae). Flora Neotropica Monogr. 55: 1-000. 200X.. A taxonomic monograph of . . .

## **Introduction and Other Preliminary Matter**

Preceding the Systematic Treatment, authors must provide general remarks on the delimitation and scope of the group (taxon) treated, a short historical account of the study of the group, a discussion of general morphology, anatomy, karyology, chemotaxonomy, pollination, etc. (in as far as information is available); a consideration of the taxonomic position, phylogeny, and evolution of the group; and an account of its general distribution and ecology. General information on conservation status and uses (ethnobotany, medicinal and industrial uses of plants, etc.), when relevant, should also be provided. It is furthermore recommended that authors include a short glossary of technical terms used in the descriptions of the taxa.

Examples of chapters and headings are given above. Appropriate illustrations, tables, and diagrams should supplement the text, to show diagnostic features (e.g., diagrams of flowers, fruits, etc.).

## **Systematic Treatment**

### **BASIC FORMAT**

Citations for every formally treated taxon (family, tribe, genus, section, species, etc.) are accompanied by

authority, place and date of publication, bibliographic citations, and type. Carefully consult Examples 1 and 2 for style and punctuation. A list of appropriate references may be given after the family name is introduced, but these should not all be repeated after generic or specific entries.

The instructions given below will enable the author to produce a manuscript that will facilitate editing and copy marking processes. Certain instructions will result in text that will appear different when printed.

## **AUTHORITIES**

Names of authors of treated taxa and synonyms should be abbreviated according to *Authors of Plant Names* (Brummitt & Powell, 1992). If an author feels strongly about spelling out the names, he or she may do so, but spelling should conform to the instructions in item 4 under “Text” (p. 9). Orthography of surnames should follow Brummitt & Powell, 1992; unless that reference is incorrect for modern authors.

## LITERATURE CITATION

- Place a colon between the serial’s volume number and page, and a period between the page number and year. Omit colon when there is no volume number (e.g., for books). Use a semicolon to separate different references.
- How to cite literature in the body of the manuscript: Stafleu (1967) and Brummitt and Powell (1992) *or* Stafleu, 1967) and (Brummitt & Powell, 1992). When two or more citations are needed: Bridson, 1991; Brummitt & Powell, 1992; Prance et al., 2007; Stafleu, 1967; Stafleu & Cowan, 1976, 1978a, 1978b;. Note that the authors are listed alphabetically and then chronologically if two or more publications have the same authorship.
- Manuscripts accepted for publication but not yet published: Mori et al. (2009) or (Mori et al, 2009).
- Journals and other serial literature are abbreviated according to *Botanico-Periodicum-Huntianum* (*B-P-H*: Lawrence et al., 1968; *B-P-H Supplement*: Bridson, 1991). If the serial is not in *B-P-H*,

spell out the full title. The editor will attend to the abbreviation if necessary.

- Books and other non-serial literature are abbreviated, without exception, according to *Taxonomic Literature* (Stafleu & Cowan, 1976-1988) and *TL-II Supplements*.
- It is recommended that *Taxonomic Literature* also be consulted for accuracy of dates of publication of literature.
- Bibliographic citations after taxa above the level of species must be limited to the protologue and kept to a minimum, especially if the cited work is a common reference or was mentioned earlier in the manuscript. Those after species should be limited to the most important historical references, to treatments in which the species concepts differ from those of the present one, or to references in which the species is illustrated.

## **KEYS**

1. Keys must always be dichotomous (never trichotomous), progressively indented, and numbered (see Example 1 and recent issues of *Flora Neotropica*). Close each statement in the key with a period. Names of taxa should be flush right.
2. Leads should be brief as possible and not diagnoses. Supplementary keys for vegetative material, fruiting material etc. may be provided.

## **FAMILY TREATMENT (OR HIGHEST TAXON IN THE CATEGORY TREATED)—EXAMPLE 1**

1. *Scientific name with authority* (abbreviated) *and reference; bibliographic citation(s) if any; homotypic synonym(s) with authority and reference. Type* (this being a genus). *Derivation of name. Italicize* names of synonyms but boldface the accepted scientific name.
2. For abbreviation of literature, see "Literature Citation" above. (Homotypic synonyms" names that have the same type).

3. *Heterotypic synonyms* (if any). Citation as under 1. (Heterotypic --names that have different types).
4. *Technical description*. Give a general characterization and do not restrict description to the neotropical element when the family has a wider distribution.
5. *Distribution and ecology*.
6. *General remarks* (if any). Nomenclature, morphology, uses, etc.
7. *Key to the next subordinate taxa*; in less complex families to genera.

