

Expanded Instructions for Authors & Style Guide of *Collectanea Botanica*



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“Editing is a Zen-like discipline, since the result of all editorial effort should be invisible on the printed page” (Extracted from M. R. Ritter, *The Oxford guide to style*, Oxford University Press, Oxford, 2002, p. 43).

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1. GENERAL INFORMATION, AIMS AND SCOPE

Collectanea Botanica is an **international, peer-reviewed** journal that publishes original articles, reviews, short notes, and correspondence dealing with any aspect of diversity and systematics of all plant groups and fungi, including biogeography, bioinformatics, conservation, cytogenetics, demography, ecophysiology, evolution, functional morphology, history of botany, nomenclature, paleoecology, phylogeny, phylogeography, plant-animal relations, population genetics, reproductive biology, and taxonomy. Floristic notes reporting minor range extensions, or only of local interest, will not be considered.

The journal, annually published, provides information about new species to Tropicos, International Plant Name Index (IPNI) or Index Fungorum databases. We are currently working on increasing frequency to two issues/year. Since 2013 we have implemented **online publishing ahead of print** (i.e. papers after acceptance are immediately published online before being published in print). The journal has a technical editing team that allows reducing the time needed to process manuscripts. Offprints are provided to authors in pdf format.

Collectanea Botanica is sponsored by the Botanic Institute of Barcelona (a joint centre of the Consejo Superior de Investigaciones Científicas, CSIC, and the Ajuntament de Barcelona), and it is published by Editorial CSIC (www.editorial.csic.es). Its ISSN and eISSN numbers are 0010-0730 and 1989-1067, respectively. The journal is one of the oldest about plant sciences from southern Europe (**full open access** to all its content since 1946 is available in our website), and in 2012 was indexed in **Scopus/Elsevier**. It is also indexed in the following databases: Agricola, Agris, Aquatic Science & Fisheries Abstracts, Biosis Previews (R), Biosis Toxicology, Cab Abstracts, Csa Life Sciences, Abstracts, Directory of Open Access Journals (DOAJ), Environmental Sciences, Global Health, Latindex, Master Journal List/Thomson Reuters & Pascal. The composition of the Editorial Team of *Collectanea Botanica* can be reached at <http://collectaneabotanica.revistas.csic.es/index.php/collectaneabotanica/about/editorialTeam>.

The journal has **no publication fees**, with no limitation regarding the number of pages. In addition, **color art is also free of charge**.

For any clarification or additional information, you can contact the Editorial Office:

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2. MANUSCRIPT TYPES

Full-length articles — Full length articles constitute the main body of the published volumes of *Collectanea Botanica*, and are those papers that report the results of original research. “Original” means that the results have not been previously published elsewhere either in whole or in part (except if they are in a preliminary form, e.g. abstracts or conference presentations) and that are not under consideration for publication elsewhere. Full length articles typically have between 2000 to 10,000 words (including the abstract, references, and tables and figure legends), although longer papers could be accepted.

Review articles — Review articles should provide syntheses of topical themes in diversity and systematics of plants and fungi, and may offer new insights or perspectives to guide future research efforts. There are no length restrictions, but we recommend that they should not exceed 15,000 words inclusive of all parts of the paper. Review articles are welcomed by the journal, although these can also be also solicited by a member of the Editorial Team.

Short notes — Short manuscripts (< 2000 words including all parts of the paper) documenting either experimental results or brief syntheses or perspectives will be considered for publication in this category. Short notes are subjected to the same review process standards than the two former manuscript categories.

Letters to the Director — Letters are interesting or important comments and opinions on any of the fields covered by the journal, which must be of interest to plant biologists or scientist from other disciplines. Letters may also include commentaries on articles formerly published in *Collectanea Botanica*. While their extension should be limited (< 5,000 words), display items (tables and figures) and references must be kept to the minimum.

News of the Botanic Institute of Barcelona — This section is always commissioned by the Editorial Team of *Collectanea Botanica*, and provides information about all the recent activities in which the institute has been involved (e.g. conferences, seminars, exhibitions, expeditions, donations, etc.).

Obituaries — Usually commissioned by the Editorial Team, although unsolicited obituaries are also welcomed.

3. MANUSCRIPT PREPARATION

3.1. General instructions

Manuscripts should be written in **English**, although papers in **Catalan**, or **Spanish** can be accepted. If in English, either American or British spelling is acceptable, but this must be consistent within each manuscript. We suggest that manuscripts written by non-native speakers be checked by a native English speaker before submission.

Authors are requested to observe the rules of *International Code of Nomenclature for algae, fungi, and plants* (i.e. the Melbourne Code; <http://www.iapt-taxon.org/nomen/main.php>). Names of the authors of taxa should be abbreviated in the form standardized by Brummit & Powell, *Authors of Plant Names* [Kew, 1992; also incorporated in International Plant Names Index (IPNI), <http://www.ipni.org/>] except for leaving a space between the initials, and between the initials and the surname (e.g. “E. H. Wilson”). Authors must be given at first time mention in the text (but never in the manuscript title) if they are not included in a table or appendix, and they are mandatory for all taxa at the rank of genus or below. Only names of taxa at the rank of genus or below must be italicized; at higher ranks we strongly recommend to use normal font. However, when the paper is written in Catalan or Spanish, all the names at or below family level should be italicized. Names of cultivated plants should follow the *International Code of Nomenclature for Cultivated Plants (Scripta Horticulturae, 10: 1–184)*. For more information about nomenclature and taxonomic treatments, please refer to section 3.5.

Voucher specimens for chromosome counts, DNA sequences, etc. should be deposited in an accessible herbarium and should be cited in the article following this example: Greece, Crete: Kato Zakros, Nekron Gorge, 35° 06' 02.7" N, 26° 15' 11.1" E, 69 m, rock crevices, 30.05.2010, *M. Galbany 2148 et al.* (BC). Please use *Index Herbariorum* (<http://sciweb.nybg.org/science2/IndexHerbariorum.asp>) acronyms for designations of herbaria.

DNA sequences should be supported by the accession number in GenBank (<http://www.ncbi.nlm.nih.gov/genbank/>). For population genetic studies, data matrices (of allozymes, SSRs, RAPDs, AFLPs, ISSRs, RFLPs, etc.) must be deposited in the Demiurge information system (<http://www.demiurge-project.org/>).

Please submit your manuscript in an editable format such as DOC or RTF. Text should be 1.5- or double-spaced and written in Times New Roman size 12 with margins at least 2.5 cm on each side. Please number figures and tables in the order discussed in the text, and make sure that all are cited. Footnotes should be avoided although they can be used in specific cases (e.g. in papers dealing history of botany); if used, number them consecutively throughout the article, using superscript Arabic numbers. We recommend that footnote subscript numbers are placed before punctuation (e.g. “...neither at province nor at county level², because...”).

3.2. Manuscript organization

Papers should conform to the following general layout:

Title page – This should include title, authors and institutions. The title should be concise but informative. The authors should also include a short title (with a maximum

of 70 characters, spaces included), which will be used as heading. Please provide only the initials of the first name (and middle name if applicable) and the surname of all the authors. Complete affiliations must be provided: department, university or organization, postal code, city, state/province (if applicable), and country. Street names and numbers can also be added before the postal code. We recommend to use abbreviations for the following terms that are used for the addresses: “Ave.” (avenue), “Blvd.” (boulevard), “Bldg.” (building), “Expy.” (expressway), “Hwy.” (highway), “Ln.” (lane), “Rd.” (road), “Sq.” (square), “St.” (street)¹. One of the authors should be designated as the corresponding author, for which an e-mail address must be provided. Use superscript numbers following author names to link them with affiliations. Sequential numbers can be used if the author belongs to more than one institution. Chinese names should be written in *hanyu pinyin* without tone marks (although Wade–Giles romanization system can also be accepted in those regions of China in which is still common such as Taiwan or Hong Kong); if the given name has two syllabs, we suggest to use two capital letters separated by a period (e.g. “H. F. Wang”, neither “H.-F. Wang” nor “H. Wang”). For other languages that would require romanization (e.g. Korean, Russian, etc.), the newest romanization system must be used. For Spanish names, if the two surnames (paternal and maternal) are used, these must be hyphenated. At any case, however, we will try to respect how the authors want their names to appear. There is not any norm for the language in which the affiliation is written, although it must be consistent (e.g. “Department of Botany, University of Valencia” instead of “Department of Botany, Universitat de València”). The name of the country should be always written in the language of the article.

Abstract and key words — Two abstracts, one in English and one in Spanish, about 200 words long each, are required. For non-Spanish speakers, the abstract will be translated by the editor in charge of the manuscript. An additional abstract in the language of the article, if different from the previously mentioned (that is, in Catalan), is also accepted. The abstract should not include references and should be (1) preceded by the title in small capital letters, and (2) followed by up to 10 additional key words (in alphabetical order and separated by semicolons) in the same languages as the abstracts. It is advisable not to use key words already present in the title or abstract. Short notes also require two abstracts and key words, but not the Letters to the Director.

Subject matter — The manuscripts should be divided into the usual sections (Introduction, Materials and Methods, Results, Discussion, Acknowledgements, and References²) but small modifications of these sections are also accepted; for example, two sections can be merged (“Results and Discussion”), and additional sections can be added (“Concluding Remarks”). However, a completely different arrangement can also be made depending on the typology of the study (for example see <http://collectaneabotanica.revistas.csic.es/index.php/collectaneabotanica/article/view/32/32>). Short notes do not require division into these sections, except for References. No more than three levels of headings are accepted, and they are aligned to the left. Main headings must be written in bold capital letters (“**MATERIALS AND METHODS**”). Second-level headings are in boldface (“**Plant material**”), whereas third-level headings are in italics (“*Additional specimens examined*”). Within each section or subsection, the first line of the first paragraph is not intended, while the first

¹ In Spanish, the most common abbreviations are: “Av.” (*avenida*), “C.” (*calle*), “Ctra.” (*carretera*), “P.” (*paseo*), “Pje.” (*pasaje*), “Pl.” (*plaza*), “s/n” (*sin número*); in Catalan, “Av.” (*avinguda*), “Pg.” (*passaig*), “Pl.” (*plaça*), “Ptge.” (*passatge*), “Ra.” (*riera*), “Rda.” (*ronda*), “s/n” (*sense número*), “Trav.” (*travessera*).

