

BLUMEA

Biodiversity, evolution and biogeography of plants

An international *electronic-only* journal on the biodiversity, evolution and biogeography of plants (systematics, floristics, phylogeny, morphology, anatomy). For floristic studies, the focus is on tropical Africa south of the Sahara; tropical Southeast Asia with a strong emphasis on Malesia; South America with emphasis on the Guianas. The language is English.

Instructions for the preparation of manuscripts

Version: March 2018.

A quick checklist is provided at the end of these instructions.

Structure of the manuscript

Language

Use British English throughout, with spelling following the Cobuild English Dictionary (HarperCollins Publishers, London). Summaries in other languages using the Latin alphabet may be included.

Title

Start with a concise and informative English title, followed by the name(s) and address(es) of the author(s). In taxonomic papers the family name should be included in the title. Avoid citing authors of plant names in headings.

Summary

Each paper should be provided with a summary not exceeding 250 words. Do not include references, author citations or descriptions.

Keywords

Provide, on a separate line, up to 7 key words.

Keys

For keys the bracketed type is compulsory. The choice between alternatives should be set out as clearly as possible, and information that does not contribute to a choice should be omitted as much as possible. Couplets are separated by a blank line, and leads within a couplet are numbered *without a or b*. Do not space items by typing blanks or dots, but use a single tab-character.

Thus:

[empty line]

7.[tab]Rhizome creeping with internodes 10-15 cm long[tab]Species a

7.[tab]Rhizome erect or creeping with internodes up to 3 cm long[tab]8

[empty line]

Other formatting will be applied in the preparation of the manuscript for printing.

Citations in text

Citations in the text should be as follows (please note the absence of commas between author and year!):

- One author: Lam (1932) or (Lam 1932) or Lam (1932: 288).
- Two authors: Smith & Gomez (1990) or (Smith & Gomez 1990).
- Three or more authors: Smith et al. (1990) or (Smith et al. 1990). But give all author names in the References.
- Multiple references when within parentheses (Liu 1977, Smith 1989, 1990).
- Do not use "l.c." to refer to a full citation given earlier, but repeat the full citation.

Citations in synonymy blocks should include *author and year* only, not full citations, as follows:

- *Hemarthria longiflora* (Hook.f.) A.Camus (1922) 380
- *Rottboelia longiflora* Hook.f. (1869) 154

The full citation, including titles of papers, book titles, journal names, etc., must be added to ‘References’ in the format that is used in that section.

Please note that to comply with (ICN art. 41.5), the reference to a basionym for a new combination should include a “full and direct reference” as follows:

Friesodielsia ovalifolia (Ridl.) I.M.Turner, *comb. nov.* -- *Melodorum ovalifolium* Ridl., Bull. Misc. Inform. Kew 1912: 387.

For both authors and journals Blumea follows the standard abbreviations used by IPNI (www.ipni.org). These are also available in R.K. Brummitt & C.E. Powell (eds.) ‘Authors of Plant Names’ (APN), Royal Botanic Gardens, Kew, and in ‘Botanico-Periodicum-Huntianum’ (BPH). But note that the use of abbreviated journal titles in the References sections is not accepted.

Electronic sources

A complete reference to an electronic source is obligatory for sources that are available only electronically. When publications have a very limited distribution (as may be the case with internal reports) we recommend that whenever possible, an on-line source is cited in addition to the standard reference. For in-text citations of electronic sources, use the following format:

- For any on-line resources that provide a recommended reference (please check!), use this reference and include the date on which last accessed, e.g.: “AOO and EOO were assessed using the GeoCAT tool (Bachmann et al. 2011), last accessed 11 November 2017.” Include the full recommended reference in the list of references.
- For resources that are not clearly attributable to one or more authors, give the full URL and, the date on which accessed, e.g. “locations were georeferenced with Google Maps (maps.google.com, last accessed 11 November 2017).
- Online-only publications, should be treated as any other publication, and no links need to be provided.
- For citation of on-line specimens, see below.