#### GENERIC TREATMENT (OR MONOGENERIC FAMILY TREATMENT)

1. Number the genera consecutively with arabic numerals.
2. *Scientific name and synonyms* (see "Family Treatment," above). *Type* (a type of a genus, species, subspecies, or variety is a specimen). Do not use the expressions type genus, type species, etc..  
*Derivation of name*. Lectotypes, if previously published, must bear the literature citation and page number.
3. *Technical description*. Emphasize characteristics of the neotropical elements when the genus is not restricted to tropical America. Illustrate where necessary for comprehension. Do not repeat characters already used in the family description.
4. *Distribution and ecology*. Indicate frequency of occurrence.
5. *General remarks* (if any): nomenclature, morphology, uses, etc.
6. *Key to the subgenera* or other subdivisions, if any.
7. *Key to the species*. Include a brief statement on the geographical distribution of the species, if appropriate.
8. At least one illustration (Example 3) should be provided for each genus or important subgenera, sections, etc.

## TREATMENT OF SPECIES (OR MONOTYPIC GENUS TREATMENT)—EXAMPLE 2

1. Number the species under each recognized genus consecutively with arabic numerals.

Intraspecific taxa under each species are to be lettered consecutively with lowercase letters (a, b, c). If more than one infraspecific category is recognized under the same species, the lower-ranking taxa should be designated by lowercase letters and arabic numerals (e.g., a-1).

2. *Scientific name and synonyms.* See "Family Treatment," above. Cite type specimen in full at the end of the paragraph, following the citation of basionym and other homotypic synonyms if any. Give derivation of epithet, if instructive. The following designations should be in **boldface**: **sp. nov.**, **comb. nov.**, **hybrid nov.**, **etc.**
3. *Type citation.* Citation of types should take the form used in "Specimens examined": *Country*. *Next political division: exact locality* (in the original language of the herbarium label or protologue, do not translate to language of the manuscript), *altitude* (in meters), *date*, *phenological state* (when relevant), *collector(s)* (using a minimum of the initials of the given names and complete surname(s), or the complete names, of each collector) *and numbers* (underlined), followed in parentheses by *type status* (holotype, isotype, lectotype, neotype, etc.) and *herbarium acronym*. Country and political subdivision are not capitalized in the citation of the type. All specimens cited are presumed to have been seen and therefore exclamation points should not be used to indicate that they were seen. Instead, use the abbreviation "n.v." when the type has not been examined. Indicate new lectotypes or neotypes by "**here designated**," for example, "**(lectotype**, NY, **here designated**; isolectotypes, K, MO, PMA)." It is required to indicate where a lectotype was designated if it has already been designated somewhere else (note: include page number), for example, "(lectotype, BM, designated by Frahm, 1991: 321; . .)."
4. *Heterotypic synonyms*, relevant to the neotropics, are to be arranged in chronological order

of their publication. Each starts a new paragraph with the basionym at the beginning, followed by homotypic synonyms, if any, and the type citation.

5. *Technical description*, inclusive of pollen or spore description, chromosome number, chemical characteristics, etc. if known and appropriate here.
6. *Distribution and ecology*. Under this heading include information on the geographic distribution and the habitat of the species (altitudinal range, vegetation type, edaphic preferences, etc.) as well as frequency of occurrence and phenology when appropriate (brief). To achieve uniformity and accuracy in the spelling of geographic place names, rivers, mountains etc. the *Index of Maps of Hispanic America 1: 1,000,000* (American Geographical Society Publication 5, 1943) is recommended as a standard reference, supplemented by modern official governmental maps of countries concerned. Distribution maps must be prepared for every taxon. A recommended FLORA NEOTROPICA BASE MAP for plotting distributions is available from the OFN Executive Director. For further instructions on maps, see "Preparation of Manuscripts," below.
7. *Citation of specimens*. Specimens are cited under the heading "Specimens examined" or "Selected specimens examined." For every country mentioned in the "Distribution and ecology" statement, at least one specimen should be cited in the "Specimens examined" or "Selected specimens examined." If the sole specimen from a country is one of the types of the accepted name or a synonymy, write "Type of ..." after the country name. Cite only representative collections of widespread or commonly collected species (or infraspecific taxa)—i.e., cite no more than two collections per degree square for species represented by more than 100 collections. For citation purposes, preference should be given to the following collections:
  - a. those conveying particularly well the author's concept of the

taxon,

- b. those documenting the full range of the taxon,
- c. those represented in many, especially in Latin American, herbaria,
- and d. those of historical significance.

In order to standardize the citation of specimens the following format should be used:

**COLOMBIA. ANTIOQUIA:** Near Antioquia, 8 Feb 1948 (fl) , *Barkley et al.* 5 (US).

**VENEZUELA. AMAZONAS:** Cucurital de Caname, 03°40'N, 67°22'W, 100 m, 30 Apr 1979, *Davidse et al.* 16977 (MO); Río Cunucunuma, 03°37'N, 65°51'W, Apr 1990, *Fernández* 7825 (NY), 5 Nov 1984, *Guánchez* 3230.