² In Spanish, the sections should be *Introducción, Material y Métodos, Resultados, Discusión, Agradecimientos* and *Referencias Bibliográficas*; in Catalan, *Introducció, Material i Mètodes, Resultats, Discussió, Agraïments* and *Referències Bibliogràfiques*.

line of the following paragraphs are always intended. In Materials and Methods section, add name, city, province/state (if applicable), and country of manufacturers and suppliers of reagents or equipments after the brand name [e.g. “The PCR products were purified with ExoSAP-IT (USB Corp., Cleveland, OH, USA)”]; “Amplification reactions were carried out in a volume of 25 µl containing 12.5 µl 2×Taq PCR Master-Mix (Tiangen, Shanghai, China)”].

Acknowledgements — People who contributed to the work, but do not fit the criteria for authors should be listed in the Acknowledgments (with the initials and full surname), along with their contributions. All funding sources, including the research funder and grant number, must be given in the acknowledgments section. Where individual authors need to be specified for certain sources of funding, they should do so by their initials separated by points (“Hua Feng Wang” should be “H. F. W.”).

References — Please verify all entries against original sources, especially journal titles, volume and page numbers. Make sure that the names are correctly written, and always following the original source; that is, (1) respect accents and diacritical marks (such as “ö”, “ě”, “ü”, “š”, etc.), (2) use the two surnames in Spanish without hyphenation if they are written like this, (3) use one or two initials (and if two initials, hyphenated or not) depending how the given name appears in the original source in Chinese (for example, “Huafeng Wang” should be cited as “H. Wang”, “Hua-feng Wang” as “H-F. Wang”, “Hua-Feng Wang” as “H.-F. Wang”, and “Hua Feng Wang” as “H. F. Wang”). Be sure that in Chinese and Japanese you correctly identify what is the given name and what is the family name (since sometimes names are presented with the surname first). For names that are not provided in roman alphabet, please use the newest romanization system available as a general rule (but if an English abstract is provided, then use the names in the form that they appear). Take care with the capitalization of particles in foreign names (e.g. Oriol de Bolòs, Bertrand de Montmollin, Robbert van Treuren, etc.). Generally, just use what the original source provides, as they are sometimes capitalized (e.g. when the name is anglicized). In the reference list, lower case particles are listed under the letter of the name proper but upper case particles under the letter of the particle (e.g. “van Campo” under “C” but “De Sanctis” under “D”). Please double check that all references in the text are in the reference list and vice-versa, and that they agree in spelling and year.

In the text, give the references in the following forms: Rull (2008), (Clevinger & Panero, 2000), (Bayer *et al.*, 2000) or (IUCN, 2008). Providing the exact pages in one reference is allowed, e.g. Bolòs & Vigo (1990: 572) or Molero & Rovira (1992: 124–125). When several references are cited in the text, sort chronologically, beginning with the oldest; within the same year, sort alphabetically (e.g. Wagner, 1985; Soltis & Soltis, 1986; Wang, 1986). They must be separated by semicolons except when the author(s) are the same (e.g. Crespo *et al.*, 1994; Sánchez-Gómez *et al.*, 1996, 1999, 2003; Carrillo *et al.*, 1997). Use “a”, “b”, “c”, etc. for works with the same author(s) and year citation (e.g. Navarro & Rosúa, 1990a, b; Wang *et al.*, 2001a, b, c; Rull 2010a, b). In those cases that the first author surname and the year of publication coincide (but the authors are different), use the initials to distinguish between them (e.g. Chung, C.-H. *et al.*, 2010; Chung, M. Y. *et al.*, 2010). Try to avoid the expression “VVAA” (“various authors”) or AAVV (“*auctores varif*”); instead, cite the first three authors followed by “*et al.*”.

In the References section, references must be cited in **strict alphabetical order** by first author surname. References by a single author precede multiauthored papers when the first author is the same, regardless of the year. If the first author surname coincide in two or more references, then use the surname of the second author. If in two works the first two authors are the same, then use the third author surname, and so

on. When in two references all the authors coincide, put the older work first. In case that the year also coincides, then list by the title of the contribution (in alphabetical order). Please note that in some cases the surname is the same but the initials are different (i.e. they are different authors); in these cases, also follow the alphabetical order for the initials to list the contributions.

Papers in preparation, submitted, or personal observations and communications are not legitimate references and must be cited in the text only as follows: “H. F. Wang, pers. obs.”, “H. F. Wang, pers. comm.”, or “H. F. Wang, unpubl. data”³. References should be cited as “in press” (e.g. “Wang, in press”) only if the paper has been accepted for publication. In this case, they must be included within the reference list, but without the year. The year can be introduced only when the author has the official confirmation from the publisher; in this case, the citation in the text may be as follows: “Wang, 2013” (and the year and volume—if known—also introduced in the reference list). For papers published on line ahead of print publication, please follow the same rules that for the papers in press, with the exception that in the reference list you should add the year and DOI (Digital Object Identifier).

In references with more than 7 authors, only the first three of them should be indicated, followed by “*et al.*”. References should conform to one of these styles, according to the type of publication cited:

(1) Journal articles (printed):

Favarger, C. & Küpfer, P. 1968. Contribution à la cytotaxonomie de la flore alpine des Pyrénées. *Collectanea Botanica (Barcelona)* 7: 325–357.

Suárez-Santiago, V. N., Salinas, M. J., Garcia-Jacas, N., Soltis, P. S., Soltis, D. E. & Blanca, G. 2007. Evolution by reticulation of the *Acrolophus* subgroup (*Centaurea* L., Compositae) in the occidental Mediterranean: origin and diversification of the section *Willkommia* Blanca. *Molecular Phylogenetics and Evolution* 43: 156–172.

(2) Journal articles (online-only journals):

(2-1) If DOI (Digital Object Identifier) is available:

Vanden-Broeck, A., Gruwez, R., Cox, K., Adriaenssens, S., Michalczyk, I. M. & Verheyen, K. 2011. Genetic structure and seed-mediated dispersal rates of an endangered shrub in a fragmented landscape: a case study for *Juniperus communis* in northwestern Europe. *BMC Genetics* 12: 73. <http://dx.doi.org/10.1186/1471-2156-12-73>

(2-2) If DOI is not available:

Rockström, J., Steffen, W., Noone, K. *et al.* 2009. Planetary boundaries: exploring the safe operating space for Humanity. *Ecology & Society* 14: 32 [online]. Retrieved September 16, 2010, from <http://www.ecologyandsociety.org/vol14/iss2/art32/>⁴

³ In Spanish, the citations for unpublished material or in press publications should be as follows : “H. F. Wang, obs. pers.”, “H. F. Wang, com. pers.”, “H. F. Wang, datos inéd.”, or “Wang, en prensa”; in Catalan, as follows: “H. F. Wang, obs. pers.”, “H. F. Wang, com. pers.”, “H. F. Wang, dades inèd.”, or “Wang, en premsa”.

⁴ In Spanish, the citation should be “...32 [en línea]. Consultado el 16 de septiembre de 2010, en <http://www.ecologyandsociety.org/vol14/iss2/art32/>”; In Catalan, “...32 [en línia]. Consultat el 16 de setembre de 2010, a <http://www.ecologyandsociety.org/vol14/iss2/art32/>”.

(3) Journal articles (in press):

Nogué, S., Rull, V. & Vegas-Vilarrúbia, T. Elevation gradients in the neotropical table mountains: patterns of endemism and implications for conservation. *Diversity and Distributions* (in press).

Amorim, F. W., Galetto, L. & Sazima, M. 2012. Beyond the pollination syndrome: nectar ecology and the role of diurnal and nocturnal pollinators in the reproductive success of *Inga sessilis* (Fabaceae). *Plant Biology* [published online ahead of print]. <http://dx.doi.org/10.1111/j.1438-8677.2012.00643.x>.⁵

(4) Books (single-authored):

(4-1) Print:

Speth, J. G. 2009. *The bridge at the edge of the world. Capitalism, the environment, and crossing from crisis to sustainability*. Yale University Press, New Haven.

(4-2) Electronic:

Reynolds, C. S. 2009. *The ecology of phytoplankton*. Cambridge University Press [pdf e-book]. <http://dx.doi.org/10.1017/CBO9780511542145>

(5) Books (only one of several volumes is cited):

Boulos, L. 1999. *Flora of Egypt 1. Azollaceae–Oxalidaceae*. Al-Hadara Publishing, Cairo.

(6) Books (with editors, coordinators, or compilers):

Fu, L. K. (Ed.) 1992. *China plant red data book. Rare and endangered plants 1*. Science Press, Beijing & New York.

Ma, K. & Amin, R. (Coords.) 2010. *The first Asian plant conservation report – A review of progress in implementing the Global Strategy for Plant Conservation (GSPC)*. Chinese National Committee for DIVERSITAS, Beijing.

Hilton-Taylor, C. (Comp.) 2000. *2000 IUCN Red List of threatened species*. IUCN/SSC, Gland & Cambridge.

(7) Books (with several editions):

Holmgren, P. K., Holmgren, N. H. & Barnett, L. C. (Eds.). 1990. *Index herbariorum. Part I: The herbaria of the world* (8th ed.). New York Botanical Garden, New York.

⁵ In Spanish, the citation should be "...*Biology* [publicado en línea antes de su impresión]. <http://dx.doi.org/>"; In Catalan, "...*Biology* [publicat en línia abans de la seva impressió]. <http://dx.doi.org/>".

(8) Books (time interval of publication over one year; usually for works with several volumes):

Castroviejo, S. (Coord.) 1986–2012. *Flora iberica. Plantas vasculares de la Península Ibérica y Baleares*. Real Jardín Botánico (CSIC), Madrid.

Bolòs O. de & Vigo, J. 1984–2001. *Flora dels Països Catalans* (1–4). Barcino, Barcelona.

