

INFORMATION FOR AUTHORS

General: Members of the American Society of Plant Taxonomists (ASPT) are encouraged to submit manuscripts pertinent to plant systematics and closely related disciplines for publication in *Systematic Botany*. Membership in ASPT is required for at least one author from time of submission to publication (Not a member? [Join ASPT here](#)). Manuscripts considered to be significantly lacking in depth, originality, or quality of English grammar or syntax may be returned without review. Acceptance of papers for publication depends on merit as judged by each of two or more referees. Manuscripts must not have previously been published in whole or in part (including other languages) and must not be in consideration for publication in another journal at the time of submission.

Language: Manuscripts must be in English although we publish a second abstract in another language. We strongly urge authors who are not native speakers of English to have either a native speaker who is familiar with botany critically evaluate the manuscript or hire an English editing service before submitting. Authors will only be allowed two revisions to ensure that the English grammar and style are correct before the manuscript is rejected. It is not the duty or responsibility of the Editorial staff to edit English.

Specifics: Authors are strongly urged to format their manuscripts by comparing their work to similar papers published recently in *Systematic Botany* and follow formatting meticulously. Failure to format will result in the manuscript being returned and the authors asked to make the corrections. These take time from both authors and editors and causes delays in publication. Spending time to correctly format the manuscript in the beginning is a speedier process. More specific details can be found in the [Checklist for Preparation of Manuscripts and Illustrations](#). For review copy, keep manuscript file size down by using jpeg format and reduced pixel density for figures (keep good quality figure files for later submission of final revised manuscript).

Descriptions of new taxa (species and below): *Systematic Botany* does publish new taxa, but only when such taxa are placed in a broader context, such as (this list is not meant to be complete) a key to all species, or species in the area, demonstration of how the new taxa alter the generic concept, or demonstrate that the new taxon is distinct from published ones (via phylogenetic or morphometric analyses). These papers need to include an illustration clearly showing the diagnostic characters, but a line drawing is not required. Authors are encouraged to include information on conservation status, if available.

Data: Data should be submitted to Dryad (<http://datadryad.org/>) and cited as such in the text in the revision and DNA sequences must be submitted to GenBank. Data files should be provided for review purposes at the time of submission.

Figures: Final, publication-quality figures must be tiff files with a resolution of 1200 ppi (473 pixels per cm) or better (line drawings) or 350 ppi (138 pixels per cm) or better (continuous tone) for photographs. Figures can be full page width (7 inches = 178 mm wide) or single column width (3.375 inches = 86 mm wide), and no more than 9.5 inches (241 mm) high. Please size your image and calculate your resolution for these dimensions. See the checklist for more details regarding figures.

Color Figures: Figures may be submitted in full color and will be available online in color and authors will be assessed a non-waivable fee of \$30 per color figure. Authors that do not wish any figure to be in color should submit only black and white or grayscale figures.

Submit: Submit manuscripts to <http://www.editorialmanager.com/sysbot/>. If this will be your first submission of a manuscript to the *Systematic Botany* Editorial Manager website, you must first register by clicking "register now" and following the instructions. Authors are welcome to include names, addresses, and email addresses of possible objective reviewers. We will give serious consideration to authors' recommendations for reviewers, but we do not guarantee to follow them.

Page Charges: Members of ASPT are not assessed page charges; however, members are strongly encouraged to contribute to the cost of these pages. Authors are assessed charges for alterations made after type has been set. The following are charges that are not waived.

\$5.00 each for author corrections above the five free allowed

\$20.00 each for BW line figure replacements

\$30.00 each for color figures, online only

\$500.00 A payment of \$500 above any special charges makes the article eligible for open access. This fee is prorated for articles less than 10 pages.

Publication online ahead of print: Papers will be made available online ahead of print unless authors specify

otherwise. The online version will be the publication date of record and each article will receive a date stamp stating the official publication date and assigned a doi that will be retained when the article is printed.

Papers longer than 50 printed pages: should be sent to [Editor-in-Chief of Systematic Botany Monographs](#).

SYSTEMATIC BOTANY CHECKLIST FOR PREPARATION OF MANUSCRIPTS AND ILLUSTRATIONS August 2013

I. General Instructions

Membership in ASPT is required for at least one author from date of manuscript submission through to publication. Not a member? Contact the ASPT Business Office to join now (aspt@uwyo.edu).

Consult current issues for guidance on format.

Read Information for Authors on inside back cover of most recent issue or the web site.

Double-space throughout. Do not justify right margin.

Either American or international spelling is acceptable.