(**Note:** “*ibid.*” is not used in the citation of specimens.)

Country names (Appendix I) should be spelled according to the language of the manuscript, and geopolitical units within countries (i.e., states, provinces, etc.) should be spelled in the language of that country. Thus, in an English manuscript, the countries Mexico and Panama would include, respectively, the state of Mexico and the province of Panama. Make sure that all necessary diacritical marks have been added! See Appendix 1 for the order of countries (by common practice, from N to S and from W to E); political subdivisions below countries are listed in alphabetical order. Names of countries are written in boldface capitals and followed by a period; each country should begin a new, indented paragraph. Names of subdivisions are in boldface small capitals and are followed by a colon; they may be typed in lowercase when small capitals cannot be provided.

Specific collection localities should be cited briefly unless it is necessary to shield the exact locality for protection of an endangered species. Use the language used on labels or in publication to describe the locality; do not translate the information into the language of the manuscript. Use the current (modern) names for cities, political divisions, etc., are to be used (e.g., Manaus, *not* Barra; Prov. Cotopaxi, *not* Prov. León).

Citation of the date of collecting is required (including cryptogamic manuscripts, contact the Editor-in-Chief, if you have any questions). This is particularly important when information on the phenology of the taxon is provided or when collection number is lacking. Altitude data are generally given in the "Distribution and ecology" section. In English, do not use the expression "m. above sea level" or its equivalents. All altitudes will be considered to be above sea level, unless the author mentions otherwise ("m. below sea level").

The collector(s) and collection number, or "*s.n.*" when a collection number is lacking, should both be *italicized*. Initials of collectors' given names should normally be omitted unless there are two or more collectors with the same surname. If more than two collectors are indicated for a particular collection, only the first collector's name should be mentioned (e.g., *Maas et al. 38490*). *Exception*: When the *author of the monograph* is the second collector of a specimen with multiple collectors, his or her name may also be cited (e.g., *Steyrmark, Luteyn et al. 107352*).

8. *Remarks on the species* (problems, morphological variation, relationships, etc.) should be given after each species.
9. *Local names and uses*. Under this heading include pertinent information on local names and actual or potential uses of the species.
10. *Conservation Status*. Under this heading provide information, when relevant, on the endangerment of the species and the causes of the threats.

### **Treatment of Intraspecific Taxa**

1. The species, when subdivided into intraspecific taxa, is fully described, with a statement of its distribution and ecology, followed by a key to the intraspecific taxa and brief descriptions

of the infraspecific taxa. Descriptions of infraspecific taxa should not repeat information already given in higher-level descriptions.

2. All citations of types and specimens examined are given under the appropriate infraspecific taxon, including the "typical" one. The format of treatment of infraspecific taxa is similar to that of species.

## Examples of Literature Cited

### JOURNAL ARTICLES

- **Bernal, R., Jr.** 1989. Proposal to conserve *Bactris ciliata* (R. & P.) C. Martius (Palmae). *Taxon* 38: 520–522.
- **de Nevers, G.** 1988. *Bactris divisiacupula* and *Bactris fuscospina* reexamined. *Ann. Missouri Bot. Gard.* 75: 1151–1152.
- **Stevenson, D. W. & K. J. Norstog.** 1999. Pubescence of cycad pinnae. *Opera Bot.* 58: 435–469.
- ———, ——— & **D. V. Molsen.** 1996. Midribs of cycad pinnae. *Brittonia* 48: 67–74.
- **Turrill, N. L., D. K. Evans & F. S. Gilliam.** 1994. Identification of West Virginia members of the *Dentaria* complex (Brassicaceae) using above-ground morphological characters. *Castanea* 59: 22–30.

### SERIES

- **Glassman, S.** 1972. A revision of B. E. Dahlgren's index of American palms. *Phanerogamarum Monographiae* 6: 1–294.

### EDITED SERIES

- **Brotherus, V. F.** 1925. *Cryphaea*. In: A. Engler (ed.), *Die natürlichen Pflanzenfamilien*, ed. 2, 11: 77–80. Wilhelm Englemann, Leipzig.
- **Fryxell, P. A.** 1988. A synopsis of the neotropical species of *Triumfetta* L. (Tiliaceae). Pp. 167–192. In: P. Matthew & M. Sivadasan (eds.), *Diversity and taxonomy of tropical flowering plants*. Mentor Books, Calicut, India.

- **Robbins, R. L.** 2001. Sapindaceae. *In*: W.D. Stevens, C. Ulloa Ulloa, A. Pool & O. M. Montiel, (eds.), Flora de Nicaragua. Angiospermas: Pandanaceae-Zygophyllaceae. Monogr.Syst. Bot.Missouri Bot. Gard.85: 2307–2332.

