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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 and double spaced, including title, addresses, footnotes, legends, tabular data, literature citations, etc. 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.

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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 without delay.

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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.

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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.

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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:

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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.
2. Key words: a list of five or 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:

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

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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 pedomorphosis in dichotyledonous woods. *Phytomorphology* 12:30–45.

———, and L. DeBuhr. 1977. Wood anatomy of Penaeaceae (Myrtales); comparative, phylogenetic, and ecological implications. *Bot. J. Linn. Soc.* 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. Smithsonian Inst. 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., except to begin a sentence). Do not mix photographs and line drawings in a single plate.

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