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Instructions for Contributors

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INSTRUCTIONS FOR CONTRIBUTORS

Scope

ALISO, A JOURNAL OF TAXONOMIC AND EVOLUTIONARY BOTANY, is devoted to the publication of original papers dealing with plants or fungi, especially works pertaining to taxonomy and evolution.

Submission of Manuscripts

Manuscripts should not be submitted if they are being considered by another journal. Manuscripts must be submitted in triplicate on 8.5 × 11 in. (21.9 × 28.3 cm) paper, including all tables and illustrations. Do not send originals of the illustrations until the manuscript has been accepted. Good photocopies or duplicates of the originals must be provided for review.

The manuscript must be typed double-spaced throughout in 10- or 12-pitch. Use *GC Times* or *Times New Roman* fonts. All pages should be numbered consecutively and, beginning with page 2, identified with the author(s) name(s) and page number in the upper right corner. All margins should be at least 1 in. (2.5 cm) wide. Authors are encouraged to use line numbers to facilitate review.

Large data sets (i.e., in excess of two printed pages) normally will not be published and should not be included in the manuscript. These data are to be archived and referenced per the instructions below. However, authors must submit the data set(s) on two computer disks for use by reviewers.

After the manuscript has been accepted for publication, two hard copies with line numbers removed and the manuscript on a personal computer disk will be required. Information regarding the latter will be sent with acceptance. Also at this time original authorization from the publisher and/or author if the manuscript includes previously copyrighted material (e.g., illustrations, tables) will be required.

Manuscripts submitted for consideration must be accompanied by a completed copy of the *Checklist for Preparation of Manuscripts and Illustrations* to the Editor-in-Chief.

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 accepting or rejecting a paper will rest with the Editor-in-Chief in consultation with the Editorial Board.

The Editor, in consultation with the Editorial Board, reserves the right to determine if manuscripts are acceptable for review.

Preparation of Manuscripts

Language.—Papers must be in English and should conform to American English spellings and word usage. If in doubt, consult the latest edition of *Webster's New International Dictionary* or *Webster's New World Dictionary*.

Terminology, symbols, abbreviations, etc.—Unless otherwise indicated herein, authors should use *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, Ed. 6 (Cambridge Univ. Press, New York, N. Y., 1994), as a guide for all matters regarding abbreviations, symbols, and terms unique to a given area of botanical study. Do not abbreviate the first word of a sentence. It is advisable to peruse the format of the latest issue of ALISO before preparing your manuscript.

Scientific names.—Names of genera and lower taxa should be in italics and should include authors either when *first* used in the text or if listed in a table. Abbreviations must be according to *Authors of Plant Names* (Brummitt, R. K., and C. E. Powell [eds.], Royal Botanic Gardens, Kew, 1992; or see: <http://www.rbgekew.org.uk/web.dbs/webdbsintro.html>). Use "&" or "et" between names of two or more authors. Generic names need to be spelled out when first used; afterwards they may be abbreviated unless they begin a sentence or there may be ambiguity.

Names and descriptions of new taxa must conform to the rules and recommendations of the latest edition of the *International Code of Botanical Nomenclature* (see: <http://www.bgbm.fu-berlin.de/iapt/nomenclature/code/>). Names of new taxa should be placed flush with the left margin (not in italics; these will appear in bold-face), followed by the author(s) and status (e.g., gen. nov., sp. nov., comb. et stat. nov.). Authors will be responsible for the accuracy of the Latin diagnoses/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://websun.nubg.org/bsci/ih/>) If the study is not supported by vouchers, this should be clearly stated in the manuscript.

Footnotes.—Except when needed on page 1, avoid footnotes.

Organization of Manuscripts

Follow the guidelines offered in the *CBE Manual* (provided above) for form, style, and illustration. When in doubt, consult the most recent issue of ALISO. The manuscript should be organized as follows:

Title page.—This is page 1 and includes:

1. Title that is concise but informative and contains several key words of value in information retrieval, in capitals and centered (omit authors of taxa; do not abbreviate).
2. Author name(s) in full, in large and small capitals and centered.
3. Full name(s), centered, of the department(s) and institution(s), address(es), and postal code(s) where the work was carried out, all in italics. Do not abbreviate names of states or foreign countries. Do not include "USA" for addresses in the United States of America. Unless otherwise indicated (see item 4 following), the Editor will assume that the person submitting the paper is responsible for handling proof and all correspondence. Separate names and addresses of joint authors who are from different institutions.
4. Running title head of no more than 25–35 characters.
5. Footnotes may be used on page 1 to give the current address of an author if different from the institution where the work was done, or to list an author to whom reprint requests and correspondence should be addressed, etc.

Abstract page.—This is page 2 and includes:

1. An abstract of 250 words or less that presents a concise account of the 1) objectives of the investigation, 2) methods employed, 3) results obtained, and 4) conclusions. Omit names of authors of taxa.
2. An alphabetical list of five to ten key words that are meaningful in a general index. Use only nouns and include significant words that appear in the title.

Text.—This starts on page 3; organize under centered and capitalized main headings arranged in the following order: INTRODUCTION; MATERIALS AND METHODS; RESULTS (or RESULTS AND DISCUSSION); DISCUSSION; ACKNOWLEDGMENTS; LITERATURE CITED.

Subheadings.—Subheadings of several levels, if needed as an aid in organizing the text, should have the following form:

Caps and Lower Case

Primary subheading: flushed left, stands alone; italics; first letter of all major words capitalized.

Cap and lower case.—Secondary subheading: text run in; flushed left; italics; space above; ends with a period and em dash; only first letter of first word capitalized.