In the list of references, include only the references to the first type of publications. This reference should be either a doi-specification, or a full URL-citation, incl. the specification <http://> or otherwise, as well as the date on which last accessed. In the case of normal printed publications, a reference to an additional on-line source is not necessary.

For references that are available both in print and electronically, a doi-specification may be added to the reference to the printed version.

Species names

Species names are provided with a full author citation on first use. On subsequent use, the author citation may be omitted and the genus names may be abbreviated (*R. longiflora*) except when it is the first word of a sentence.

Specimens

Cite collections in full (including locality data, dates, etc.) only for type specimens, for the (preferably few) specimens of new taxa, or for small numbers of reference specimens (“Additional specimens seen”). Full lists of specimens seen should be provided as an Identification List.

The order of the parts of specimen citations (type specimens, specimens of new taxa) should be:

collector, *number* (herbaria), locality (country, province, etc.), date.

Note the use of italics for collector and number.

The use of conventional signs like “!” to indicate specimens seen is undesirable - please cite only specimens seen, and use “not seen”, “not found” etc. when it is necessary to refer to a specimen that you have not seen. If only an on-line picture has been seen, this should be indicated clearly, for instance by the use of * to indicate specimens cited on basis of an image only. The source of the on-line images may be cited, either by a general reference in Material and Methods ¹⁾ or by a permanent URL provided by the holding institute ²⁾, or, if that has not been assigned, an URL and the date on which last accessed

¹⁾e.g. “For on-line specimen information JStor Plants was consulted (plants.jstor.org), specimens seen only as image are denoted with an *.

²⁾“*Bory de St. Vincent 33* (P, <http://coldb.mnhn.fr/catalognumber/mnhn/p/p00612303>), Réunion

Voucher specimens, type specimens

Whenever applicable (in anatomical, molecular studies etc.), voucher specimens should be clearly indicated, with the herbarium in which they are deposited.

Type specimens for new species should be distributed with duplicates to a number of institutes outside the home country of the authors.

Collection ethics

Specimens cited must have been collected and processed in accordance with CITES (www.cites.org) and Nagoya-protocol (www.cbd.int/abs) and any local regulations that may apply. Authors are recommended to refer to the required permits and may be asked to provide these.

List of references

Blumea strives to adhere to the Appropriate Citation of Taxonomy (Seifert et al. 2008, *Persoonia* 20: 105). This implies that the list of references should contain:

- All references cited in the text *and in the synonymy of the species*.
- Wherever possible references for *all DNA sequences used*, even if these were downloaded from GenBank.
- As much as reasonably possible, the original publications for all binomials used in the text, in particular when the binomials are recent. When large numbers of taxa are cited, e.g. for descriptions of vegetation, this requirement may be superseded by the next one.
- Publications, revisionary or floristic, that form the basis of the taxonomy adopted *even if only species names are used that derive their meaning from that publication*. Thus, the use of a particular identification tool used in identifying material is to be considered *sufficient reason* to cite that tool. In the case of long-established species or long lists of species, the citation of a recent revision of this type may replace the citations for the original binomials.

Please follow this guideline as much as possible. It is intended to increase the visibility of taxonomic literature to the various citation indexing services.

Format

- Always write out the name(s) of author(s) in full, i.e., do not replace author names with a long dash, when the author(s) is (are) the same as in the immediate preceding citation(s).
- Initials follow an author's name for all authors, not only first ones.
- No space or periods between the initial(s) of an author's name.
- Leave one space between the volume number with colon and page numbers in a journal article.
- Cite journals with their full title. In on-line publications, this allows the titles to be cross-linked. For journals no longer current, this requirement may exceptionally be dropped. Thus "Journal of the Arnold Arboretum" is preferred over "J. Arn. Arb." but "Nov. Actorum Acad. Caes. Leop.-Carol Nat. Cur." need not be cited in full.
- Use double hyphens between page numbers, e.g., Journal of the Arnold Arboretum 10: 72--81.
- Do *not* use **italics** or *bold* in the references.
- Use European-style capitalization, that is, capitalize only first letters of proper names, distinct geographic units and genus names.

