

# Symbolae Botanicae Uppsalienses

## Instructions for Authors

### Policies

*Symbolae* will consider publications in botany with emphasis on monographs, floras, symposium volumes and thematic collections. Papers will be considered for publication if they make an original contribution to any branch of systematic botany in the broadest sense, including mycology, phycology, plant geography, botanical history etc.

Do not hesitate to ask advice from the editors beforehand, on whether your work fits the publication profile of *Symbolae*, and/or how best to format the paper.

All papers are refereed.

There are no page charges. A charge may apply for colour illustrations.

### Submission

of a paper implies that the results have not been published, nor are they accepted or being considered for publication elsewhere. It also implies that all authors of the paper have consented to its submission and agree on its content.

Submissions should be sent, as a single word-processor or PDF file, by email to both of the editors:

Magnus Lidén                      Magnus.Liden@botan.uu.se

David Morrison                    David.Morrison@ebc.uu.se

### Preparation of manuscripts

The work should be presented concisely and clearly in English. Linguistic usage should be correct, which is the responsibility of the authors.

Authors are advised to note the typographical conventions and the layout of headings, tables and illustrations used in recent issues of *Symbolae*. If there are any uncertainties, then contact one of the Editors for clarification.

For the initial review copy, please keep the manuscript file size small by using JPEG format and reduced pixel density for figures (keep good quality files for submission of the final revised manuscript, or if requested by a referee).

### The title

should be concise and informative and should contain appropriate keywords to facilitate retrieval by modern indexing techniques. Titles including generic or specific names should contain the name of a taxon at higher rank, e.g. Division, Class, Order or Family.

An abridged title that does not exceed 50 characters should be supplied for use as a running head.

### Authors

For each author, indicate the institutional affiliation, and the postal and e-mail addresses. Also indicate the corresponding author.

The title page should contain only the title and the authors' names and addresses. Place the abstract on page 2; and beginning the main text on page 3. The manuscript should be double-spaced, with wide margins (e.g. top and left margin 3 cm, bottom and right margin 2.5 cm). Emphasis, such as bolding and underlining, should be avoided.

**The abstract**

should not exceed 250 words. It should state concisely the scope of the work and the principal findings, and should be suitable for use by abstracting services. Species names mentioned in the abstract should include author names. Acronyms and references should be avoided.

**The text**

should be divided as appropriate for the content, for example into the usual sections, e.g. Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References. Spell out numbers lower than 10 unless accompanied by a unit, e.g. 2 mm, 15 mm, two plants, 15 plants, but 5 out of 15 plants; leave a space between a numeral and its unit. Use the SI system of units where possible and appropriate, especially for exact measurement of physical quantities. Indicate approximate positions of figures and tables on the manuscript.

**Formatting**

of the text should be kept to a minimum (e.g. do not underline, hyphenate or use indentations), with the following exceptions:

Main headings should be in upper and lower case bold type, aligned at the left. Minor headings should be in *light italics*.

*Italicise* taxon names below the rank of subfamily.

**Nomenclature**

must conform to the Articles of the *International Code of Nomenclature for Algae, Fungi, and Plants*, as published by the *International Association for Plant Taxonomy* (Melbourne Code, 2012). For synonymies and typification, include all homotypic names in a single paragraph, followed by type specimen; lectotypifications should be made when necessary. Use the herbarium abbreviations as given in *Index Herbariorum*, otherwise write out in full.

For authorities of taxa, use the author names as posted on the *International Plant Names Index* website (<http://www.ipni.org/>), or in Brummitt and Powell (1992) *Authors of Plant Names*; otherwise authorities should be given in full.

**Descriptions**

of new taxa (species and below) should preferably include the following information: (i) illustration(s) (line drawings or photos) clearly showing diagnostic characters, (ii) a comparison with related (or similar) taxa in a dichotomous key or table, and (iii) a discussion of the characteristics, ecology, geography, reproductive biology, etc. that are the basis for its distinctiveness.

Authors are encouraged to include information on conservation status.

In tables that list e.g. herbarium specimens, the herbarium where lodged are to be listed for each entry. Citation of material not seen by the author(s) should be justified by a reference to relevant source.

**Voucher specimens**

must be cited for all morphological, cytological or molecular data and illustrations. Collector and number [and herbarium when necessary] will suffice if the specimen is fully accounted for in e.g. "material studied". For population studies where a large series of specimens of one taxon are examined, citation of exemplar specimens is acceptable.

**References**

in the text should be listed in chronological order, separated by semi-colons. Use "and" to link the names of two co-authors and "et al." where there are more than two. Use a comma between the author's name and the date.

References after names of taxa, e.g. in synonymies, should include the author's name followed by a comma, the journal (suitably abbreviated), volume number followed by a colon, page number, and finally the year in parentheses. Full references in nomenclatural paragraphs should not be repeated in the reference list.

Make sure that all references in the text (except synonymies) are listed at the end of the paper and vice versa.

