

GUIDELINES FOR AUTHORS

Note: These guidelines are subject to change at irregular intervals. Always consult the up-do-date version at http://www.iapt-taxon.org/s_taxonguidelines.php.

Taxon publishes original papers and reviews dealing with systematic botany in the widest sense. Emphasis is on articles with new and important results of a general nature: molecular phylogenetics, biogeography, methodology, taxonomy, systematics of higher categories, nomenclature, biosystematics, chemotaxonomy, mycology, lichenology, palaeobotany, palynology, botanical history, biography, bibliography, biodiversity, conservation, and related subjects.

Preference is given to integrative papers combining the results of modern analysis together with its consequences for classification. Authors are not encouraged to submit manuscripts including new classifications without underlying original (molecular, morphological, etc.) analyses. We discourage submission of monographs, revisions, and description of new species. We also discourage submission of papers dealing with only a single species unless they include aspects of particular phylogenetic, biogeographic, or biological importance, and/or contain important new taxonomy. Articles may be rejected without review.

Points of View

Two different types of contributions can be published:

(1) Challenging new ideas or comments on extant ones. Editorial requirements are the same as for Research articles, except that an abstract is not required. Tables, illustrations, and literature cited should be kept to a minimum, the ideal length of such contributions being 2–4 printed pages. Publication of dissenting or supporting views by others is encouraged.

(2) Short texts reflecting personal (or collective) opinions, which are not documented in detail and which would be inappropriate for a full article or the more newsy items in *Plant Systematics World*. There should be no tables and illustrations; literature cited should be kept to a minimum.

The decision about acceptance will be made by the Editor-in-Chief with or without review. Main criteria will be timeliness of the topic and interest to our readership.

Nomenclature

• **General nomenclature papers:** See *Taxon* 61: 245 (2012); http://www.iapt-taxon.org/downloads/evaluation_nomenclature.pdf for guidelines on the types of nomenclatural papers acceptable for *Taxon*.

• **Proposals to conserve or reject names:** See *Taxon* 61: 248–251 (2012); http://www.iapt-taxon.org/downloads/guidelines_proposals.pdf for guidelines on proposals to conserve or reject names.

• **Proposals to amend the International Code of Nomenclature for algae, fungi, and plants:** Proposals to amend the Code at the 2017 International Botanical Congress in Shenzhen, China will become acceptable for publication in *Taxon* from a date to be announced but probably in 2013. The timetable and regulations for such proposals along with points to note in making them will be published in *Taxon* and made available on the web around that time.

• **Requests for a binding decision** under the provisions of Art. 53.5 (whether names are sufficiently alike to be confused and are to be treated as homonyms) or of Art. 32.4 of the *Vienna Code* (Art. 38.4 of the *Melbourne Code*) (whether a descriptive statement satis-

fies the requirement of the *Code* for a description or diagnosis) are now published in *Taxon*. The format is similar to that of proposals to conserve and reject names; fuller guidelines will be published in a later issue of *Taxon*.

• **Proposals to suppress works:** Format of such proposals conforms closely to the style for proposals to conserve or reject names. For example, see *Taxon* 60: 287–289. 2011.

Further questions should be directed to the editors for the respective types of nomenclature papers. General nomenclature: Gerry Moore (gerry.moore@gnb.usda.gov); proposals to conserve or reject names: John McNeill (j.mcneill@rbge.ac.uk), Scott Redhead (scott.redhead@agr.gc.ca) and John Wiersema (john.wiersema@ars.usds.gov); proposals to amend the *International Code of Nomenclature for algae, fungi, and plants*: Nick Turland (nicholas.turland@mobot.org); requests for a binding decision: John McNeill (see above); proposals to suppress works: John McNeill (see above).

All proposals will be checked by the nomenclature editors and may be modified to conform to the rules and requirements of the *International Code of Nomenclature for algae, fungi, and plants* in consultation with the author.

Submission and review process

All manuscripts intended for publication in *Taxon* are submitted online via: <http://www.taxon-manuscripts.org> except for announcements, book reviews, chromosome counts for the IOPB column, and advertisements. Announcements (to appear in the column “Plant Systematics World”) are sent to funkv@si.edu; items for book reviews are to be sent directly to the column editor, Rudi Schmid, 16 Edwin Dr., Kensington, California 94707-1022, U.S.A. (schmid@berkeley.edu); chromosome counts to karol.marhold@savba.sk; and advertisements to office@iapt-taxon.org.

