

Flora Neotropica Monographs Formatting Instructions

INTRODUCTION

Flora Neotropica is intended to serve as a monographic flora of the tropical American region. The monographs are written by specialists and published by the New York Botanical Garden. As of 2025, 124 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 Editor-in-chief of *Flora Neotropica*, New York Botanical Garden, Bronx, N.Y. 10458-5126, U.S.A. (email: lkelly@nybg.org).

Botanists & Mycologists wishing to contribute a monograph should contact the Editor-in-Chief:

Dr. Lawrence M. Kelly
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Bronx, NY 10458-5153
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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 process, and reduce unnecessary expenses.

Contributors are also strongly advised to consult the most recent volumes of *Flora Neotropica Monographs* (100–124) for style. If you have any questions concerning the preparation of your manuscript, please contact the Editor-in-chief (email: lkelly@nybg.org).

Any submission not conforming to the guidelines herein will be returned to the author for revision prior to the review process.

GENERAL PRINCIPLES

1. The area covered by *Flora Neotropica* includes the 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 generally should 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 taxa may be reasonably included.
2. Monographs are published in English, along with any necessary quotations in other languages. Proposals of new taxa must be accompanied by a description or diagnosis, in accordance with the International Code of Nomenclature for algae, fungi, and plants (Madrid Code, 2025). Overall nomenclatural taxonomic practices must follow Madrid 2025. For correct spelling, consult the dictionaries 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, actual or potential uses of the taxa, and conservation status.
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 editor-in-chief.
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, CAS, F, G, GH, K, MO, NY, P, S, U, US, W) should be examined.
6. Plant names and nomenclatural decisions employed in *Flora Neotropica* must conform to the rules of nomenclature as set forth in the most recent edition of the International Code of Nomenclature, Madrid Code 2025.
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 as electronic files to the Editor-in-chief. Contact information, including email address and phone numbers, must accompany the manuscript in the cover letter. A title page with appropriate authorship and a table of contents should accompany the manuscript.
9. If previously published material is used (e.g., illustrations, tables, extensive portions of text), it is the monograph author's responsibility to obtain written permission from the copyright owner(s) and artists. This permission must accompany the manuscript when submitted for publication.
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 expression by at least two colleagues fluent in English before submission.
11. Students writing theses intended for eventual publication in *Flora Neotropica* Monographs should follow the Guide from the onset of their thesis preparation; this will avoid a loss in time in reformatting the manuscript.

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 Exsiccate
21. Index of Local Name
22. Index of Scientific Names

Headings

The major headings should be bold and capitalized. 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 also be translated into Spanish, French, or Portuguese. New genera, subgenera, sections, 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. email: lbrako@nybg.org). *Phyllopsora* (Bacidiaceae). *Flora Neotropica Monograph* 55: 1–000. 201X. 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. (insofar 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, with conservation status explicitly stated in the context of IUCN red list assessment criteria. It is furthermore recommended that authors include a short glossary of technical terms used in the descriptions of the taxa, with particular reference to the illustrations in the manuscript.

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, subgenus, section, species, subspecies, variety) are accompanied by authority, place (journal/serial or book title), bibliographic citations, and dates (cover date & actual date of publication), and type. A list of appropriate references may be given after the family name is introduced, but these should not all be repeated again after generic or specific entries.

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

Authorities

Names of authors of taxa and synonyms should be abbreviated according to *Authors of Plant Names* (Brummitt & Powell, 1992; with spaces between initials) and the International Plant Names Index (IPNI, www.ipni.org). If an author feels strongly about spelling out the family names/surnames, they may do so, but orthography of surnames should conform Brummitt & Powell 1992 unless that reference is incorrect for modern authors.

Literature Citation

1. 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.
2. 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 authors are listed alphabetically and then chronologically if two or more publications have the same authorship.
3. Manuscripts accepted for publication but not yet published: Mori et al (in press) *or* (Mori et al., in press). The publications should be verified while the manuscript is in review and final author editing, to determine if such publication has been published.
4. 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, and subsequent updates). If the serial is not in *B-P-H*, spell out the full title. The editor will attend to the abbreviation, if necessary.
5. Books and other non-serial literature are abbreviated, without exception, according to *Taxonomic Literature* (Stafleu & Cowan, 1976–1988) and *TL-II Supplements*.
6. It is recommended that *Taxonomic Literature* also be consulted for accuracy of exact

dates of publication of literature.

