# GUIDELINES FOR AUTHORS

## SCOPE

Thai Forest Bulletin (Botany) (TFB) publishes papers on plant taxonomy (especially of vascular plants), nomenclature, phylogeny, systematics, plant geography, and floristics, and in morphology, palynology, cytotaxonomy, chemotaxonomy, anatomy and other relevant disciplines.

TFB is published once a year, usually in September-November. Two free copies of the issue in which the manuscript is published are given to each author. The journal requests no page charges. Priority is given to papers written by staff of the Forest Herbarium and by botanists working on the Flora of Thailand project. Limited space is available for other relevant papers.

All manuscripts are peer reviewed. Manuscripts are considered on the understanding that their contents have not been published, or will not be published, elsewhere in the same or abbreviated form.

To speed up the processing of your manuscript please follow these guidelines precisely. Failure to do so will result in delays to publication.

## SUBMISSION OF MANUSCRIPTS

- **The journal now uses an online submission and peer review system, and to submit a paper to the journal please go to registered page at www.tci-thaijo.org/index.php/ThaiForestBulletin/index and follow the instructions.** If you have problems with this process, please email your submission directly to Rachun Pooma mail to: rpooma@dnp.go.th. Submissions may be submitted on a CD or DVD and sent to Rachun Pooma, Forest Herbarium, Department of National Parks, Wildlife and Plant Conservation, 61 Phahonyothin Road, Chatuchak, Bangkok 10900, Thailand.
- Please note that we do not accept hard copy manuscripts (i.e., printed on paper) unless they are accompanied by an electronic copy.
- Use MS Word for your manuscript. The work should be set up in A4 format (208 x 298 mm) and double spaced, with margins of at least 25 mm on each side.
- A covering email or letter should always be included with any special instructions and any address changes likely during editing process. Phone and fax numbers and an email address for the corresponding author must be provided. When sending CD or DVD by post please include a return address on your envelope in case of non-delivery.
- Please see the 'Illustrations' section below for guidance on submitting illustrations and photographs electronically.
- Manuscripts should be submitted no later than 31 March, to be included in the TFB issue of the same year.

## PROOFS

Proofs are usually sent to the first-named or corresponding author. Please return proofs promptly, annotated clearly ensuring that all annotations are clearly marked; practices vary widely in different countries but it is preferred that authors should advise us of corrections by e-mail. Please arrange for an alternative author to deal with proofs if you expect to be away at the time of their arrival. Please advise us immediately if you have queries as to the quality of illustrations and figures in proofs.

## FORMAT & LAYOUT

### General

- All text is double spaced and aligned to the left but not justified.
- Page numbers must be added to manuscripts (e.g., from the 'Insert' menu in MS Word).
- Footers are in 10 pt Times New Roman.
- All other text is in 12 pt Times New Roman.
- Do not use contractions such as didn't/don't etc.
- Do not embed pictures within the text. All the text should run in a single continuous section, and then followed by a page break then Figure Captions, followed by a page break and then each figure on a new page.
- Italics are used for the following: plant names at genus level and below (e.g., sect. *Rotundi*; *Cyperus rotundus*); collector names and numbers in specimen citations (e.g., *Kerr 12345*); genes and gene regions (e.g., *rbcL*, *matK*, *trnL–F*); *sensu lato* (*s.l.*), *sensu stricto* (*s.s.*) and *et al*. Do not italicise any other words, phrases or abbreviations.
- Bold is used for the following: headings (e.g., **INTRODUCTION**) and subheadings; accepted names at the start of a species description (e.g., **Dioscorea inopinata** Prain & Burkill); abbreviations to indicate new taxa such as species (**sp. nov.**), genus (**gen. nov.**), or variety (**var. nov.**), new name (nom. nov.), new combination (**comb. nov.**), change in rank (**stat. nov.**), new combination at a different rank (**comb. et stat. nov.**) or new synonym (**synon. nov.**), nomenclatural terms such as **nom. illeg.**, **nom. inval.**; herbarium codes (e.g., **BK**, **BKF**, **L!**, **L?**). Do not put any other words, phrases or abbreviations in bold.
- Numbers one to nine are written unless a measurement or in taxonomic descriptions (e.g., four samples, 2 cm, 35 sites, 6 km). Use 0.12 instead of .12; use % instead of percent. Insert a comma to indicate thousands in numbers from 10,000 and above e.g., 1,125,984 not 1125984.
- No full stops after common contractions (e.g., Mt, Mts, Dr, Mr, Mrs, ca), nor after points of the compass (N, S, NE etc.), nor after abbreviations for units of measurement (e.g., mm, cm, ft, km). Include after other abbreviations (e.g., fl., fr.).
- Use subsp., var. and f. for subspecies, variety and form respectively.
- Months are formatted as follows: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec. Give the year in full, for example 1991 not /91.
- Use en-rules in measurements and ranges e.g., 1–3 mm, 2–3 years, Jan.–Mar.
- Use the multiplication symbol × (Unicode: U+00D7, or Alt+0215) in measurement e.g. 5–10 × 2–5.
- Tables should be submitted on separate pages, as should captions for illustrations.
- Herbarium codes follow Index Herbariorum e.g., BKF, KKU, TCD.