(9) Books (as a part of a collection or series; this category may include monographs):

Heywood, V. H. & Dulloo, M. E. 2005. *In situ conservation of wild plant species: a critical global review of best practices* (IPGRI Technical Bulletin, 11). IPGRI (International Plant Genetic Resources Institute), Rome.

Serra, L. 2007. *Estudio crítico de la flora vascular de la provincia de Alicante: aspectos nomenclaturales, biogeográficos y de conservación* (Monografías del Real Jardín Botánico Ruizia, 19). CSIC, Madrid.

(10) Book chapters:

(10-1) Print:

Clapham, A. R. 1976. *Helichrysum* Mill. In: Tutin, T. G., Heywood, V. H., Burges, N. A., Moore, D. M., Valentine, D. H., Walters, S. M. & Webb, D. A. (Eds.), *Flora Europaea* 4. Cambridge University Press, Cambridge, London, New York & Melbourne: 128–131.

(10-2) Electronic:

Rosetto, M. & Rymer, P. D. 2012. Applications of molecular markers in plant conservation. In: Henry, R. J. (Ed.), *Molecular markers in plants*. Wiley-Blackwell: 81–98 [pdf e-book]. <http://dx.doi.org/10.1002/9781118473023.ch6>.

(11) Book chapters in which the authors of the chapter are also the editors:

Bolòs, O. de & Vigo, J. 1990. *Euphorbia* L. In: *Flora dels Països Catalans* 2. Barcino, Barcelona: 550–585.

(12) Proceedings: Reference as books.

IFS (International Foundation for Science) 1989. *Trees for development in Sub-Saharan Africa. Proceedings of a regional seminar held by the International Foundation for Science (IFS). ICRAF House, Nairobi, Kenya, February 20–25, 1989*. IFS, Stockholm.

Camarasa, J. M. 1993. Salvadorianae, II. Les Jussieu et les Salvador. Deux familles de naturalistes au début du XVIIIe siècle. In: Layssus, Y. (Ed.), *Les naturalistes français en Amérique du Sud, XVIe–XIXe siècles. Actes du 118e Congrès national des sociétés historiques et scientifiques*. Comité des Travaux Historiques et Scientifiques, Paris: 69–102.

(13) *Newspapers and non-scientific magazines (printed)*: You should add the issue or the date of publication to avoid mistakes (as pagination is usually not by volume but per issue).

Quammen, D. 2009. Darwin's first clues. *National Geographic Magazine* 215 (2): 34–55.

Gorman, J. 2012. Finding zen in a patch of nature. *The New York Times* 167 (October 23, 2012): D1, D4.

(14) *Newspapers and non-scientific magazines (online-only)*:

Gray, R. 2012. Botanists launch bid to rescue the world's threatened habitats. *The Telegraph*, May 20, 2012. Retrieved January 27, 2013, from <http://www.telegraph.co.uk/earth/environment/conservation/9276915/Botanists-launch-bid-to-rescue-the-worlds-threatened-habitats.html>

People's Daily 2008. Endangered plant saved in Three Gorges reservoir. *People's Daily Online*, January 8, 2008. Retrieved November 14, 2008, from <http://english.peopledaily.com.cn/90001/90781/90878/6334634.html>⁶

(15) *Online documents (including checklists and databases)*: Please provide the author if attributed; if not, then just indicate the institutional author (i.e. avoid the word "Anonymous" as much as possible). If the online document or the website can be clearly linked to a physical institution, this should also be included within the citation. If there is no date of publication, please use the current year. For well-known checklists or databases (e.g. IPNI, Tropicos), alternatively you can omit them from the reference list and cite in the text as follows: "the authors of the species included in the Appendix 3 have been checked against the International Plant Names Index (www.ipni.org)".

Govaerts, R. (Comp.) 2012. *World checklist of Cercidiphyllaceae*. Royal Botanic Gardens, Kew. Retrieved April 20, 2012, from <http://www.kew.org/wcsp/>

IUCN (International Union for Conservation of Nature) 2011. *IUCN Red List of threatened species*. Version 2011.2. Retrieved May 2, 2012, from <http://www.iucnredlist.org>

IOPI (International Organization for Plant Information) 1996–2007. *Provisional global plant checklist*. Royal Botanic Gardens, Sydney. Retrieved June 6, 2012, from <http://bgbm3.bgbm.fu-berlin.de/iopi/gpc/default.asp>

IPNI (International Plant Names Index) 2012. Retrieved October 14, 2012, from <http://www.ipni.org>

Gallegos, P. 2006. *Un paseo por los museos científicos de Barcelona. Un itinerario de cuatro siglos*. Universitat Pompeu Fabra, Barcelona. Retrieved October 4, 2011, from http://www.upf.edu/pcstacademy/_docs/museos_bcn.pdf

⁶ If the article is unattributed, please use the name of the newspaper.

CAS (California Academy of Sciences) 2005. *Hotspot: California on the edge*. California Academy of Sciences, San Francisco. Retrieved February 2, 2013, from http://www.calacademy.org/exhibits/california_hotspot/overview.htm

(16) *Software*: For citing software manuals, you can create a reference (see two examples below). Alternatively, you can cite the use of software itself just on the text, in an analogous way to reagents or equipments: “Fragment analysis was performed with GeneMarker v1.5 (SoftGenetics LLC, State College, PA, USA)”. We strongly suggest to respect the original source when reproducing the names of software/computer programs (e.g. write “SPAGeDi” and not “Spagedi” or “SPAGEDI”).

Thrall, P. H. & Young, A. 2000. AUTOTET: a program for the analysis of autotetraploid genotypic data. *Journal of Heredity* 91: 348–349.

Swofford, D.L. 2002. *PAUP*. Phylogenetic Analysis Using Parsimony (*and Other Methods)*. v4.ob10. Sinauer, Sunderland.

Caujapé-Castells, J., Castellano, J. J., Henríquez, V., Ramos, R., Sabbagh, I., Quintana-Trujillo, F. M. & Rodríguez, J. F. 2011. *Transformer-4: a genotype matrix format translator*. Jardín Botánico Canario “Viera y Clavijo”–Unidad Asociada CSIC, Instituto Tecnológico de Canarias, Jablesoft & Inventiaplus, Las Palmas de Gran Canaria. Available at http://www.demiurge-project.org/download_t4

(17) *Thesis*:

Hendrickson, C. Y. 2009. *To develop or conserve? A case study on biodiversity protection and local sustainable development in Jiuzhaigou, China*. Master Thesis, Lund University, Lund.⁷

Luijten, S. H. 2001. *Reproduction and genetics of fragmented plant populations*. PhD Thesis, University of Amsterdam, Amsterdam.⁸

(18) Research and technical reports (of limited distribution or sometimes unpublished):

Stübing, G., Peris, J. B., Cirujano, S., Corbín, J. T., Martín, J., Morales, R. & Roselló, R. 1999. *Elaboración del programa de conservación de especies amenazadas de los géneros Teucrium y Satureja en la Comunidad Valenciana*. Paper commissioned by the Conselleria de Medio Ambiente (Generalitat Valenciana), Valencia (unpublished).⁹

Klok, C. & Zhang, T. 2008. *Biodiversity and its conservation in China. Authorities, mandates, and conventions*. Alterra-rapport 1733. Alterra–Wageningen University

⁷ In Spanish, the citation should be “...Tesis de Máster, Lund University...”; in Catalan, “...Tesi de Màster, Lund University...”.

⁸ In Spanish, the citation should be “...Tesis Doctoral, Lund University of Amsterdam...”; in Catalan, “...Tesi Doctoral, University of Amsterdam...”

⁹ In Spanish, the citation should be “...Estudio encargado por la Conselleria de Medio Ambiente (Generalitat Valenciana), Valencia (inédito).”; in Catalan, “...Estudi encarregat per la Conselleria de Medi Ambient (Generalitat Valenciana), València (inèdit).”

& Research Centre, Wageningen. Retrieved January 23, 2013, from <http://edepot.wur.nl/28032>

(19) *Contributions to scientific meetings and congresses: If the information that you are referencing is cited in the abstracts, please reference the abstract. If not, please provide the meeting name, the date of presentation, and the geographic location.*

Blanché, C. Molero, J., Simon, J. & Bosch, M. 1996. Genetic diversity and reproductive biology of endemic and endangered plant in Catalonia. In: Newton, J. (Ed.), *Planta Europa: Proceedings of the First European Conference on the Conservation of Wild Plants. Hyères, France, 2-8 September 1995*. Plantlife, London: 141.

Cabrera-Toledo, D., González-Astorga J. A. & Vovides, A. P. 2005. High levels of genetic diversity in *Dioon caputoi* De Luca, Sabato and Vázquez Torres (Zamiaceae, Cycadales) a narrowly distributed species of Puebla, México. In: *Book of Abstracts of the XVII International Botanical Congress (Vienna, Austria, 17–23 July 2005)*: 488.

Galbany-Casals, M., Garcia-Jacas, N., Susanna, A., Sáez, L. & Benedí, C. 2007. *Systematics and evolution of the Mediterranean and Asiatic Helichrysum (Compositae, Gnaphalieae)*. Conference presented at the XII OPTIMA Meeting (Pisa, Italy, 10–16 September 2007).

Montoya, E., Rull, V., Stansell, N. D. *et al.* 2010. *Late Glacial and Holocene palynology and paleoecology of the Gran Sabana (SE Venezuela): preliminary results*. Oral communication presented at the 8th European Paleobotany-Palynology Conference (Budapest, Hungary, 6–10 June 2010).

Bennett, M. D., Fay, M. F., Greilhuber, J., Pellicer, J. & Leitch, I. J. 2011. *Genome size – New records for plants*. Poster presented at the Plant & Animal Genome XIX Conference (San Diego, USA, 15–19 June 2011).

(20) *For papers that are written in a different language than that of the manuscript submitted to Collectanea Botanica:*

(20-1) If the paper is written in one of the official languages of the journal (English, Catalan or Spanish) or in a language with a Roman script (French, German, etc.), you must use the original title. You should provide an English translation in brackets (or in Spanish or Catalan if your manuscript is in one of these languages) for different cases. If the title translation is not given in the original publication please provide your own.