7. 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 citations 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 be dichotomous (never trichotomous), progressively indented, and numbered (see recent issues of *Flora Neotropica Monographs*). 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.
3. Data in the keys must match the descriptions of the taxa, with consistent use of terminology and wording.

Family Treatment (or Highest Taxon in the Category Treated)

1. *First paragraph*: Scientific name with authority (abbreviated) and reference; bibliographic citation(s), if appropriate; type of the family (=genus with authority); derivation (etymology) of name. **Boldface** the accepted scientific name, *italicize* names of synonyms.
2. *Subsequent paragraph(s)*: Heterotypic synonym(s) with authority and reference.
3. For the abbreviation of literature, see “Literature Citation” above.
4. *Technical description*. Give a general characterization and do not restrict description to the neotropical elements 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* (e.g., genera).

Generic Treatment

1. Number the genera consecutively with Arabic numerals. **Boldface** the accepted scientific name, *italicize* names of synonyms.
2. *First paragraph*: Scientific name with authority (abbreviated) and reference; bibliographic citation(s), if appropriate; homotypic synonym(s) with authority and reference; type (=with synonyms if appropriate); derivation of name.
3. *Subsequent paragraph(s)*: Heterotypic synonym(s) with authority and reference.
4. Lectotypes, if previously published, must bear the literature citation (author, date, and page number, example: Strother & Ferlatte (1988): p. 85).
5. *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.
6. *Distribution and ecology*. You may indicate frequency of occurrence.
7. *General remarks* (if any): comments on nomenclature, morphology, uses, etc.
8. *Key to the subgenera* or other subdivisions, if any.
9. *Key to the species*. Include a brief statement on the geographical distribution of the species in the key, if appropriate or useful.
10. At least one illustration should be provided for each genus or important subgenera, sections, etc. Each new species should be accompanied by an illustration.

Treatment of Species

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 (1, 1a, 1b, 1c, 2, 3, 3a, 3b). 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. *First paragraph*: Scientific name with authority (abbreviated) and reference; bibliographic citation(s), if appropriate; type; derivation (etymology) of name, if appropriate. **Boldface** the accepted scientific name, *italicize* names of synonyms. Cite the type specimen in full at the end of the paragraph, following the citation of basionym and other homotypic synonyms if any. Indicate the illustrations in the protologues when citing the publications. The following designations should be in **boldface**: **lectotype here designated, sp. nov., comb. nov., hybrid [nototaxon or nothomorph] nov., etc.**
3. Subsequent paragraph(s): *Subsequent paragraph(s)*: Heterotypic synonym(s) with authority and reference. Each starts a new paragraph with the basionym at the beginning, followed by homotypic synonyms, if any, and the type citation.
4. *Type citation*. Citation of types should take the form used in "Specimens examined": *Country*. *Next political division*: *exact locality* (in original language of the herbarium label (which will be considered the normal source of the locality data) or protologue (localities from protologues are to be included in quotation marks), do *not* translate into the language of the manuscript), *elevation* (in original units), *date* (or s.d.), *phenological state* (when relevant), *collector(s) and numbers* (in *italics*), with first names initials and surnames, example *W. R. Maxon 6746*, followed in parentheses by *type status* (holotype, isotype, lectotype, neotype, etc.) and *herbarium acronym*. Country and political subdivisions are not fully 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. If a holotype or other type has been destroyed, used the expression: "holotype, B, destroyed" (do not use the dagger symbol †, which is used indicate a person is dead). Clearly indicate new lectotypes, neotypes, or epitypes, for example: "**lectotype, NY, here designated K 000554286, MO 21973, PMA 45687**" or "**neotype, MO 908865, here designated, isoneotypes, NY 5876, W 34874, Z 911134**" or "**epitype, MO 789456, here designated, isoeptypes, NY 458743, W 98765, Z 5634211**". [See the International Code of Nomenclature (2025) Art. 9.8, and its glossary, about the appropriate usage of an epitype]

