

Checklist & Formatting Instructions

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General Instructions

- Double-space throughout; do not use justified right margin.
- Font formatting in manuscript should correspond to that used in the journal (e.g., *italics* for genus and species names, LARGE AND SMALL CAPITALS for second level headings, and *italics* for third level headings).
- Assemble manuscript in this order: 1) Title and Abstract page, 2) Text, 3) Acknowledgments, 4) Literature Cited, 5) Tables, 6) Appendices, 7) Figure legends, and 8) Figures.
- Newly described taxa should be illustrated by line drawings.
- All figures should be submitted as low resolution .jpg files included at the end of the manuscript for review purposes. **Upon acceptance and final submission, high resolution versions of illustrations must be submitted as separate files.**

Title, Abstract, and Key Words

- The title, author names, address, abstract, and key words have the following format:

A new species of *Lonchocarpus* (Leguminosae, Papilionoideae) from Mato Grosso do Sul, Brazil

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Abstract. Text of abstract.

Key words: Up to six key words in alphabetical sequence.

- Reference citations, taxonomic authorities, and abbreviations should not be used in the abstract (or title).
- In the abstract indicate all new taxonomic names in boldface (not in italics), including any new combinations.
- Indicate all newly designated lecto- and neotypifications in boldface in the abstract.

General Text

- Introductory text should not have a heading.
- Main headings are centered and in boldface on a separate line. Only the first letter is capitalized.
- Second level headings are flush left in **LARGE AND SMALL CAPITALS** on a separate line.
- Third level headings are in italics and are followed by a dash, on the same line.
- All figures and tables must be cited in the text and must be cited consecutively in numerical order.
- Each reference cited in the text must be listed in Literature Cited section, and vice versa.
- Cite literature in the text as follows:
 1. One author: Mori (2005) or (Mori, 2005).
 2. Two authors: Mori and Boom (2005) or (Mori & Boom, 2005).
 3. More than two authors: Mori et al. (2005) or (Mori et al., 2005).
 4. Manuscripts accepted for publication but not yet published: Mori (in press) or (Mori, in press).
 5. Unpublished materials: S. Mori (unpubl. data) or (S. Mori, pers. comm.).
 6. Within parentheses, use a semicolon to separate different citations (Mori, 1991; Boom, 1993), and cite a series of references in chronological order.
 7. Use a, b, c, and so forth, for two or more papers by same author(s) in one year (e.g., Boom, 1985b; Mori, 1990a, 1990b).
- Abbreviate units of distance and size measurements without a period throughout the text (e.g., km, mm, ft, mi).

- Use *Authors of Plant Names* (1992, by R. K. Brummitt and C. E. Powell, Royal Botanic Gardens, Kew) for abbreviations of author names throughout the manuscript. Cite authors of all names at rank of genus and below where first used in text.
- Numbers: spell out one through nine, unless it is a measurement or in a description. Use a comma with more than four digits (1000 but 10,000); 0.5 instead of .5; % instead of percent. Use 8–8.5, and not 8.0–8.5.

TAXONOMIC TREATMENT AND SYNONYMY

- Names of accepted taxa (new or otherwise), when used as headings in a treatment, should be in boldface. Names of synonyms are italicized.
- For nomenclatural text (i.e., synonymy and typification), use one paragraph per homotypic basionym. Heterotypic basionyms are in separate paragraphs. Paragraphs should be formatted using a hanging indent.
- The following designations should be in boldface: **sp. nov.**, **comb. nov.**, **hybrid nov.**, etc... (for all new taxa and new combinations).
- For each new species description, the protologue must include a diagnosis in Latin and/or short description of essential characters in Latin, not a long translation of the English description.
- Latin diagnosis should be placed in a paragraph below homotypic synonyms.
- Latin diagnosis should not be in italics. Latin names within the diagnosis should be in italics.
- It is assumed that authors have examined all types cited. In type citations, indicate the duplicates that you have not seen with "n.v." Do not use "!" for duplicates you have seen. Include initials of collectors of type specimens.
- When designating a lectotype (or neotype) in your manuscript, use the following format after the specimen citation: (lectotype, **here designated**: NY). If citing a lectotype (or neotype) previously designated, use the following format: (lectotype, designated by Mori, 1991: NY) and add this citation to the Literature Cited.
- Use [Index Herbariorum](http://sciweb.nybg.org/science2/IndexHerbariorum.asp) (<http://sciweb.nybg.org/science2/IndexHerbariorum.asp>) for herbarium acronyms. It is not necessary to cite this publication.
- Journal titles should be abbreviated using BPH-2 (Botanico-Periodicum-Huntianum, second edition. 2004. Hunt Institute for Botanical Documentation.) or an earlier version (1968 or 1991).
- Book titles should be abbreviated using *Taxonomic Literature*, second edition.