Rossi, G., Bonomi, C. & Bedini, G. 2006. Conservazione *ex situ* della flora spontanea italiana: RIBES, una nuova iniziativa nazionale. *Informatore Botanico Italiano* 38: 236–247 [In Italian].

Marinček, L., Košir, P. & Šilk, U. 2001. Prispevek k sinsistematiki asociacije *Isopyro-Fagetum* Košir 1962 [Contribution to the synsystematics of the association *Isopyro-Fagetum* Košir]. *Hladnikia* 12–13: 41–56 [In Slovene].

(20-2) If the paper is written in a language that not uses Roman script (e.g. Russian, Chinese, Arabic, Hindi, etc.), you must provide the English translation in brackets (if the title translation is not given in the publication please provide your own). Additionally, you can provide the original title, but this will only appear in *Collectanea*

Botanica if the title is written in a MS Word compatible font (e.g. SimSun for Chinese). If the journal or publisher house has an English name, please use this. If not, do not translate them; instead, provide the transliterated journal's title, or book publisher's name and place.

Liu, Q.-R., Yu, M. & Ma, J.-S. 2007. [Review on the Chinese local floras]. *Guihaia* 27: 844–849 [in Chinese].

Li, Q., Chen, Y., Wang, S., Zheng, Y., Zhu, Y. & Wang, S. 2009. 普洱市亚热带季风常绿阔叶林区蚂蚁多样性 [Diversity of ants in subtropical evergreen broadleaved forest in Pu'er City, Yunnan]. *Biodiversity Science* 17: 233–239 [in Chinese].

Geltman, D. V. 2007. Конспект системы подрода *Esula* Pers. рода *Euphorbia* L. (*Euphorbiaceae*) внетропической Евразии [Conspectus of the system of *Euphorbia* L. subgenus *Esula* Pers. (*Euphorbiaceae*) of the non-tropical Eurasia]. *Novosti Sistematiki Vysshikh Rastenii* 39: 224–240 [in Russian].

Tables and appendices — Tables must be included at the end of the manuscript, following the References section. Each table must start on a separate page, also 1.5- or double-spaced. Both table captions and text should be typed using Times New Roman size 10. Long tables such as those including plant materials, lists or compendiums of species, or other accessory materials should be labeled as “appendices”. Please use landscape layout as necessary to fit the table on the page. Tables and appendices must be prepared using MS Word Table function. They should be consecutively numbered with Arabic numerals (e.g. Table 1, Table 2, etc.) in accordance with their appearance in the text. They must be cited as “Table 1”¹⁰ (not “Tab. 1”), and they reference in the text should be consistent (i.e. the first reference to Table 2 cannot precede the first reference to Table 1). The table caption should be as much complete as possible, and must include the explanations of parameters or measures, as well as the probability level indicators. The names of taxa should be written in its full form (e.g. “*Limonium gibertii*”, not “*L. gibertii*”). Some examples are:

“**Table 1.** Summary of genetic diversity for the two studied populations of *Limonium gibertii*. *P*: percentage of polymorphic loci; *A*: mean number of alleles per locus; *A_p*: mean number of alleles per polymorphic locus; *AR*: mean allelic richness (adjusted for a sample size of eight individuals); *H_o*: observed heterozygosity; *H_e*: expected panmictic heterozygosity. Standard deviation in parentheses.”

“**Table 2.** Estimates of *F*-statistics for all polymorphic loci in the two studied populations of *Limonium gibertii*. *F_{IS}*: inbreeding coefficient; *F_{ST}*: fixation index; *F_{IT}*: overall inbreeding coefficient. Statistical significance of *F_{ST}* values was tested using chi-square analysis: ns *P* ≥ 0.05; * *P* < 0.05; ** *P* < 0.01; *** *P* < 0.001.”

Footnotes should be kept to a minimum, and use superscript numbers to indicate the footnotes within the table text. Capitals must be avoided within table cells, with the exception of the first letter of the headings of rows and columns, and for proper names or names of taxa. Headings of columns must be written in bold, although bold could also be used for some special cases (e.g. when some information should be highlighted). For missing data, use en or em dashes, not hyphens. Tables should be kept as simple as possible, with a minimum of horizontal lines and trying to avoid

¹⁰ In Spanish, “*Tabla 1*”; in Catalan, “*Taula 1*”.

vertical lines. Please always remember that the data presented in tables do not duplicate results described elsewhere in the manuscript.

Figures — Figures, in contrast to tables, must be sent as separated files, although the figure captions should be included after the tables, at the end of the manuscript (1.5- or double-spaced). All images (black and white or colour photographs, drawings, diagrams, graphics, plates) are considered to be “Figures”. As for the tables, please ensure that figures are numbered in Arabic numerals in the order of their citation in the manuscript. Figures should be cited in the text as “Fig. 1”, “Fig. 2”, “Figs. 2 and 3”, “Figs. 2–4”, and so on. If both tables and figures need to be cited at the same time, place the figure first (i.e. “Fig. 1 and Table 2”). The names of taxa should be written in its full form (e.g. “*Limonium gibertii*”, not “*L. gibertii*”). If figures are part of plates, a general title for the figure should be followed by a description of each picture or graph, followed by a capital letter which must be also embedded within the picture or graph:

“**Figure 1.** *Silene sennenii* and its habitat: (A), anthesis in the nightfall; (B), flowers in different phenologic status; (C), individuals in Manol River locality; (D), open flower during its second male night; (E), Castell de Sant Ferran locality in summer 2009; (F), el Far d’Empordà locality in summer 2012.”

In the text, a picture or a graph that is a part of a plate should be cited as follows: “Fig. 1E” or “Fig. 2A–D”. Authors of photographs or drawings can be included at the end of the caption, as follows:

“**Figure 4.** General view of type locality of *Vicia vulcanorum*. In the background, the long-extinct volcano La Corona. *Euphorbia balsamifera* in bottom right corner (Photograph: J. Farray).”¹¹

“**Figure 2.** Drawings of the capitulum and detail of the bracts (from outermost to innermost) of *Centaurea solstitialis*. Drawings by C. Puche.”¹²

Please use the same font within a figure and also in all figures within a manuscript. We recommend to use Times New Roman. Be certain that after reduction all lettering and symbols are easy to read. Figures presenting the study area should include a small general map showing a larger geographical region. Maps must show the locations cited in the text, and a scale and references to latitude and longitude should be included. All graphic symbols (e.g. squares, triangles, etc.) can be explained either in a key within the figure or in the caption. For magnified illustrations, provide a scale bar.

Figures must be provided at an optimal quality and resolution; the submission of figures that are not meeting these standards may imply a delay in publication (as authors will be asked to resubmit their figures in a print-quality format). For **line art** (e.g. charts, graphs, gene sequences, plant illustrations, phylogenetic trees, etc.; see below) we recommend a resolution of at least 1000 dpi if in black and white, or at least of 600 dpi if color is used. Acceptable formats are TIFF, EPS, PDF, and AI. Illustrations (i.e. botanical drawings) must meet professional standards; these that show gaps, irregularities, inappropriate line thickness or other major shortcomings will not be accepted. For **halftones** (e.g. grayscale or pictures without no text or thin lines; see below) we recommend a resolution of at least 300 dpi. Photographs that are important for taxonomy (especially those of herbarium specimens), should be of exceptional

¹¹ In Spanish, “*Fotografía: J. Farray*”; in Catalan, “*Fotografia: J. Farray*”.

¹² In Spanish, “*Dibujos por C. Puche*”; in Catalan, “*Dibuixos per C. Puche*”.

quality. Recommended formats are TIFF, EPS, PDF (or JPEG at the maximum quality). For **combination halftones** (grayscale or color images containing line art elements such as letters; see below), resolution should be of at least 600 dpi, with TIFF, EPS, PDF, and AI as recommended formats.

Microsoft Office files (Word, Excel and PowerPoint) are also accepted for figures (if they are of exceptional quality), as we are aware that a number of authors still (for convenience) submit their artwork in MS Office formats. Figures submitted in these formats, however, may take additional time to process and may cause delays in publication.



Full color figures should be provided in CMYK mode (which is preferred to RGB). Figures should be exclusively submitted in electronic format. The maximum size for printed illustrations or plates is 235 × 166 mm. Photographs in a composite plate should be separate by a thin blank space. For other questions about format of tables and figures, authors are encouraged to consult any article published in the last volume, or contact the Editorial Office (see page 7).

3.3. Grammatical and ortographical guidelines

General tips – If the paper is written in UK English, spelling must follow the *Oxford English dictionary* whereas for US English, the reference guide is *Merriam-Webster's collegiate dictionary*. For grammar, you can use for guidance the *Oxford modern English grammar* and *The Cambridge grammar of the English language*, among others (as the differences in grammar between UK and US English are minor)¹³.

Remember that in scientific writing, simplicity is the rule. You should always try to write in a clear and straight forward manner. Avoid long sentences, these should be less than 40 words (preferably less than 25), should be focused (that is, only one or two ideas in a sentence), and with no more than three clauses.

Do not mix inconsistent tenses. The present tense should be used for interpretation of results, for generally accepted facts, or when making general statements. Thus, the

¹³ For Spanish, the reference books for grammar and ortography are *Manual de la nueva gramática de la lengua española de la Real Academia Española y la Asociación de Academias de la Lengua Española* and the *Diccionario de la lengua española de la Real Academia Española*, respectively. For Catalan, use either *Gramàtica catalana de l'Institut d'Estudis Catalans* or *Gramàtica normativa valenciana de l'Acadèmia Valenciana de la Llengua* for grammar, whereas for ortography you can check *Diccionari de la llengua catalana de l'Institut d'Estudis Catalans*.

present tense will therefore generally employed in the Introduction and in the Discussion. The past tense, in contrast, is used to mention or explain the methodology used, the experiments or work carried out, and the results obtained. Thus, the past tense is generally employed in the Materials and Methods and Results sections. However, remember that other tenses (present perfect, present continuous, past perfect, future and conditional) can be used when needed. For active or passive voice we have no preferences, but be always consistent within the manuscript. Please avoid absolute or categorical statements if you are not totally confident; you can soften statements by the usage of modal verbs (e.g. “can”, “could”, “may”, “might”, “would”) or expressions such as “seem to”, “appear to”, etc.