It is required to indicate where a lectotype was published if it has already been designated somewhere else, for example, "(lectotype, BM, designated by Frahm, 1991: p. 81)." Note that the exact page number is a required part of this citation. **It is required to cite the accession number or barcode of all type specimens (holotype, isotypes, lectotypes, neotypes, syntypes, epitypes) so that the types and their statuses are clearly established by the manuscript. If the types do not yet have such numberings, ask the herbarium to provide numbers on the specimen so that you can precisely exactly cite them.** Herbaria that have multiple number sheets of the type with the same "accession numbers" should also provide a distinctive way to cite the individual sheets. Example; herb. RB (Jardim Botânico, Rio de Janeiro) uses numbers on their herbarium labels that are repeated on multiple sheets or specimens that are kept at herb. RB and also used on the labels of specimens distributed by that institution. Those numbers will need to be accompanied by herb. RB's distinctive numbers to distinguish among those sheets at RB; for specimens distributed by herb. RB, the

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accession or barcodes of the receiving institutions will be required. All syntypes of the names are required to be cited in the condensed synonymy, with citations of herbaria. Do not put the syntypes in the "Specimens Examined" or "Selected Specimens Examined" sections.

5. *Technical description*, inclusive of pollen or spore description, chromosome number, chemical characteristics, etc. if known and appropriate here, citing literature references to such data.
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 (flowering and fruiting for vascular plants, or fertile period in non-vascular plants, fungi, and algae, when appropriate. 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. Place names used in protologues or herbarium labels must be copied exactly; any modern place names should be indicated in square brackets following the original place names. Distribution maps must be prepared for every taxon. GIS generated maps are acceptable (more information on maps under "Preparation of Manuscripts," below).
7. *Citation of specimens*. Specimens are cited under the heading "Specimen(s) examined" or "Selected specimen(s) examined." For every country mentioned in the "Distribution and ecology" statement, at least one specimen must be cited. If the sole specimen cited from a country is one of the types of the accepted name or of one of the synonyms, 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 (you can cite the excess specimens in the Exsiccate). For citation purposes, preference should be given to the following collections:
 - a. those conveying the author's concept of the taxon,
 - b. those documenting the full range of the taxon,
 - c. those represented in many herbaria, especially in Latin America, and
 - d. those of historical significance.

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

PANAMA. COCLÉ: El Valle de Antón, 7 Feb 1947 (fl), *Alien 4206* (MO). PANAMA: Trapiche, Perlas I., 4 Jul 1941 (fr), *Alien 2610* (MO); near Río Tapia, Juan Díaz region, 1–3 Jun 1923 (fl), *Maxon 6746a* (US).

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

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 México and the province of Panamá. See Appendix 1 for the strict 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. Language used on labels or in publication to describe the locality is to be maintained in the original the language of the manuscript (e.g., "los alrededores de Antioquia," which avoids translation ambiguities and errors) and current names for cities, political divisions, etc., are to be used in square brackets after the label spellings (e.g., Barra [Manaus]; Prov. León [Cotopaxi]). When you write a specific locality, it must make sense. Localities that are found at a certain distance for a named place need to indicate or which road or direction in which the kilometers were measured from the named place. When herbarium labels use abbreviations, try to determine what it represents, and indicate that expanded version at least once in the manuscript, e.g., example, PEMEX [Petróleos Mexicanos], most of the abbreviations can be determined by searching the internet, e.g. googling the abbreviated form.

For geocoordinates, use minute and second symbols (', "), not apostrophes (') and quotation marks ("); do not use spaces between elements within values of latitude and longitude. Geocoordinates that are estimated *ex post facto* should be shown in brackets.

Citation of the collection date is required (including cryptogamic manuscripts). This is particularly important when information on the phenology of the taxon is provided or when collection number is lacking. Elevation data are detailed here, but summarized in the "Distribution and ecology" section. All elevations are considered to be above sea level, unless stated otherwise (e.g., : "m below sea level").

Include the collector(s) and collection number, or "*s.n.*" when a collection number is lacking, both should both be *italicized*. Initials of collectors' given names should normally be omitted (except for types) 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*). When the author of the monograph is the second collector or of a specimen with multiple collectors, his or her name may also be cited (e.g., *Steyermark, Luteyn, Jones & Artwin 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 language group) and where used for widespread taxa and actual or potential uses of the species. For plant products that are consumed, indicate if by people or which animals.
10. *Preliminary Conservation Status*. Conservation assessments are encouraged but must follow published guidelines (such as the IUCN Red List categories and criteria), and these guidelines must be cited and carefully obeyed. Note that measures of AOO and/or EOO alone are not sufficient to determine Red List status using Criterion B, but the conditions that follow B1 and/or B2 must also be assessed and reported. All assessments should be labeled "preliminary" until submitted, reviewed, and published by the regulating organization (e.g., IUCN).

