

## INFORMATION FOR AUTHORS

**General:** Members of the American Society of Plant Taxonomists (ASPT) are encouraged to submit manuscripts pertinent to plant systematics and closely related disciplines for publication in *Systematic Botany*. Membership in ASPT is required for at least one author from time of submission to publication (Not a member? [Join ASPT here](#)). Manuscripts considered to be significantly lacking in depth, originality, or quality of English grammar or syntax may be returned without review. Acceptance of papers for publication depends on merit as judged by each of two or more referees. Manuscripts must not have been previously published in whole or in part (including other languages) and must not be in consideration for publication in another journal at the time of submission. Authors are responsible for obtaining permission to reproduce copyrighted material. Papers that will be longer than 50 pages in the final published version should be sent to the Editor-in-Chief of *Systematic Botany Monographs*.

**Aims and Scope:** *Systematic Botany* publishes papers documenting original research in plant systematics, including taxonomic, phylogenetic, and evolutionary studies of all organisms traditionally studied by botanists, including land plants, “algae,” fungi, lichens, and cyanobacteria. Papers devoted primarily to descriptions of new taxa will be considered, but only when the descriptions are presented in a broader context with at least two additional components, examples of which include (but are not limited to): phylogenetic, biogeographic, character evolution, or morphometric analyses and/or, a key to all species in a genus globally or occurring in the same area as the new taxa. Such papers also must include an illustration clearly showing the diagnostic characters of each new taxon, but line drawings are not required. Authors are encouraged to include information on conservation status, if available and explicitly justified by evidence, and should specify whether these are preliminary or have undergone review by an IUCN evaluation panel. Assignment of conservation status for a new species is, by default, preliminary, and should be noted as such.

**Language:** Manuscripts must be in English, but we encourage authors to submit a second abstract in another language. We strongly urge authors who are not native speakers of English either to have their work thoroughly reviewed and edited by a colleague with experience publishing botanical research in English or to hire an English editing service before submitting. Manuscripts with numerous instances of incorrect or awkward English grammar and word usage will be returned without review.

**Format:** Authors must meticulously follow the formatting guidelines provided below; failure to do so can result in significant unnecessary delays in review and publication.

**Specimens:** Authors are responsible for ensuring that all new specimens gathered for the documented study were collected legally with all necessary valid permits and are required to include a statement to this effect in the Materials and Methods section.

**Data:** DNA sequences must be submitted to GenBank and the accession numbers must be provided in a table or appendix. Data files, such as DNA sequence alignments and morphological character matrices must be submitted to Dryad (<http://datadryad.org/>). If applicable, authors are encouraged to submit their data to Dryad using an institutional membership ([https://datadryad.org/stash/join\\_us#members](https://datadryad.org/stash/join_us#members)); otherwise, they should use a link that will be provided in Editorial Manager at the time of submission and ASPT will cover the costs. Be certain to cite the Dryad submission in your manuscript and in Literature Cited using this format:

Lavandero, N., J. Chinga, R. Pinto, and M. F. Pérez. 2021. Data from: A new distinctive species of *Schizanthus* (Solanaceae) and the reinstatement of *Schizanthus fallax*. Dryad Digital Repository. <https://doi.org/10.5061/dryad.31zcrjdkb>

Supplemental tables and figures should not be submitted to Dryad; see below for further information.

**Figures:** For initial submissions, lower-resolution versions of figures may be submitted, and these may be included in the manuscript file (either embedded in the text or at the end). There are more stringent requirements that must be followed for final figure submission; see section X, Preparation of Figures, for instructions. Authors will be assessed a fee of \$20 per color figure. Any figures that are not to be published in color should be submitted in black and white or grayscale.

**Submission:** Submit manuscripts to <http://www.editorialmanager.com/sysbot/>. If this will be your first submission of a manuscript to the *Systematic Botany* Editorial Manager website, you must first register by clicking "register now" and following the instructions. Authors are welcome to include names, addresses, and email addresses of possible objective reviewers. We will give serious consideration to authors' recommendations for reviewers, but we do not guarantee to follow them.