Manuscripts must be written in correct English (either American or British spelling is acceptable, but this must be consistent within each manuscript) and be prepared carefully according to the style of the journal. We request that manuscripts written by non-native speakers be checked by a native English speaker who is also a specialist in systematics. Papers submitted in incorrect English or poor style will be returned to the authors for correction before being sent for review. For instructions concerning style see “Preparation of text”.

Text and tables must be in Microsoft Word-compatible formats (doc, or rtf-files), figures in separate pdf or jpg-files. Do not submit high-quality figure versions in file formats intended for printing (tif, ai, cdr). Pages must be numbered consecutively, lines must be numbered, and margins should be at least 3 cm wide on all sides of the page.

All original papers will be scrutinized by two or more referees. Articles for the nomenclature section and nomenclature proposals will be handled by the nomenclature editors, and chromosome lists, book reviews, and news items for *Plant Systematics World* are handled by the respective column editors.

By submitting a contribution for publication, authors tacitly agree to (1) not submit in parallel the same manuscript to another journal, and (2) to assign the copyright to the publishers of *Taxon* (such assignment taking effect as soon as the author receives written confirmation of acceptance of the manuscript). Rejected manuscripts will be discarded, except for original art-work and photographs, which will be returned to the authors.

Tracking the manuscript review process online

Authors can track the status of their manuscript at: <http://www.taxon-manuscripts.org>.

Page charges

Non-IAPT members: 4 free printed pages, then EUR 50 per page. IAPT individual members: no page charges. For charges for colour plates see under Tables, Appendices, and Figures.

Preparation of text

Consult a recent issue of *Taxon* and carefully follow the following instructions.

Use Times New Roman font. This font contains most characters, signs, and symbols that might be needed (e.g., Greek and Cyrillic characters, diacritics, arrows, identity sign, primes, etc.). Use other fonts only if a character or symbol is not present in Times New Roman.

For original papers, provide an informative abstract and 5–6 keywords in alphabetical order (indicating taxa, methods, main topic, geographic region) and a short title to be used as running head. Try to structure the manuscript into Introduction, Materials and Methods, Results, Discussion, (Acknowledgements) and Literature Cited. Give the full addresses of all authors and the e-mail address of the author who will receive correspondence. Keep title and sub-headings short and informative. Only two subheading categories are encouraged: the primary ones standing alone, the secondary ones being followed by a period and a long dash (or triple hyphen), with the subsequent text running on. Authors are requested to check correct spelling and authors of scientific names before submission, and abbreviate authors of scientific plant names in conformity with Brummitt & Powell, *Authors of Plant Names* [Kew, 1992; also incorporated in *International Plant Names Index* (IPNI), <http://www.ipni.org/> and *Index Fungorum*, <http://www.indexfungorum.org>] except for leaving a space between any initials and the surname, as in *Index Fungorum* (e.g., “R.E. Fr.”, not “R.E.Fr.”). Author names of all taxa at the rank of genus or below must be provided. If they are not included in a table or appendix they must be cited at first mention in the text, but not thereafter.

A single blank must always follow after a period, colon, semi-colon, or comma (except within numerals, standard abbreviations such as e.g., i.e., l.c., s.str., s.l., and authors initials: “Brown, A.J.” not “Brown, A. J.”; “32: 120--130” not “32:120-130”), and between numerals and units of measure: “2 mm” not “2mm”, but “5%” not “5 %”; $x = 5$ not $x=5$. Use a double hyphen between page numbers and measurements, “120--130” not “120-130.”

Tables, appendices, and figures

Tables are prepared using MS Word's Table function or by using single tabs between columns, but no additional tabs or spaces to adjust entries. Tables must have an appropriate heading and must bear consecutive Arabic numerals. They are cited “Table 1,” etc. and are appended separately at the end of the manuscript. Long tables including plant materials or accessory materials are designed as an Appendix and run in paragraphs (order alphabetically by taxon name; see recent issue of *Taxon* for style). Lengthy Tables and Appendices are provided as Electronic Supplement to the online version (<http://www.ingentaconnect.com/content/iapt/tax>) of the article, but not published in print. When there are several figures (e.g., several trees of individual and combined datasets), authors should indicate the ones they feel

are most important and should be in the printed version, and those which should appear as Electronic Supplement.