Use line numbering on initial submission to facilitate reviews of electronic manuscripts (do not use on revised manuscripts submitted for final acceptance).

Font formatting in manuscript corresponds to that used in the journal (e.g., italics for genus and species names; SMALL CAPITALS for primary headings and ALL CAPITALS for the short title on title page; ***Bold Italics*** for second level headings, etc.).

Do not italicize common Latin or non-English words or phrases (e.g., et al., i.e., sensu, etc.).

Include surname(s) of author(s) and page number as a header on all manuscript pages.

Assemble manuscript in this order: 1) Title page, 2) Abstract page, 3) Text, 4) Literature Cited, 5) Tables, 6) Appendices, if any, 7) Figure legends. A tiff file for each figure must be submitted separately, prepared following the instructions in section IX, below.

II. Title Page (Page 1)

Running head 6–8 lines below top of page, in all capital letters, no italics, and right justified. Include author(s) surname(s), if more than 2 use first author et al., colon, and a short title (total characters including spaces must not exceed 70).

Center title, in upper and lower case, capitalize all major words, bold. Omit authors of scientific names. Include family in parentheses unless the genus is the type for the family. Below title, list all author names in bold upper and lower case in one centered paragraph. Author names are followed by author addresses starting on next line. Each address is a separate, centered paragraph. Addresses are written out in full without abbreviation. Include country in address, including those in the U. S. A.

Use superscript numbers following author names and preceding addresses to associate each author and the appropriate address. Commas between author names precede superscripts. Example: John J. Jones,^{1,3} Amy A. Anderson,² and Steve S. Staley¹. Superscript number(s) following author(s) name(s) are also used to indicate any new addresses. New addresses are numbered sequentially after all author primary addresses.

Author for correspondence may be designated using a superscript number. The "Author for correspondence"

follows on a new line following author addresses and should be the final superscript number used. Include email address in parentheses.

III. Abstract Page (Page 2)

Abstract must be one paragraph and begins with the word "Abstract" followed by an em-dash (—). For example, *Abstract*—Morphology and molecular data....

Do not cite references, taxonomic authorities, or use abbreviations in the abstract.

Be concise (usually not more than 200 words), but include brief statements about the paper's intent, materials and methods, results, and findings. Include all new taxonomic names and new combinations, in boldface Italics.

Below abstract, as a separate paragraph, include up to six non-title keywords (or short phrases such as 'adaptive radiation') in alphabetical order, with the first word capitalized, separated by commas, and with a period following the final term.

This section should begin with 'Keywords' in bold Italics. The keywords themselves should not be in bold. For example, *Keywords*—Adaptive radiation, chloroplast DNA, nuclear nitrate reductase gene, phylogeography, *Ulmus*.

IV. Text (Page 3, etc.)

Cite each figure and table in the text. Number figures and tables such that they are cited in numerical order. Use "Figure" only to start a sentence; otherwise, "Fig." or "Figs."

Use these abbreviations without spelling out or punctuation: hr, min, sec, yr, mo, wk, d, diam, m, cm, mm, μm ; designate temperature as 30°C.

Write out other abbreviations first time used in the text; abbreviate thereafter. "Transmission electron microscopy (TEM) was used...."

Numbers: Write out one to nine unless a measurement or in taxonomic descriptions (e.g., four samples, 3 mm, 35 sites, 6 yr). Use 1,000 instead of 1000; 0.13 instead of .13; % instead of percent. Number ranges should be separated by an en-dash (—).

If three or more words are joined by a conjunction, use a comma after each word except the last. Example: red, black, and white.

Each reference cited in the text must be listed in Literature Cited section, and vice versa.

Literature citations in the text are as follows: One author: Jones (1990) or (Jones 1990). No comma is used.

Two authors: Jones and Jackson (1990) or (Jones and Jackson 1990). No comma is used.

Three or more authors: Jones et al. (1990) or (Jones et al. 1990). No comma is used.

Multiple references for same author: Jones (1990, 1994) or (Jones 1990, 1994). Jones and Smith (in press) or (Jones and Smith in press) J. Jones (unpubl. data); J. Jones (in mss.); (J. Jones pers. obs.); or J. Jones (pers. comm.). No comma is used.

Within parentheses, use a semicolon to separate different types of citation (Fig. 4; Table 2) and (Felix and Smith 1988; Jones and Anderson 1989). Cite several references within parentheses by year, with the oldest one first.