**Preprints:** Authors may post preprint versions of manuscripts submitted to *Systematic Botany* but this practice is discouraged for articles that include taxonomic novelties. Authors should provide information about the preprints with their submission to the journal.

**Page Charges:** Page charges are not assessed for articles in *Systematic Botany* unless open access is requested (see below). Authors are assessed the following charges after the article's publication, via an invoice from the ASPT business office:

Corrections to proofs:

\$5.00 each for author corrections above the five free corrections allowed

\$20.00 each for figure replacements due to author error

Open access: \$500.00 This fee is prorated for articles less than 10 pages.

## SYSTEMATIC BOTANY GUIDE FOR PREPARATION OF MANUSCRIPTS AND ILLUSTRATIONS

### I. General Instructions

Entire manuscript should be a single Word document. Assemble manuscript in this order: 1) Title page, 2) Abstract, 3) Text, 4) Acknowledgments, 5) Author Contributions, 6) Literature Cited, 7) Tables, 8) Appendices, 9) Figure legends, 10) Supplemental Tables, 11) Supplemental Figure legends. A tiff file for each figure (including Supplemental Figures) must be submitted separately, prepared following the instructions in section IX, below.

Double-space throughout, including tables and appendices. All narrative paragraphs, appendices, and figure legends should be first-line indented. Do not justify right margin. Nomenclatural paragraphs (see section V, below) and Literature Cited entries (section VI) are formatted with hanging indents.

Font should be Times New Roman 12. Font formatting in manuscript corresponds to that used in the journal (e.g., italics for genus and species names; SMALL CAPITALS for primary headings,

***Bold Italics*** for second level headings, ALL CAPITALS for the short title on title page, etc.). Please do not change font within the manuscript; leave the font unchanged but use the bold, italic, and small caps commands in Word.

### Section headings:

Main headings are in small capital letters and centered on one line. The following are main headings: MATERIALS AND METHODS, RESULTS, DISCUSSION, TAXONOMIC TREATMENT, KEY (no Introduction, Conclusion, or Summary sections). Summary or conclusions must be incorporated in Discussion. Do not use main heading formatting for other headings such as Excluded Species; these should be formatted as second level headings. Do not generate small capital letters by using all capitals and changing font size, use the “small caps” function in Word.

***Second Level Headings***—Second level headings are formatted with ***Bold Italics***, followed by an em-dash (—), with normal first-line indentation. Capitalize all major words, and use italics for the entire heading, even for plant names (i.e., no reverse italics).

THIRD LEVEL HEADINGS—These are sometimes needed as well, and are SMALL CAPITALS followed by an em-dash (—), with normal first-line indentation. Italicize plant names.

***Fourth Level Headings***—These come up very rarely, but if needed, they are formatted with plain italics, followed by an em-dash (—), with normal first-line indentation. Like second-level headings, the entire heading is italicized, including plant names (no reverse italics).

Use line numbering on initial submission, but do not use line numbering on revised manuscript submitted for final acceptance.

## II. Title Page

Running head appears 6–8 lines below top of page, in all capital letters, no italics, and right justified. Include author(s) surname(s), and if more than 2 authors, use first author et al., colon, and a short title. Total characters, including authors’ names, and including spaces, must not exceed 70.

ALENCAR ET AL.: LEAF MORPHOLOGY IN DAUSTINIA MONTANA  
SCHNEIDER AND BENTON: APHYLLON FRANCISCANUM DESCRIPTION

Article title should be centered, in bold. Capitalize the first letter of each major word. Omit authors of scientific names. Include family in parentheses unless the genus is the type for the family.

Below title, list all authors, including full first name, in bold, in one centered paragraph. Author names are followed by authors’ physical addresses starting on the next line. Each address is a separate, centered paragraph. Write addresses out in full, without abbreviations. Include country in address, including those in the USA.

Use superscript numbers following author names to associate each author with the appropriate address. Commas between author names precede superscripts. Example:

**John J. Jones,<sup>1,3</sup> Amy A. Anderson,<sup>2</sup> and Steve S. Staley<sup>1</sup>**

Author for correspondence is also designated using a superscript number and should be the final superscript number used. "Author for correspondence" follows on a new line below author addresses, and includes an email address in parentheses. You may also wish to include an email

address for each author, in which case they should appear immediately following the physical address, separated by a semi-colon.