At the end of the paper, list references in alphabetical order. Give the titles of books in full; the names of journals should be abbreviated according to the latest edition of the *World List of Scientific Periodicals*. If in doubt, give the title in full. Include unpublished material among the references only if it is accessible. Use an m-dash for repeated author names in successive citations. The following usage should be conformed to:

Svenson, H. K. 1945. On the descriptive method of Linnaeus. – *Rhodora* 47: 273–302.

Won, H. & Renner, S. S. 2003. Horizontal gene transfer from *Gnetum* to flowering plants. – *Proc. Natl Acad. Sci. (U.S.A.)* 100: 10824–10829.

Lidén, M., Oxelman, B., Backlund, A., Andersson, L., Bremer, B., Eriksson, R., Moberg, R., Nordal, I., Persson, K., Thulin, M. & Zimmer, B. 1997. Charlie is our darling. – *Taxon* 46: 735–738.

Farjon, A. 2011. *World Checklist and Bibliography of Conifers*. Second edition. – Royal Botanic Gardens, Kew.

Stearn, W. T. 1957. An introduction to the *Species Plantarum* and cognate botanical works of Carl Linnaeus. In: Linnaeus, C., *Species Plantarum*. A Facsimile of the first edition 1753. Vol. I. – The Ray Society, London, pp. 1–176.

– 1961. A new photographic record of the Linnaean Herbarium. – *Taxon* 10: 16–19.

Cantino, P. D. & Queiroz, K. de. 2000 rev. 2002. *PhyloCode: A Phylogenetic Code of Biological Nomenclature*. – <http://www.ohiou.edu/phylocode/>

### **Acknowledgements**

should be collected under a single heading at the end of the paper. Keep them short.

### **Nomenclatural novelties**

When appropriate (in e.g. monographic works) all new names and combinations should be listed at the end of the paper. For composite volumes, this will be done by the editors.

### **Tables**

are to be written on separate pages. The heading should be in plain upper and lower case. Include in the headnote any information relevant to the table as a whole. Use numbered footnotes only to refer to specific items in the body of the table. Insert horizontal rules above and below the column headings and across the bottom of the table; do not use vertical rules. If using Microsoft Word, use table formatting to prepare tables (i.e. use table cells, not tabs), otherwise use tabs, not spaces to align columns. The first letter only of headings of rows and columns should be capitalized. Include the symbols for the units of measurement in parentheses below the column heading.

Each table must be referred to in the text and numbered according to the order in which it appears in the text.

### **Illustrations**

and their legends are to be included on separate pages. Authors must prepare illustrations electronically (both line diagrams and photographs), at 1200 dpi for line drawings and text and 300 dpi or better for halftone figures and photos. If possible, use vector-based/post-script files for line-drawings and pictures including text. In principle, a scale bar must be included with all illustrations.

Figures can be full page width (175 mm wide) or single column width (68 mm wide), and up to 216 mm high. Please size your image and calculate your resolution for these dimensions. All lettering must be of a standard suitable for reduction (if necessary) and reproduction. Use a sans-serif typeface (e.g. Helvetica, Arial, Univers, Futura) that contrasts with the background, and which will be 1.5-2 mm high when printed. Use hatching, not shading, in bar graphs.

Each figure must be referred to in the text and numbered according to the order in which it appears in the text. Colour illustrations will be accepted, but authors may be charged extra to cover the cost of publishing them.

### **Photographs**

These must be of the highest quality. Arrange photographs so that they abut each other without gaps, but allow 2-3 mm for the printer to insert a “gutter”. Include a scale bar on all micrographs. Important features mentioned in the text should be indicated. Lettering should be in sans-serif type that contrasts with its background.

### **Line drawings**

The following symbols should not be used: +, x or \*. Explain the symbols used in the caption of the figure or in a legend included in the figure. State on the axes of a graph what is being measured, and give the appropriate units in parentheses.

Dense stippling does not reproduce well, and should be avoided. Lettering should be in sans-serif type (Helvetica is ideal) with only the first letter of the first word and any proper names capitalized, and it should not be in bold type. Grid marks should point inwards.

### **Data availability**

If a manuscript includes e.g. phylogenetic analyses, then it must include the information necessary to enable the reviewers to access original data matrices; for example, copies of the input files (preferably in Nexus format), or a *TreeBASE* SN number and login information (submitting author’s full name and PIN).

Upon acceptance, all data are to be placed in a publicly accessible repository, if this has not already been done, and full access information must be included in the accepted manuscript. All sequences used as data must be deposited in *GenBank*. The final manuscript will not be accepted until sequence database accession numbers are included.

### **Supplementary material**

Other supplementary material that may be useful to other workers, but which is not essential to the printed paper, may be lodged with the Editors, provided that it is submitted with the manuscript for inspection by the referees. Such material will be made available on request, and a note to this effect should be included in the paper. Where practicable and appropriate this material will also be made available online.

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