Unfortunately, this style does not appear to correspond exactly to any of the styles available in the major reference management programs.

Sorting

References and specimens lists should be sorted following international standards. Please note that (Dutch or otherwise) names with prefixes (Van, De, Van de, Mc, Mac, O' etc.) should be sorted on the first letter of the prefix: Van Steenis will appear under V; De Vogel under D, etc.

Examples

Books:

- Hillis WE. 1987. Heartwood and tree exudates. Springer Verlag, Berlin.

Edited book:

- Esau K. 1964. Structure and development of the bark in dicotyledons. In: Zimmermann MH (ed.), The formation of wood in forest trees: 37--50. Academic Press, New York.

Journal articles:

- Bailey IW, Nast CG. 1945. Morphology and relationships of *Trochodendron* and *Tetracentron*, 1. Stem, root, and leaf. *Journal of the Arnold Arboretum* 26: 143--154.

On-line publications:

- Hull D, Pettifer SR, Kell DB. 2008. Defrosting the digital Library: Bibliographic tools for the next generation web. PLoS Computational Biology 4(10): e1000204 doi:10.1371/journal.pcbi.1000204. Last accessed 22 April 2008.

Figures and tables

Captions of all illustrations and illustrations themselves must be on a separate pages at the end of the manuscript — any messing around to include the illustrations in their “proper” place in the text will lead to *immediate rejection*. Figures and tables may also be provided as a separate file. Citations in the text should be in numerical order as far as possible. Captions of illustrations should include a full citation of the specimen used in preparing the illustration (collector + number, herbarium). Photographs should not be manipulated more than is necessary for clarity.

Costs of colour photographs

There are no extra costs associated with the inclusion of colour photographs.

Index

At the end of large papers an index of scientific names should be given, preferably referring to the taxon numbers.

Always check the latest issues of Blumea for guidance. Make your descriptions with headings etc. conform to Blumea standards!

Preparing the text

Fonts and lay-out

- Scientific names should be in italics. All other font attributes will be applied by the editors. If you wish, you may highlight a word by using italics or bold.
- Please indicate fonts using font attributes only. Keep away from the CAPS LOCK-key: do not type uppercase except for initials.
- Place major headings on a separate line.
- Do not indent or tabulate items using spaces. Indentation, where necessary, will be applied by the layout editors. Tabulated items should be separated by single tabs.

Measurements

- Use metric units throughout the descriptions – m, cm, mm
- For fractions of numbers the decimal system is preferred.
- Use a double hyphen for ranges of quantitative values, e.g., 4--10 mm, (5--7--9 cm, without spaces.
- Indicate length and width clearly when used in isolation (3 mm long), or combine using “by” (3 by 4 mm), not “×” or vaguely similar symbols.

Preparing illustrations

- Illustrations may be grayscale or colour illustrations with a resolution of at least 300 DPI, or line illustrations with a resolution of 1200 DPI. Please use a size that is at least equal to the printed size.
- If you want to combine photographs (or drawings) into plates, include the separate photographs with a clear indication how they should be combined. Maximum page dimensions for a plate are 170 by 240 mm.
- Magnifications should be indicated by a scale bar in the image.

Submitting the manuscript

Submission of a manuscript to Blumea is under the assumption that the manuscript, or parts of it, are not at the same time being submitted or under consideration with other journals. Failure to comply with this may lead to immediate rejection.

Electronic manuscripts

Submission of electronic manuscripts in DOC or RTF-format is encouraged.

For reviewing purposes, manuscripts in PDF-format are acceptable, in that case, use double spacing, at least 1-inch margins all round, format for A4 (not Letter) and include line numbers to facilitate review.

For the final submission of the manuscript, use either MS-Word, or RTF for text.

Illustrations should be submitted as separate files (JPEG, TIFF, AI or EPS), not embedded in Word or Powerpoint, except for (annotated) cladograms, for which Powerpoint is acceptable. Size of the image should be equal to or larger than the intended size in print, using 1200 DPI for line-art, 300 dpi for grayscale or colour (CMYK). Preferably use an uncompressed format (TIFF or PSD is preferred), use TIFF-LZW compression only for line-art, and compression for JPG only in highest quality.