Please avoid the use of informal English (e.g. apostrophes for indicating missing letters: “cannot” instead of “can’t”, “it is” instead of “it’s”, and so on). Jargon should also be avoided.

Punctuation marks – As a general tip, you must avoid the excessive use of parentheses and text within em dashes.

The **commas** are generally used in lists. Remember that in UK English a comma before “and” is unnecessary (as opposed to US English), but it can be used in lengthy lists. Do not use commas to separate sentences; use a semicolon instead.

Semicolons are stronger than commas but weaker than full-stops. Semicolons can be used to separate the main elements of complex lists, which they have internal commas (e.g. “the main landforms of this region are: (1) lakes; (2) rivers, streams, and streamlets; (3) valleys, basins, and depressions; and (4) mountains, hills, and plateaus”). Analogously, when any of the elements of a sentence are separated by commas, semicolons can be used to clarify the hierarchy and thus avoid confusions. However, semicolons should not be used to construct endless sentences.

Full-stops (or **periods**) usually indicate the end of a sentence, although they can be used for other purposes (e.g. abbreviations, see below).

Colons are generally used to introduce lists; remember the word that is placed immediately following the comma should not be capitalized (unless the list comprises proper names, more than one sentence, or when the colon separate a title from a subtitle).

Hyphens should be used only for (1) joining together compound words (e.g. “DNA-based techniques”, “broad-leaved herbs”) and (2) for chemical names (e.g. “2-mercaptoethanol”), although they can also be used to indicate the omission of a common element to avoid repetition (e.g. “palaeo- and neoendemics are present in...”) and for other special cases (e.g. for joining Spanish surnames, when units are used as adjectives—see page 26, etc.). Although we suggest the authors to check a dictionary (see “General tips”, above) to determine whether a term should be hyphenated or not, we can offer some general tips: (1) do hyphenate prefixes applied to a proper (capitalized) adjective, numeral or date (e.g. “pre-Quaternary”, “anti-Darwinian theory”, “mid-September”, “post-2006 levels”); (2) do not hyphenate between an adverb ending in “-ly” is followed by a modifying adjective (e.g. “the previously identified plant” and not “the previously-identified plant”); and (3) do hyphenate to avoid mispronunciation (e.g. when are two vowels or two consonants: “re-introduction”, “non-metric”, etc.).

En and **em dashes** (or **en/em rules**) should not be confounded with hyphens: they are longer when printed (the en dash has the width of the printed “N”, whereas the em

dash has the width of the printed “M”) and have different uses. The en dash (“–”) is used mainly for: (1) ranges of numbers, dates, and pages (“2200–3000 m”, “June–September”, “23–34 g”); (2) missing data in a table; (3) to replace the words “to”, “and”, “versus”, or “between” in compound expressions in which the two elements are of equal importance, and that can be reversed with little change of meaning (e.g. “east–west orientation”, “Qinghai–Xizang Plateau”, “EU–China scientific cooperation programs”); (4) names of two or more people in an attributive compound (e.g. “Hardy–Weinberg equilibrium”); and (5) complex associations (e.g. “warm–temperate–cold–mixed forests”)¹⁴. For complex interactions, a **slash** (or **solidus**) can be used alternatively (“warm–temperate/cold–mixed forests”). In fact, slashes can be used as an alternative for joining words or terms of equal importance, although we recommend to use the en dash for these cases. The em dash (“—”) is used mainly for: (1) providing further explanations by expanding a sentence, indicating a break of thought or enclosing something that interrupts the sentence structure; and (2) missing data in a table (for missing data in tables, we recommend the em dash instead of en dash). The em dash does not need to leave spaces before or after it, and when the text enclosed within an em dash ends the sentence, no closing em dash is needed¹⁵.

We recommend the use of the “double” **quotation marks**¹⁶. If quotes within quotes are needed, then use ‘single’ quotation marks. We strongly recommend to place the closing punctuation outside the quotation marks unless it belongs to the quoted material (e.g. *This area is known as “the end of the world”.*, and not *This area is known as “the end of the world.”*).

Parentheses (or **round brackets**) are used to provide secondary explanations, to enclose numbers or letters of a list [e.g. “(1)”, “(2)”, etc.], to enclose references (see section 3.2), and to enclose abbreviations and acronyms (see below). You should avoid repetition of parentheses; if unavoidable, use square brackets as the main ones and round brackets as the secondary, e.g.: “Szemao pine [*Pinus kesiya* Royle ex Gordon var. *langbianensis* (A. Chev.) Silba], a geographic...”; “For each studied species, we determined the number of populations [subpopulations, according to the criteria of IUCN (2001)]”. The rules for punctuation for material enclosed within parentheses are the same than that within quotation marks (see above).

Capitalization – Capital letters should be used, in addition to start sentences, for the following situations: (1) Geographical names (see below for more information), (2) government and other official bodies, institutions, organizations, societies, political parties, movements, and religions (e.g. “Ministry of Science of France”, “US Geological Survey”, “Chinese Academy of Sciences”, “Stanford University”, “Labour Party”, “Communism”, “Buddhism”; but “...ministries of environment of many countries do not...”, “the communists reached many...”) ¹⁷; (3) legal texts and related instruments (e.g. laws, conventions, and agreements; some examples include: “Endangered Species

¹⁴ Spanish and Catalan, for these uses you must employ the hyphen.

¹⁵ In Spanish and Catalan the uses of em dash are similar, but a space is always needed before the opening em dash and after the closing one (e.g. “...*tras lo medio anunciado —e incluso desaconsejado al de Segorbe— a finales de 1914...*”), except when the closing dash is followed by a punctuation mark (e.g. “...*del año en curso —por carecer la carta de fecha—, un acuse...*”). Another difference is that when the text enclosed within an em dash ends the sentence, a closing em dash is needed (only can be omitted and the end of a paragraph).

¹⁶ In Spanish and Catalan, for quotations you should use the angle quotes or guillemets (« »). If you need to quote within quotations, then use the double quotation marks as the secondary ones.

¹⁷ Commonly used English names to designate institutions, organizations, etc. should be used whenever such forms exist (e.g. “Chinese Academy of Sciences”). If not, you can either translate them to English or use the original term if written in Roman (e.g. “Centro de Agrobiodiversidad de La Palma”); if written in a non-Roman language, you must translate them to English.

Act”, “Cartagena Protocol on Biosafety”, “Convention on Biological Diversity”, “Environmental Protection Law”, etc.); (4) publication titles when included in running text; in this case, all the words of the title must be capitalized, in contrast with the rules for the References section (e.g. “...according to the *Flora Reipublicae Popularis Sinicae*, which states that...”); (5) names of months and days (e.g. “May”, “Tuesday”); (6) geological periods (“Devonian”, “Jurassic”, “Neogene”)¹⁸; (6) events (“Second World War”, “Cultural Revolution”, “Middle Ages”); (7) titles of rank and nicknames (“the King of Morocco”, “the President of the United States”, “Chairman Mao”, “the Great Leader”, etc.); and (8) the IUCN categories, which must be also written within quotation marks (“Critically Endangered”).

Use of italics – The use of italics in *Collectanea Botanica* should be restricted to the following situations: (1) for words, expressions or sentences in foreign languages whose usage in English is not common (e.g. “*ex novo*”, “*sensu lato*”, “*sensu stricto*”); for words or expressions that are of common usage, do not italicize (e.g. “in situ”, “ex situ”, “vice versa”, “in vitro”)¹⁹; (2) names of taxa at the rank of genus or below²⁰; (3) the titles of books, journals, and other published works (and capitalized in addition to italicized); (4) names of databases and other online material (e.g. “*Global Biodiversity Information Facility*”, “*Chinese Virtual Herbarium*”); and (5) names of genes and loci (e.g. “*rbcL*”, “*matK*”, “*Pgi-2*”).

Abbreviations – All abbreviations (shortened forms by omitting the end of a word, e.g. “subsp.”), acronyms (formed from the initial letters of several words, e.g. “IUCN”), and contractions (formed by omitting the middle part of the word, e.g. “vs.”) should be defined at the first mention (given in full followed by the abbreviation in parentheses), with the exception of those that are very common in plant science (e.g. “DNA”, “PCR”, “IUCN”, etc.). If they are firstly mentioned (and defined) in the Abstract, then must be redefined again in the main body of the text. Never define them in the title of the manuscript. Abbreviations that are written in upper case do not need full-stops after each letter (e.g. “USA”), whereas those all in lower case—or at least lower case at the end—need full-stops (e.g. “i.e.”, “Ed.”). Do not use apostrophes for make the plural of abbreviations (e.g. “ANOVAs” and not “ANOVA’s”). Latin abbreviations that are of common use do no need to be italicized with a single exception: “*et al.*”²¹.

Some abbreviations of general use in plant science are the following:

Full form	Form in English	Form in Spanish	Form in Catalan
TAXONOMY			
Class	cl.	cl.	cl.
Subclass	subcl.	subcl.	subcl.

¹⁸ For geologic periods, only those adjectives that are recognized by the latest version of the International Chronostratigraphic Chart of the International Commission on Stratigraphy (<http://www.stratigraphy.org>) can be capitalized; i.e. you can write “Upper Jurassic” but you should write “middle Miocene”. Nouns for periods not included in the chart should not be used, e.g. “Tertiary”.

¹⁹ In Spanish and Catalan, the norm is writing all the words in foreign languages in italics, unless they are included in their reference dictionaries (for Spanish, *Diccionario de la lengua española de la Real Academia Española*, whereas for Catalan, *Diccionari de la llengua catalana de l’Institut d’Estudis Catalans*).

²⁰ If the paper is written in Catalan or Spanish, all the names at or below family level should be italicized.

