

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 contribution generally forms a separate issue (number) within the 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's retail operations (gifts@ntbg.org).

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, 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. 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, including all parts of title, authors' names and addresses, abstract, text (including heads and keys), acknowledgments, literature 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). Arrange parts of manuscript in order just given. Include author's name and page number in upper right hand corner of every sheet. 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. Authorities for species must be given on first mention. Only publications referred to in text should be included in literature 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*, edition 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. Recommended abbreviations for authors of botanical names are those listed in *Authors of Plant Names* (Brummitt and Powell 1992). References cited only as part of nomenclatural matter and not elsewhere in text should be omitted from literature cited. Formal descriptions should be in telegraphic style, without verbs. Use the current edition of *Index Herbariorum* for designations of herbaria. Specimen citations should be given in logical geographical sequence, with each country beginning a new paragraph. Do not indicate capitalization of geographic divisions or other headings (except for initial letters).

Tables and illustrations should be carefully planned to convey maximum information without wasting space. Illustrations (both continuous-tone and line drawings) should be proportioned for reduction to a page width of 5 inches (ca. 127 mm) and a height less than 7 13/16 inches (ca. 198 mm), leaving space at bottom for legend. Original drawings should be no more than twice the page size. Include a scale line or bar for each figure. Provide margins of at least 25 mm on all illustrations. Editor may accept color illustrations only when it is agreed that these are essential and suitable for publication, but may require author(s) to meet the extra cost. Use one consecutive set of Arabic numbers for illustrations. In composite blocks, abut edges of adjacent parts. Avoid combining continuous-tone (photos) and line drawings in single blocks or illustrations. For continuous-tone illustrations, design original for reproduction with little or no reduction. If possible, coordinate sequence and numbering of figures and of tables with order of citation in text. For each map, include scale and reference to latitude and longitude. Mount all originals on stiff poster board and identify each by author name(s) and figure number(s) on back. Authors are required to submit revised, post-review manuscript and illustrations to Editor in electronic file format.

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