

*1 December 2005*

**Novon instructions are presented in the checklist that follows.**

## **NOVON: CHECKLIST FOR AUTHORS**

Authors should complete and submit with manuscripts.

### **SCOPE OF NOVON**

*Novon* publishes short articles whose primary purpose is the establishment of new nomenclature in vascular plants and bryophytes.

### **CONDITIONS FOR PUBLICATION**

Authors are urged to contact the managing editor prior to submitting manuscripts. Because the electronic file will be used for typesetting, it is important to adhere to the items listed in the format section of the checklist. Authors are **not** producing a camera-ready copy. Authors' electronic files are prepared by the editors and are sent to the printer for formatting. Every electronic file sent by the author should be clearly labeled with the first author's last name, the first four letters of the taxon involved, and an indication of the file's contents (i.e., text, figure, table, etc.).

Manuscripts that have been reviewed before submission will be subject to *Novon's* normal review process. Submissions will be reviewed for nomenclatural correctness under the current edition of the *International Code of Botanical Nomenclature*, for the preexistence of any proposed new nomenclature, and for scientific merit. It is the author's responsibility to supply missing bibliographic information; *Novon* does not perform library research except by prior arrangement with authors not having access to crucial references.

Isotypes of entities described in *Novon* are to be deposited at MO whenever sufficient material is available.

Manuscripts not properly prepared may be returned for revision prior to review. Communication with *Novon* at all points of the publication process is encouraged. Follow the checklist below.

Check off the boxes and send this checklist with the manuscript submission.

### **PAGE CHARGES**

Page costs are \$60 per page, although charges may sometimes be reduced or waived. Changes in proof made by authors will be billed non-negotiably to the author at \$3.50 per line changed.

### **CORRESPONDENCE**

Submissions should be addressed to:

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## 1. General

- Manuscript is submitted as Microsoft Word [preferable] file via email if possible.
- Electronic file of manuscript is labeled with first author's last name, first four letters of the taxon involved, and an indication of what the file contains, e.g., *Celis Cipu* text.doc, *Celis Cipu* Figure1.tif, *Celis Cipu* Table1.doc, etc.
- If manuscript is not submitted via email, it is submitted either on diskette or CD and accompanied by one double-spaced printed manuscript, including abstract, legends, tables, specimen lists, Literature Cited, and footnotes. The printed manuscript and figures are the **same** as the electronic files.
- Electronic scans of figures are included with the submission, with the understanding that these may have to be revised based on review. [Low-resolution JPEG images are permissible for the review process, if necessary, but are not acceptable for submission to the printer. See the printer's electronic illustration requirements.]
- Letter or email includes the author's full mailing address, telephone number, fax number, and **e-mail address (required)**.
- When new names and new combinations are proposed, photographic copies of the page on which the basionyms and replaced names were published and the title page of the work in which they were published are enclosed (pdf's are acceptable).

## 2. Format of Text

- Right-hand margin is not justified, and words are not hyphenated there.
- One space is inserted after periods, colons, question marks, and all other punctuation marks.
- First sentences of paragraphs are indented with a tab.
- Two hyphens with no space between them are used to indicate ranges of numbers, for example, page numbers, 20--23; measurements, 5--7 mm; altitudes, 1500--2500 m.
- A single hyphen is used in hyphenated words, for example, 9-nerved, oval-triangular.
- Common Latin words or phrases are not italicized (e.g., et al., i.e., sensu, etc.).
- Authorities, spelled out in full, are provided for species' names the first time they are mentioned in the text. Brummit & Powell's *Authors of Plant Names* has been followed for inclusion of authorities' initials.
- Only taxon names at the rank of genus and below are italicized.
- Correct accents, umlauts, and other diacritical marks have been included.
- All figures and tables are cited in the text and are numbered in the order in which they are to appear.

- No footnotes are included..

### **3. Style**

- A recent issue of *Novon* is used as a model for organization of text (as opposed to formatting).
- *Chicago Manual of Style*, latest edition, is used as a reference.

