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Checklist for Preparation of Manuscripts and Illustrations

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ALISO

CHECKLIST FOR PREPARATION OF MANUSCRIPTS AND ILLUSTRATIONS

(Check all items and submit with manuscript)

General Instructions

Consult *Instructions for Contributors* given in the first issue of the current volume of ALISO; peruse the most recent issue of the journal for style. Extensive alterations made in proof that are not the fault of the press or the editor will be charged to the author.

- [] Manuscript is on 8.5 × 11 in. (21.9 × 28.3 cm) paper, typed in 10- or 12-pitch, and double spaced throughout, including tables, captions, and literature cited.
- [] Manuscript has margins of at least 1 in. (2.5 cm) on all sides.
- [] Use *GCTimes* or *Times New Roman* font.
- [] Author(s) last name(s) and page number appear in upper right-hand corner of all pages beginning with page 2, including tables and figure captions.
- [] Right margins are *not* justified.
- [] Words to be italicized are in italics.
- [] No sentence begins with an abbreviation.
- [] Commonly used Latin words or phrases are not underlined (for example: e.g., et al., i.e., sensu).
- [] The full names of genes are italicized (e.g., *rbcL*, *ndhF*).
- [] All tables and figures have been cited in the text.
- [] "Figure(s)" has been used to start a sentence; otherwise "Fig." (singular or plural, whether inside or outside parentheses).
- [] Common abbreviations have been used: sec, min, hr, da, wk, yr, g (not gm), mg, kg, μ m, mm, cm, dm, m, km, cc (cubic centimeter), in. (note period), ft, mi, gal, ml, liter (spelled out to avoid confusion with a numeral such as 101), DNA, RNA, SEM, TEM, 25°C (temperature in degrees centigrade), g; for statistics: SE, SD, df, *N*, *F*, *P*, cv, *r*.
- [] Have used N, S, E, W, NW, SE, SSW, ENE, etc.; 0.01 not .01; Sep 1973 (no comma), 10 Sep 1997 or 10-IX-1997, not 9/10/97 or 10/9/97; 1982–1984 (not 1982–84); % or percent (not per cent); 1950s (not 1950's).
- [] Other abbreviations spelled out with first use in text, then abbreviated.
- [] Numbers from one to ten have been written out unless indicating a measurement (e.g., nine collections; 7 mm; 45 specimens; 8 hr). Use 1000 instead of 1,000, but use 10,000 etc.
- [] Manuscript has been assembled as follows: Title Page, Abstract Page, Text, Appendices (if applicable), Tables, Captions, Figures/Plates.

Title Page (Page 1, not numbered)

- [] Title capitalized and centered; author(s) of taxa not included; no abbreviations.
- [] Below title, author(s) name(s) (first name, middle initial, surname) large and small capitals and centered.
- [] Centered below author(s) name is institutional affiliation and complete address including Zip Code (all in italics or underlined). Names of states and foreign countries spelled out (postal code state abbreviations not used).
- [] USA not included for addresses in the United States of America.
- [] Running head title.

Abstract Page (Page 2)

- [] ABSTRACT (as centered heading): concise, not more than 250 words in a single paragraph; includes purpose, materials and methods, results, and conclusions.
- [] If references necessary, have cited journal name, volume number, pages, and year in parentheses.
- [] Authorities for taxa not cited.

Key Words (follows abstract on page 2)

- [] Flushed left.
- [] Only nouns useful for information retrieval and useful for general indexing, including words from title.
- [] Alphabetical order.

Text (Page 3 to Literature Cited)

- [] Main headings, i.e., INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, or variations as needed, are capitalized and centered.
- [] Format and placement of subheadings of one or more levels are as given in *Instructions for Contributors*.
- [] Epithets of genera and lower taxa are not in italics in headings.
- [] Conclusions are not included in INTRODUCTION.
- [] Authorities for all generic and lower taxa except *forma specialis* are cited only with first use in the text, or they have been cited in a table.
- [] Voucher specimens have been cited (see *Instructions for Contributors* for format).
- [] Literature citations, when parenthetical, have no comma separating author(s) and date.
- [] In multiple citations, references are arranged chronologically and separated by semicolons.
- [] If more than two authors, first author cited + et al.
- [] All figures and tables have been cited in the text; the latter in the order in which they are numbered.
- [] References cited in the text have been included in Literature Cited.

