

Symbolae Botanicae Uppsalienses

Instructions for Referees

Privacy of unpublished results

An unpublished manuscript is a privileged document. Please protect it from any form of exploitation. Do not cite a manuscript or refer to the work that it describes before it has been published and do not use the information that it contains for the advancement of your own research or in discussion with colleagues.

Do not discuss the manuscript with its authors unless permission has been granted by the corresponding Editor. You may sign your review, if do not mind revealing your identity.

Timeframe

Reviews should be completed within 21–28 days. If you know that you cannot finish the review within that time, please contact the corresponding Editor immediately. In addition, if you believe that you cannot judge a given article impartially, either through contact with the authors or a possible conflict of interest, please return it immediately with an explanation.

Recommendation

Customarily, we would like a suggestion from among these alternatives:

- Recommended to be published as is.
- Recommended to be published after minor corrections.
- Recommended to be published after major changes.
- Not recommended for publication.

You should also indicate whether you wish to remain anonymous or not.

Keep a copy of the review in your files. If you have recommended “major revision”, then the revised manuscript may be returned to you for further comment.

The review

We would like an evaluation in your own words. The review should give your overall impression of the manuscript, and list the major shortcomings. Please consider the following aspects in particular:

- The novelty of the work, and whether there is sufficient originality and substance to be worthy of publication;
- The quality of the technical analysis (including, for example, the soundness of the phylogenetic methods, the level of data / taxon sampling, the quality of species descriptions, etc.);
- Consistency of the nomenclature with the current *International Code of Nomenclature for Algae, Fungi, and Plants*
- The interpretation of the results (including adequate justification for taxonomic decisions, or interpretation of phylogenetic results);
- Awareness (cogent discussion) of the relevant research (local and international);
- A recommendation for either Major Revision, Minor Revision, Accept without Change, or Reject (with possible resubmission).

It would be helpful to the Editor to comment on unnecessary length, and to point out figures and tables that have secondary importance and could be presented as Supplementary Material.

You are not requested to correct deficiencies of style or mistakes in grammar, but any help you

can give in clarifying meaning will be appreciated. This can be directly on the manuscript — using track changes can expedite the editing process (a Microsoft Word file, in addition to the PDF, is available upon request).