Figures must be sharp, rich in contrast, and designed to fit either the full page width, one and a half column width or one column width after reduction (17.6, 13.0, or 8.5 cm respectively); with caption they may occupy the full page length (23.5 cm). Use Arial font for text included in the figures and be certain that after reduction all lettering and symbols are clear and easy to read. All illustrations must be numbered consecutively using Arabic numerals. They should be cited “Fig. 1” or “Figs. 1--4” in sequential order. Plates comprising several figures or photographs should have internal numbers or capital letters (A, B, C) for reference (use Arial font). Legends are appended separately at the end of the manuscript. Photographs, especially those of herbarium specimens, must be of exceptional quality and submitted as close to *Taxon* page size as possible, avoiding “landscape” (i.e., horizontal) orientation. Normally only previously unpublished illustrations are acceptable. If circumstances require the reproduction of copyright material, authors are responsible for obtaining written permission from the copyright holder (a signed permission to accompany the revised typescript).

Submission of high quality colour plates is encouraged. Costs of colour plates are EUR 300 for one plate (= one page with colour, regardless of image size), EUR 600 for two or more plates in the printed edition of *Taxon* and apply for both IAPT members and non-members; in the online edition colour plates are free of charge. When plates should be in colour in the online edition and black & white in the printed one, authors must provide both versions and make sure that all the essential information is retained in the black & white version.

Electronic versions of figures are prepared as follows:

1. For the initial submission upload each figure in a separate file in jpg or pdf-format at reduced resolution (less than 3 MB) to facilitate sending for review.

2. After review and acceptance the production editor will ask for final versions of figures for publication and give instructions how to provide these (do not submit or send before); prepare print-quality versions as follows:

Scan photographs (colour or greyscale) at 300 dpi and save as tif file. Monochrome line drawings are scanned at a resolution of at least 1200 dpi and saved in bitmap mode (black & white) as tif file. Colour line art is scanned at 600 dpi and saved as tif or psd file. Both tif and psd files may contain layers.

For images from a digital camera use the highest possible settings (300 dpi at least) and save as tif file.

Computer-generated line graphics (phylogenetic trees, diagrams, etc.) are saved in a standard vector graphic format (ai, cdr) or in encapsulated postscript (vector eps) format, regardless if in colour or black & white. Text must not be converted into paths.

All colour figures are saved in CMYK rather than RGB (i.e., optimize colour in CMYK mode and make sure that all necessary details are visible after conversion).

Do not submit any graphics generated or placed in Powerpoint or Word!

Literature citation

Verify that all citations in the text are also in the Literature Cited and vice versa.

References are cited in the text as follows: ... was studied by Miller (1993) and Miller & Smith (1994). Baker & al. (1996) showed that ... has frequently been observed (e.g., Miller, 1993, 1998; Mill-

er & Smith, 1994; Baker & al., 1996 [note: sort chronologically, beginning with oldest; within the same year, sort alphabetically]. When there are three or more authors, the name of the first author is cited followed by “& al.”

If smaller parts of a work or chapter, or single pages shall be referenced, do this in the text: ... was given by Parker (2003: 152). Parker (2003: fig. 2) showed that ...

References should be listed in alphabetical order at the end of the paper, with single-author works preceding two-author works preceding multi-authors works. Journal titles and book titles must be italicized and journal titles abbreviated as explained further below. Give names of all authors and use the following standard forms:

Journal article:

Gropo, M., Pirani, J.R., Salatino, M.L.F., Blanco, S.R. & Kallunki, J.A. 2008. Phylogeny of Rutaceae based on two noncoding regions from cpDNA. *Amer. J. Bot.* 95: 985--1005.

Kato, M. & Akiyama, H. In press. Interpolation hypothesis for the origin of vegetative sporophyte of land plants. *Taxon* 54.

Article in online-only journal:

Drummond, A.J. & Rambaut, A. 2007. BEAST: Bayesian evolutionary analyses by sampling trees. *B. M. C. Evol. Biol.* 7: 214, doi: 10.1186/1471-2148-7-214.