### III. Abstract

Abstract must be one first-line indented paragraph, with the title formatted as a second-level heading: “Abstract” in bold italics, followed by an em-dash (—). Example:

***Abstract***—Morphology and molecular data....

Be concise (not more than 300 words), but include brief statements about the paper's intent, materials and methods, results, and findings. Include all new taxonomic names and new combinations, in ***boldface italics*** each time it appears.

Do not cite references, taxonomic authorities, or use abbreviations in the abstract.

Below abstract, as a separate paragraph, include up to six keywords (or short phrases such as ‘adaptive radiation’) in alphabetical order, with the first word capitalized, and with a period following the final term. Keywords must be terms that do not already appear in the article title.

***Keywords***—Adaptive radiation, chloroplast DNA, nuclear nitrate reductase gene, phylogeography, *Ulmus*.

### IV. Text

All narrative text must be in complete grammatical English sentences. This includes Habitat, Phenology, Etymology, and Distribution sections, where it may be tempting to use abbreviated language.

Taxonomic authorities should be cited for all taxon names at generic rank and below at their first usage in the text, or referenced in a table or appendix.

Cite each figure and table in the text. Within parentheses, use a semicolon to separate different types of citation (Figs. 4, 5; Table 2). Number figures and tables such that they are numbered in the order they are cited. Use the word “Figure” only to start a sentence; otherwise, use “Fig.” or “Figs.”

Use these abbreviations without spelling out or punctuation: DNA, RNA, bp, OTU, ITS, PCR, rpm, hr, min, sec, yr, mo, wk, d, mya, Ma, diam, m, cm, mm, µm. Designate temperature as 30°C.

Write out other abbreviations the first time used in the text; abbreviate thereafter. “Transmission electron microscopy (TEM) was used....”

Do not insert a space between initials, such as s.n., s.l., e.g., etc. Do add a space between initials in people’s names when used in the text or in Literature Cited, e.g., C. R. Metcalfe, W. M. Wheeler.

Numbers: Spell out numbers one through nine unless a measurement or in taxonomic descriptions (e.g., four samples, 3 mm, 35 sites, 6 yr). Use 1000 instead of 1,000; 0.13 instead of .13; use % instead of “percent.” Number ranges are separated by an en-dash (3–5).

Do not italicize common Latin or non-English words or phrases (e.g., et al., i.e., vs., sensu, etc.). Italicize the full name of a gene, e.g., *rbcl*, *matK*.

*Systematic Botany* uses the Oxford or serial comma: when listing three or more terms, use a comma after each word in the series, including the penultimate term; e.g., red, black, and white.

Each reference cited in the text must be listed in Literature Cited section, and vice versa, and the spelling of author names and year of publication must match exactly. Please check these aspects thoroughly and carefully; failure to do so may result in delay in publication and/or charges for author corrections in proof.

Literature citations in the text are as follows:

One author: Allen (2011) or (Allen 2011). No comma is used.

Two authors: Allen and Lee (2011) or (Allen and Lee 2011). No comma is used.

Three or more authors: Allen et al. (2011) or (Allen et al. 2011). No comma is used.

Multiple references for same author: Allen (2011, 2015) or (Allen 2011, 2015).

Other citation examples: Allen and Lee (in press) or (Allen and Lee in press); C. Allen (unpubl. data); C. Allen (in mss.); (C. Allen pers. obs.); or C. Allen (pers. comm.). No comma is used.

Within parentheses, use a semicolon to separate different authors. Cite several references within parentheses by year, with the oldest one first, and alphabetically if published the same year (Felix 2004, 2006; Felix and Smith 2005; Ardborg and Lee 2012; Crumm et al. 2012).

Multiple references published in the same year by the same author, or the same two authors in the same order are distinguished by a letter following the year (Fish and Reed 1991a, 1991b); see section VI, Literature Cited, for details.

