

Checklist For Preparation Of Manuscripts And Illustrations

Please carefully read the form, fill and sign it, and send it back by e-mail to the Editors' addresses. Before you prepare a manuscript, consult the latest "Author Instructions" at our website:

www.lankesteriana.org/author.htm

I. General Instructions

- Manuscript is assembled in this order: 1) title, authors and affiliations; 2) abstract, key words and running title page; 3) text; 4) acknowledgments; 5) literature cited; 6) tables; 7) appendices; 8) figure legends; 9) figures as separate files.
- The English has been checked carefully for correct language use.
- Manuscript follows the latest *International Code of Botanical Nomenclature*.
- If newly taxa is described, the corresponding collecting permits and the institution that granted the permit is indicated.

II. Title Page

- The title is in upper and lower case letters. Below title, author names are on one line, in upper and lower case letters, and in the following order: given name, initials of other names, surname.
- Abstract begins on a new page, is one paragraph, with no references or abbreviations.
- You have given up to 6 key words. A Running title is given below the key words, on one line, flush left, in upper and lower case letters. The running title includes the authors and a short title.

III. Text

- All figures and tables are cited in the text and are in numerical order.
- Each reference cited in the text is in the Literature Cited section, and vice versa.
- Literature is cited consistently and following the journal's guidelines.
- Authors of all names at rank of genus and below are cited where first used in text.
- Scientific names are italicized at the generic level or below.
- You have not used footnotes.

IV. Literature Cited

- There are spaces between initials of an author's name.
- Journal names are not abbreviated.
- Titles of books are written in lower case except the first word.
- Journal names and book titles are italicized.
- Scientific names in the title of articles and books are italicized.
- Literature is cited according to the authors' instructions.

V. Tables

- Each table starts on a separate page.

VI. Figure Legends

- They are on a new page.
- All figures are in a single sequence, consecutively numbered (arabic numerals). Tables are in a separate, consecutively numbered sequence.
- The specimen on which the illustrations are based are noted.
- The author of the illustration is credited in the figure legend.

VII. Preparation of Illustrations

- Illustrations have been submitted digitally as TIF files or high quality (at least 7) JPEG files. Photographs should be scanned at a resolution of 600 dpi; line art, 300 dpi.
- Parts of a plate are labeled A, B, C, etc.
- All original artwork from which digital illustrations are derived is signed.
- Photographs and line art have not been combined.

VIII. Conditions for Publications

- This manuscript is an original contribution, which is not copyrighted.
- Has not been previously published.
- Is not considered for publication in another journal.
- Has not been rejected in another journal.

If it has been rejected:

Which journal?

Why?

LANKESTERIANA: Responsible Authorship Form

Each submission must be accompanied by this form filled in by the author(s). For multi-authored submissions, the correspondent author is required to sign this form.

Title of manuscript:

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Before publication of the materials submitted by the author(s) in LANKESTERIANA, the author hereby assign all rights in the article to the *Lankester Botanical Garden*.

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Date

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