

ALISO

INSTRUCTIONS FOR CONTRIBUTORS

ALISO, A JOURNAL OF TAXONOMIC AND EVOLUTIONARY BOTANY, is devoted to the publication of original papers dealing with studies in taxonomic and evolutionary botany worldwide, as well as floristics and other facets of botanical research pertaining to the western United States and areas of comparable climate and vegetation.

Submission of Manuscripts

Manuscripts should not be submitted if they are being considered by another journal.

The text components of manuscripts (Text, Literature cited, Appendices, Tables, Figure captions) must be submitted electronically in Microsoft Word, formatted for US letter size (8.5 x 11 in. = 21.9 x 28.3 cm). Please convert .docx file formats to .doc before submitting. For style and format details, see the Checklist below. Illustrations should be submitted electronically as .pdf files, plus one hardcopy of each illustration/plate (three hardcopies if not submitting illustrations electronically).

Electronic files should be emailed to the Editor-in-Chief (vanessa.ashworth@cgu.edu).

Hardcopy figures should be mailed to:

Vanessa E. T. M. Ashworth
Editor-in-Chief, ALISO
Rancho Santa Ana Botanic Garden
1500 North College Avenue
Claremont, CA 91711-3157

Do not send originals of the illustrations until the manuscript has been accepted. Instructions on final figure submission are specified below.

The manuscript should be assembled as follows: Title page, Abstract page, Text, Literature cited, Appendices (if applicable), Tables, Figure captions (= legends), Figures/Plates.

Large data sets (i.e., in excess of two printed pages) normally will not be published and should not be included in the manuscript. These data are to be archived and referenced per the instructions below. However, authors must submit the data set(s) as electronic files for use by reviewers.

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. 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.

Resources and Conventions for the 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 University Press, New York, USA; 1994), as a guide for all matters regarding abbreviations, symbols, and terms unique to a given area of botanical study (for recent updates, see http://www.councilscienceeditors.org/publications/ssf_7th.cfm). It is advisable to consult the latest issue of ALISO before preparing your manuscript.

Scientific names.—Names of genera and lower taxa should be in italics and all should include taxonomic authorities either when *first* used in the text or in a table. Abbreviations must be according to *Authors of Plant Names* (Brummitt, R. K., and C. E. Powell [eds.], Royal Botanic Gardens, Kew, UK; 1992), or see: <http://www.rbgekew.org.uk/data/index.html>). Use "&" 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 may be 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* (see: <http://www.bgbm.fu-berlin.de/iapt/nomenclature/code/>). Names of new taxa should be placed flush with the left margin (they will appear in **boldface**—not in italics), followed by the author(s) and status (e.g., gen. nov., sp. nov., comb. et stat. nov.). Authors will be responsible for the accuracy of the Latin diagnoses/descriptions 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; or see: <http://sweetgum.nybg.org/ih>). If the study is not supported by vouchers, this should be clearly stated in the manuscript.

Literature cited.—For journals, insofar as possible, use the style and abbreviations recommended in *Botanico-Periodicum-Huntianum*, 2nd ed. (BPH-2) (Hunt Institute for Botanical Documentation, Carnegie Mellon University, Pittsburgh, Pennsylvania, USA; 2004). 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. University of California Press, Berkeley, USA. 1086 p.
(state not repeated if part of publisher's name)

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, USA.

Websites:

- INTERNATIONAL PLANT NAMES INDEX [IPNI]. 2004. <http://www.ipni.org/index.html> (Jan 2006 [= date website visited]).

Tables.—Tables should not be used for data presented adequately in the text. Each table must have a descriptive title, written in paragraph form, and may include an explanatory caption or footnote.

Figure captions (= Legends).—Captions for illustrations (one caption per figure or plate, each arranged in a separate paragraph) should be provided in Microsoft Word and kept separate from the illustration they accompany. Each caption will be placed beneath its corresponding figure at the proof stage. The preferred format when more than one figure is included in a plate is as follows (note positioning of short (*en*) and long (*em*) dashes:

Fig. 1–12. General overarching description.—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, ×3; Fig. 2–6, bar with Fig. 2 = 100 μm; Fig. 7, ×3; Fig. 8–12, bar with Fig. 8 = 100 μm).

Information given in the captions should not repeat details or interpretations presented in the text. Explain any letters, symbols, etc., not adequately defined in the running text.

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, preferably numbered in order of appearance therein. For figures composing a plate, use sequential numbers (**not** 1A, 1B, etc.). Except when starting a sentence, cite as Fig. Consolidate illustrations as much as possible to conserve space and reduce setup costs. Figure quality for review/technical editing must be sufficient for adequate legibility. It is not necessary to submit originals for review.

Manuscripts Accepted for Publication

After the manuscript has been accepted for publication, please provide one complete hardcopy of the revised text components (with line numbers removed) and the corresponding electronic file(s) (saved to CD, or sent as email attachments). Final, high-quality, illustrations must be submitted in hardcopy form; accompanying electronic files are strongly encouraged and must be prepared as follows:

Line drawings must be saved at high resolution (1200 dpi) and saved in .tif format. **Photographs/halftones** should be scanned at a minimum of 300 dpi and saved in .jpeg or .tif format. **Color images** should be saved at a minimum of 300 dpi in CMYK mode (not RGB) and saved as .jpeg, .tif, .eps, or .pdf files or in standard vector graphic format (.ai, .cdr, .pict). **Computer-generated line graphics** (e.g., phylogenetic trees) should be saved in .eps format. Large files should be saved to a CD. Do not import graphics files into a Microsoft Word or Powerpoint document. Also at this time, original authorization from the publisher and/or author will be required if the manuscript includes previously copyrighted material (e.g., illustrations, tables). A Copyright Transfer Form needs to be submitted by the author(s) before the article can be published.