### **4. Title**

- The title is informative. It includes the name of the taxon under discussion [usually genus] and the major taxon [usually family] to which it belongs; a vernacular name for one of these, when commonly used and known; and the geographical area concerned.
- The authors' names and addresses (including email addresses) appear just below the title.

### **5. Abstract**

- A one-paragraph abstract precedes the text. Papers in Spanish have an English abstract in addition to a Spanish resumen.
- The abstract includes a list of the nova and succinctly summarizes the basis for creating the new species rather than repeating the information contained in the title or simply listing the nova.

### **6. Taxonomic Presentation**

- New taxa, for which Latin is required, are validated with a short diagnosis followed by a full description in the language of the paper.
- New taxa take the form: Taxon name Author(s). Type. Reference to figure(s). Latin diagnosis. Full description. Discussion. Paratypes.
- New combinations take the form: New combination (Basionym author(s)) Author(s). Basionym: citation. Other earlier combinations based on the same basionym. Type of the basionym.
- Synonyms based on different types are placed in separate paragraphs, each beginning with the basionym, followed by other combinations (if appropriate), and citation of the type.
- If the synonymy being listed is thought to be new, the words "Syn. nov." are placed after the basionym.
- New names take the form: New name Author(s). Replaced name: citation. Other earlier combinations based on the same type. Type of the replaced name.

### **7. Citation of Types**

- Exclamation points are not used for specimens examined. Types not seen are indicated as such (e.g., MO, US not seen).
- If specimens in addition to the holotype are listed, their location is specified. For example, "holotype, MO; isotypes, F, NY, and to be distributed" is not acceptable.
- For type collections, initials of collectors are included.
- If types have been distributed under other, previously published, names, those names are indicated, but herbarium names are not indicated.

- Lectotype designations are included together with an indication of where they were designated, the year, and the author. This reference is listed in the Literature Cited. If the author of the paper submitted is making the lectotypification, the phrase “designated here” is used.
- When relevant, nomina nuda, misapplied names, and superfluous names are included in the discussion following the description, but are not part of the formal synonymy.

## 8. Tables

- Tables are neat, double-spaced, and clearly presented. In most cases the printer will typeset these from hard copy.
- Captions are typed double-spaced as paragraphs at the tops of the tables.
- Each table starts on a separate sheet.

## 9. Abbreviations

- Periods are used after all abbreviations (which are minimized) except metric measures, compass directions, and herbarium designations.
- When dates are given as part of collection information, three-letter month abbreviations are used, except for months with four letters, which are spelled out in full.
- States are not abbreviated, and cities are spelled out. [St., as in St. Louis, is acceptable.]
- Periodicals are abbreviated according to *B-P-H (Botanico-Periodicum-Huntianum)* and to *B-P-H/S (Botanico-Periodicum-Huntianum/Supplementum)*.
- Authors' names are spelled out in full, with initials added according to *Authors of Plant Names*.
- Book titles are abbreviated according to *Taxonomic Literature*, edition 2, but with initial letters capitalized. Book titles are spelled out in the Literature Cited.
- If an item does not appear in *B-P-H* or *TL-2*, or if these references are not available, its title is fully spelled out.
- Herbaria are abbreviated according to *Index Herbariorum*.
- Abbreviated forms are not used for references in the text, except when citing the names of plants. If it is necessary to cite a particular page in the text, the form Smith (1998: 12) is used.

## 10. Authors' Names

- The names of authors of plants' names are spelled out rather than being abbreviated, except for L. (Linnaeus), DC. (de Candolle), and HBK (Humboldt, Bonpland & Kunth). When two or more authors with the same family name have published names of plants, initials are added to avoid ambiguity. *Authors of Plant Names* (1992) has been used as a guide for initials.
- Cited names of authors usually written in non-Roman characters, for example Arabic, Chinese, Cyrillic, Hebrew, are spelled as they were transliterated in the original publication. If they were not transliterated there, pin-yin is used for Chinese and *The Chicago Manual of Style*, 15th ed. (1993), is followed for Cyrillic and others. Chinese names are given in the traditional Chinese order, family name followed by given names(s), rather than in the western form.