  (http://sciweb.nybg.org/science2/IndexHerbariorum.asp).
- Authors are cited on first mention of plant names at genus level and below in the body of the manuscript.
- Citations of plant name authors follow Brummitt, R.K. & Powell, E. (eds) (1992). Authors of Plant Names. Royal Botanic Gardens, Kew (regularly updated at www.ipni.org).
- Generic names should be written out in full when they start a sentence.

**Headings**

- Headings are in bold type, capitalised and centred.
- Subheadings are in bold type but not in capital letters or centred.
- The hierarchy of headings and subheadings should be sensible and consistent.
- Bulleted lists should not be used.

**Keys**

- Keys are indented, couplets should always be numbered and taxon names should be in bold.

**Synonyms**

- Homotypic synonyms are listed in chronological order after the accepted name, followed by separate paragraphs of heterotypic synonyms, also with their respective homotypic synonyms in chronological order.
- New synonyms are clearly marked 'synon. nov.'

**Types**

- Type specimens must be cited for each name when possible.
- The herbaria in which the type (e.g., holotype, lectotype, neotype or syntypes) is deposited is cited when known, as required by the International Code of Nomenclature of Plants and Fungi (ICN).
- Herbaria that are definitely known to hold type material isotypes are listed.
- If applicable, lectotypes, neotypes or epitypes that are being designated (e.g., 'designated here') are indicated as such, or if they have been chosen before a reference is given: 'Papua, Boridi, Carr 12345 (lectotype **K!**, selected by Bloggs (1977); isolectotypes **BR!**, **L!**). Note that an exclamation mark (!) is used to indicate that the author has seen the specimen concerned.
- If applicable, the reasons why lectotypes, neotypes and epitypes have been selected and the reasons for selecting a particular specimen are explained.
- If applicable, type specimens are seen and are cited for new combinations.
- Do not use abbreviations for type citations such as "holo." and "iso."

**Citation of specimens**

- For new taxa, all material seen is to be cited.
- Only those label data that add significant information to localising the collection or field knowledge are to be cited.
- Label data are normally translated into English, but data for types can be left in the original language.
- It may be unwise to give precise localities for rare and horticulturally interesting taxa; this should be considered when citing label data in such cases.
- If appropriate, the number of collections examined is stated.
- Specimens examined from Thailand are to be cited in the following format:

  Thailand.— FLORISTIC REGION: Province [locality, date, collector collection number (Herbarium code)]. e.g., Thailand.— NORTHERN: Chiang Mai [30 km W of Chiang Mai, 8 Nov. 1958, *Sorensen et al. 6072* (**C**); Doi Suthep, 19 Aug. 1912, *Kerr 2622* (**BM**, **K**)]; NORTH-EASTERN: Loei [Phu Kradung, near Park HQ, 2 Sept. 2001, *Bloggs et al. 2063* (**BKF!**, **L!**); Khon Kaen [near Chumphae, 31 Oct. 1993, *Bloggs & Smith 102* (**BKF!**)].

- Cite all specimens seen from outside Thailand in the following format:

  Country.— Province or State [locality, date, collector + collection number (Herbarium code)]. E.g., Myanmar.— Mergui [Yangwa Khlong, 1 Mar. 1927, *Parker 2733* (holotype **K!**); Yangwa Khlong, 1 Mar. 1927, *Parker 2736* (**K!**)].

