

BRIEF INSTRUCTIONS TO AUTHORS

Allertonia is a series of occasional papers published by the National Tropical Botanical Garden. It welcomes contributions by botanists and horticulturists dealing with all aspects of plant life of the tropics and does not make page charges. As *Allertonia* is intended for longer papers having a single theme, the minimum acceptable size of such papers, including illustrations, is 32 printed pages (approximately 80 double-spaced manuscript pages). Each issue forms a separate, stand-alone volume. Authors are provided with 25 copies of their contribution, with regular journal covers, free of charge. Additional copies may be purchased from the Garden, either online or by mail: <http://ntbg.org/programs/research-publications.php>.

Authors intending to submit articles for publication in *Allertonia* should meticulously follow directions in the Checklist for Preparation of Manuscripts and Illustrations (available upon request from Editor). The most recent issue of *Allertonia* should be used as a model. Manuscripts not so prepared will be returned for revision prior to review. Papers in languages other than English are not accepted for publication. Manuscripts should use straightforward language, communicating ideas and information concisely. All papers are sent to two or more referees for review. Submit manuscript as an electronic word processing file, preferably in Microsoft Word format, via email if possible. Electronic file of the manuscript is to be labeled with the first author's last name, first four letters of the taxon involved, and an indication of what the file contains (e.g., Hartley Euod text.doc, Hartley Euod Figure1.tif, Hartley Euod Table1.doc, etc.). Electronic scans of figures are to be included with the submission as PDF files, with the understanding that these may have to be revised based on review. Low-resolution JPEG images are suitable for the review process, but are not acceptable for final submission to the printer. Halftone images should be scanned at a minimum of 300 pixels per inch (ppi). Line art should be scanned at 1200 ppi. Printer's electronic illustration requirements will be sent on request.

Alternatively, manuscripts may be submitted in triplicate hard copy (original plus two copies), including review copies of illustrations. Originals of illustrations should not be sent until requested. Use good quality standard paper 216 x 279 mm (8 1/2 x 11 inches). Type must be of letter quality. Provide margins of at least 25 mm (1 inch) all around on typed pages. All manuscripts must be printed on one side only and double spaced throughout without right-hand justified margins. Structure the manuscript as follows: Title, Authors' names and addresses (give the e-mail address of the author who will receive correspondence), Abstract, Keywords (5-6 in alphabetical order indicating taxa, methods, main topic, and geographical region), text (including keys), Acknowledgments, References Cited, tables (separate from text and with heading beginning first page of each), and figure captions (in consecutive paragraphs, each with the figure numbers and a plate title before individual figure titles, together on one or more pages separate from the figures themselves). Try to structure the text into Introduction, Materials and Methods, Results, and Discussion, if appropriate. Arrange parts of manuscript in order just given. Include author's name and page number in upper right hand corner of every page. All headings and subheadings should be centered and in lower case letters (except for normal initial letters). Do not break words at ends of lines.

Footnotes should be used sparingly. Use S. I. (metric) units for all measures (e.g., elevation, distance, length, width, and weight), unless quoted. Italicize Latin names of plants and animals, but not suprageneric taxa. Author of scientific plant names must be given on first mention. Only publications referred to in text should be included in References Cited. Literature abbreviations should be uniform throughout text. For abbreviations, use the following standards. Abbreviate titles of serial publications according to *B-P-H* (*Botanico-Periodicum-Huntianum*) and *B-P-H/S* (*Botanico-Periodicum-Huntianum/Supplementum*). Book titles and other non-periodical abbreviations should follow *TL-2* (*Taxonomic Literature*, ed. 2).

For nomenclatural matters such as synonymy and typification use one paragraph per basionym. The current edition of the *International Code of Botanical Nomenclature* must be strictly followed. Abbreviate authors of scientific plant names in conformity with Brummitt & Powell, *Authors of Plant Names* [Kew, 1992; also incorporated into International Plant Names Index (IPNI) online, <http://www.ipni.org/>], except for leaving spaces between any initials and the surname (e.g., “A. C. Sm.”, not “A.C.Sm.”). References cited only as part of nomenclatural matter and not elsewhere in text should be omitted from References Cited. Formal descriptions should be in telegraphic style, without verbs. Designations of herbaria should follow the current edition of *Index Herbariorum* [the online version is available at <http://sciweb.nybg.org/science2/IndexHerbariorum.asp>].

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