²¹ In Catalan and Spanish, all the latin abbreviations must be italicized except when the full words are included in their reference dictionaries (for Spanish, the *Diccionario de la lengua española de la Real Academia Española*, whereas for Catalan the *Diccionari de la llengua catalana de l’Institut d’Estudis Catalans*).

Order	ord.	ord.	ord.
Suborder	subord.	subord.	subord.
Family	fam.	fam.	fam.
Subfamily	subfam.	subfam.	subfam.
Tribe	tr.	tr.	tr.
Subtribe	subtr.	subtr.	subtr.
Genus	gen.	gen.	gen.
Subgenus	subg.	subg.	subg.
Section	sect.	sect.	sect.
Subsect.	subsect.	subsect.	subsect.
Series	ser.	ser.	ser.
Species	sp.	sp.	sp.
Subspecies	subsp.	subsp.	subsp.
Variety	var.	var.	var.
Form	f.	f.	f.
Nothospecies	nothosp.	nothosp.	nothosp.
<i>Genus novum</i>	gen. nov.	gen. nov.	gen. nov.
<i>Species nova</i>	sp. nov.	sp. nov.	sp. nov.
<i>Combinatio nova</i>	comb. nov.	comb. nov.	comb. nov.
<i>Status novus</i>	stat. nov.	stat. nov.	stat. nov.
Species in plural	spp.	spp.	spp.
Indeterminate species	sp.	sp.	sp.
DATES			
<i>Anno Domini</i>	AD (in small caps)	d. C.	dC
Before Christ	BC (in small caps)	a. C.	aC
Before present	BP (in small caps)	BP (in regular caps)	BP (in regular caps)
Kiloyears	Kyr	Kyr	Kyr
Kiloyears ago	Kya	Kya	Kya
Million years	Myr	Myr	Myr
Million years ago	Mya	Mya	Mya
OTHER			
<i>Circa</i>	<i>ca.</i> ²²	<i>ca.</i>	<i>ca.</i>
<i>Confer</i>	<i>cf.</i>	<i>cf.</i>	<i>cf.</i>
<i>Et alii</i>	<i>et al.</i>	<i>et al.</i>	<i>et al.</i>
<i>Exempli gratia</i>	e.g. (do not put comma after it)	p. ej. / v. gr. / e.g.	p. ex. / v. gr. / e.g.
<i>Ibidem</i>	ibid.	ibid.	ibid.
<i>Id est</i>	i.e. (do not put comma after it)	<i>i.e.</i>	<i>i.e.</i>
<i>Opere citato</i>	op. cit.	<i>op. cit.</i>	<i>op. cit.</i>
<i>Sensu lato</i>	<i>s. l.</i>	<i>s. l.</i>	<i>s. l.</i>
<i>Sensu stricto</i>	<i>s. str.</i>	<i>s. str.</i>	<i>s. str.</i>
<i>Versus</i>	vs.	vs.	vs.

Names of geographical entities and compass points and directions – You should be very cautious when referring to counties whose names are contentious or that have territorial disputes. We recommend to use the United Nations criterion for country names (e.g. “Myanmar” and not “Burma”), employing always short name and

²² Its use is preferred to “~” (although the latter is also valid; e.g. “...originated after ~5 Mya.”).

not the formal name (e.g. “Germany” and not the “Federal Republic of Germany”). These names should also be used in maps if included within submitted manuscripts. For some countries the abbreviated form can also be accepted (e.g “USA” and “UK”).

You should always capitalize proper names, either single, binomial or multinomial (e.g. “Italy”, “Western Australia”, “North Africa”, “South America”, “Northern Hemisphere”, “East Coast of the United States”, “Ganges River”, “Tibetan Plateau”, “Atlas Mountains”, “Mount Kilimanjaro”, “Gobi Desert”, “Neotropics”, “Sichuan Province”). However, descriptive terms (i.e. not recognized entities, geographically or politically) should not be capitalized (e.g. “southern Spain”, eastern Africa mountains”). Also capitalize adjectives referring to proper names (e.g. “Anatolian Peninsula”, “Mediterranean Basin”, but “rivers of Africa”, “Mediterranean climate”, or “mountains of south-western Colombia”)²³. Some words should not be capitalized; “the earth”, “the world”, “the sun”, and “the moon”.

For rivers and islands, you do not need to capitalize this word if precede the name (e.g. “the river Nile” but “the Nile River”, “the island of Sardinia” but “Sardinia Island”). Words after “River” should not be capitalized (e.g. “Yangtze River valley”, “Ebro River basin”). Do not abbreviate words as “Mount” (“Mt.”), “Island” (“Is.”), or “River” (“Riv.”). When a term is referred several times, you can omit the proper name, but the name of the geographical feature should be written in lower case (e.g. “Korean Peninsula” but “in the peninsula”).

The definite article is never capitalized (e.g. “the United States of America”, “the Andes”, “the Mississippi River”). Whereas in English only a few exceptions exist (e.g. “The Hague”) in other languages this is more common²⁴.

Commonly used English names to designate foreign geographical entities should be used whenever such forms exist (e.g. “Sardinia” instead of “Sardegna”, “Lisbon” instead of “Lisboa”; “Yangtze River” instead of “Chang Jiang”). If not, you must use the original term (if written in Roman; e.g. “Mount Ventoux”) or the transliterated term (e.g. “Hengduan Mountains”).

Compass points, when written in full, should be lower case (unless they are part or a proper name; see above) and hyphenated if binomial (e.g. “north”, “south-west”, etc.). If used extensively, you can abbreviate them (although neither in the manuscript title nor in the abstract), in upper case (e.g. “N”, “NW”, “NNE”, etc.)²⁵. For the adjectives derived from compass points, we suggest do not hyphenate (e.g. “northeastern Spain”, not “north-eastern Spain”).

²³ In Spanish and Catalan, words describing geographical features are never capitalized (“*el río Nilo*”, “*la mar Mediterrània*”, “*la cordillera de los Andes*”, “*la serra de Prades*”, “*la platja de la Barceloneta*”) unless they form part of the official name (e.g. “*Islas Canarias*”, “*Sierra Morena*”, la “*Vall de Boí*”, “*Platja d’Aro*”). In Spanish and Catalan, you should not capitalize the adjectives derived from proper names (“*el sureste español*”, “*la península ibérica*”, “*la cordillera andina*”). There is a sole exception for Catalan: “*península Ibèrica*” and not “*península ibèrica*”.

²⁴ In Spanish only for names of cities the definite article is capitalized (e.g. “*La Coruña*” but “*el Bierzo*”, “*el Sistema Ibérico*”), whereas in Catalan it is never capitalized (e.g. “*l’Aldea*”, “*el Ripollès*”, “*les muntanyes de Prades*”).

²⁵ Spanish and Catalan use the same abbreviated forms for compass points than English.

3.4. Symbols, units, mathematical material, and statistics

Numbers between one and nine are written in full (e.g. one, two, three, etc.); those above nine are represented numerically (e.g. 10, 30, 300, etc.) except where the number begins the paragraph or the sentence (e.g. “Twenty mL of distilled water were used to...”). Numbers with five or more numerals are written with commas separating the hundreds (e.g. “10,000, 100,000, 3,000,000” but “1000” or “9999”). Numbers greater than 1,000,000 are usually written with the numeral followed by the words “million” or “billion” (e.g. 1.2 million; 3 billion; etc.). Use whole figures and decimals consistently (e.g. 6.25 and 6.00, not 6.25 and 6)²⁶.

For dates, you can use both UK (e.g. “26 February 2007”) and US English (“February 26, 2007”). Do not use ordinal numbers in dates (e.g. “1st”, “23rd”, etc.), whereas months should always be written in full (e.g. “observations were done in October 2008 and in September 2009”). Roman numerals for months could be accepted only to describe the flowering time [e.g. “Flowering time (months): (III)IV-VI”]. Abbreviated forms are only allowed for voucher specimens (e.g. “9.04.2011”; “19.02.2011”). For decades, we recommend “1970s” instead of “70s” or “1970’s”. Finally, for the centuries use the form with Arabic numerals, not Roman (e.g. “20th century”; not “XX century” or “XXth century”); alternatively, you can also write “twentieth century”²⁷.

SI units (i.e. those following the International System of Units) should be used throughout the manuscript (although some exceptions could be accepted if these units are of generalised use). Please leave an space between a numeral and the unit symbol, which is never followed by a period (e.g. “23 mg”, “60 s”) although this rule is broken for the temperature (“23°C”). When a symbol is used, the number is expressed numerically regardless of whether it is less than or equal to nine (e.g. “5 km” and not “five km”) except where the number begins the paragraph or the sentence. For objects and not quantities, the rule of writing 1 to 9 in full can be broken if an inventory of objects is presented (4, 13, and 23 voucher specimens were studied...). Journal style for the most common units is the following:

Mass – pg, ng, µg, mg, g, kg, tonnes

Length – nm, µm, mm, cm, m, km

Volume – µL, mL, L (note the use of “L” instead of “l”, in order to avoid confusion with “one”)

Time – s, min, h, days, weeks, years

For area measures, hectares is an accepted unit (remember that 1 ha = 10,000 m²). For clock time, use the 24-hour system (e.g., “17.00 h”). In composite units, we recommend to use numbers in superscript instead of divisions (e.g., “3 mg mL⁻¹” and not “3 mg/mL”), although the latter is also accepted (but be consistent within a manuscript). Please avoid lots of zeros in numbers (e.g. “0.003 g” should be changed to “3 mg”, whereas “5.5 × 10⁻⁷ kg” should be “0.55 mg”). You can use a hyphen when units are used as adjectives (e.g. “2-min intervals”). For concentrations, you must use the expressions “v/v” and “w/v” for volume in volume and for weight in volume, respectively. Do not use a unit term as a plural (“3 mL was added...”), and do not repeat units unnecessarily (e.g. “10 and 20 min” and not “10 min and 20 min”; “2200–3000 m” and not “2200m–3000 m”).

²⁶ In manuscripts written in Spanish and Catalan, the commas should be replaced by periods (e.g. “10.000” instead of “10,000”). Note that “billion” means “a thousand million” in English, but “a million million” in Spanish and Catalan (“*billón*” and “*bilión*”).