Treatment of Intraspecific Taxa

1. The species, when (subdivided into infraspecific taxa), is fully described, with a statement of its distribution and ecology, followed by a key to the infraspecific taxa and brief descriptions of the infraspecific taxa. Descriptions of infraspecific taxa should not repeat information already given in higher-level descriptions; they should be short.
2. All citations of types and specimens examined are given under the appropriate infraspecific taxon, including the "typical" one (the autonym). The format of treatment of infraspecific

taxa is similar to that of species.

Numerical List of Taxa

Generic and specific names, with full author citation, should be numbered with Arabic numerals. For a monographs with several genera: 1, 1.1, 1.2, 1.3, 2, 2.1, 2.2, 3, 3.1, 3.2, 3.3, 3.4, etc., corresponding exactly to those used in the systematic treatment; infraspecific taxa should be denoted with lowercase letters following the species number (1, 1a, 1b, 1c, 2, 2a, 2b, 2c, 3, 3a, 3b, 3c, for a monograph with a single genus; or 1, 1.1, 1.2, 1.3, 1.3a, 1.3b, 1.3c, 2, 2.1, 2.2a, 2.2b, 2.3, 3, 3.1, 3.2., 3.3, for a monograph with 2 or more genera). This pattern is followed for species with either subspecies or varieties. If an additional sublevel of a species is used (a rare occurrence), the usage of 1.3a-1, 1.3a-2, etc. would be used.

Index of Scientific Names

New names and combinations are in boldface and synonyms are in italics. Page numbers in boldface indicate primary page references. Page numbers with an asterisk (*) indicate pages with illustrations or maps.

Header for Index to Scientific Names as indicated here (as appropriate for typifications):

INDEX TO SCIENTIFIC NAMES

New names and combinations in **boldface**; synonyms 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. New neotypifications are indicated by **boldface (NT)**, and new epitypifications are indicated by **boldface (ET)**, after the page number.

List of Exsiccate

1. Genera and species are indicated by Arabic numerals in parentheses after the collector (including first name initials, when possible) and collector's number. If consecutive numbers pertain to the same species, do not repeat the genus/species number each time, but group them. Examples:

Ellenberg, H., 865 (1.29); 993 (8.55); 998 (1.29).

Palmer, E., s.n. (3), 251(17), 1001 (2)

Pires, J. M. et al., 502 (2.39); 507, 542, 587 (2.3a) ; 805, 830 (1.5)

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-); 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, Edward Palmer, and N. L. Britton) used separate numbering series when they collected jointly with different co-collectors or in different countries of different years. If using this method, cite specimens as follows:

Standley, P. C. (et al.), 60923(11.1a); 60926(18.37).

4. The List of Exsiccate is no longer optional for non-vascular plant, algal, and fungal groups.
5. Use the following format (font, punctuation, data sequence, abbreviated compass directions, elevation, and spacing in coordinates) for citation of specimens:

Additional specimens examined. COSTA RICA. Puntarenas: Cantón Buenos Aires: Pan American Highway South, at Río Volcán, 9°10'35"N, 83°25'36"W, 395 m, 22 May 2005 (fr.), *Torke & Santamaría* 380 (INB, MO). Cantón Golfito: Rancho Quemado, sector norte, Fila a Estero Guerra, 8°43'30"N, 83°34'40"W, 350 m, 17 Feb 1992 (fl.), *J. Marín* 339 (CR); 5.2 km W of Rincón, 8°42'5"N, 83°30'53"W, 90 m, 23 May 2005 (fr.), *Torke et al.* 382, 384 (INB, MO). San José: Cantón Puriscal: Zona Protegida La Cangreja, Cuenca del Tulín, sobre sendero principal después de la Quebrada Grande, 9°41'50"N, 84°22'55"W, 300–400 m, 19 Sep 2000 (im. fr.), *Acosta* 2638 (INB); Parque Nacional La Cangreja, along Sendero Rio Negro, which departs from park reception area, near little and big waterfalls of Quebrada Grande and Quebrada Encanto, respectively, 9°41'21.5"N, 84°22'5.2"W, 430 m, 21 May 2005(st.), *Torke & Santamaría* 379 (INB, MO).

PANAMA. Bocas del Torro: Bosque Protector Palo Seco, Carretera Chiriquí–Almirante, antes del km 9, 9°4'31"N, 79° 39'32"W, 60 m, 01 Feb 2005 (fr.), *Aizprúa* 2832-RA (COL, F); Water Valley, vicinity of Chiriqui Lagoon, 21 Nov 1941 (st.), *von Wedel* 1727 (US).