Main headings are large and small capital letters and centered on one line. The following are main

headings: MATERIALS AND METHODS, RESULTS, DISCUSSION, TAXONOMIC TREATMENT, KEY (no Introduction, Conclusion, or Summary sections). Summary or conclusions must be incorporated in discussion. Do not use main heading formatting for other headings such as Excluded Species, these should be formatted as second level headings. Do not generate small capital letters by using all capitals and changing font size.

Second level headings are ***Bold Italics*** with normal indentation. Capitalize first letter of each major word and use Italics for all plant names. Headings are followed by an em-dash (—).

Third level headings are LARGE AND SMALL CAPITALS followed by an em-dash (—), with normal indentation.

Taxonomic authorities should be cited for all taxon names at generic rank and below at their first usage in the text, or referenced in a table or appendix.

Use a space after all initials including s. n., s. l., etc.

ACKNOWLEDGEMENTS follows discussion section.

Style is same as third level heading - the paragraph begins with ACKNOWLEDGEMENTS in large and small capitals followed by an emdash (—), indent first line.

V. Taxonomic Treatment

For nomenclatural matter (i.e., synonymy, typification) use one paragraph per homotypic basionym (see recent Systematic Botany). Heterotypic basionyms are in separate paragraphs.

New names and new combinations should be in bold (not italicized). All other names of accepted taxa should be in large and small capitals (not italicized).

Names of synonyms are italicized in upper and lowercase.

Use authors of plant names as posted on The International Plant Names Index website (<http://www.ipni.org/>) for authors of botanical names. Please use a space after all initials, even if not done in IPNI. Authors should be given the first time a name is mentioned, or alternately in a table where all relevant names are listed (e.g., table of voucher specimens). References cited only as part of nomenclatural matter and not elsewhere are not included in literature cited; use TL-2 for abbreviations.

Use Index Herbariorum acronyms for designations of herbaria.

If specimens are cited, use the following forms:

TYPE: MEXICO. Nuevo León: 24 km S of San Roberto Jct., 26 Sep 1970, *Turner 6214* (holotype: TEX!; isotype: UC!).

Representative Specimens Examined— U. S. A. Michigan: Lapeer Co., along Flint River, 1.5 mi NE Columbiaville, 5 Jul 1955, *Beal s. n.* (NCSC). Ohio: Wood Co., just W Scotch ridge, 7 Jun 1955, *Beal 1073* (US).

Each country begins a new paragraph.

Abbreviate subspecies as subsp.

VI. Literature Cited **(Continue page numbering, include in same file as text. Not a separate file.)**

Verify all entries against original sources, especially journal titles, volume and page numbers, accents,

diacritical marks, and spelling in languages other than English. Capitalize all nouns in German. Cite references in strict alphabetical order by first author's surname. References by a single author precede multi-authored works by same senior author, regardless of date. Of those multi-authored works, 1) references with two authors precede all other multi-authored works and are listed in alphabetical order, and 2) references with three or more authors are listed in alphabetical order of authors, regardless of the number of authors involved.

List works by the same author(s) chronologically, beginning with earliest date of publication. Write out all authors' names, even if the first author is the same for succeeding citations.

"In press" citations must have been accepted for publication and the name of the journal or publisher included.

Insert a period and space after each initial of an author's name.

Leave one space between the colon following the volume number and the page number(s).

Write out journal titles in full using italics font. **Do not** use abbreviations.

Write author's names in upper and lower case.

Citations should be in the format:

Journal: Authors. Year. Title. *Journal Name* Volume: first page–last page.

Book: Authors. Year. *Title*. City: Publisher.

Edited book: Authors. Year. Title. Pp. no.–no. in *Book title*, ed. Editor. City: Publisher.

Examples of various citations:

Kim, S.-C., D. J. Crawford, J. Francisco-Ortega, and A. Santos-Guerra. 1996. A common origin for woody *Sonchus* and five related genera in the Macaronesian islands: molecular evidence for extensive radiation. *Proceedings of the National Academy of Sciences USA* 93: 7743–7748.

Specht, C. D. and D. W. Stevenson. In press. A new generic taxonomy for the monocot family Costaceae (Zingiberales). *Taxon*.

Smith, C. F. 1998. *A flora of the Santa Barbara region, California*. Ed. 2. Santa Barbara: Santa Barbara Botanic Garden.

Nooteboom, H. P. 2003. Symplocaceae. Pp. 443–449 in *The families and genera of vascular plants* vol. 6, ed. K. Kubitzki. Berlin: Springer Verlag.

Swofford, D. L. 1998. PAUP* Phylogenetic analysis using parsimony (*and other methods), v. 4.0 beta 10. Sunderland: Sinauer Associates.