- References cited only in nomenclatural text are not included in literature cited section.

DESCRIPTIONS & KEYS

- Descriptions of taxa should be parallel, i.e., the same structures are described in the same order with consistent punctuation.
- Within descriptions, the conventional order of characters from base to apex should be followed. For the plant, the general order is from habit through roots, rhizomes or other underground organs, stems, leaves, inflorescences, bracts, flowers, fruits, seeds, seedlings. For flowers, the order is from general characters through calyx, corolla, androecium, and gynoecium characters.
- The description of a taxon may be followed by the following paragraphs: 1) *Distribution or Distribution and Ecology*—, 2) *Phenology*—, 3) *Etymology*—. These headings should be indented on the same line as the initial text. The headings should be in italics and followed by a dash.
- General discussion should be placed after the specimens examined section.
- Keys should be dichotomous and indented. Couplets should be numbered, not lettered, and the numbers followed by periods. Authors of taxa generally are not included in keys. Species are not numbered in the key unless they are not presented in alphabetical sequence in the taxonomic treatment.
- Verify that all measurements and descriptive information provided in the key matches the information in the descriptions.

SPECIMENS EXAMINED

- Specimens examined are grouped in a separate paragraph beginning with, “**Additional specimens examined.**” For new species do not use “Paratypes.” Citation of all specimens seen by an author is appropriate unless such a list is unduly long, in which case “**Selected specimens examined.**” is used.
- Specimen citations should include locality, latitude and longitude when available, elevation, collection date, collector (“et al.” when more than two), collector’s number, and herbarium(a) of deposit. Label data such as flower color should not be included in specimen citations. Provide locality data without translation. Countries are cited from north to south; political subdivisions are in alphabetical order within countries; and collectors are in alphabetical order within

subdivisions. Initials of collectors should be used consistently or not at all in “Additional specimens examined.”

- Use the following format (font, punctuation, data sequence, abbreviated compass directions, elevation, and spacing in coordinates) for citation of specimens:

Additional specimens examined. 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* (NY).

- Each country begins a new paragraph; specimens from the same locality are separated by commas, as in the example above.

Acknowledgments

- If there are illustrations by an individual other than the author, the author should thank the illustrator in the Acknowledgments section.
- Authors should thank manuscript reviewers.

Literature Cited

- Verify all entries against sources, especially journal titles, accents, diacritical marks, and spelling in languages other than English.
- Cite references in alphabetical order by the surname of the first author. List works by the same author(s) chronologically, beginning with earliest date of publication. Cite references by a single author before multiauthored references by same author.
- Multiauthored references with two authors should be listed before other multiauthored references with 3 or more authors.
- Use a long dash when the authors are the same as in the immediately preceding citation.
- “In press” citations must have been accepted for publication; give name of journal or publisher.
- Insert a space after each initial of an author's name.
- Write journal names and book titles in full, without abbreviation.
- Titles of books are written in lower case except the first word and proper nouns and as required in original language of titles.

EXAMPLES OF LITERATURE CITED

Journal Articles

Stevenson, D. W. & K. J. Norstog. 1999. Pubescence of cycad pinnae. *Opera Botanica* 58: 435–469.

———, ——— & D. V. Molsen. 1996. Midribs of cycad pinnae. *Brittonia* 48: 67–74.

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* (Tiliaceae) L. 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*. *Monographs in Systematic Botany from the Missouri Botanical Garden*. 85(3): 2307–2332.

Series (single author)

Burret, M. 1933–1934. *Bactris* und verwandte Palmengattungen. *Repertorium Specierum Novarum Regni Vegetabilis* 34: 167–184 [1933], 185–253 [1934].

Book

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

Tables

- Each table must start on a separate page and must be double-spaced. Tables can be oriented in landscape or portrait. Do not reduce type size of tables.
- Tables can be prepared to be printed 1- or 2-column width; plan accordingly.
- The title of the table should be centered, and on a separate line above, the word “Table” with a roman numeral should be centered.
- Superscripts referring to footnotes should be lowercase letters, not numbers. Footnotes should be placed as a separate paragraph at end of table.
- Data in tables should match those in text and keys.