Book printed (or available online as scan):

Kitching, I., Forey, P., Humphries, C. & Williams, P. 1998. *Cladistics: The theory and practice of parsimony analysis*. Oxford: Oxford University Press.

Book electronic (not applicable to scanned materials):

Eggl, U. (ed.) 2001. *Illustrated handbook of succulent plants: Monocotyledons*. Berlin, Heidelberg: Springer. Kindle edition [or: pdf e-book; Microsoft Reader e-book; CD-ROM; ...].

Book online (not applicable to scanned materials):

Flora of North America Editorial Committee (ed.) 2007. *Flora of North America north of Mexico*, vol. 27, *Bryophyta*, pt. 1. New York, Oxford: Oxford University Press. http://www.efloras.org/volume_page.aspx?volume_id=1027&flora_id=1 [or DOI if available] (accessed 19 Jan. 2012).

Book chapter:

Gilmour, J.S.L. 1940. Taxonomy and philosophy. Pp. 461--475 in: Huxley, J. (ed.), *The new systematics*. Oxford: Oxford University Press.

Multivolume work:

Wright, S. 1968--1978. *Evolution and the genetics of populations*, 4 vols. Chicago: University of Chicago Press.

Wright, S. 1969. *Evolution and the genetics of populations*, vol. 2, *Theory of gene frequencies*. Chicago: University of Chicago Press.

Book as part of series:

McNeill, J., Barrie, F.R., Burdet, H.M., Demoulin, V., Hawksworth, D.L., Marhold, K., Nicolson, D.H., Prado, J., Silva, P.C., Skog, J.E., Wiersema, J.H., & Turland, N.J. (eds.) 2006. *International Code of Botanical Nomenclature (Vienna Code): Adopted by the Seventeenth International Botanical*

Congress Vienna, Austria, July 2005. Regnum Vegetabile 146. Ruggell: Gantner.

[If the series has a journal-like appearance, i.e., all volumes of same size and style, uniform covers, use “Journal article” reference style above.]

Thesis:

Ralston, B. 1993. *Phylogenetic systematics and the evolution of mating systems in Lithospermum (Boraginaceae)*. Dissertation, University of Northern Arizona.

Website—give (if available) author(s)/creator(s) of website; title; date of creation or of last modification or revision; URL; access date:

Stotler, R.E & Crandall-Stotler, B.J. Last updated 11 May 2011. Bryophytes: Mosses, Liverworts & Hornworts. <http://bryophytes.plant.siu.edu/> (accessed 19 Jan. 2012).

Databases

The International Plant Names Index (IPNI). [descriptive phrase or object identifier or locator ...]. <http://www.ipni.org/> (accessed 19 Jan. 2012).

Software/Programs (published):

Swofford, D.L. 2002. PAUP*: Phylogenetic analysis using parsimony (and other methods), version 4.0 Beta. Sunderland, Massachusetts: Sinauer.

Software/Programs (unpublished):

Nylander, J.A.A. 2004. MrModeltest, version 2. Program distributed by the author. Evolutionary Biology Centre, Uppsala University. <http://www.abc.se/~nylander/mrmodeltest2/mrmodeltest2.html>. [It is recommended to add a URL where the software or further information about the software can be obtained.]

If several articles by the same author[s] in the same year are cited, add letters to the year (e.g., 2006a, 2006b). This applies also to articles by the same first author but two or more various co-authors that have to be cited with “& al.” in the text.

Names of authors of more than one publication are repeated in the reference list. For books, titles are given in full with headline-style capitalization for English titles and publisher and place of publication cited. Journal titles, both in synonymies and in “Literature Cited” must be abbreviated to conform with Bridson, G.D.R., *BPH-2: Periodicals with Botanical Content* (Pittsburgh, 2004) (the second edition of *Botanico-Periodicum-Huntianum*, 1968), except for its Cyrillic transliteration system (see ISO standards below). Titles in foreign languages must be cited in original and may be accompanied by an English translation in square brackets; if they (and the authors) appear in non-Latin script they are to be transliterated following ISO standards (ISO-9 for Cyrillic script). Titles and standard abbreviations can be checked at <http://huntbot.andrew.cmu.edu/HIBD/Departments/Databases.shtml>. “Literature Cited” submitted in incorrect style will be returned to the authors until it conforms to *Taxon* style.