Multiple references by the same first author and two or more additional authors published in different years are cited in chronological order, regardless of the other authors' names (Reed et al. 2016, 2018); this sequence is also followed in the Literature Cited.

Multiple references by the same first author and two or more additional authors published in the same year are distinguished by a letter following the year (Brown et al. 2001a, 2001b); the sequence of letters is described in section VI, Literature Cited, below.

ACKNOWLEDGMENTS follows Discussion section, and is formatted as a main heading, with ACKNOWLEDGMENTS in small capitals, centered. The paragraph is first line indented.

AUTHOR CONTRIBUTIONS follows Acknowledgments, formatted the same way, and should briefly summarize each author's contribution to the manuscript.

## **V. Taxonomic Treatment**

For nomenclatural matter (i.e., synonymy, typification) use one paragraph per homotypic basionym. Heterotypic basionyms are in separate paragraphs. See recent issues of *Systematic Botany* for examples.

New names and new combinations should be in bold italics. All other names of accepted taxa should be in small capitals (not italicized). Names of synonyms are italicized.

Consult the International Plant Names Index website (<http://www.ipni.org/>) for authors of botanical names. Authors should be given the first time a name is mentioned, or alternately in a table where all relevant names are listed (e.g., table of voucher specimens). References cited only as part of nomenclatural matter and not elsewhere are not included in Literature Cited; use TL-2 for abbreviations.

Use Index Herbariorum acronyms for all cited herbaria.

If specimens are cited, use the following forms:

TYPE: MEXICO. Nuevo León: 24 km S of San Roberto Jct., 26 Sep 1970, *Turner 6214* (holotype: TEX!; isotype: UC!).

***Representative Specimens Examined***—USA. —MICHIGAN: Lapeer Co., along Flint River, 1.5 mi NE Columbiaville, 5 Jul 1955, *Beal s.n.* (NCSC). —OHIO: Wood Co., just W Scotch Ridge, 7 Jun 1955, *Beal 1073* (US).

Each country appears in bold, within a single continuous paragraph of specimens.

Abbreviate subspecies as subsp.

**Keys:** The two leads of a couplet are numbered identically (1 and 1, not 1 and 1' or 1a and 1b). If one lead terminates in an identification and the other leads to additional couplet(s), the former is placed before the latter. If both leads lead to additional couplets, those additional couplets are placed between the two leads of the original couplet. See recent issues for examples.

## **VI. Literature Cited**

Each entry is a single paragraph formatted with hanging indent, double spaced. DO NOT USE TABS to make hanging indents. Use the paragraph formatting command.

Cite references in alphabetical order by first author's surname, listed surname first, followed by initials. Second and all additional authors' names are the reverse, with initials preceding surname. Insert a period and space after each initial of an author's name.

Write out journal titles in full, using italics. Do not use abbreviations. Journal title is followed by volume number, colon, one space, and the article page number(s). See examples below.

Verify all entries against original sources, especially journal titles, volume and page numbers, accents, diacritical marks, and spelling.

"In press" citations must have been accepted for publication and must include the name of the journal or publisher.

Literature references that are strictly a part of nomenclatural citations and that do not otherwise appear in the manuscript do not need to be included in the Literature Cited section.

### **Multiple works by the same first author:**

First list any articles by the single author, chronologically. These precede all multi-authored works by the same senior author, regardless of date. Next list references with **two authors**, ordered alphabetically by second author's surname, and then by date if both authors are the same. Finally, list references with three or more authors chronologically, regardless of additional authors' names.

Multiple references by the same author, or the same two authors in the same order, and published in the same year are distinguished by a letter following the year (Bates and Jackson 1991a, 1991b). List these in alphabetical order based on the first different letter of the title and assign letters accordingly, NOT by order of appearance in the text.

Multiple references by the same first author and two or more additional authors published in the same year are also distinguished by a letter following the year, and are ordered alphabetically based on the first different additional author's surname, or if all authors are the same, by the first different letter of the title. These will be cited in article text as: (Young et al. 2017a, 2017b).