Figure Captions

- Begin on a new page.
- Double-space the legends and group them according to figure arrangements.
- Number figures consecutively with arabic numerals.
- Type legends in paragraph format, e.g.:
FIG. 1. *Topobea intricata*. **A.** Habit. **B.** Representative leaves (abaxial surfaces) from one node. **C.** Floral peduncle, floral bracts, and young fruiting hypanthium. **D.** Outer floral bract. **E.** Inner floral bract. **F.** Petal. **G.** Representative stamens,

profile view (left) and 3/4 dorsal view (right). **H.** Seeds. (Drawn from the holotype.)

FIG. 2. *Oenocarpus circumtextus*. **A.** Habit. **B.** Inflorescence. (Drawn from *Bernal 323*, NY.)

FIG. 3. *Solanum morii*. **A.** Habit. **B.** Fruit. (Drawn from *Prévost 32*, NY.)

- The specimen(s) on which the illustrations are based must be noted.
- Figures should be cited in text in consecutive numerical order.

Preparation of Figures

- All line drawings must be signed.
- When preparing composite illustrations, do not space between the components, and do not combine photographs and line art.
- Magnifications must be indicated by means of scale bars (magnifications in the figure legend are not acceptable).
- Parts of a plate or line drawing should be labeled A, B, C, etc... (not numbered as separate figures).
- Maps should have a border, an indication of latitude/longitude, and a distance scale.
- Two widths are possible for illustrations, 6.2 cm (single column) or 13.8 cm (full page width). Illustrations must not exceed 20 cm long, and space should be left within that 20 cm for the caption. Please prepare illustrations at the correct size and proportions for publication.
- All figures must be submitted electronically.
- Figures should be submitted as .jpg files embedded within the manuscript for review purposes. **Upon acceptance and final submission, high resolution versions of illustrations must be submitted as separate files. Required resolution is 1200 dpi for line art, and 300 dpi for halftones.**

ELECTRONIC FIGURE SUBMISSION

- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.

LINE ART

- Definition: Black and white graphic with no shading.
- Do not use faint lines or lettering and 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 publication size.
- Vector graphics containing fonts must have the fonts embedded in the files.

HALFTONE ART

- Definition: Photographs, drawings, or paintings with fine shading, etc.
- Halftones should have a minimum resolution of 300 dpi at publication size.

COLOR ART

- Color art is free of charge if accepted for online publication.
- For color in the print version, authors will be expected to make a contribution towards the extra costs. The fee for color may be waived per the discretion of the Editor-in-Chief. Please consult the Editor-in-Chief directly
- If black and white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.
- If the figures will be printed in black and white, do not refer to color in the captions.
- Color illustrations should be submitted as RGB (8 bits per channel).

If **Electronic supplementary material** (ESM) is submitted, it will be published as received from the author in the online version only. ESM may consist of the following:

- Information that cannot be printed: animations, video clips, sound recordings.
- Information that is more convenient in electronic form: sequences, spectral data, etc.
- Original data such as additional tables, illustrations, or specimen citations.
- If supplying any ESM, the text must make specific mention of the material as a citation, similar to that of figures and tables (e.g., ". . . as shown in Animation 3.").

For details on formats and other information, please follow the hyperlink to the specific instructions for electronic supplementary material on the right.

Data

- It is the expectation of the editors and publisher that authors will make the data underlying published articles available. Any impediments to data sharing should be brought to the attention of the editors at the time of submission.
- Papers in disciplines such as anatomy, ethnobotany, cytology, phytochemistry, and molecular systematics must cite voucher specimens.
- DNA, RNA, or protein sequences corresponding to >50 nucleotides and not provided in the text of manuscripts must be archived in an appropriate data bank,

preferably GenBank. The data bank accession numbers for these sequences must be provided in the final revised version of the manuscript.

What and Where to Submit

Authors should submit manuscripts as e-mail attachments sent directly to the editor-in-chief (lkelly@nybg.org; lawrencemkelly@yahoo.com). Electronic submission substantially reduces the editorial processing and review times and shortens overall publication times. Please contact the editor-in-chief with questions about manuscript submission. In your cover letter, please suggest potential reviewers for the manuscript.

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