#### **SERIES (SINGLE AUTHOR)**

- **Burret, M.** 1933–1934. *Bactris* und verwandte Palmengattungen. Repert. Spec. Nov. Regni Veget. 34: 167–184 [1933], 185–253 [1934].

#### **BOOK**

- **Wallace, A.** 1853 [1854]. Palm trees of the Amazon and their uses. Van Hoorst, London.

### **Acknowledgments**

In addition to the many people and institutions that helped you in the research and preparation of your manuscript, you should thank your manuscript reviewers and editor(s).

If there are illustrations by an individual other than the author, the author should thank the illustrators in the Acknowledgments section. If the author himself/herself provided illustrations, that should be also, stated.

### **Numerical List of Taxa**

Generic and specific names, with full author citation, should be numbered with arabic numerals (1, 2, 3,; 1.1, 1.2, 1.3, 2.1, 2.2, ...) corresponding to those used in the systematic treatment; infraspecific taxa should be denoted with lowercase letters following the species number.

### **Index of Scientific Names**

Use this heading: New names and combinations are in **boldface**; synonyms are in *italics*.

Page numbers in **boldface** indicate primary page references; those with an asterisk (\*) indicate pages with illustrations or maps. New lectotypifications are indicated by **boldface (LT)** after the page number.

## **List of Exsiccatae**

**Note: all flora neotropica manuscripts should include an exsiccatae.**

1. Genera and species are indicated by arabic numerals in parentheses after the collector and collector's number. If consecutive numbers pertain to the same species, do not repeat the genus/species number each time, but group them. Do not use italics for collector or number.

Examples:

Ellenberg, H., 865 (1-29); 993 (8-55); 998 (1-29).

Pires, J. M. et al., 502 (2-39); 507, 542, 587 (2-3a) ; 805, 830

2. When an author made collections together with one co-collector, cite these co-collectors in full as follows:

Prance, G. T. & E. Forero, 7700 (1-4) .

Prance, G. T. & W. A. Rodrigues, 3314 (1-4); 7890 (2-1).

If more than two collectors are indicated for a particular collection, only the first collector's name should be mentioned, followed by "et al." as follows:

Maas, P. J. M. et al., 6952 (15-1); 6970 (12-3).

An acceptable alternative method, if used consistently, is to cite all the collections of a collector together in numerical sequence regardless of the number of co-collectors. Be aware,

however, that some older collectors (e.g., J. A. Steyermark and N. L. Britton) used separate numbering series when they collected jointly with different co-collectors. If using this method, cite specimens as follows:

Standley, P. C. (et al.), 60923 (11-1a); 60926 (18-37).

## **Preparation of Manuscripts**

Manuscripts must be printed using a high-quality printer on 8.5 × 11 inch or A4 (ca. 28 × 21 cm) computer paper, leaving a margin of at least 2.5 cm on all sides. Text should be double-spaced throughout. Page number and author's name should be placed in the upper right-hand corner on each page. The original manuscript (single-sided) and three review copies must be submitted; the review copies must include copies of the illustrations. In order to conserve paper and postage, review copies should be double-sided wherever possible. *Contact the Editor-in-Chief about manuscripts submitted from outside the United States before making the copies.* The final manuscript (after the review process) should *also* be submitted on a CD. Indicate on the CD label which word processing software has been used.

### **Text**

#### **The instructions below should be followed carefully when typing the text:**

1. Write primary headings in capital letters.
2. Leave four spaces between sections of the typescript and between treatments of genera and species.
3. Indent all paragraphs except for the formal presentation of the accepted taxa which should start flush with the left-hand margin.
4. Leave one space after periods, commas, colons, and other punctuation marks: J. Bot. 3: 554. 1844 (*not* J.Bot.3:554.1844); A. J. Brown (*not* A.J.Brown); A, COL, NY, U (*not*

A,COL,NY,U).

Also, leave one space between a numeral and units of measure (e.g., 7 mm, *not* 7mm). In short standard abbreviations, space after the period is omitted (e.g., i.e., n.v., s.l., s.s.) (see Appendix II).