Bauml, J. A. 1979. *A study of the genus Hymenocallis (Amaryllidaceae) in Mexico*. M. S. thesis. Ithaca, New York: Cornell University.

DO NOT USE TABS TO MAKE HANGING INDENTS. Use paragraph formatting command.

VII. Tables and Appendices (Continue page numbering, include in

manuscript file following literature cited.)

Each table must start on a separate page, doublespaced. Include tables in manuscript file, use page or section breaks and landscape layout as necessary to fit the table on the page.

The title should be indented and begin with the word TABLE (large and small caps.) and number (in Arabic) followed by a period.

Do not use footnotes; instead, add notes to the end of the table caption.

Do not use vertical lines in tables.

DO NOT use tabs or spaces to align columns. Use the table building and formatting tools in your word processing package. Use left justification and place all text to the top of each cell, not centered.

Lists of voucher specimens, GenBank numbers, character lists, and any material that is long enough to disrupt the readability of the manuscript should be an appendix, not a table and ultimately will be formatted as comma-delimited paragraphs.

VIII. Figure Legends (Continue page numbering, include in same file as text. Not a separate file)

Double-space legends and group them according to figure arrangements. Quadruple space between groups.

Do not use a separate page for each group.

Type legends in paragraph form, starting with statement of inclusive numbers:

FIGS. 3–5. Seeds of orchids. 3. At germination. 4. 2 wk after germination. 5. Seedlings.

FIG. 6. *Ipomopsis spicata* subsp. *robruthii*. A. Habit. B. Flower.

IX. Preparation of Illustrations

Important: Illustrations are either black and white half-tones (photographs), drawings, or graphs. Figures can be submitted in color and appear in full color for online versions at \$30 per figure. Authors that wish to avoid all color charges should only submit black and white or grayscale figures.

Prepare illustrations using professional standards.

Lines should meet in sharp corners without inappropriate gaps or irregularities, Latin plant names should be italicized, letters and objects should be sharp and not evidently pixellated. Proofread figures carefully. They are the most difficult part of the paper to revise on short notice, or in proof. The Printer and Editors cannot edit or otherwise alter digital figure files in any way.

Final figures should be submitted as tiff files. All resolution requirements are for figures when sized at either full page or single column width (see below). Do not adjust resolution by shrinking the size of the figure. Line art (e.g., cladograms, botanical illustrations) **must** be at least 1200 pixels per inch (473 pixels per cm). Photographs (grayscale or color) **must** be a minimum of 350 dpi (138 pixels per cm). Images with mixed line art and grayscale **must** be at least 900 pixels per inch (354 pixels per cm). Be sure to check resolution when the figure is printed **at the appropriate size** for the journal.

Two widths are possible for figures: a full-page width figure is **177** mm wide, and a one-column width figure is **85** mm wide. Full page height is **240** mm (9.5 inches), but allow space for the caption if possible.

Files must be rasterized or scanned at the full resolution. Rasterizing at a low resolution and later resaving at a higher resolution will **NOT** improve the image quality. If you are scanning a paper illustration, make

sure the hardcopy is sharp and clear, and both it and the scanning glass are clean. Dust removal/image editing is the author's responsibility.

Color graphics **must** be CMYK mode (**not** RGB).

Illustrations of highly magnified areas require a scale bar; a numerical magnification may also be included in the caption. Be sure to calculate magnification accordingly if reproduction is not at 100%. Include a scale and references to latitude and longitude on each map.

Group several drawings to form a plate of drawings, in the same order as discussed in the text. If several photos are included, group them into one or more plates.

Be sure to save black and white images as grayscale or bitmap, not color. **Do not** save layers! (in Photoshop, choose "Flatten Image" from the Layer menu). Crop the image so the image extends from edge to edge, there should be **no** blank white margins. Save as a tiff file using LZW compression (an option in Photoshop). (Do not use jpeg, which degrades images; line art is especially badly degraded in jpegs). Consult with editor if uncertain whether image file will be acceptable.

X. Data

All sequences used as data must be deposited in one of the international nucleotide sequence databases, preferably GenBank. Post-review final manuscript will not be accepted until sequence database accession numbers are included. Newly reported sequences **must** be documented by an herbarium specimen. Previously published sequences may cite the voucher or a literature reference where voucher information is given.

All data sets for phylogenetic and other analyses must be submitted to Dryad (<http://datadryad.org/>). Do not submit data prior to submitting your article. Dryad is integrated into the Editorial Manager system and you will be notified to submit your data once your manuscript is submitted.

