

## 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 Lankesteriana's address. Before you prepare a manuscript, consult the latest "Author Instructions" at our website:  
[www.lankesteriana.org/author.htm](http://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 Nomenclature for algae, fungi, and plants*.
- The author(s) guarantee the strict compliance of the national and international legislations (corresponding collecting permits, management of organisms, CITES, etc.) for the development of this work.

### 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 in alphabetical order. 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 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?

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Why?

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## 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, University of Costa Rica*.

I have read and agree with LANKESTERIANA's code of ethics (read it here <https://revistas.ucr.ac.cr/index.php/lankesteriana/information/authors>)

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Date

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Correspondent Author signature