5. Write out numbers from one to ten, unless they are in a series of numbers, keys, descriptions, or in quotations. For example: two leaves, three bracts; 2-5 cm long, 4-8 ovules. Numbers of two or more digits should be written in arabic numerals: 2000, 10,000, 43,278. In non-English language treatments, use commas in numbers to indicate the decimal: e.g., 2,40.
6. Measurements are to be metric (except in quotations).
7. Include dashes (-) in parenthetical extremes of measurement, leaving no space on either side of the parentheses. Extremes in measurement should be given as follows:  
$$(2- )4-7(-9) \times 5-8 \text{ mm, } \textit{not} \text{ (2- ) } 4-7 \text{ (-9) } \times 5-8 \text{ mm.}$$
8. Abbreviations should be punctuated with periods except metric units, compass directions, months of the year, and phenology data in the citation of specimens (e.g., cm, m, N, SW, Feb, Aug, fl, fr). Consult Appendix II for the precise form of abbreviations and contractions to be used in text.
9. *Never* begin sentences with an abbreviation or numeral. Always spell out generic names that are the first word of a sentence.
10. Use commas before "and" and "or" when separating parts of a series (e.g., trees, shrubs, or herbs; Panama, Colombia, and Venezuela), when writing in English.
11. Write out a generic name the first time it occurs as the first word in a sentence, the first time used in each paragraph, and where two or more generic names with the same initial occur in the paragraph.

12. Do not capitalize words in titles of articles or books, unless they are proper names or German nouns. In journal titles, capitalize each word except prepositions and articles, and abbreviate according to B-P-H. The first word and proper nouns in titles of books should be capitalized. In the text, titles of books and journals should be *italicized*. Titles of journal articles should be in quotation marks.
13. Do not underline common foreign words or common abbreviations such as i.e., e.g., syn. nov., stat. nov., comb. nov., nom. nov., s.l, et al., etc.
14. Authors should employ all diacritical marks proper to the language used.
15. Footnotes are not permitted.

## **Tables**

Tables should have appropriate titles and should bear consecutive roman numerals in the order of their appearance in the text. They should be cited "Table I" (*not* table 1) and so forth.

## **Figures**

(line drawings, photographs, distribution maps, diagrams, graphs)

### **SUBMISSION**

#### ELECTRONIC FIGURE SUBMISSION

##### *Line Art*

- Definition: Black and white graphic with no shading.
- The preferred format is EPS or TIFF.
- Do not use faint lines or lettering; check that all lines and lettering in the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Line drawings should have a minimum resolution of 1200 dpi at 5.5 inches (14 cm) wide.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Figures containing fonts must have the fonts embedded in the files.

##### *Halftone Art*

- Definition: Photographs, drawings, or paintings with fine shading, etc.
- Please use TIFF format.

- Halftones should have a minimum resolution of 300 dpi at 5.5 inches (14 cm) wide.
- Figures containing fonts must have the fonts embedded in the files.

## **GENERAL INSTRUCTIONS FOR PREPARATION OF FIGURES**

1. Final versions of figures must be submitted in electronic format unless an alternative arrangement has been made with the Editor. If arrangements have been made to scan hard copies please ship the illustrations flat (do not roll them), with sufficient protective material so that edges do not fray or become torn.
2. Illustrations (line drawings, photographs, distribution maps, diagrams, graphs) should be designed to fit either a full page ( $12.5 \times 20.5$  cm) or a single column ( $6 \times 20.5$  cm) after reduction. Allow enough room for the caption. Submit halftones (photographs) at the size for final reproduction.
3. All illustrations are to be numbered consecutively using arabic numerals, and in the order cited in the text. Parts of illustrations are to be designated by capital letters (A, B, C, . . .), as in the "Fig. 1" example under "7. Figure Captions," below. For designation of structures or parts of morphological structure, use lowercase letters (a, b, c, . . .) as in the "Fig 2." example under "7. Figure Captions," below. All illustrations must be consistent in this usage. Maps and illustrations should not be numbered separately; all should be numbered sequentially and in the order in which they are first cited in the text. Always include the scale on the illustration itself. However, if the scale must be included in the caption, make sure you take into consideration the final size of the illustration after reduction. Never use magnifications (e.g., 2x, 1/2x).
4. Submit a hard copy of each figure. Label the front of each copy with the following information: author name, abbreviated monograph title, figure number, and an arrow indicating the top of the illustration.

5. References to illustrations in the text should be styled consistently as "Fig. 1" (in parenthetical references) or "Figure 1," *not* "fig. 1"; "Figs. 1–4" or "Figures 1–4," *not* "figs. 1–4."
6. Figure captions should be grouped in a separate file called "Figure Captions"
7. Citation of voucher specimens for an illustration *should* be included in the caption.

Examples of legends:

**Fig. 1.** Secondary xylem and pollen of Chrysobalanaceae. **A.** *Licania heteromorpha* x.s. (PRFw 7128). **B.** *Hirtella triandra* t.s. (Cooper & Slater 279, NY).

**Fig. 2.** *Phylloaoea tremelloidea* (Rick s.n. in 1929, type, FH). Two metabasidia (a) showing septal variation, basidiospore (b), and germ tube (c).

8. All original artwork must be signed by the author.
9. Figures should not contain photographs (halftones) and line illustrations (line drawings, maps, graphs, diagrams) on the same plate, as they are reproduced by different methods.