²⁷ In Spanish or Catalan the Roman numerals are preferred for centuries: “*siglo XIII*”; “*segle XIX*”.

Ranges of values should be separated by an en-dash (e.g. “2200–3000 m”, “23–34 g”). The en-dash rule also works for intervals of years and pages²⁸.

Please be careful and use the minus sign (and not the hyphen) for negative values (e.g. “–10°C”, not “-10°C”; “3 mg mL⁻¹” and not “3 mg mL⁻¹”). Use “×” and not “x” for multiplication. Do not leave an space between a numeral and the percentage sign (e.g. “30%”).

In running text, simple fractions can be written in full and hyphenated (e.g. “two-thirds”). However, when they must be included in tables and graphs, we recommend to use a slash to separate the numerator and denominator (e.g. “2/3”) and, if available, write the fractions as figures (e.g. “1/4”).

For mathematical equations and formulas, avoid two-line expressions wherever possible (e.g. “ $J = H'/H'_{\max}$ ”). Simple equations should run on in the text and should be punctuated as part of the sentence (e.g. “ $H' = -\sum p_i \ln(p_i)$, where p_i represents the relative abundance of i species at each plot”). More complex equations should be displayed; i.e. they should be written on a new line and indented.

For variables, Greek letters and constants, italics are recommended; normal (roman) letters should be used for identifiers, e.g. “ H_o ” and “ H_e ” (observed and expected heterozygosity) are composed by “ H ” (“heterozygosity”, which is the variable, in italics) and subscripts “o” and “e”, which are identifiers for “observed” and “expected”. Identifiers should be written as subscripts.

When reporting results of statistical tests, please provide the name of tests used, their symbols and numerical outcomes. Please ensure that data meet all assumptions of tests applied (e.g. normality, if sample size is enough, etc.). Sample sizes should be always given (denoted as “ N ”, i.e. in capital and italics). All numbers following a \pm sign should be identified (e.g. SD, SE, or CI). Any data transformation as well any method of randomization of resampling should be clearly described and justified. If some data have been excluded from the analyses, please explain the reason. When appropriate, provide the test statistic value, the probability value (denoted as “ P ”) and the degrees of freedom (“d.f.”). Asterisks after numerals (especially within tables) should be exclusively used for probability values, and usually signify the following values: *: $P \leq 0.05$; **: $P \leq 0.01$; ***: $P \leq 0.001$. Thus, we recommend to avoid asterisks as a footnote symbol (and we strongly recommend the use of numerals: “1”, “2”, “3”...). A single space should be usually inserted either side of an operator (e.g. “ $N = 14$ ”; “ $P > 0.05$ ”; “ $2 + 3$ ”, “ $2n = 4x = 48$ ”).

Chemical and biochemical nomenclature should be based on the rules of IUPAC (International Union of Pure and Applied Chemistry; <http://www.iupac.org/>) and IUBMB (International Union of Biochemistry and Molecular Biology; <http://www.iubmb.org/>).

For geographic coordinates, we recommend to use the following style: “35° 06' 02.7'' N, 26° 15' 11.1'' E”²⁹. Please note that primes and double primes are used for minutes and seconds of angle, and not apostrophes. UTM (Universal Transverse Mercator) geographic coordinate system is also acceptable, as it is of common use in Europe.; if used, please do it as follows: “UTM 30S XH922912”.

²⁸ For these uses, write an hyphen (“-”) instead of an en-dash (“–”) for manuscripts in Spanish and Catalan.

²⁹ Remember than in Spanish and Catalan, the decimals are indicated by a comma and not a period.

For currencies, we recommend to write them as figures preceded by the ISO currency code (ISO 4217); a space should be left between the currency code and the figure), e.g. “USD 36,000”, “EUR 400”, “JPY 80,000”, “GBP 100”; for some currencies, the accepted symbol can be used instead (but here a space is not necessary), e.g. “US\$36,000”, “€400”, “¥80,000”, “£100”. If figure is very high, it is better to write the number as words (“€10 million”). Names of currencies written in full are also acceptable (e.g. “tree milion euros”)³⁰.

3.5. Taxonomic treatments

The “Taxonomic treatment” section should start with a description of the group (e.g. genus, subgenus, etc.), followed by the key and the treatment of the taxa.

Keys have to be dichotomous, not indented and include all treated taxa (infraspecific taxa can be included in the general key or in another key under the treatment of that particular species). Leads of each couplet should be parallel. Keys have to be checked carefully for consistency with the descriptions.

Example of key:

1. Plants with basal leaf rosettes; basal leaves (3.5)6–19 mm wide, oblanceolate to spatulate, subcrassiolate **1. *H. crassifolium***
- . Plants without basal leaf rosettes; basal cauline leaves 0.4–8.5 mm wide, linear, lanceolate or oblanceolate, slightly coriaceous **2**

Each accepted taxon should be numbered. Infraspecific taxa will be indicated by lower case letters (e.g. “1a”, “1b”, etc.). One paragraph per taxon should be used, and should include the following sections (1 to 12):

(1) *Nomenclature*:

Accepted name (in bold and italicized), author and publication reference; homotypic synonyms (italicized) in chronological order, identified with a “≡” symbol and also with indication of author(s) and publication reference; information on the *Ind. Loc.* from the original publication and the type material; heterotypic synonyms (italicized) in chronological order, identified with a “=” symbol, each of them also with indication of author(s), publication reference, *Ind. Loc.* and type; invalid names that can be attributed to each taxon.

Book titles are abbreviated according to Stafleu & Cowan’s, *Taxonomic Literature ed. 2 (Regnum Vegetabile*: 94, 98, 105, 110, 112, 115, 116, 125, 130, 132, 134), but with all initial letters capitalized; periodicals are abbreviated following B-P-H *Botanico-Periodicum-Huntianum*. Pittsburg, 1969) and B-P-H/S (*Botanico-Periodicum-Huntianum/Supplementum*. Pittsburg, 1991) (the online version can be found at: <http://fmhibd.library.cmu.edu/fmi/iwp/cgi?-db=BPH Online&-loadframes>). Note that in the References section all journal names and book titles should be written in full (see section 3.2).

Names of the authors of taxa should be abbreviated in the form standardized by Brummit & Powell, *Authors of Plant Names* [Kew, 1992; also incorporated in

³⁰ In Spanish and Catalan, the amount should be placed before the currency code or symbol, always leaving a space (e.g. “36,000 USD”, “400 €”, etc.).

International Plant Names Index (IPNI), <http://www.ipni.org/>] except for leaving a space between the initials, and between the initials and the surname (e.g. “E. H. Wilson”).

The *Ind. Loc.* should be exactly transcribed from the original publication. Any information added by the author of the paper should be indicated within brackets.

Transcription of labels for information on type material: Indicate if it is an holotype, a new lectotypification, or a citation of a published lectotypification. The original label should be accurately transcribed. Any information added by the author of the paper should be indicated in brackets, for example the country when this is not indicated in the original label. The collector and collection number should be italicized. At the end of the transcription, in parentheses, the acronym of the herbarium and the number of the sheet should be indicated (BC-Salvador 3835!), adding an exclamation symbol if the author of the paper has seen the original material. Please use *Index Herbariorum* (<http://sciweb.nybg.org/science2/IndexHerbariorum.asp>) acronyms for designations of herbaria. Doubtful words in the label should be followed with the word “sic” in brackets and italicized: “[*sic*]”. The unreadable words in the label should be indicated as “[unread.]”.

Example:

8b. *Helichrysum serotinum* subsp. *picardii* (Boiss. & Reut.) Galbany, L. Sáez & Benedí, in *Can. J. Bot.* 84(8): 1229 (2006b).

≡ *Helichrysum picardii* Boiss. & Reut. in Boiss., *Diagn. Pl. Orient. Ser. 2, 3* (6): 103 (1859) [basionim]. ≡ *H. hispanicum* Jord. & Fourr., *Brev. Pl. Nov.* 2: 67 (1868), *nom. illeg.* ≡ *H. stoechas* var. *hispanicum* (Jord. & Fourr.) Rouy in *Rev. Sci. Nat. Montpellier, sér. 3, 2* (2): 241 (1882). ≡ *H. serotinum* var. *hispanicum* (Jord. & Fourr.) Rouy ex Cadevall, *Fl. Catalunya* 3: 307 (1923). ≡ *H. italicum* var. *picardii* (Boiss. & Reut.) Pau in *Brotéria, Sér. Bot.* 25: 142 (1931). ≡ *H. italicum* subsp. *picardii* (Boiss. & Reut.) Franco, *Nova Fl. Portugal* 2: 371, 569 (1984), *comb. inval.*

Ind. loc.: [Spain] “Hab. in pinetis propè Puerto de Santa Maria prov. Gaditanae (Picard 1831! Reuter! Bourgeau, pl. exs. 1849, n.º 317), in arenosis maritimis *Extramadurae Lusitanicae* (Welwitsch pl. exs. Lusit. anno 1839 sub. *H. serotino*). Fl. Julio, Augusto”.
Lectotype (Galbany-Casals et al., 2006a: 497): Sables maritimes au Coto près Puerto Santa María, 20.07.1849, *E. Bourgeau 317*(G!; isolectotypes: BM!, E!).

= *Helichrysum serotinum* var. *intermedium* Lange in Willk. & Lange, *Prodr. Fl. Hispan.* 2: 60 (1865). ≡ *H. italicum* var. *intermedium* (Willk.) Pau in *Brotéria, Sér. Bot.* 25: 142 (1931).

Ind. loc.: [Spain] “In Gallec (en los arenas de la Lanzada y de Cangas, PLAN., in arenos. marit. ad Vigo et Cobas, LGE.!), alibi hinc inde cum forma primaria (ad rupes pr. Hoyoqueseros in vet. Castella, BOURG.! pr. Guejar-Sierra in S. Nevada, CAMPO! in pinetis ad Puerto de Sta. Maria, PICARD, REUT., BOURG.)”.

Lectotype (**designated here**): In arenosis maritimis ad oppid. Vigo Galleciae, 28.08.1851-52, *Lange 251* (Plantae europ. austral. 1851-1852) (COI-WILLK!; isolectotypes: C!, K!).