Cap and lower case.—Tertiary subheading: text run in; paragraph indent; italics; space above; ends with a period and em dash; only first letter of first word capitalized.

Cap and lower case: Alternative for tertiary subheading (with space above) or is quaternary subheading (with no space above): text run in; paragraph indent; italics; ends with a colon; only first letter of first word capitalized.

Literature cited.—Begin this section on a new page following the acknowledgments. Arrange references alphabetically and chronologically. Use a long dash for repeated author(s) name(s). Personal communications, unpublished data, or manuscripts in preparation must not be included in the Literature Cited, but, if appropriate, included parenthetically in the text. Papers formally accepted for publication may be included as "in press"; give year (if known), journal name, and volume number (if known).

For journals, insofar as possible, use the style and abbreviations recommended in *Botanico-Periodicum-Huntianum (B-P-H)* (Hunt Botanical Library, Pittsburgh, PA, 1968) and *Botanico-Periodicum-Huntianum/Supplementum (B-P-H/S)* (Hunt Institute for Botanical Documentation, Carnegie Mellon University, Pittsburgh, PA, 1991). Examples of approved citations are:

Journal articles:

- CARLQUIST, S. 1962. A theory of paedomorphosis 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.

Books:

- MUNZ, P. A. 1974. A flora of southern California. Univ. of Calif. Press, Berkeley, California. 1086 p.

Articles in books:

- 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.

Bulletins, etc.:

- BLACKWELDER, R. E. 1952. The generic names of the beetle family Staphylinidae. *U. S. Natl. Mus. Bull.* 200. U.S. Gov. Print. Off., Washington, D. C. 483 p.

Reconcile all citations in the text, tables, and figures with the Literature Cited, and vice versa, to eliminate inconsistencies, errors, or omissions.

Tables.—Tables should be numbered in the order cited

in the text and prepared on separate sheets of paper. Place them in the manuscript following the Literature Cited. Tables should not be used for data presented adequately in the text. Each table must have a descriptive title, written in paragraph form, and may include an explanatory caption or footnote. Align numerical items in vertical columns below concise headings describing the data in each column. Numbers less than 1 should have a zero placed before the decimal point. Indicate zero values with a "0." Indicate missing data with a dash. Indicate footnotes by lower case superscript letters (not numbers). If more than one table is presented, number them consecutively with Arabic numerals.

Illustrations.—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. Except when starting a sentence, cite as Fig. Do not mix photographs and line drawings in a single plate. Consolidate illustrations as much as possible to conserve space and reduce setup costs.

Plates of figures should be designed to fit a space 3.25 in. (8.2 cm) (one column) or 6.75 in. (17.4 cm) (two columns) wide by 9.25 in. (23.4 cm) high, after reduction. Plates should be planned to accommodate a legend beneath. When possible, graphs should be designed for one-column width. Maximum size of the original plate, including margins, should not exceed 12 × 17 in. (30.4 × 43 cm). Use one or more scale bars to indicate size. If numerical magnifications are given, be sure that any final reduction of the figures is taken into account in the legend.

Graphs and line drawings should be of professional quality. Maps should be self-explanatory and include figure legends, a metric scale line, and latitude and longitude. Photographs should be trimmed carefully to provide straight margins and mounted flush with one another. Do not submit loose photographs. Figures must be labeled neatly. Use letters or numbers and scale bars of appropriate size and be sure that they are securely attached. The original is for use of the press and should be mounted on light-weight cardboard (white surface) with sufficient margins for editorial comments. Each plate of figures must be identified on the back with the author name(s) and figure number(s), and it should be protected by an overlay sheet. Reviewer copies of illustrations should be mounted on

ordinary paper to save weight. It is not necessary to submit the original plates for review, but photocopies of the originals should be of the highest quality.

Legends.—Legends for illustrations should be typed in paragraph form separately (more than one legend on a sheet). Legends should comprise the final page(s) of the manuscript. The preferred format when more than one figure is included in a plate is as follows (note positioning of short (*en*) and long (*em*) dashes:

Fig. 1–12.—1–6. General statement regarding block of figures, or name of organism, etc.—1. Text.—2. Text.—3–4. Text.—5. Text.—6. Text.—7–12. General statement regarding second block of figures, or name of organism, etc.—7. Text.—8. Text.—9–10. Text.—11. Text.—12. Text. (Fig. 1, ×3; Fig. 2–6, bar with Fig. 2 = 100 μm; Fig. 7, ×3; Fig. 8–12, bar with Fig. 8 = 100 μm.)

Information given in the captions should not repeat details or interpretations presented in the text. Explain any letters, symbols, etc., not adequately defined in the running text.

When the manuscript is accepted for publication, the graphs, maps, and line drawings may be submitted on a separate personal computer disk. Instructions for preparation of the disk will be supplied when the manuscript is returned from review.

Manuscripts Accepted for Publication

Large data sets not included in the manuscript must be archived. Accession numbers must be included in the final manuscript. The data set(s) must be deposited in the archives of Rancho Santa Ana Botanic Garden (full instructions provided upon acceptance). In addition, individual nucleotide sequences must be deposited in a major database, preferably GenBank (<http://www.ncbi.nlm.nih.gov/genbank>). Aligned sequences must be deposited in TreeBASE (<http://www.herbaria.harvard.edu/treebase>) or similar major database.

Because the first galley proof of ALISO is page proof, alterations by the author(s) may result in extra charges to the author(s). Original plates (figures) will be required as well as two hard copies of the manuscript and a computer disk. Complete information on preparation of the disk will be sent at time of acceptance. Reprints must be obtained directly from the printer, and a form for ordering these will be supplied with the proof.