#### **DISTRIBUTION MAPS EXAMPLE 4**

10. Maps should have borders and some indication of latitude and longitude. The use of the **Flora Neotropica BASE MAP #1**, with grid, is strongly recommended. These can be purchased through the office of the Executive Director (see above for address). Records (e.g., dots) should be put in the middle of degree grid squares. Do not use shaded maps—they do not reproduce well. Maps should be prepared at approximately the final size at which they will be printed. This permits authors to discern in advance whether any location symbols will merge or become indistinct when the map is reduced to page or column width.
11. Two or more taxa can be included in one map as long as clearly distinct symbols are used. The names of taxa and symbols *should be included* on the map itself. Several maps may

often be placed together in one plate. If a taxon's area of distribution is limited, the map should be trimmed so as not to waste space and printing costs. Restore borders and latitude/longitude numbers as necessary after trimming.

## Appendix I

### Geographic Sequence in the Citation of Herbarium Specimens

The sequence of geographical arrangement to be used (as commonly practiced by geographers) is given below. It follows a logical procedure and facilitates the consultation of Flora Neotropica.

Each of the numbered units in the list below should begin a paragraph in listing specimens examined. Further breakdown of citations should be alphabetical by major political divisions (states, provinces, etc.) within each country.

#### MEXICO, CENTRAL AMERICA

1. Mexico
2. Guatemala
3. Belize
4. Honduras (incl. Swan Islands)
5. El Salvador
6. Nicaragua
7. Costa Rica (incl. Cocos Island)
8. Panama (incl. Canal Zone as a subdivisión, if you can not determine which modern Panamanian province is appropriate)

11. Cuba
12. Cayman Islands (Grand, Little, Brae)
13. Jamaica
14. Haiti
15. Dominican Republic
16. Puerto Rico
17. Virgin Islands (listed alphabetically)
18. Leeward Islands (listed alphabetically)
19. Windward Islands (Guadeloupe [incl. La Desirade, Marie Galante, Les Saintes],

#### WEST INDIES

9. Bermuda
10. Bahama Archipelago (islands listed alphabetically), Turk & Caicos Islands

- |   |   |
|---|---|
| Dominica, Martinique, St. Lucia, St. Vincent,<br>The Grenadines, Grenada, Barbados) | 25. Suriname                              |
| 20. Southern Netherlands Antilles (Curaçao,<br>Aruba, Bonaire)                      | 26. French Guiana                         |
|   | 27. Ecuador (incl. Galapagos Archipelago) |
|   | 28. Peru                                  |
|   | 29. Brazil                                |
| SOUTH AMERICA (AND OFF-MAINLAND<br>ISLANDS AS SUBDIVISIONS OF COUNTRIES)            | 30. Bolivia                               |
| 21. Colombia (incl. San Andres, Providencia)  | 31. Chile                                 |
| 22. Venezuela (incl. Margarita)   | 32. Paraguay                              |
| 23. Trinidad & Tobago   | 33. Argentina                             |
| 24. Guyana  | 34. Uruguay                               |

## Appendix II

### Abbreviations and Contractions

aff. affinity  
 alt.altitude/elevation  
 auct.of an author/authors (auctoris/auctoribus)  
 botbotones florales presentes, español  
 budflower bud(s) present  
 C central  
 °Cdegrees Celsius  
 ca.approximately, about (circa) (c., when in Spanish)  
 cf.compare (confer)  
 comb.combination  
 comb. nov.new combination  
 Cr.Creek  
 DBHdiameter at breast heighth (DAP in Spanish)  
 Dept.department  
 diam.diameter  
 Distr.district, distrito  
 ed./eds.editor/editors  
 e.g.for example (exempli gratia)  
 et al.and others (et alia)  
 etc.and the rest (et cetera); rarely used in prose writing in Flora Neotropica  
 fam.family  
 fert.fertile; can also be used to indicate presence of sori in ferns  
 Fig./Figs.figure / figures

fl.flowering; flower(s) present; flores presentes  
 fo.forma  
 fr.fructing (use with imm. or old, to qualify condition)  
 herb.Herbarium (do not use “hb.”)  
 horn.homonym  
 Hwy.Highway  
 I./Is.Island/Islands  
 ibid.NOT TO BE USED  
 i.e.that is (id est)  
 imm.immature, English (reproductive stat; use with fl. or fr.)  
 Infl.inflorescence present (inflorescencia presente)  
 Infr.infructescence present (infructescencia presente)  
 in litt.in correspondence (in litteris)  
 inm.inmaduro (no maduro), espanol (para usar con fl o fr)  
 lat./long.latitude/longitude  
 l.c., loc. cit.ditto cited (loco citato) NOT TO BE USED  
 l.s.longitudinal section  
 mun.municipality (Municipio)  
 n/2nhaploid/diploid chromosome number  
 nom. cons.conserved name  
 nom. illeg.illegitimate name  
 nom. inval.invalid name  
 nom. nud.name published without description  
 nom. rej.rejected name  
 n.v.not seen (non viso)  
 p./pp.page/pages  
 p.p.in part (pro parte)  
 pers. comm.personal communication (= “in litt.” , older usage)  
 Prov.Province  
 rd.road  
 q.v.NOT TO BE USED  
 s.d.without date  
 sect.section  
 SEMscanning electron microscopy  
 ser.series  
 s.l.in a wide sense (sensu lato)  
 s.loc.without locality (sine loco)  
 s.n.without number (sine numero)  
 sp./spp.species  
 sp. novf.new species (species nova)  
 s.str.in a narrow sense (sensu stricto)  
 st.sterile  
 stat. nov.new status  
 subgen.subgenus  
 subsp.subspecies  
 syn. nov.new synonym (mostly in cryptogamic usage)  
 t.s.tangential section  
 typ. cons.conserved type

