

Checklist for preparation of manuscripts and illustrations

Please carefully read the form, complete it, sign it, and email it back to Lankesteriana's address.

Before you prepare a manuscript, consult the latest "Authors Guidelines" at our website:

www.lankesteriana.org/author.htm

I. General Instructions

- Please confirm that you have read and adhered to the Author Guidelines for preparing your submission.
- Organize the manuscript in the following order: 1) title, authors, and affiliations, including email addresses and ORCID numbers (if available) for each coauthor; 2) abstract, keywords, and running title page; 3) main text; 4) acknowledgments; 5) literature cited; 6) tables; 7) appendices; 8) figure legends; 9) figures as separate files.
- Ensure the manuscript is grammatically accurate and written in correct English.
- Confirm adherence to the latest *International Code of Nomenclature for algae, fungi, and plants*.
- Authors must ensure strict compliance with relevant national and international legislation, encompassing regulations for the management of organisms, adherence to CITES guidelines, and any other applicable regulations pertinent to the development of their work.

II. Title Page

- The title should be in upper- and lower-case letters. Below the 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.
- Begin the Abstract on a new page in one paragraph without references or abbreviations.
- Include up to six keywords in alphabetical order. Avoid using words already present in the title.
- A running title is given below keywords, on one line, flushed left, in upper- and lower-case letters. The running title includes a maximum of two authors (surnames) and a short title. Please refer to previous papers in Lankesteriana for guidance.

III. Text

- Ensure that all figures and tables are cited in the text in numerical order.
- List each reference cited in the text in the Literature Cited section, and ensure that the references in the Literature Cited section match those cited in the text, and vice versa.
- Consistently cite literature according to the journal's guidelines.
- List each reference cited in the text in the Literature Cited section and ensure that the references in the Literature Cited section match those cited in the text and vice versa.
- Italicize scientific names at the generic level or below.
- Avoid the use of footnotes.

IV. Literature Cited

- Ensure there are spaces between the initials of an author's name.
- Do not abbreviate journal names.
- Write titles of books in lowercase except for the first word.
- Italicize journal names and book titles.
- Italicize scientific names in the titles of articles and books.
- Cite literature according to the authors' instructions.

V. Tables

- Provide tables at the end of the text.
- Start each table on a separate page.

VI. Figure Legends

- Provide them at the end of the text.
- Include each figure on a separate page.
- List all figures in a single sequence using consecutive Arabic numerals.
- Tables should follow a separate, consecutively numbered sequence.
- Note the specimen on which the illustrations are based.
- Credit the author of the illustration in the figure legend.

VII. Preparation of Illustrations

- Illustrations must be submitted digitally as either TIFF or high-quality JPEG files, with a minimum resolution of 300 dpi for line art and 600 dpi for photographs. Additionally, ensure the image size conforms to the journal's guidelines
- Label different plate parts as A, B, C, etc., to facilitate easy reference.
- Ensure all original artwork from which digital illustrations are derived is signed.
- Avoid combining photographs with line art to maintain clarity and consistency in visual presentation.

VIII. Conditions for Publications

- The manuscript is an original contribution and not copyrighted.
- The manuscript has not been previously published.
- The manuscript is not currently being considered for publication in another journal.
- The manuscript has not been deposited in any preprint server or platform.
- If yes, please indicate the web address:
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If the manuscript has been previously rejected, please provide the following information:

Journal name:

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LANKESTERIANA: Responsible Authorship Form

Please complete this form for each submission and have the corresponding author sign it for multi-authored submissions.

Title of manuscript:

By submitting materials to LANKESTERIANA, the author(s) assign all article rights to the *Lankester Botanical Garden, University of Costa Rica*.

- The author(s) have read and agree to abide by the Ethical Code of LANKESTERIANA.

I, the corresponding author, certify that all authors have read and approved the final manuscript and agree to its submission to LANKESTERIANA.

Date

Correspondent Author Signature