- If two collectors then include both: Pooma & Utteridge. If more than three collectors, please use the first, e.g. Pooma, Suddee & Utteridge will be cited as: *Pooma et al.*
- Citation for herbarium specimens when the barcode is known should be as in the following example: isotype **BM** 001044323**!**, **BKF**, **K**).
- In cases of long-standing confusion, there may be a case for citing all specimens seen, but then please reduce details to a minimum, citing either the barcode and herbarium or, preferably, the collector, collection number and herbarium where the specimen is located.
- Either an exclamation mark (!) is used to show that a specimen has been seen, or it is stated in the introduction that "All cited specimens have been seen by the author". Note that exclamation marks are always required for type specimens.
- Spellings of place names should follow those given by the US Board on Geographic names wherever possible (http://gnswww.nga.mil/geonames/GNS/index.jsp).
- Altitudes are cited in metres to the nearest 50 m. Altitudes in feet on labels are converted to the nearest 50 m with the original label altitude given in square brackets.
- Latitude and longitude (in this order) are cited for obscure localities.

**Format and layout of accounts of new taxa**

- New taxa accounts are laid out in the MS Word document below. Note the positions of indents and use of spaces, bold and italics.
- A short differential diagnosis in Latin or English compares the new taxon with one or more related taxa, separate from the full description.
- In large genera, the diagnosis mentions the infrageneric group to which the new taxon belongs, if such groupings exist. No more than three author names should be cited after the plant name.
- The full description is in English.
- Types of new species are cited in abbreviated form after the diagnoses and repeated in full amongst the cited specimens.
- Wherever possible conservation ratings are given using the criteria in IUCN (2012). IUCN Red List Categories and Criteria: Version 3.1, Second Edition. IUCN Species Survival Commission. IUCN, Gland, Switzerland and Cambridge, UK (http://www.iucnredlist.org/technical-documents/categories-and-criteria).

**Format and layout of accounts of taxa in revisions**

- Taxon accounts in revisions are laid out in the MS Word document below. Note the positions of indents and use of spaces, bold and italics.
- Conservation ratings are given wherever possible.

**Data**

- All DNA sequences must be deposited in one of the international nucleotide sequence databases, either EMBL (www.ebi.ac.uk/embl/) or GenBank (www.ncbi.nlm.nih.gov/) and the appropriate reference given in the paper.

- For phylogenetic analyses all appropriate supporting statistical data and measure should be provided.
- Voucher specimens documenting sources of morphological and molecular data are to be listed and the herbarium or herbaria in which they are deposited must be cited.

**PAPERS SHOULD BE STRUCTURED AS FOLLOWS:**

**(i) Title**

- The wording should be concise but informative and where appropriate should include the family or higher taxon and a geographical area.
- Plant name authors are normally omitted from the title.

**(ii) Authors**

- Authors' names are placed below the title.
- Addresses are placed in a footer on page 1; e-mail addresses should be included where available.
- Authors' names and addresses are linked by a superscript number, e.g., J.M. Lock[1]. Note, using Insert Footnote in MS Word will automatically number and format such footers.

**(iii) Abstract**

- Placed below the Authors.
- The heading 'ABSTRACT' is in capital letters and on the same line as the text.
- The Abstract should not exceed 200 words and indicates what the research set out to achieve, how it was carried out and the degree to which the objectives were reached. It should include any authors of plant names omitted from the title, the names of all new taxa described and new combinations unless the number is very large. The methods and main conclusions should also be summarised.

**(iv) Key words**

- Placed below the Abstract.
- The heading 'KEY WORDS' is in capital letters on the same line as the text.
- Up to seven key words are provided, in alphabetical order, and ideally they should not be copied exactly from the title – using a slightly different set of Key words will allow indexing and abstracting services to search for alternative terms.

**(v) Contents**

- For longer papers only, a list of contents placed below the abstract should be provided.
- For extensive taxonomic revisions an index to epithets at the end of the paper is provided.

**(vi) Introduction**

- Contains a clear outline of the rationale for the work and describes essential background information.

