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Instructions for Contributors

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ALISO

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INSTRUCTIONS FOR CONTRIBUTORS

Scope

Aliso is a journal devoted to the publication of original papers dealing with botanical systematics and evolution. However, botanical studies relating to cytology, ecology, genetics, geography, morphology, and physiology will be welcomed for consideration by the Editorial Board.

Publication Charges

Because *Aliso* is a not-for-profit journal, authors who can provide page charges, in whole or in part, will be given preference. Subscribers to the journal and staff members of the botanic garden will have priority over nonsubscribers, but these criteria will not affect the acceptance or rejection of a paper, which will be judged wholly on its scientific merit. The current per-page charge is available from the Editor on request.

Reprints

The botanic garden will acquire a limited number of reprints which will be available for purchase by the author at cost. Authors desiring additional reprints will be expected to arrange for same in advance with the printer. This can be done following receipt of the first set of proofs.

Submission of Manuscripts

All manuscripts should be submitted in triplicate, including tables and illustrations. Copies prepared by electrostatic reproduction are acceptable, except for photographic illustrations. Send manuscripts to: R. K. Benjamin, Editor, Rancho Santa Ana Botanic Garden, 1500 N. College Ave., Claremont, CA 91711.

The typescript must be cleanly typed in 10- or 12-pitch and double spaced, including title, addresses, footnotes, legends, tabular data, literature citations, etc. Do not justify right margins. Typescript prepared with a dot matrix printer is not acceptable. All pages should be numbered consecutively and identified with the author(s) name(s). Right and left margins should be at least 2.5 cm wide.

Manuscripts should not be submitted if they are being considered for publication in another journal.

If, in the Editor's opinion, the typescript of a manuscript otherwise suitable for *Aliso* is not properly prepared, it will be returned to the author for necessary modification.

Authors who submit papers to *Aliso* do so with the understanding that copyright to papers published in the journal will be held by the publisher, Rancho Santa Ana Botanic Garden. Send original authorization from the publisher and/or author if you have used previously copyrighted material (e.g., graphs, illustrations, tables, etc.) in your manuscript.

Processing of Manuscripts

Manuscripts suitable for possible publication in *Aliso* will be examined critically by at least two outside reviewers, or by a member of the Editorial Board and another reviewer. In case of conflicting reviews, a third review may be sought. Final authority for accepting or rejecting a paper will rest with the Editor in consultation with the Editorial Board. Authors will be advised of the status of their papers with as little delay as possible.

The Editor reserves the right to make minor alterations in the text needed to improve clarity, consistency, grammar, etc. If major editorial changes are thought necessary, the manuscript will be returned to the author for revision and retyping before it is accepted for review.

Proofs should be processed and returned to the Editor without delay. Because the first galley proof of *Aliso* is in the form of page proof, major alterations in the text by the author can necessitate costly changes which may be charged to the author.

Preparation of Manuscripts

Terminology, symbols, abbreviations, etc.—Unless otherwise indicated herein, authors should use the latest edition of the *CBE Style Manual* (Ed. 5, Council of Biology Editors, Inc., Bethesda, MD, 1983) as a guide for all matters regarding abbreviations, symbols, and terms peculiar to a given area of botanical study. It is advisable to peruse the format of the latest issues of *Aliso* before preparing your typescript.

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

Organisms.—Names of taxa for genus and below should be in italics or underlined to indicate italics, and authors for species and below should be given with first use. Names and descriptions of new taxa should conform to the rules and recommendations of the latest edition of the *International Code of Botanical Nomenclature*. Names of new taxa should be placed flush with the left margin (not in italics or underlined; these will appear in boldface), followed by the author(s) and status (e.g., gen. nov., sp. nov., etc.). Authors will be responsible for the accuracy of the Latin diagnoses provided for new taxa.

Footnotes.—If possible, avoid footnotes. If used, number them consecutively in the text and place at the end of the paper immediately following the Literature Cited.

Organization of Manuscripts

Again, insofar as possible use the guidelines offered in the *CBE Style Manual* (Ed. 5) as regards form, style, and illustration when organizing your paper. When in doubt, consult the most recent issue of *Aliso*, starting with Volume 11. It is understood that deviations from set rules may be necessary in presenting certain kinds of subject matter, but in general the following outline is preferred.