(2) *Latin or English diagnosis* (if necessary): If a Latin diagnosis is included, it must be written in italics.

(3) *Illustrations*: Wherever illustrations of other works are cited, only those of good quality shall be acceptable, and should preferably be cited from works which are readily available. We recommend that they be available from digital libraries: Biblioteca Digital

del Real Jardín Botánico (<http://bibdigital.rjb.csic.es/spa/index.php>); Gallica (<http://gallica.bnf.fr/>) or Botanicus Digital Library (<http://www.botanicus.org/>).

(4) *Description*: Descriptions should be parallel and comparable at each taxonomic rank. For species with infraspecific taxa, the species description includes all subordinate taxa.

(5) *Chromosome numbers* (if necessary)

(6) *Vernacular names* (if necessary)

(7) *Distribution*

(8) *Habitat and altitudinal rank*

(9) *Phenology*

(10) *Diagnostic characters and variability observed*

(11) *Discussion on the similarities with other species* (sympatric, closely related, etc.): Discussion should be parallel at the same taxonomic rank.

(12) *Specimens examined*: Material should be cited observing the following scheme:

Country, major political division [for Spain, the major political division is the province]: region, town, additional toponyms, coordinates, altitude, habitat, collection date, collector and collection number (herbarium and herbarium number).

Use *Index Herbariorum* (<http://sciweb.nybg.org/science2/IndexHerbariorum.asp>) acronyms for designations of herbaria. Countries and major political divisions will be in alphabetical order. Each major political division will be separated by “.”. Several specimens from the same major political division will be separated by “;”, also listed in alphabetical order.

Examples:

Greece, Crete: Kato Zakros, Nekron Gorge, 35° 06' 02.7" N, 26° 15' 11.1" E, 69 m, rock crevices, 30.05.2010, *M. Galbany 2148* et al. (BC).

Spain, Ávila: La Adrada, 4.07.1984, *P. Montserrat & González* (JACA 49884); Navacedilla de Corneja, 13.07.2004, *Devesa & E. López* (COFC 30409). Cáceres: Alcántara, 3.05.1994, *Rico et al. s. n.* (MA 718807); Puerto de Tornavacas, 1.07.1991, *Ortega & Tormo s. n.* (UNEX 19546). Ciudad Real: El Molinillo, 6.07.1977, *Velasco s. n.* (MAF 99689).

3.6. Transcription of original material such as correspondence, herbarium labels, etc.

Transcribed material should follow the original exactly in punctuation and spelling. For short transcriptions (less than 50 words), use double quotation marks. For longer texts (more than 50 words), this should begin on a new line, written in Times New Roman size 10, without quotation marks and indented both from the left and from the right.

Doubtful words in the transcribed material (e.g. a letter) should be followed with the word “sic” in brackets and with italics “[*sic*]”. The words unreadable should be indicated as “[illeg.]”. The words stressed in original text must be appeared stressed too. The references indicated by the original author of the manuscript should be in the same form as original text.

All the words introduced by the author/s within the transcribed material should be between brackets. The new references introduced If the author/s introduce any reference, it should be placed in brackets instead of parentheses.

When a full letter is transcribed, the heading and the end should be aligned to the left.

When we ignore transcribing some text put the numbers of paragraphs in brackets as:

[paragraphs 7–11 on activities of Hemprich and Ehrenberg deleted]
[end of paragraph 12] ... By the end of their five-year long expedition [Aug. 1820–Nov. 1825], nine members of the party including Hemprich had died.
[paragraph 13] The material results of the expedition were enormous: 46,000 plant specimens (about 3,000 species) and 34,000 animals (more than 4,000 species). Hemprich and Ehrenberg labeled each specimen as to its precise locality and date. Unfortunately, the integrity of their collection and its documentation was in jeopardy long before Ehrenberg returned to Berlin.

In works focused on the study of historical herbaria, transcriptions of labels should follow the instructions of the taxonomic treatments sections, with the additional considerations: the text of the label should be separated by quotes with a bar to indicate the change in the original tag line, and the name of the author(s) of the label handwriting should be indicated between quotes and italicized, and preceded by the “m.”, e.g. “(m. *Joan Salvador*)”.

Example:

Acer hispanicum Pourr. in Mém. Acad. Sci. Toulouse 3: 305 (1788).

Ind. loc.: “...sur le Montserrat”.

Lectotype (**designated here**): [Spain. Catalonia: Montseny, Montserrat] “*Acer montanum candidum* / C.B. Pin. 430 / In monte Signato, et Serrato frequens” (m. *Joan Salvador*) “*Acer hispanicum* Pourr.” (m. *Pourret*) (BC-Salvador 3835!); isolectotype: “*Acer hispanicum* P. / act. tolos. tom. III. [unread.] m. Serrato” (m. *Pourret*) (MAF-Pourret 7341!).

4. MANUSCRIPT SUBMISSION

Originals should be sent to the Editorial Office (collectaneabotanica@gmail.com) or directly to the Editor-in-Chief (see <http://collectaneabotanica.revistas.csic.es> for the current EIC e-mail address). The EIC will immediately acknowledge every manuscript that is received, and will communicate to the authors when the paper is sent to reviewers (or, if rejected without sending it to peer-review, the underlying reasons for rejection).

The manuscript should be accompanied by a **cover letter**, which can be the body of the e-mail or attached as a doc. or pdf. file. Remember that figures must be sent as separated files (see section 3.2). The cover should include: (1) the name, address, and e-mail for the corresponding author; (2) if the manuscript is not written in English, the reasoning for using Spanish or Catalan; (3) the names of up to three potential reviewers (and up to two reviewers to avoid); (4) optionally, a brief explanation of the main findings of your paper; (5) any potential conflicts of interest; and (6) a statement that you have followed the guidelines concerning research about endangered species or protected areas (if applies) as detailed in section 6.

When you are submitting of a manuscript to *Collectanea Botanica* we assume that: (1) it has not been published previously and is not being considered for publication elsewhere; (2) that all the authors are aware that the paper is being submitted to *Collectanea Botanica*, that all the authors have contributed to the paper and that they all agree with its content.

We strongly suggest that the authors observe the instructions and guidelines regarding the style. Manuscripts that are not submitted according to the journal style will be returned to the authors for modification.

5. MANUSCRIPT EVALUATION AND EDITORIAL PROCESS

Manuscript evaluation – Originals will be revised by a minimum of two external referees. Reviewers are given three weeks to complete the manuscript revision; thus, the estimated time from submission to first decision can be expected to be about **one–two months**. All decisions will be communicated timely to the corresponding author.

We use the standard “blind” method of evaluation (that is, the anonymity of the evaluators is ensured).

The Managing Editor, based on the reviewer’s reports, will communicate a first decision to authors. If the paper needs revision, the editor can send the papers for further revision, and based on this, a second decision will be taken, and so on. Please note that several rounds of revision are sometimes needed until a paper is accepted.

Decisions can be as follows:

- (1) *Accepted*: The manuscript is clearly-written, data and analyses are adequate, statements and conclusions are clearly supported by the data, and the paper adheres to *Collectanea Botanica* style. The paper is ready for publication.
- (2) *Minor revision*: This decision applies for papers that are a good contribution, generally well-written, and there are only small changes required to make the paper ready for publication (e.g. correcting typos, rewriting some words or few sentences, add some additional information, add or delete some references, improve the quality of images, etc). This decision implies that the paper does not need to go to reviewers again.
- (3) *Major revision*: While the paper is a potentially good contribution to *Collectanea Botanica*, it has several important flaws such as the need of rewriting entire paragraphs, the need of adding some additional analyses or statistical tests (although the currently employed ones should be already sound), the need of shortening considerably the manuscript, that there are some mistakes in the background, some misinterpretations of the results, etc. This decision implies that the paper may be sent in some cases to the reviewers (generally the same) for further review (once the revised version is received by the editorial office).
- (4) *Reject & Resubmit*: Whereas the manuscript can be of some interest, it needs significant reworking to be acceptable. This may include more populations or individuals to be sampled, new experiments that could take several weeks, the completely or partially replacing of the analyses for better suited ones, or the need to almost completely rewriting the manuscript. This decision implies that authors are committed to fix all the problems of the paper, which will be worthy of a new evaluation (that is, a new manuscript number is assigned, and the paper may be sent to different reviewers).
- (5) *Reject*: the manuscript is not acceptable for publication in *Collectanea Botanica*; therefore, it does not merit an opportunity for a revision. A paper can be rejected when it has very significant flaws (e.g. the paper is off topic, hypotheses are missing, no objectives are presented, completely inadequate sampling or analyses, conclusions and statements that do not match with the results, plagiarism, or duplicated publication).

When the recommendations of the two referees are very contrasting (e.g. “minor revision” vs. “reject”), the Managing Editor will usually send the manuscript to an additional reviewer. The Editor-in-Chief will communicate the final decision to the corresponding author.

Manuscript acceptance, proofreading, and publication – In case of being accepted for publication (which will be communicated timely to the corresponding author), the manuscript will be **published online** in approximately two–three months, provided the authors are not delayed in revising the proofs.

Page proofs (as PDF files) will be sent by e-mail to the corresponding author. We recommend to use the annotation tools of Adobe Acrobat Professional or Adobe Reader, as this can accelerate the publication process. Alternatively, you can either (1) provide a list of corrections (indicating the page, column and line) and return it by e-mail to the editorial office, or (2) provide a printout of your page proofs using the British Standard Institution's proofreading marks, which can be returned to the editorial office by e-mail (scanned) or by post.

Once page proofs have been received and checked by the Editing Team, the paper is posted in the *Collectanea Botanica* website as "Forthcoming articles". No changes can be made after online publication. The dates of submission, acceptance and online publication will be indicated in each article.

Offprints (which include a cover sheet with the journal cover image) are provided to the corresponding author in PDF format.

To acknowledge the work of the reviewers, every four years a list with all the reviewers of the papers included or not accepted in (the last four volumes of) *Collectanea Botanica* will be published.

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