Literature Cited

- [] Citation of literature follows style given in *Instructions for Contributors*.
- [] References have been checked against the original source, especially with regard to accents, diacritical marks, and spelling (German nouns have been capitalized).
- [] In journal articles with two or more authors, surname of first author is followed by a comma, then his/her initials and a comma; successive authors are listed by initials followed by surname. Each name is separated with a comma.
- [] Except for proper or scientific names, only the first word in the titles of journal articles or book titles has been capitalized.
- [] Journal names are in italics.
- [] Volume numbers are in boldface.
- [] Abbreviations of journal names have been checked in *B-P-H* and *B-P-H/S*. If in doubt, give complete title and the Editor will help with this requirement.
- [] Names of states or foreign countries have been written out in full for publishers of books. Postal code abbreviations for states have not been used.
- [] "In press" given only for papers or other works accepted for publication along with date (if known), name of journal, and volume number (if known), or publisher.
- [] References have been listed alphabetically and chronologically by author. Listings for single author titles precede multi-author titles with same first author regardless of date.
- [] References with multiple authors are arranged alphabetically by author, not by date.
- [] A long dash has been used to indicate the repeat of first, second, etc., author(s) name(s) in successive citations.
- [] References have been cited in the text; any extra references listed in error have been eliminated.

Tables

- [] Each table has been prepared on a separate sheet of paper double spaced.
- [] Tables are numbered with Arabic numerals.
- [] Footnotes are indicated by lower case superscript letters (not numbers).
- [] Numbers below 1 have a zero before the decimal point e.g., 0.01).
- [] Zero values are indicated with a "0."
- [] Missing data are indicated with a dash.
- [] Table titles are paragraph indented, and, except for proper nouns, only the first word of each sentence of the text proper is capitalized.

Illustrations

- [] Plates, including margins of at least 1 in. (2.5 cm), do not exceed 12 × 17 in. (30.4 × 43 cm).
- [] Field containing figures, as is or if reduced, do not exceed a height of 9.25 in. (23.4 cm).
- [] Figures grouped to fit, as is or if reduced, a single column no more than 3.25 in. (8.2 cm) wide or a full page no more than 6.75 in. (17.4 cm) wide.
- [] Photographs and drawings have not been included in the same plate.
- [] For economy of space, several photographs or drawings have been grouped into one or more plates.
- [] All figures numbered in order with Arabic numerals (not letters), i.e., 1, 2, 3, etc., not 1a, 1b, 1c, etc.
- [] Size of symbols or letters chosen has taken into account any reduction or enlargement of the figures to be made at the press.
- [] Scale bar(s) to indicate magnification of figure(s) has/have been affixed, or any reduction or enlargement of the figure(s) has been considered when calculating magnification given in caption.

- [] Only computer-generated or printed, press-on graphics have been used for symbols, numbers, and letters. Typed or hand-written graphics have not been used.
- [] Photographs have been trimmed with parallel margins top and bottom, arranged flush with one another in a single rectangle or square, and securely attached to white posterboard (for engraver) or paper (for reviewer).
- [] Black and white illustrations are being submitted either as copies of the originals or as high-quality photocopies or Photo-mechanical Transfers (PMTs).
- [] A protective overlay sheet has been affixed to each plate.
- [] Name(s) of author(s), keyword(s) identifying paper, and figure numbers have been written on the back of each plate.
- [] High-quality copies for review are required.

Figure Captions

- [] Captions begin on a separate sheet of paper and conform to the format given in *Instructions for Contributors* (more than one caption may be included on a page).
- [] Captions are paragraph indented.

What and Where to Submit

- [] For review: three copies of text. [After review specific instructions regarding submission of paper and computer discs will be sent.]
- [] For review: three high-quality copies of plates.
- [] This checklist with completed items marked.
- [] Submit to:

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