

# Aliso: A Journal of Systematic and Floristic Botany

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## Back Matter 13 (1)

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ALISO

1991

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 pay page charges, in whole or in part, will be given preference. Subscribers to the journal and staff members of the Garden will have priority over nonsubscribers but acceptance or rejection of a paper will be determined wholly by its scientific merit. The current per-page charge is available from the Managing Editor on request.

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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 order them in advance from the printer soon after receipt of the first set of proofs.

*Submission of Manuscripts*

All text should be submitted in triplicate on 8½ in. × 11 in. paper. Three copies of tables and illustrations also should be supplied. Photocopies of these are acceptable but duplicates of originals should be supplied whenever photocopies do not show the necessary details. Send manuscripts to: R. K. Benjamin, Editor, Rancho Santa Ana Botanic Garden, 1500 N. College Ave., Claremont, CA 91711-3101.

The manuscript must be typed in 10- or 12-pitch and double spaced (no proportional spacing), including title, addresses, footnotes, legends, tabular data, literature citations, etc. Do not justify right margins. Manuscripts prepared with a letter-quality dot-matrix printer are 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.

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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, alterations in the text by the author may result in extra charges to the author.

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*Organisms.*—Names of genera and lower taxa should be in italics or underlined. Names of species and lower taxa should include authors *only* when *first* used. Authors for taxa should be abbreviated according to the *Draft Index of Author Abbreviations compiled at The Herbarium, Royal Botanic Gardens, Kew* (Her Majesty's Stationary Office, London WC1V 6HB). 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.

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Again, use the guidelines offered in the *CBE Style Manual* (Ed. 5) for form, style, and illustration when organizing your paper. When in doubt, consult the most recent issue of *Aliso*. Deviations 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 authors of taxa. Do not abbreviate.
2. Author name(s) in full. Capitalize and center.
3. The author name(s) should be followed, in italics or underscored, 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 that appear in the title.

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

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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, immediately followed by 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.

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

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.

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