## 11. Specimens Examined

- Specimens cited for new taxa, other than the holo- and isotype(s), are designated paratypes, not additional specimens studied, unless doubt of their identity is specifically mentioned in the protologue.
- Specimens cited take this form: COUNTRY. **Major political division:** specific locality, *Collector number* (or year if no number; use s.n. if no number and no year), (herbarium acronym(s)).
- When available, an isotype of a taxonomic novelty described in Novon has been deposited in the MO herbarium.

## 12. Specimen Vouchers and Genetic Sequences

- If the paper presents original data, associated herbarium vouchers are cited. [Vouchers for seed and/or other collections should be included where pertinent. Dependent on the paper, reference to the original wild source may be required.] Vouchers are also cited from common names and uses taken from specimen labels.
- Herbarium vouchers state the collector and number, herbarium in which the voucher is located, and a clear annotation that the material represents the voucher for the study in question.
- Nucleic acid or protein sequences corresponding to equal or greater than 50 nucleotides are entered into an appropriate data bank, e.g., GenBank/EMBL. The accession numbers are provided before publication. [Long sequences (exceeding two pages) will not be routinely published.]
- Author accepts responsibility for establishing the accuracy of information provided.

## 13. Keys

- Keys are clear and have been checked carefully for consistency with the descriptions. Leads of each couplet are parallel.
- Dichotomous keys are indented.
- Couplets are numbered as 1a, 1b, 2a, 2b, and so forth.

## 14. Acknowledgments

- These are the last paragraph of the paper, just before the Literature Cited.
- They include information on granting agencies, herbaria that loaned specimens, and the name of the artist, where appropriate.

## 15. Literature Cited

- The Literature Cited contains full citations of all references cited in the text.
- All entries in the Literature Cited are cited in the text.
- Spelling of author(s) name(s) and years of publication have been double-checked.
- All entries have been verified against original sources, especially journal titles, accents, diacritical marks, and spelling in languages other than English.

- Periodicals are listed as follows: author's last name, initial(s). Year. Full title of article. Journal abbreviated as in *B-P-H/S*. Volume: pages. No parenthetical part numbers after volume numbers are given unless each part is paginated separately.
- For more than one author, this style is followed: author's last name, initial(s), second author's initial(s), last name & third author's initial(s), last name.
- Books appear as follows: author's last name, initial(s). Year. Full Unabbreviated Title (edited by Editor), 3rd ed., Vol. 2. Publisher, City of Publication.
- For an article within a larger work, this style is followed: Author(s). Year. Name of the article. Pp. 00--00 in Name of the editor(s), Full Title of Larger Work. Publisher, City of Publication.
- Citations of work "in prep.," unpublished theses and dissertations, and similar references to inaccessible sources have been eliminated or kept to a minimum. They are not necessarily included in the Literature Cited.

## **16. Illustrations**

- Electronic figures are labeled with the first author's last name, the first four letters of the taxon, and "...Figure1.tif", "...Figure2.tif", etc. The file extension clearly indicates what type of file it is.
- Scale bars appear on illustrations, photographs, and maps.
- Magnifications/reductions are not indicated in captions.
- Electronic scans are pre-sized to fit either column width (2-5/8 in. or ca. 68 mm) or full-page width (5-1/2 in. or ca. 140 mm). [Maximum size for printed illustrations is 5-1/2 x 8-1/4 in.]
- Figures are numbered in Arabic numerals in the order of their citation in the text. Parts of figures are labeled with capital letters.
- Photographs are prepared according to the printer's requirements.
- Figures are grouped into composite plates when possible; edges of photographs are abutted.
- No stripping is inserted between plate or figure segments. [Printer will insert stripping.]
- Edges of figures are squared.
- Maps include reference to latitude and longitude and are bounded by a fine border.
- Scanning electron micrographs are free of conspicuous charging.
- Axes on graphs are all labeled.
- Captions provide all explanatory text. Captions are separate from other text, one paragraph for each group of figures, and following the style in current issues of *Novon*.
- Symbols on maps are legible and reduction has been taken into consideration.