

Manuscript Preparation Guidelines for *Aliso*

FORMAT

Please consult the latest issue of *Aliso* before preparing your manuscript.

Text Components.—Microsoft Word (Times New Roman, pt 10 or 12), 1-inch margins, formatted for US letter size (8.5 x 11 inches = 21.9 x 28.3 cm). The manuscript should be assembled in the order: title, author name(s), author affiliation(s), abstract, keywords, running header, main text, literature cited, appendices, tables, figure legends; figures/plates. Primary headings within the main text are usually: Introduction, Materials & Methods, Results, Discussion, Acknowledgements.

In-Text Literature Citations.—Note that these are arranged in chronological order with the oldest citation first, NOT in alphabetical order. Multiple publications by the same author in the same year are indicated by italicized lower case letters. Single-author citations precede two- and multiple-author citations if published in the same year. Examples are:

... (Munz 1974; Thorne 1989, 1993; Thorne and Junak 1989; Barbour et al. 2007).

... (Carlquist 1984, 1996a,b, 2007; Carlquist and Hoekman 1985).

Headings and Subheadings.—*Aliso* format will be applied to all headings and subheadings appearing in the manuscript. Any hierarchical structure of subheadings should be sufficiently clear to facilitate formatting.

Scientific Names.—Names of genera and lower taxa should be in italics and all should include taxonomic authorities either when *first* used in the text or in a table. Abbreviations must be according to *Authors of Plant Names* (Brummitt, R. K., and C. E. Powell [eds.], Royal Botanic Gardens, Kew, UK; 1992). Authors will be responsible for the accuracy of the descriptions provided for new taxa.

Citation of Voucher Specimens.—Authors should cite voucher specimens for the material examined in their studies, including (1) locality of collection, (2) date of collection, (3) name of collector(s) and collection number (in italics), and (4) acronym of the herbarium(a) where the voucher(s) is/are deposited. Herbarium designations should be in accordance with *Index Herbariorum*, 8th ed. (*Regnum Veg.*, vol. 120, 1990; or see: <http://sweetgum.nybg.org/ih>). If the study is not supported by vouchers, this should be clearly stated in the manuscript.

Literature Cited.—For journals, insofar as possible, use the style and abbreviations recommended in *Botanico-Periodicum-Huntianum*, 2nd ed. (*BPH-2*) (Hunt Institute for Botanical Documentation, Carnegie Mellon University, Pittsburgh, Pennsylvania, USA; 2004). Examples of approved citations are:

CARLQUIST, S. 1962. A theory of pedomorphosis in dicotyledonous woods. *Phytomorphology* **12**: 30–45.

——— AND L. DEBUHR. 1977. Wood anatomy of Penaeaceae (Myrtales); comparative, phylogenetic, and ecological implications. *J. Linn. Soc. Bot.* **75**: 211–227.

HAINES, T. L. 1977. California chaparral, pp. 417–469. In M. G. Barbour and J. Major [eds.], *Terrestrial vegetation of California*. John Wiley and Sons, New York.

INTERNATIONAL PLANT NAMES INDEX [IPNI]. 2004. <http://www.ipni.org/index.html> (Jan 2006 [= date website visited]).

MUNZ, P. A. 1974. *A flora of Southern California*. University of California Press, Berkeley. 1086 p. (state not repeated if part of publisher's name).

Tables.—Each table must be formatted in MS Word Table format. Do not use spaces, tabs, and vertical lines. Tables exceeding 9 inches in width should be avoided.

Figure Legends.—Legends for figures and plates should be provided in Microsoft Word and kept separate from the illustration(s) they accompany. Each legend will be placed beneath its corresponding figure or

plate of figures at the proof stage. The preferred format for figures composing a plate is as follows (note positioning of short (*en*) and long (*em*) dashes:

Fig. 1–4. Wood sections of Crossosomataceae.—1–2. *Crossosoma bigelovii*.—1. Transection showing ... vessels.—2. Tangential section showing—3–4. *Crossosoma californicum*.—3. Transection with—4. SEM photograph of vessel wall. (Fig. 1–3, scale bar = 40 μ l; Fig. 4, scale bar = 10 μ m).

Explain any letters, symbols, etc. Please credit the source of images and provide evidence of authorization when using images from previously published sources.

Figures.—All illustrations (photographs, graphs, maps, line drawings) should be designated as figures and marked consecutively with Arabic numerals. All figures must be cited in the text and be numbered in order of appearance. For figures composing a plate, use sequential numbers (Fig. 1, 2, 3, **not** 1A, 1B, 1C, etc.). Except when starting a sentence, cite as “Fig”. Color images should be combined on the same page to reduce costs to author; all color files should be saved in CMYK mode.

High-resolution images are required for publication, but lower resolution is acceptable for review purposes. Instructions on **final** figure preparation are specified below.

SUBMISSION

All files composing a manuscript should be submitted electronically to the Editor-in-Chief at aliso@rsabg.org. Cumulative attachment size per email message must be below 8 MB.

COPYRIGHT

Upon submission, authors will be asked to complete the *Aliso Copyright Permission and Submission Agreement* form. The completed form must be on file before an article can be published. It should be scanned and returned electronically, or hardcopy can be mailed to the Editor-in-Chief (see [Contact Us](#) for mailing address).

PROCESSING OF MANUSCRIPTS

Manuscripts judged suitable for possible publication in *Aliso* will be reviewed by at least two reviewers. Authors may suggest names of reviewers. In the event of conflicting reviews, additional reviews may be sought. Final authority for determining if manuscripts are acceptable for review and for accepting or rejecting a paper will rest with the Editor-in-Chief in consultation with the Editorial Board.

MANUSCRIPTS ACCEPTED FOR PUBLICATION

After the manuscript has been accepted for publication, please submit the revised electronic file(s) either saved to CD or as email attachments (attachment size limit ca. 8 MB per message). Final, high-quality, illustrations must be prepared as follows:

- **Line drawings** must be saved at high resolution (1200 dpi) and saved in .tif format.
- **Photographs/halftones** should be scanned at a minimum of 300 dpi and saved in .jpeg or .tif format.
- **Color images** should be saved at a minimum of 300 dpi in CMYK mode (not RGB) and saved as .jpeg, .tif, .eps, or .pdf files or in standard vector graphic format (.ai, .cdr, .pict).
- **Computer-generated line graphics** (e.g., phylogenetic trees) should be saved in .eps format.
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Large files should be compressed, sent via a file-sharing service, or saved to a CD and mailed. Do not import graphics files into a Microsoft Word or Powerpoint document. Also at this time, original authorization from the publisher and/or author will be required if the manuscript includes previously copyrighted material (e.g., illustrations, tables).