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INSTRUCTIONS FOR CONTRIBUTORS

Scope

Aliso is a journal devoted to the publication of original papers dealing with plants or fungi, especially works pertaining to taxonomy and evolution.

Publication Charges

Aliso is a not-for-profit journal. The current per-page charge is $35. Requests for waivers will be considered.

Reprints

The botanic garden will acquire 200 reprints that will be available for purchase by the author(s) at cost. Authors requiring reprints in excess of this amount will be expected to order them in advance from the printer. If requested, the Editor will supply a form for ordering these with the first set of proofs.

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 until manuscript has been accepted. Good photocopies or duplicates of the originals must be provided.

The manuscript must be typed double-spaced throughout in 10- or 12-pitch. Do not use proportional spacing or justified margin. 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 paper with line numbers.

After the manuscript has been accepted, a hard copy and the manuscript on a personal computer disk (labeled as to type of computer used, type of software and version number, and disk format) will be required.

At this time original authorization from the publisher and/or author if the manuscript includes previously copyrighted material (e.g., illustrations, tables, etc.) will be required.

Send manuscripts, accompanied by a completed copy of the Checklist for Preparation of Manuscripts and Illustrations to the Editor-in-Chief.

As the first galley proof of Aliso is page proof, alterations by the author may result in extra charges to the author.

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 for their papers. 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 or underlined to indicate italics and should include authors only when first used, 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). 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 is 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. 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., comb. et stat. nov., etc.). Authors will be responsible for the accuracy of the Latin diagnoses 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). 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

Please follow the guidelines offered in the CBE Manual (Ed. 6) 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 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 or underlined. 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. 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 useful for indexing. Use only nouns, including 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:

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

Cap and lower case.—Text run in; flushed left; italics (or underlined); 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 (or underlined); 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 (or underlined); space above; ends with a colon; only first letter of first word capitalized. Is alternative for tertiary subheading or is quaternary subheading (with no space above).

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:


Books:


Articles in books:


Bulletins, etc.:

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 be avoided for data that can be 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 and, except when starting a sentence, abbreviated Fig. Do not mix photographs and line drawings in a single plate, but 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; photocopies of originals should be of the highest quality.

Legends.—Legends for illustrations should be typed on a separate sheet of paper in paragraph form. More than one legend may be included on one 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:

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, x3; Fig. 2–6, bar with Fig. 2 = 100 μm; Fig. 7, x3; Fig. 8–12, bar with Fig. 8 = 100 μm.)

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ALISO
CHECKLIST FOR PREPARATION OF MANUSCRIPTS AND ILLUSTRATIONS
(End 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. Extensive alterations made in proof that are not the fault of the press or the editor will be charged to the author.

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[ ] Manuscript has margins of at least 1 in. (2.5 cm) on all sides.
[ ] 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.
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[ ] No sentence begins with an abbreviation.
[ ] Commonly used Latin words or phrases are not underlined (e.g.: et al., i.e., sensu, etc.).
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[ ] “Figures” 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, 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, 25°C (temperature in degrees centigrade); g; for statistics: SE, SD, df, N, F, P, r.
[ ] Have used N, S, E, W, NW, SE, SSW, ENE, etc.; 0.01 not .01; Sep 1973 (no comma), 10 Sep 1973 or 10 IX-1973, not 9/10/73 or 10/9/73; 1982-1984 (not 1982-84); % or percent (not per cent); 1950s (not 1950's).
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[ ] 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).
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Abstract Page (Page 2)
[ ] Abstract concise, not more than 250 words in a single paragraph; includes purpose, materials and methods, results, and conclusions.
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[ ] Authorities for taxa not cited.

Key Words (follows abstract on page 2)
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[ ] Only nouns useful for information retrieval, including words from title, listed in alphabetical order.

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- Table titles are paragraph indented, and, except for proper nouns, only the first word of the text proper is capitalized.

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- Plates, including margins of at least 1 in. (2.5 cm), do not exceed 12 × 17 in. (30.4 × 43 cm).
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- Size of symbols or letters chosen has taken into account any reduction or enlargement of the figures to be made at the press.
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