

TITLE IN ALL CAPS WITH GENUS AND SPECIES NAMES IN *ITALICS*: USE COLON TO SEPARATE SUBTITLE

[where appropriate, country name should be included in the title (e.g. U.S.A., Mexico, Brazil)]

Author 1
Address
Address
City, State/Subregion Zip/Postal Code, Country
Email (optional)

Author 2
Address
Address
City, State/Subregion Zip/Postal Code, Country
Email (optional)

[If multiple authors share the same address, include them together above a single mention of that address unless author order precludes doing so.]

ABSTRACT (←SECTION TITLES IN SMALL CAPS)

Text of abstract. Every paper should include both an English and Spanish (or another major language) abstract. If you cannot provide an abstract in a second language, a Spanish or English abstract will be added for you.

RESUMEN (OR OTHER FOREIGN LANGUAGE ABSTRACT)

Texto de resumen...

KEY WORDS: (optional) list key words/phrases separated by commas, italicize words as needed. Key words are used for volume indexing once per year.

INTRODUCTION

The first paragraph of each section/subsection is not indented. General body text is left justified (not full justified) and is presented in a single column.

Subsequent paragraphs within each section begin with a tab/indent. Note the absence of a blank line (line break/hard return) between paragraphs. This is an example of an in-text reference ((Williams 1970; Davis 2004; Marshall 2004).

GUIDELINES FOR REFERENCES

[This includes, at a minimum, all of the literature cited in the text but may also include other article citations the author deems desirable.]

In-text references should be cited as follows:

- When a reference is used as authority for a statement, use "Ricketson and Pipoly (1997) stated..." or "the latest revision (Ricketson & Pipoly 1997)..." Note the use of the word "and" outside of parentheses and "&" within parentheses.
- When there are three or more authors, use only the name of the first author followed by et al.: "Barrie et al. (1992a)"
- In a list of parenthetical citations, arrange citations chronologically, then alphabetically, and separate the citations with a semicolon: "...by previous researchers (Williams 1970; Davis 2004; Marshall 2004)." If websites are referenced, then include the name of the website, URL, and the date accessed.
- Do not italicize "et al." in the text. Do include the period after "al" as it is an abbreviation for "et alii/aliae."

End of article references should be cited as follows:

- Arrange references alphabetically and chronologically, making use of a, b, etc. if an author had more than one publication in a given year.
- Authors' names are eventually printed in the journal using Cap/small caps, NOT ALL CAPS. Please type author names in Cap/small cap or in Cap/lower case, initializing all but the last name(s). **Please note there is no space between multiple initials of a single author** (Smith, A.B., not Smith, A. B.).
- Only the first letter of the initial word, proper nouns, and proper adjectives of both article titles and book titles should be capitalized.
- Journal names should be capitalized and abbreviated as designated by [Botanico-Periodicum-Huntianum](http://huntbot.andrew.cmu.edu/HIBD/Departments/Databases.shtml). (<http://huntbot.andrew.cmu.edu/HIBD/Departments/Databases.shtml>)
- There is no space after the colon when listing journal number and page numbers (Sida 4:1–21, not Sida 4: 1–21). Use the en dash for page ranges.
- Italicize all genus and species names.
- Do not italicize journal titles or book titles.
- Please hang indent the references. You can use the style "hang7" in the styles gallery.

- For all other formatting questions, see examples below.

EXAMPLES:

Typical journal references

REFERENCES

BARRIE, F.R., C.E. JARVIS, & J.L. REVEAL. 1992A. THE NEED TO CHANGE ARTICLE 8.3 OF THE CODE. TAXON 41:508–512.

CALVIÑO, C.I., S.G. MARTÍNEZ, & S.R. DOWNIE. 2008b. The evolutionary history of *Eryngium* (Apiaceae, Saniculoideae): Rapid radiations, long-distance dispersals, and hybridizations. Molec. Phylogen. Evol. 46:1129–1150.

ISHIHARA, M.I. 2013. Role of axis reversal from the short-shoot to long-shoot habit for crown maintenance in slow-growing *Betula maximowicziana* trees. Amer. J. Bot. 100:346–356.

RICKETSON, J. & J. PIPOLY. 1997. A synopsis of the genus *Gentlea* (Myrsinaceae) and a key to the genera of Myrsinaceae in Mesoamerica. Sida 17:697–707.

Citations within larger works (larger work a book)

CRAWFORD, D.J. 1983. Phylogenetic and systematic inferences from electrophoretic studies. In: S.D. Tanksley & T.J. Orton, eds. Isozymes in plant genetics and breeding, Part A. Elsevier, Amsterdam, Netherlands. Pp. 257–287.

Citations within larger works (larger work a series)

THIERET, J.W. & R.K. RABELER. 2005. *Vaccaria*. In: Flora of North America Editorial Committee, eds. Flora of North America north of Mexico. Oxford University Press, New York, U.S.A., and Oxford, U.K. 5:156.

Citation of websites

TEXASINVASIVES.ORG. 2007. Available at texasinvasives.org. Accessed March 2008.

Citation of editors

SIVINSKI, R.C. & K. LIGHTFOOT, EDS. 1995. Inventory of rare and endangered plants of New Mexico. Misc. Pub. No. 4. New Mexico Forestry and Resources Conservation Division: Energy, Minerals and Natural Resources Department, New Mexico, U.S.A.

LIST OF TABLE, FIGURE, & APPENDIX CAPTIONS

List captions in order for all tables, all figures, and all appendices. Tables and appendices themselves should be presented after this list of captions as a unified, single sequence. Placement order: 1) tables, 2) figures (see below), 3) appendices.

Figures may be submitted as color prints or low resolution images for reviewing purposes, either embedded at the end of the manuscript (between tables and appendices) or as separate files. Upon acceptance of the manuscript, final high resolution figures can be submitted separately. Figures should be abbreviated as “Fig.” through the entire manuscript.

[SUMMARY: Tables, figures, and appendices: inserted at end of manuscript, one per page with page break in between. Include/repeat captions on these pages. Captions precede appendices and tables and follow figures.

Please find an example below of a dichotomous key. We suggest you explore the styles in the style guide titled “key”, “Key1”, “Key2”, etc. Please try to use the styles before manually creating and formatting a key that looks like the example below.

Title of Taxonomic Key. This is style titled “key”, and lines below are styles “Key1”, “Key2”, “Key3”, and “Key4”. Using the styles will save time!

- 1. Cauline leaves deeply pinnatifid to bipinnatifid P. dissectus Ell.
- 1. Cauline leaves entire or toothed.
 - 2. Leaves connate-perfoliate, glaucous; corollas scarlet P. murrayanus Hook.
 - 2. Leaves sessile, not glaucous; corollas white, pink, lavender, or purplish.
 - 3. Corollas 35–55 mm; capsules 13–18 mm × 8–10 mm.
 - 4. Corollas white to pink P. cobaea Nutt. var. cobaea
 - 4. Corollas violet to purple **P. cobaea** Nutt. var. **purpureus** Pennell