Please consult recent issues of *Systematic Botany* for examples. Citations should be in these formats:

**Journal article:**

Authors. Year. Title of article with only first word and proper nouns capitalized. *Journal Name* volume: first page–last page. Do not include issue number.

Kim, S.-C., D. J. Crawford, J. Francisco-Ortega, and A. Santos-Guerra. 1996. A common origin for woody *Sonchus* and five related genera in the Macaronesian islands: Molecular evidence for extensive radiation. *Proceedings of the National Academy of Sciences USA* 93: 7743–7748.

Specht, C. D. and D. W. Stevenson. In press. A new generic taxonomy for the monocot family Costaceae (Zingiberales). *Taxon*.

If the name is an acronym, spell it out after the year:

BFG. 2015. The Brazil Flora Group. Growing knowledge: an overview of seed plant diversity in Brazil. *Rodriguésia* 66: 1085–1113.

**Book, thesis, dissertation:**

Authors. Year. *Title With All Major Words Capitalized*. City: Publisher.

Smith, C. F. 1998. *A Flora of the Santa Barbara Region, California*. 2nd edition. Santa Barbara: Santa Barbara Botanic Garden.

Kanjilal, U. N., P. C. Kanjilal, A. Das, and R. N. De. 1939. *Flora of Assam*, vol. 3, *Caprifoliaceae to Plantaginaceae*. Calcutta: Prabasi Press.

Bauml, J. A. 1979. *A Study of the Genus Hymenocallis (Amaryllidaceae) in Mexico*. M.S. thesis. Ithaca, New York: Cornell University.

**Article/chapter in edited book:**

Authors. Year. Title of the chapter in lower case except first word and proper nouns. Pp. xxx–xxx in *Book Title*, ed. Editor. City: Publisher.

Weigend, M., F. Selvi, D. C. Thomas, and H. H. Hilger. 2016. Boraginaceae. Pp. 41–102 in *The Families and Genera of Vascular Plants*, vol. 14, eds. J. W. Kadereit and V. Bittrich. Cham, Switzerland: Springer International Publishing.

**Website/Software:**

Pontes Pires, A. F. and D. Johnson. 2020. *Xylopia* in Flora do Brasil 2020. Jardim Botânico do Rio de Janeiro. <http://floradobrasil.jbrj.gov.br/reflora/floradobrasil/FB110555> (last accessed 18 August 2021).

Swofford, D. L. 1998. PAUP\* Phylogenetic analysis using parsimony (\*and other methods), v. 4.0 beta 10. Sunderland: Sinauer Associates.

Thiers, B. M. 2021 (updated continuously). Index Herbariorum. <http://sweetgum.nybg.org/science/ih/> (last accessed June 2021).

IUCN. 2012. IUCN Red List categories and criteria. Version 3.1. Second edition. Gland, Switzerland and Cambridge, UK: IUCN.

IUCN. 2022. Guidelines for using the IUCN Red List categories and criteria. Version 15. Prepared by the Standards and Petitions Committee. <https://www.iucnredlist.org/documents/RedListGuidelines.pdf>

**VII. Tables and Appendices**

**Tables:** Place tables, including Supplemental Tables, within the manuscript document, following Literature Cited. When a paper is published, each regular table will be placed as close as possible to its first mention in the text, while Supplemental Tables will be included at the end, after any Appendices. Supplemental tables should be numbered separately and designated with an S before the number (e.g., Table S1).

Table legends should be first-line indented, and beginning with the word TABLE (small caps) and number (in Arabic) followed by a period. Do not use footnotes; instead, include all notes in the caption.

Use section breaks and landscape layout as necessary to fit the table on the page.

DO NOT use tabs or spaces to align columns. Use the table building and formatting tools in your word processing package. Use left justification and place all text to the top of each cell, not centered. Tables should be double spaced. Do not use vertical lines in tables.

Example:

TABLE 1. Taxa and traits.