Double hyphens are given between page numbers. Papers “in preparation” or “submitted” are omitted from the reference list. Accepted papers in print should be cited as “in press” (without year), and the volume of the journal should be given in the full reference.

Taxonomic names, synonymy, and citation of specimens

The convention of only italicizing names at the rank of genus and below is followed, except for nomenclature papers and proposals to conserve or reject names in which all scientific names are italicized, regardless of rank.

In taxonomic citation abbreviate book titles according to Stafleu & Cowan, *Taxonomic Literature* (ed. 2 and supplements) but with capital initial letters, and journal titles according to *BPH-2: Periodicals with Botanical Content* (available free online at <http://huntbot.andrew.cmu.edu/HIBD/Departments/Databases.shtml>; for details see above). Names of new taxa are followed by the holotype citation, then by the (English or Latin) description or diagnosis in a separate paragraph. For type specimens examined by the author(s) an exclamation mark is given after the herbarium acronym, e.g., "(lectotype: W!)". Homotypic names are cited in chronological order in a single paragraph with the identity sign (\equiv), followed by the type. Heterotypic names should be listed in separate paragraphs, indicated by the equality sign ($=$).

Voucher specimens are to be cited and deposited in a public herbarium. Cite vouchers as follows: Taxon name including authority, country, largest political subdivision (where applicable; locality and date optional, depending on type of study), *collector(s)* and *collector number*, herbarium acronym. Names of collectors and collector numbers must be in italics, herbarium acronyms in parentheses. Use herbarium acronyms of Holmgren & al. (*Index Herbariorum*, Regnum Veg. 120. 1990 and <http://sciweb.nybg.org/science2/IndexHerbariorum.asp>) without citing this publication. This format applies also when the material is tabulated in Appendix format (see recent issue of *Taxon* for style). Lengthy specimen lists will be provided as Electronic Supplement to the online version, but not published in print due to space limitation. Useful conventions for citing Linnaean specimens can be found in Jarvis & al. (Regnum Veg. 127. 1993).

New names in Fungi

Following the acceptance of a paper with new scientific names of fungi (including lichens), authors must deposit the names in MycoBank (<http://www.Mycobank.org>) and obtain MycoBank identifier for each new name (i.e., name of a new taxon, new combination, name at new rank, or replacement name). These are to be inserted in the final version and given immediately after the name; alternatively, they can be added in proof if not already secured. This deposition is now a condition of publication of new fungal names in *Taxon*.

Sequence data

DNA or protein sequences must be deposited in public data bases (GenBank, EMBL, etc.), and accession numbers must be given either in the Materials and Methods, when a few, or in a separate Appendix. For newly generated sequences, voucher specimens must be made and deposited in a public herbarium. These vouchers are to be cited as follows: Taxon name including authority, country, largest political subdivision (where applicable; locality and date optional, depending on type of study), *collector(s)* and *collector number*, herbarium acronym. Names of collectors and collector numbers must be in italics, herbarium acronyms in parentheses. Use herbarium acronyms of Holmgren & al. (*Index Herbariorum*, Regnum Veg. 120. 1990 and <http://sciweb.nybg.org/science2/IndexHerbariorum.asp>) without citing this publication. Sequence numbers may be added to the Appendix after the manuscript is accepted. Indicate newly generated sequences with an asterisk behind the accession number. Consult a recent issue of *Taxon* for style of the Appendix. The alignments (.nex or .txt files) must be uploaded with the other manuscript files, either as a single file with all markers, each one in a marked data block, or individually. Alternatively, data matrices may be submitted to TreeBase with matrix numbers cited in the paper.

Proofs

Proofs will be sent to the corresponding author as a pdf file (together with the copyright form). They must be processed immediately and returned by air mail, e-mail or fax (+421 2 59426 150). Authors who anticipate being absent are urged to give forwarding orders or to give notice of temporary addresses (with dates). Corrections not returned within one week cannot usually be taken into consideration.

Reprints

Reprints are available as free pdf files and sent to the corresponding author after appearance of the print issue. Pdf files of nomenclature proposals and articles of general importance are free for all users and can be downloaded from <http://www.ingentaconnect.com/content/iapt/tax>. Hard-copy reprints can be ordered at cost from the printer. After the issue is printed, corresponding authors will receive a notification by e-mail with a personalized link where they can order hard-copy reprints online.