viejousar con fl o fr

var.Variety

vic.vicinity

vis.seen (viso)

viz.namely (videlicet)

vs.versus

x.s. cross section

without localitycollection site not known (= s.loc.)

## **Symbols**

!The exclamation point is not used to indicate specimens examined in Flora Neotropica.

±more or less, usually ca. (c.) is more appropriate

## **Compass Directions**

E/N/S/W

## **Months of the Year**

Jan/Feb/Mar/Apr/May/June/July/Aug/Sep/Oct/Nov/Dec

ene/feb/mar/abr/mayo/jun/jul/ago/sep/oct/nov/dic (Spanish)

jan/fev/mar/abr/maio/jun/jul/ag/set/out/nov/dez (Portuguese)

## **Metric Units**

km/m/dm/cm/mm/μm

## **Appendix III**

### **Reference Works**

These references represent some of the books consulted by the editors when processing Flora Neotropica manuscripts. They are listed here as an added source of information to the authors. The list does not pretend to be complete.

#### **GENERAL REFERENCES**

- Brummitt, R. K. (compiler). 1992 Vascular plant families and genera. Royal Botanic Gardens, Kew. [See [www.ipni.org](http://www.ipni.org) for more recent additions and changes].
- Brummitt, R. K. & C. E. Powell. (eds.). 1992. Authors of plant names. Royal Botanic Gardens, Kew. [See [www.ipni.org](http://www.ipni.org) for more recent additions and changes].
- Greuter, W. et al. 2006. International Code of Botanical Nomenclature (Vienna Code). Regnum Veg. 146: 1–568. Koeltz Scientific Books, Königsten, Germany.
- Pichi Sermolli, R. E.G. (compiler). Authors of scientific names in Pteridophyta. Royal Botanic Gardens, Kew. [See [www.ipni.org](http://www.ipni.org) for more recent additions and changes].

#### **STYLE MANUALS**

- Style Manual Committee, Council of Biology Editors. 1994. Scientific style and format. The CBF manual for authors, editors, and publishers. Ed. 6. Cambridge University Press, New York, New York. [more recent printings available].
- University of Chicago Press. 2003. The Chicago manual of style. Ed. 15. University of Chicago Press, Chicago.

## GENERAL DICTIONARIES

- ENGLISH: Merriam Webster's new collegiate dictionary. Ed. 14. 1984. Merriam Webster Co., Springfield, Massachusetts. [See <http://www.merriam-webster.com/>].
- FRENCH: Cassell's French dictionary. Macmillan, New York. [See <http://dictionary.reverso.net/french-english/>]. Also, [http://www.granddictionnaire.com/btml/fra/r\\_motclef/index1024\\_1.asp](http://www.granddictionnaire.com/btml/fra/r_motclef/index1024_1.asp)
- PORTUGUESE: **Moderno Dicionário da Língua Portuguesa**. Editora Melhoramentos, Sao Paulo. [See <http://michaelis.uol.com.br/> ] Also, <http://www.priberam.pt/dlpo/dlpo.aspx>
- SPANISH: Real Academia Espanola. Diccionario de la lengua española. Ed. Espasa-Calpe, Madrid. [See <http://www.rae.es/>].

## BOTANICAL & MYCOLOGICAL DICTIONARIES

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- Harris, J. G. & M. W. Harris. 1994. Plant identification terminology: An illustrated glossary. Spring Lake Publishing, Spring Lake, Utah.
- Jackson, B. D. 1971. A glossary of botanic terms. Ed. 4. Duckworth, London.
- Kirk, P. M. et al. 2001. Ainsworth & Bisby's dictionary of the fungi. Ed. 9. CABI Publications: Wallingford, Oxon, England, & New York, NY.
- Lellinger, D. B. 2002. A modern multilingual glossary for taxonomic pteridology. Pteridologia [Amer. Fern Soc.] 3: 1—263. [Online version: <http://www.amerfernsoc.org>].
- Mabberly, D. J. 1997. The plant book. A portable dictionary of the vascular plants. Ed. 2. Cambridge University Press, New York.
- Magill, R. E. (ed.). 1990. Glossarium polyglottum bryologiae. A multilingual glossary for

bryology. Monogr. Syst. Bot. Missouri Bot. Gard. 33: 1—297. [See

<http://www.mobot.org/MOBOT/tropicos/most/Glossary/glosefr.html> for English; see

<http://www.mobot.org/MOBOT/tropicos/most/Glossary/glossfr.html> for Spanish].