Large data sets not included in the manuscript must be archived. Accession numbers must be included in the final manuscript. The data set(s) must be deposited in the archives of Rancho Santa Ana Botanic Garden (full instructions provided upon acceptance). In addition, individual nucleotide sequences must be deposited in a major database, preferably GenBank (<http://www.ncbi.nlm.nih.gov>). Aligned sequences must be deposited in TreeBASE (<http://www.treebase.org/treebase/index.html>) or similar major database.

Because the first galley proof of ALISO is page proof, alterations by the author(s) may result in extra charges to the author(s).

CHECKLIST FOR PREPARATION OF MANUSCRIPTS AND ILLUSTRATIONS
(Check all items and submit with manuscript)

General Instructions

- Manuscript is in *Microsoft Word*, font *Times* or *Times New Roman*, font size 12 or 10, and double-spaced throughout, including tables, captions, and literature cited.
- Apply margins of 1 in. (2.5 cm) on all sides.
- Format for US Letter size (8.5 × 11 in. = 21.9 × 28.3 cm).
- First author's last name 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.
- Boldface has been reserved exclusively for new taxon names.
- Commonly used Latin words or phrases are not underlined (for example: e.g., et al.*, i.e., sensu).
*except if it is part of an all-italics phrase, e.g., *Thorne 60815 et al.* (RSA) [botanical collector information]
- The names of genes are italicized (e.g., *rbcL*, *ndhF*).
- All tables and figures have been cited sequentially in the text.
- Spell out Figure(s) to start a sentence; otherwise use "Fig." (singular or plural, whether inside or outside parentheses).
- Abbreviations have been used only if a word is used repeatedly throughout the manuscript; they are spelled out with first use in text, then abbreviated.
- Common abbreviations, if needed, are as follows: sec, min, hr, wk, yr, g (not gm), mg, kg, μm (not um), 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), sp., subsp. (not ssp.), spp., subspp., DNA, RNA, SEM, TEM, 25°C (temperature in degrees centigrade), g; for statistics: SE, SD, df, *N*, *F*, *P*, cv, *r*.
- Use N, S, E, W, NW, SSW, 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).
- 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.

Title Page (Page 1, not numbered)

- Title that is concise but informative and contains several key words of value in information retrieval.

- [] 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). Names of states and foreign countries spelled out (postal code state abbreviations not used).
- [] Superscript numbers link author name to the appropriate affiliation. Semicolons separate sequential addresses.
- [] 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. Avoid footnotes otherwise.
- [] Running title head of no more than 25–35 characters.

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.
- [] Taxonomic authorities not cited.

Key Words (follows abstract on page 2)

- [] Five to ten key words, arranged in alphabetical order, separated by commas, flush left.
- [] Only nouns useful for information retrieval and useful for general indexing, including words from title.

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 (do not use bold).
- [] 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, the first author is cited + et al.
- [] All figures and tables have been cited in the text, in the order in which they are numbered.
- [] References cited in the text have been included in Literature Cited.
- [] Subheadings follow a specific format convention. See recent issues of Aliso for examples. Do not use boldface for subheadings, except for new taxa.

Literature Cited

- [] Begin this section on a new page following the acknowledgments.
- [] 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).
- [] All citations in the text, tables, and figures have been reconciled with the Literature Cited, and vice versa, to eliminate inconsistencies, errors, or omissions.
- [] 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. Use **SMALL CAPS** for author names, **do not use ALL-UPPERCASE**.
- [] 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 *BPH-2*. If in doubt, give complete title.

- [] 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. Total page numbers for books are indicated at the end of the citation.
- [] Personal communications, unpublished data, or manuscripts in preparation have not been 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); or provide digital object identifier (doi) number.
- [] Websites are in italics, followed by the date (month and year) they were visited.
- [] 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 triple long dash (———) has been used to indicate the repeat of first, second, etc., author(s) name(s) in successive citations.
- [] All author names (including the intervening "and") are in small caps (only the first letter/initials in capitals), **not** all caps.

Tables

- [] Each table has been prepared on a separate sheet of paper, double-spaced.
- [] Tables are numbered with Arabic numerals in the order cited in the text.
- [] Tables have been designed in Microsoft Word "Table" format; **do not use space bars** to create columns.
- [] 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).
- [] Fields containing figures, as is or if reduced, do not exceed a height of 9.25 in. (23.4 cm) after reduction. Plates should be planned to accommodate a legend beneath.
- [] 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. When possible, graphs should be designed for one-column width.
- [] 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 and line 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., unless compelling reasons favor the latter.
- [] 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 handwritten 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). Do not submit loose photographs.
- [] Black and white illustrations are being submitted either as copies of the originals or as high-quality photocopies or Photomechanical 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 (but not originals) are required for review.

- Electronic files have been prepared in accordance with details provided in *Instructions for Contributors*.
- Color figures are encouraged, but costs are borne in part by the author.

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 to Submit

- Text materials: electronic file(s); do not submit *.docx* files.
- Figures: an electronic file and one good-quality hardcopy of each figure; three good-quality hardcopies per figure if not submitting figures electronically.