Preparation of Manuscripts, Text

1. Use Times New Roman, 12-point font throughout (except where otherwise indicated).
2. Double-space throughout. Use page numbers (centered in the footer of each page).
3. All paragraphs are formatted either with indents (general text, figure captions, and table headings) or hanging indents (nomenclature paragraphs, literature citations). To format indents, use the indent guides in the 'Ruler' in MS Word (not spaces or tabs).
4. Text (except centered headings) should be "left aligned" (i.e., do not use "full justification" of the text to both the left and right margins).
5. The manuscript (review copy) should be submitted as a single electronic file, with the illustrations and tables placed after the end of the text, in the same electronic file. Separate files for tables and figures are not needed at the review stage. The review copy should have the figures that are much less than the 1200 dpi resolution required for line art and 300 dpi for photographs and other shaded artwork. The electronic file can be sent to the Editor-in-chief or deposited using a file transfer application.

Additional instructions for text formatting:

1. Write primary headings in capital letters.
2. Leave lines between sections of the manuscript and treatments of genera and species.
6. Indent all paragraphs except for the beginning of the formal presentation of the accepted taxa which should start flush with the left-hand margin.
7. Leave one space after all 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.) (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: e.g., 20, 100, 4278.

6. Measurements are to be in metric system (except in quotations).
7. Include en dashes (–) in parenthetical extremes of measurement, leaving no space on either side of the parentheses. Extremes in measurement should be given as follows:
 $(2-4-7(-9) \times 5-8 \text{ mm, not } (2-) 4-7 (-9) \times 5-8 \text{ mm.}$
8. Most 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 a numeral. 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 of 3 or more items in English (e.g., trees, shrubs, or herbs; Panama, Colombia, and Venezuela).
11. Write out a generic name the first time it occurs 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 published articles, 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 only 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 *not* be in quotation marks.
13. Do not italicize 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 languages 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" and so forth.

FIGURES

1. Illustrations (line drawings, photographs, distribution maps, diagrams, graphs, photographs, charts) and Figure captions/legends should be designed for a full-width printed page (19 × 11.5 cm) after reduction; space should be allowed for the Figure legends/captions on the same page as the illustrations within those measurements.
2. All illustrations are to be numbered consecutively using Arabic numerals, and in the order cited in the text. Major parts of illustrations (different species within a single page) are to be designated by capital letters (A, B, C, . . .). Maps and illustrations should not be numbered separately; all should be numbered in a single sequence and in the order in which they are first cited in the text.
3. All illustrations (including maps) should show a scale; do not use magnifications in figure legends.
4. Do not group photographs (halftones) and line illustrations (line drawings, maps, graphs, diagrams) in the same figure, as they are reproduced by differently and require different resolutions to print well.
5. Electronic Figure submission: The initial manuscript submission should include the figures as low resolution (100 dpi), as jpg files, for easy consultation by the editor and the

reviewers. The final submission of the manuscript requires higher resolution for the figures. For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. Halftones should have a minimum resolution of 300 dpi at publication size.

Figure Captions

- Figure captions/legends should be grouped at the end of the monograph in separate paragraphs for each figure but not on separate pages. Citation of voucher specimens for an illustration should be included in the legend. Examples of legends:

Fig. 1. *Protium yanachagae*. **A.** Flowering branchlet and detail of leaflet margin (upper right). **B.** Flowering branchlet. **C.** Staminate flower and portion of inflorescence. **D.** Staminate flower with part of calyx and corolla removed. **E.** Ovariodisk with three stamens removed (left) and all stamens removed (right). **F.** Anterior and posterior views of stamen. **G.** Fruiting branchlet. **H.** Infructescence and portion of branchlet. (A. from the holotype; B–F. from Vásquez *et al.* 36164, NY; G. from Valenzuela & Mateo 13404, NY; H. from Monteagudo *et al.* 3966, NY.)

Fig. 2. Rhizome and petioles of *Campyloneurum magnificum*. **A.** Rhizome with some petioles still attached and others fallen to reveal circular abscission scars on top of swollen phyllopodia. **B.** Transverse section of rhizome showing meristeles. **C.** Transverse section of petioles, adaxial side oriented downward. (Scale bars approximate; photos by David Sanín of a plant vouchered by Sanín 5153, NY.)