	Trait 1	Trait 2
Taxon 1	Yellow	Leaves 3–5 cm wide
Taxon 2	Red	Leaves 9–11 cm wide

**Appendices:** These follow tables, with legends formatted in the same way as table legends. List voucher specimens, GenBank numbers, character lists, and any material that is long enough to disrupt the readability of the manuscript here, in compact, comma-delimited paragraphs, NOT formatted as a table. Order of data in the appendix should be specified in the legend, e.g., species,

voucher, herbarium, GenBank numbers for ITS, *ndhF-rpl32*, *rps16* intron. Voucher information is in italics. Consult current and recent issues for guidance on appendix format.

Example:

APPENDIX 1. Voucher information and GenBank accession numbers for . . .

**Ingroup:** *Species 1*, *Voucher 111*, HER, JL888999, JK999777, KR000999. *Species 2*, *Voucher 222*, HER, JH888666, —, KI888555.

**Outgroup:** *Species 3*, *Voucher 333*, HER, KI777555, KJ665489, UY663595.

### VIII. Figure Legends

Number figures in the order they are cited in the text. Supplemental figures are numbered separately and should be designated with an S before the number (e.g., Fig. S1). When a paper is published, each regular figure will be placed as close as possible to its first mention in the text, while Supplemental Figures will be included at the end, following any Appendices and Supplemental Tables.

Type figure legends in indented paragraph form. Use capital letters for subheadings and in the figure itself. Acknowledge photographers, illustrators, and any other sources for figure materials that are not generated by the authors.

FIG. 2. *Ipomopsis spicata* subsp. *robruthii*. A. Habit. B. Flower.

FIG. 6. Palynological characters. A–C. *Impatiens longlinensis*. A Pollen grain in polar view. B. Pollen grain in long equatorial view. C. Partial view of pollen grain. D–F. *I. lasiophyton*. D. Pollen grain in polar view. E. Pollen grain in long equatorial view. F. Partial view of pollen grain.

### IX. Supplemental Tables and Figures

As noted above, data files, such as DNA sequence alignments and morphological character matrices must be submitted to Dryad (<http://datadryad.org/>) and cited as such in the text and Literature Cited, but supplemental tables should be included with the manuscript submission and should meet the same formatting requirements as regular tables and figures. Each Supplemental Table and Supplemental Figure should be designated as such with an S before the number. When a paper is published, Supplemental Tables will be placed at the end of the manuscript following any Appendices; Supplemental Figures will be placed after Supplemental Tables.

### X. Preparation of Figures (including Supplemental Figures)

Figures may be line drawings, maps, diagrams, graphs, or photographs, in either grayscale (half-tone) or color. Figures submitted in color will be published in full color for \$20 per figure. Authors who wish to avoid color charges should submit black and white or grayscale figures only.

Prepare illustrations using professional standards. Latin plant names should be italicized, letters and objects should be sharp and not pixellated. Proofread figures carefully. They are the most difficult part of the paper to revise on short notice, or in proof. The Printer and Editors cannot edit or otherwise alter digital figure files in any way.

Final figures should be submitted as tiff files. Color figures should be RGB mode.

Two widths are possible for figures: Full-page width is 177 mm (6.97 inches) wide, and one-column width is 85 mm (3.375 inches) wide. Full page height is 240 mm (9.5 inches), but allow space for the caption.

**Resolution requirements:** These resolution requirements apply to figures when already sized for either full page or single column width. Do not adjust resolution by shrinking the size of the figure.

Monochrome line art (cladograms, botanical illustrations) **must** be at least 1200 pixels per inch (473 pixels per cm).

Mixed images with gradation of grayscale or color combined with line art or text (maps, diagrams, box plots, photos with text) **must** be 600–900 pixels per inch (240–354 pixels per cm). Photographs (grayscale or color) with no text **must** be a minimum of 350 ppi (138 pixels per cm).

Be sure to check resolution when the figure is **at the correct size** for the journal.

Files must be rasterized or scanned at the full resolution. Rasterizing at a low resolution and later resaving at a higher resolution (e.g., by using the “resample” function in Adobe Photoshop) will NOT improve the image quality.

Illustrations of highly magnified areas require a scale bar; a numerical magnification may also be included in the caption. Be sure to calculate magnification accordingly if reproduction is not at 100%. All measurements derived from scale bars should be checked against measurements in keys/descriptions and vice versa. On maps, include a scale and references to latitude and longitude.