Title page.—This is page 1 and should include:

1. Title, in capitals, that is concise but informative and contains several key words of value in information retrieval. Omit names or authors of taxa. Do not abbreviate.
2. Author(s) name(s) in full. Capitalize and center.
3. The author(s) name(s) should be followed, in italics, by the full name(s) of the department(s) and institution(s) where the work was carried out. Include address(es) of institution(s) and postal code(s). Unless otherwise indicated, the Editor will assume that the person submitting the paper (in cases of joint authorship) will be responsible for handling proof and all correspondence. Separate names and addresses of joint authors who are from different institutions.

Abstract page.—This is page 2 and should include:

1. An abstract of about 250 words in a single paragraph that presents a concise account of (1) the objectives of the investigation, (2) the methods employed in the study, (3) the results obtained, and (4) the conclusions. Omit names of authors of taxa.
2. Key words: a list of five to ten words useful for indexing. Use only nouns and include key words appearing in the title.

Text.—This starts on page 3 with the subject matter organized under centered, capitalized main headings as follows: INTRODUCTION; MATERIALS AND METHODS; RESULTS (or RESULTS AND DISCUSSION); DISCUSSION; ACKNOWLEDGMENTS; LITERATURE CITED; FOOTNOTES.

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

Caps and Lower Case

Flushed left, stands alone; italics; first letter of all major words capitalized. Is primary subheading.

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

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

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

Literature cited.—Begin this section on a new page following the text. Cite references in the text by author and date. 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. If appropriate, include in the text. Papers that have

been formally accepted for publication may be included as (in press); give journal name and volume number if known.

For journals, insofar as possible, use the style and abbreviations recommended in *BPH, Botanico-Periodicum-Huntianum* (Hunt Botanical Library, Pittsburgh, PA, 1968). 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, Calif. 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.

Illustrations.—All illustrations (photographs, graphs, line drawings) should be designated as figures and marked consecutively with Arabic numerals. All figures must be cited in the text (abbreviated Fig. when inside parentheses). Do not mix photographs and line drawings in a single plate.

Figures.—Plates of figures should be designed to fit a space no larger than 140 mm (5.5 in.) wide and 204 mm (8 in.) high. These dimensions must be taken into account when preparing figures, especially graphs and line drawings, that may need reduction. If possible, shorten the height of the plate to allow space below for the caption. Graphs and line drawings should be executed in India ink and be of professional quality. Photographs should be trimmed carefully to provide straight margins and mounted flush with one another. Do not submit loose photographs, for the Editor will not trim and mount the figures. Figures must be labelled neatly. Use press-on letters or numbers and be sure that they are securely attached. Select a simple type style of a size that is not so large as to be overly conspicuous, or so small as to become illegible if reduced. Submit an original and two copies of the figures. The original is for the engraver and should be mounted on light-weight cardboard (white surface) with sufficient margins for editorial comments. It should be protected by an overlay sheet. Copies of photographs, drawings, and graphs intended for review should be mounted on ordinary paper to save weight. Review copies of photographic illustrations prepared by electrostatic reproduction are not acceptable unless they accurately reproduce all features of the original.

Figures should be identified on the back with the author(s) name(s) and figure number(s).

Legends.—Legends should be typed on a separate sheet(s) of paper in paragraph form. More than one legend may be included on one sheet of paper. Place these sheets last in the manuscript. The preferred format when more than one figure is included in a plate is as follows:

Fig. 1–12.—1–6. General statement regarding included 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.

Information given in the captions should not repeat details or interpretations given in the text. Explain all symbols not adequately defined in the running text. If scale lines to indicate magnification of figures have been placed on the face of the figures, be sure to indicate their value in the legend. Otherwise, give a magnification factor at the end of each caption or at the end of the legend. Remember to take into account any reduction of the original figures when citing magnification factors.

Tables.—Tables should be numbered in the order in which they appear in the text and typed on separate sheets of paper. Place them in the manuscript following the Literature Cited (or Footnotes). Tables can be very expensive to produce, often 2–3 times the amount of an ordinary page of typescript. Therefore, they should be avoided for data that can be adequately presented in the text.