Fig. 3. Geographical distribution of *Solanum citrinum* (Open circles represent collection localities sampled in the morphometric study.)

DISTRIBUTION MAPS

- Maps should have borders and some indication of latitude and longitude. 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.
- Two or more taxa can be included on one map as long as clearly distinct symbols are used.
- The names of taxa and symbols should be included on the map itself. Several small maps may be placed together in one plate.
- Generation of maps using GIS is encouraged as long as the artistic guidelines stated above are followed. Maps should have borders, latitude and longitude indication, and should be black and white, not shaded.

APPENDIX I: GEOGRAPHIC SEQUENCE FOR CITATION OF HERBARIUM SPECIMENS

The sequence of geographical arrangement to be used (as commonly practiced by geographers) is given below. This sequence is to be followed in the Distribution and ecology statements as well as in the citations of herbarium specimens.

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

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2. Guatemala
 3. Belize
 4. Honduras (incl. Swan Islands)
 5. El Salvador
 6. Nicaragua
 7. Costa Rica (incl. Cocos Island)
 8. Panama (can incl. Canal Zone as a subdivision)
- WEST INDIES
9. Bermuda
 10. Bahama Archipelago (listed alphabetically)
 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

20. Southern Netherlands Antilles (Curasao, Aruba, Bonaire)
- SOUTH AMERICA (AND OFF-MAINLAND ISLANDS AS SUBDIVISIONS OF COUNTRIES)
21. Colombia (incl. San Andres, Providencia)
 22. Venezuela (incl. Margarita)
 23. Trinidad, Tobago
 24. Guyana
 25. Surinam or Suriname
 26. French Guiana
 27. Ecuador (incl. Galapagos Archipelago)
 28. Peru
 29. Brazil
 30. Bolivia
 31. Chile
 32. Paraguay
 33. Argentina
 34. Uruguay

APPENDIX II: ABBREVIATIONS AND CONTRACTIONS

aff., affinity
alt., altitude/elevation/altitudo
auct./auctt., of the author (auctoris/auctoribus)
Biol., Biologic, Biological, Biology, Biología, Biológica, Biologia, Biologica (part of name of a facility or institution)
bud, flower buds present
C, central
°C, degrees Celsius
ca., approximately (circa) (c., en español)
cf., compare with (confer)
comb., combination
comb. nov., new combination (combinatio nova)
DBH, diameter at breast height
Dept., department
diam, diameter
Distr., District
Ecol., Ecology, Ecological (part of name of a facility or institution)
ed./eds., editor/editors, editor/editors
e.g., for example (exempli gratia)

elev., elevation/elevación
emend., emendates (modification or to the original description of a taxon, generally not used in *Flora Neotropica Monographs*)
et al., and others (et alii)
etc., and the rest (et cetera)
Exp., Experiment, Experimental, Experimentação (as part of name of a facility or institution)
fert, fertile
Fig./Figs., figure/figures
Fl, flowers present
fo., form/forma (taxonomic level; used to avoid conflict with “f.” as in L.f., referring to Linnaeus, son)
Fr, fruiting (use with imm.)
Herb, herbarium
hom., homonym
hwy., highway (use Hwy when part of a road name)
I./Is., Island/Islands, Isla/Islands
i.e., that is (id est)
imm, immature (reproductive state)

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ined., not yet published
infl, inflorescence present
infr., infructescence present
in litt., “in correspondence” (in litteris)
Jct., junction
lat./long., latitude/longitude
l.s., longitudinal section
mun./Mun., municipality (municipio)
n/2n, haploid/diploid chromosome number
neotropical, used as adjective (not capitalized unless first word of sentence)
Neotropics, used as a noun (always capitalized)
nom. cons., conserved name (nomen conservandum)
nom. illegit., illegitimate name (nomen illegitimum)
nom. inval., invalid name (nomen invalidum)
nom. nud., name published without a description or diagnosis (nomen nudum)
nom. rejic., rejected name (nomen rejiciendum)
n.v., specimen not seen (non vidi)
p./pp., page/pages /pagina/paginas
p.p., in part (pro parte)
pers. comm., personal communication
pers. obs., personal observation
pro syn., as synonym, used in citation of a name not validly published because it was merely cited as a synonym
prov., province
rd., road

s.coll., without collector
s.d., without date (sine datum)
sect./sects., section/sections
SEM, scanning electron microscope
ser., series (subdivision of a genus)
s.coll., without a collector (no collector, collector unknown)
s.l., in a wide/broad sense, “sensu lato”
s.loc., without a locality, “sine loco”
s.n., without number (sine numero)
sp./spp., species (singular/plural)
sp. nov., new species (species nova)
s.str., in a narrow sense (sensu stricto)
st, sterile
stat. nov., new status (status novus)
subgen., subgenus
subsp./subspp., subspecies (singular/plural)
syn. nov., new synonym
t.s., tangential section
typ. cons., conserved type (typum conservandum)
var./vars., variety/varieties
vic., vicinity
viz., namely (videlicet)
vs., versus
x.s., cross section