**Do not** submit figures with layers! Layers make the files huge. In Photoshop, choose “Flatten” from the Layer menu. Crop the image so that it extends from edge to edge; there should be no blank white margins. Save as a tiff file using LZW compression (an option in Photoshop). (Do not use jpg, which degrades images; line art is especially badly degraded in jpg). Consult with editor if uncertain whether an image file will be acceptable. Images submitted for review may be of lower resolution than final copies for publication.

## **XI. What and Where to Submit**

Before submission, have all coauthors read the manuscript critically. Papers longer than 50 printed pages should be sent to Editor-in-Chief of *Systematic Botany Monographs*.

### **Initial Submission**

Microsoft Word format is preferred; contact the Editor in Chief if you are unable to submit in Word format. Ensure that all files are free of hidden comments or tracked changes.

For review copy, keep file sizes down by using jpeg format and reduced pixel density for figures (keep good quality figure files for later submission of final revised manuscript). File name must include the surname of the first author and date of submission (e.g., Clark20Nov02.doc)

**Cover Letter:** This should include any special instructions, any address change during the next several months, and phone and fax number and email address for the corresponding author. Names, addresses, and email addresses of possible objective reviewers should also be included. The cover letter must also include a statement that the manuscript has not been published in any portion or form (including another language) and is not in consideration for publication in any

other journal. Authors may post preprint versions of manuscripts submitted to *Systematic Botany* but this practice is discouraged for articles that include taxonomic novelties. Authors should provide information about the preprints with their submission to the journal.

Submit cover letter, manuscript file, data file(s), tables, and figures, to the *Systematic Botany* Editorial Manager website (see below). The author will receive an email message acknowledging receipt of the new submission. The manuscript will be forwarded to an Associate Editor for review.

### **Revised Manuscript**

Final revised manuscript is submitted to the *Systematic Botany* Editorial Manager website. File name takes the form: "Clark MS02–80 Revision1.doc" [the manuscript number is assigned when a new manuscript is received]. The final version must be submitted as a word processing file. Do not send PDF files.

Proofread figures carefully. They are the most difficult part of the paper to revise on short notice, or in proof. Editors and publisher cannot edit figures, author must provide revised files. The full cost of illustration changes in proof will be billed to the author. Please remember to remove line numbering, remove figures from manuscript file, and update information for "in press" citations.

Final revised manuscripts requiring significant editing by the Managing Editor to conform to *Systematic Botany* style will be returned to authors, causing significant delay in publication.

Final revised manuscripts must use grammatically and stylistically correct English. The Editorial staff is not responsible for correcting English. Non-native speakers should request proofreading by a native speaker prior to submitting the revision or hire an editing service. If the revised manuscript retains inadequate English language, the authors will be allowed only one more revision. Poor English in the second revision will result in rejection.

Proofs and reprint order forms are sent to authors via email attachment as PDF files. Authors send corrected proof to Managing Editor and reprint orders to printer. Authors should make only necessary changes in proof. There is a mandatory charge for more than five changes made in proof.

**Cover Illustrations:** Authors of accepted manuscripts may submit illustrations relevant to their manuscript to be considered for the cover as digital files directly to the Managing Editor for consideration. Cover illustrations should be square, a minimum of 750 × 750 pixels (8-bit color in RGB or 8-bit grayscale for black and white photographs) or 2250 × 2250 pixels (black and white line drawings). The name of the species, family, manuscript author names, and manuscript number should be included with the file. Permission of copyright holders is required for any files submitted.

**Submit manuscripts to** <http://www.editorialmanager.com/sysbot/>. If this will be your first submission of a manuscript to the *Systematic Botany* Editorial Manager website, you must first register by clicking "register now" and following the instructions.

Note: All manuscript submissions are promptly acknowledged via email. If you do not receive an acknowledgement you should inquire to be sure it was received!

Questions? Contact the Editorial Office: [systbot@gmail.com](mailto:systbot@gmail.com)