If you combine separate files into a single file, TAR or ZIP-format is acceptable.

Please consult us before using any other file types.

If you are unable to provide illustrations in one of these formats, we may request you to send the originals, which should be either photographs printed on glossy paper or figures executed in India ink (preferably *not* on transparent or tracing paper), or good photographic reproductions (not Xerox-copies!) thereof.

Copyrights

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Address

Blumea does use an on-line manuscript submission system. Submit your manuscripts as e-mail attachments or through the Naturalis dropbox system. Submission on CD or other medium is not encouraged, submission as hardcopy printed manuscript is no longer accepted.

E-mail with attachments to: blumea@naturalis.nl

Dropbox for large files: <https://spaces.hightail.com/uplink/naturalis>

Reviewing policy

Manuscripts for Blumea are **rejected before review** if:

- The research is clearly outside the focus for Blumea, as judged by the Editor-in-Chief.
- illustrations show signs of being manipulated inappropriately.
- The manuscript is submitted with in-line pictures or other cases of complicated layout.
- The material submitted is incomplete, and does not allow us to prepare a complete version of the manuscript for review.

The reviewing for Blumea is single-blind, i.e., the identities of the authors are known to the reviewers, but the identities of the reviewers are generally withheld from the authors. Two or more reviewers may be asked to review a manuscript, and all manuscripts are also revised editorially. Authors may request not to ask certain reviewers, but should explain why they do not want this reviewer to be involved. The ultimate decision to involve a reviewer or not is by the Editor-in-Chief. Any complaints should be addressed to the Publisher.

Archival policy

Printed issues of Blumea are not distributed except on special request, in which case the requesting party will be charged with the additional costs. All content will be freely available via the website of Ingenta (www.ingentaconnect.com/content/nhn/blumea), and is also archived and available in the Naturalis Repository (<http://www.repository.naturalis.nl>). Both readers and authors are encouraged to deposit articles in any other archive or repository that they have access to.

Quick checklist

Front matter

- Title includes family name in taxonomic papers
- Summary max. 250 words
- Up to 7 keywords

Fonts and lay-out

- Italic for scientific names incl. family names etc.
- Major headings on separate line.
- No indents
- No spacing with repeated spaces or dots
- No text typed in CAPS

Keys

- Bracketed
- Dichotomous
- No spacing applied to align text

Measurements

- Decimal units, not abbreviations (m, cm, mm)
- No multiplication symbols: 4 by 5, not 4 x 5
- Double hyphen for ranges
- Fractions: decimal whenever possible

Citations in text (notice no comma's!)

- One author: Lam (1932) or (Lam 1932) or Lam (1932: 288).
- Two authors: Smith & Gomez (1990) or (Smith & Gomez 1990).
- Three or more: Smith et al. (1990) or (Smith et al. 1990).
- Multiple references (Liu 1977; Smith 1989, 1990).
- Online sources in text, with URL and date last accessed

Citations in synonymy (note that source publication is not cited in full!)

- Hemarthria longiflora* (Hook. f.) A. Camus (1922) 380
- Author abbreviations: use IPNI: www.ipni.org

Specimens

Use full citation only for

- type specimens
- additional specimens seen (max. c. 20) per taxon

Full citation includes:

- collector (not abbreviated), number (herbaria), locality (country, province, etc.), date.

Figures and tables

- No inline-illustrations
- Captions on separate page

List of References includes all references from

- references in the text
- synonymy of the species
- cited recent binomials

List of References format

- Author names without periods or spaces e.g.: Bailey IW, Nast CG. 1945
- Titles of papers without italics, e.g.: Morphology and relationships of *Trochodendron* and *Tetracentron*, 1. Stem, root, and leaf.
- Journal names in full, exceptionally abbreviated following IPNI
- Online publications include doi or URL and date last accessed
- Sort on first letter of prefix (Van, De, Van de, Mc, Mac, etc.)