Compass Directions

E/N/S/W; can be used in combinations, example: NW

Months of the Year (reduced to 3 letters, with exceptions)

Jan/Feb/Mar/Apr/May/June/Jul/Aug/Sep/Oct/Nov/Dec (English)

enero/feb/marzo/abr/mayo/jun/jul/agosto/sept o set/oct/nov/dic (Spanish)

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

janv/fevr/mars/avril/mai/juin/juil/aout/sept/oct/nov/dec (French)

Metric Units

km/m/dm/cm/mm/μm (length, distances)

l/ml/μl/kg/g/mg/μg (volume, weights)

APPENDIX III: REFERENCES AND RESOURCES

Reference Works

These references represent some of the books used by the editors when editing and processing *Flora Neotropica Monographs* manuscripts. They are listed here as an added source of information for the authors. The list does not pretend to be complete. Online resources are correct as to date of the preparation of this Guide.

General Dictionary

Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Consulted Month Day, Year, from <https://www.merriam-webster.com/dictionary/entrywor> [<http://www.merriam-webster.com/>]

Botanical Dictionaries

- Beentje, H.** 2010. The Kew plant glossary: An illustrated dictionary of plant terms. Royal Botanic Gardens, Kew, England.
- Font-Quer, P.** 1975. Diccionario de botanica. Editorial Labor, Barcelona.
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- Stearn, W. F.** 1992. Botanical Latin. Ed. 4. David & Charles, Newton Abbot, England.
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Style Manuals

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- Style Manual Committee, Council of Biology Editors.** 2006. CBE style manual. Ed. 7. Council of Biological Editors, Inc., Bethesda, Maryland.
- University of Chicago.** 2010. The Chicago manual of style. Ed. 15. University of Chicago Press, Chicago. [<http://www.chicagomanualofstyle.org/home.html>]

Illustrations

- Allen, A.** 1977. Steps toward better scientific illustrations. Ed. 2. Allen Press, Lawrence, Kansas.
- Holmgren, N. & B. Angell.** 1986. Botanical illustration: Preparation for publication. The New

Other General Reference Works

- Bridson, G. D. R.** 1991. Supplement to Botanico-Periodicum-Huntianum (B-P-H). Hunt Botanical Library, Pittsburgh. [<http://huntbotanical.org/databases/show.php?1>]
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- Brown, R. W.** 1956. Composition of scientific words: A manual of methods and a lexicon of materials for the practice of logotechnics. Revised ed. Reprinted in 1978 by Smithsonian Institution Press, Washington, D.C.
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- Brummitt, R. K. & C. E. Powell.** 1992. Authors of plant names. Royal Botanic Gardens, Kew. [See 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. [<http://botany.si.edu/ing/>]
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- 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. [<http://www.sil.si.edu/digitalcollections/tl-2/>]
- & **E. A. Mennega.** 1992–1995. Taxonomic literature, supplements I-III. Regnum Veg. 125, 130, 132. Koeltz Scientific Books, Königstein. [<http://www.sil.si.edu/digitalcollections/tl-2/>]

Place Name Gazetteers

GAZETTEERS, WORLDWIDE (NON-USA) [[HTTP://EARTH-INFO.NGA.MIL/GNS/HTML/INDEX.HTML](http://earth-info.nga.mil/GNS/html/index.html)]

GAZETTEERS, USA & TERRITORIES [<http://geonames.usgs.gov/apex/f?p=gnispq>]

Instituto Brasileiro de Geografia e Estatística, Brazil [<http://www.ibge.gov.br/home/>, look under bancos de dados]

APPENDIX IV: LEGAL REQUIREMENTS

Submission of a manuscript implies that the work described has not been published before; that is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, and by the responsible authorities—tacitly or implicitly—at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims or compensation.

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