Be certain to cite Dryad in your manuscript as a source for the data and any supplemental files and include the citation in the literature cited using the submitting author's name and date and including the title of the article.

For example:

Wang, X. 2014. Data from: ITS1: a DNA barcode better than ITS2 in eukaryotes? Dryad Digital Repository. <http://dx.doi.org/10.5061/dryad.n56t9>

Italicize the full name of a gene, e.g., *rbcL*, *matK*.

In addition to character state distributions, consistency index, and retention index (where appropriate), some measure of support for clades (e.g., bootstrap values, decay indices ["Bremer support"], jackknife, etc.) must be provided for phylogenetic analyses.

When the data matrix is not part of the manuscript the data file must be provided with submitted manuscript for use by reviewers.

Voucher specimens should be cited in an appendix to document sources of morphological and molecular data. Vouchers are herbarium specimens, not living plant accession numbers from botanical gardens or DNA tube numbers, etc. Final versions of appendices must be submitted as comma delimited text, not tables although tabular format is acceptable for review purposes.

Additional analyses or bulky data sets should be placed on Dryad (<http://datadryad.org/>) and cited as such in the text. Online posting should be used sparingly, and data and analyses essential to the conclusions in the paper should appear in the published manuscript unless the length is prohibitive. Online supplemental

material should not duplicate materials available on GenBank, or other online sources. Materials for online posting should usually be pdf files.

XI. What and Where to Submit

Before submission, have all coauthors read the manuscript critically. Papers longer than 50 printed pages should be sent to Editor-in-Chief of *Systematic Botany Monographs*.

Initial Submission

Microsoft Word format is preferred; contact the Editor in Chief if you are unable to submit in Word format. Ensure that all files are free of hidden comments or tracked changes.

For review copy, keep file sizes down by using jpeg format and reduced pixel density for figures (keep good quality figure files for later submission of final revised manuscript). File name must include the surname of the first author and date of submission (e.g., Clark20Nov02.doc)

Cover letter. This should include any special instructions, any address change during the next several months, and phone and fax number and email address for the corresponding author. Names, addresses, and email addresses of possible objective reviewers should also be included. The cover letter must also include a statement that the manuscript has not been published in any portion or form (including another language) and is not in consideration for publication in any other journal.

Submit cover letter, manuscript file, data file(s), tables, and figures, to the Systematic Botany Editorial Manager website (see below). The author will receive an email message acknowledging receipt of the new submission. The manuscript will be forwarded to an Associate Editor for review.

Revised Manuscript

Final revised manuscript is submitted to the Systematic Botany Editorial Manager website. File name takes the form: "Clark MS02-80 Revision1.doc" [the manuscript number is assigned when a new manuscript is received]. The final version must be submitted as a word processing file. Do not send PDF files.

Proofread figures carefully. They are the most difficult part of the paper to revise on short notice, or in proof. Editors and publisher cannot edit figures, author must provide revised files. The full cost of illustration changes in proof will be billed to the author. Please remember to remove line numbering, remove figures from manuscript file, and update information for "in press" citations.

Final revised manuscripts requiring significant editing by the Managing Editor to conform to *Systematic Botany* style will be returned to authors causing significant delay in publication.

Final revised manuscripts must use grammatically and stylistically correct English. The Editorial staff is not responsible for correcting English. Non-native speakers should request proofreading by a native speaker prior to submitting the revision or hire an editing service. If the revised manuscript retains inadequate English language, the authors will be allowed only one more revision. Poor English in the second revision will result in rejection.

Proofs and reprint order forms are sent to authors via email attachment as PDF files. Authors send corrected proof to Managing Editor and reprint orders to printer. Authors should make only necessary changes in proof. There is a mandatory charge for more than five changes made in proof.

Cover Illustrations Authors of accepted manuscripts may submit illustrations relevant to their manuscript to be considered for the cover as digital files directly to the Managing Editor for consideration. Cover illustrations should be square, a minimum of 750 x 750 pixels (8-bit color in CMYK or 8-bit grayscale for black and white photographs) or 2,250 x 2,250 pixels (black and white line drawings). The name of the species, family, manuscript author names, and manuscript number should be included with the file. Permission of copyright holders is required for any files submitted.

Submit manuscripts to <http://www.editorialmanager.com/sysbot/>. If this will be your first submission of a manuscript to the Systematic Botany Editorial Manager website, you must first register by clicking "register now" and following the instructions.

Note: All manuscript submissions are promptly acknowledged via email. If you do not receive an acknowledgement you should inquire to be sure it was received!

Questions? Contact the Editorial Office: systbot@gmail.com