Malcom, B. & N. Malcom. 2000. Mosses and other bryophytes: An illustrated glossary. Micro Optics Press: Nelson, New Zealand.

Stearn, W. F. 1992. Botanical Latin. Ed. 4. David & Charles, Newton Abbot, England.

Willis, J. C. 1985. Flowering plants and ferns. Ed. 8. Cambridge University Press, Cambridge.

#### **OTHER GENERAL REFERENCE WORKS**

Bridson, G. D. R. 1991. Supplement to Botanico-Periodicum-Huntianum (B-P-H). Hunt Botanical Library, Pittsburgh.

———. 2004. BPH-2: Periodicals with botanical content: Comprising a second edition of Botanico-Periodicum-Huntianum. Hunt Institute for Botanical Documentation, Carnegie Mellon University, Pittsburgh.

Brummitt, R. K. (compiler). 1992. Vascular plant families and genera. Royal Botanic Gardens, Kew. [See [www.ipni.org](http://www.ipni.org) for more recent additions and changes].

Brummitt, R. K. & C. E. Powell. 1992. Authors of plant names. Royal Botanic Gardens, Kew. [See [www.ipni.org](http://www.ipni.org) for more recent additions and changes].

Farr, E. R., J. A. Leussink & F. A. Stafleu (eds.). 1979. Index nominum genericorum (Plantarum). Regnum Veg. 100, 101, 102. Bohn, Scheltema & Holkema, Utrecht. . [Also see <http://ravenel.si.edu/botany/ing/> for updates].

———, ——— & G. Zijlstra (eds.). 1986. Index nominum genericorum, Supplementum I. Regnum Veg. 113. Bohn, Scheltema & Holkema, Utrecht. [Also see <http://ravenel.si.edu/botany/ing/> for updates].

Holmgren, P. K., N. H. Holmgren, & L. C. Barnett. 1990. Index herbariorum, Part I. The herbaria

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Index of maps of Hispanic America 1: 1,000,000. 1943. American Geographical Society  
Publication 5.

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McNeill, J. et al. 2006. International Code of Botanical Nomenclature (Vienna Code). Regnum  
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Botanic Gardens, Kew. [See [www.ipni.org](http://www.ipni.org) for more recent additions and changes].

Stafleu, F. A. & R. S. Cowan. 1976-1988. Taxonomic literature. Ed. 2. Regnum Veg. 94, 98, 105,  
110, 112, 115, 116. Bohn, Scheltema & Holkema, Utrecht.

——— & E. A. Mennega. 1992-1995. Taxonomic literature, supplements I-III. Regnum Veg. 125,  
130, 132. Koeltz Scientific Books, Königstein.

#### **PLACE NAME GAZETTEERS**

Geographic Names Database, worldwide [See <http://gnswww.nga.mil/geonames/GNS/index.jsp> ].

Instituto Brasileiro de Geografia e Estatística, Brazil [See <http://www.ibge.gov.br/home/default.php>]

## **Appendix IV**

### **Guidelines for Submission of Electronic Manuscripts**

1. Label the CD with the following information: author's name, title of manuscript, file name, in the word processing software.

2. Delete any files that are not part of the manuscript (e.g., cover letter); ensure that the hard (paper) copy of the manuscript and the disk version are identical.
3. Do not use any conversion options to save your file; save it as you ordinarily save files; do not, for example, convert to ASCII, DOS text file, or a compressed file.
4. Do not split the manuscript into multiple files unless absolutely necessary; save it as one file (or, if necessary, a small number of logically divided files).
5. If you use symbols or characters not available on your keyboard, e.g., Greek characters, mark them clearly and conspicuously on each hard copy, preferably in red.
6. Do not use automatic hyphenation, right justification, automatic footnotes, or other automatic functions in the creation of your manuscript; these computer functions may not convert properly.
7. Do not use lowercase "el" (l) or an uppercase "eye" (I) for a numeral one (1); do not use an "oh" (o or O) for a zero (0). Typing errors of this sort result in unsightly text (I900 vs. 1900) and require tedious, time-consuming, and costly corrections.
8. Use hanging indents, not tabs or spaces, followed by leader dots (periods) to place indented text in keys.