**(vii) Main text of paper**

- Presents the main research findings. With some papers – especially phylogenetic, statistical or anatomical ones – it may be appropriate to include sections describing Materials and Methods, Results and Discussion. The Materials and Methods section to provide concise and sufficient information to allow the work to be repeated. The Results section to be concise and to avoid repetition of data presented in Tables and Figures. The Discussion section to highlight the significance of the results and place them in the context of other work.

**(viii) Acknowledgements**

- These are to be kept brief. The full title of any institute which has an accepted Index Herbariorum Code is not given.

**(ix) References**

- Abbreviated literature references cited in the text have the following formats depending on the context; multiple references should be listed in chronological sequence: Bloggs (1962), Bloggs (1962: 234), (Bloggs, 1962), (Bloggs, 1962: 234), (Bloggs, 1962; Another, 1976).
- For papers with more than two authors, '*et al.*' is used. All authors are cited, however, in the 'References' section.
- Please do NOT use the following abbreviations: loc. cit. [same work, same volume, same page]; tom. cit. [same work, same volume, different page - give page number]; op. cit. [same work; different volume; different page - give volume and page numbers]. Always cite the work being referred to.
- Full literature references are cited in various example formats as follows:

Dransfield, J. (1989). *Voanioala* (Arecoideae: Cocoeae: Butiinae), a new palm genus from Madagascar. Kew Bulletin 44: 191–198.

Li, H. (1979). *Arisaema*. In: C.Y. Wu & H. Li (eds), Flora Reipublicae Popularis Sinicae 13(2): 116–194. (in Chinese).

Gentry, A.H. (1986). Endemism in tropical versus temperate plant communities. In: M.E. Soulé (ed.), Conservation Biology - The science of scarcity and diversity, pp. 153–181. Sinauer Associates, Sunderland, Massachusetts, USA.

Prance, G.T. (1989). Chrysobalanaceae. Flora Neotropica Monograph 9 (Supplement). The New York Botanical Garden, New York, 267 pp.

Thiers, B. (2015, continuously updated). Index Herbariorum: a global directory of public herbaria and associated staff. The New York Botanical Garden, New York. Available at http://sciweb.nybg.org/science2/IndexHerbariorum.asp

Uhl, N.W. & Dransfield, J. (1987). Genera Palmarum: a classification of palms based on the work of Harold E. Moore, Jr. Allen Press, Lawrence, Kansas for the The L. H. Bailey Hortorium and the International Palm Society, Lawrence, Kansas, 610 pp.

- Page numbers are separated by an en-rule (i.e., 1–2).
- Part numbers of volumes are not included unless the parts are separately paginated.
- Genus and species are italicised in references, whether or not they were in italics in the original reference.
- Journal and book titles are cited in full, not abbreviated.

**ILLUSTRATIONS**

- All taxa newly described in the manuscript should be accompanied by a good quality line drawing or photograph.
- The TFB printed area is 210 x 147 mm (to include the caption).
- Line drawings and maps in Indian ink are drawn on smooth white card or plastic film, one-third larger than they are to appear. Figures are clearly labelled. Lettering and scale bars are clearly indicated (but can also be added electronically at BKF after the original is scanned). When lettering figures, "I" or "O" are not used).

- Photographs (‘Plates’) for continuous tone reproduction are of the highest quality. They show good tonal range and are absolutely sharp. They are either at the final size or slightly larger. Two copies of each are required, if submitted as hardcopy; good photocopies will then suffice for the review process, but transparencies or sharp prints are needed for reproduction. In composite ‘plates’ the individual photographs will be butted together unless that would create confusion, in which case a white space will be interposed. Composite plates can also be made up electronically at BKF, but a clear mock-up must be provided.
- Please compress figures in Word for emailing etc. The originals are to be sent to the production office when the paper is accepted for publication.
- Line drawings and photographs may be submitted electronically in the following formats. Line drawings: 1200 dpi TIFF files; photographs: 300 dpi TIFF files. Submission on CD, DVD or by using online services is preferred. Please contact Dr Rachun Pooma if you wish to submit as an email attachment.
- Line drawings and plates are numbered in one sequence as figures (Fig. 1, etc.); maps are numbered separately (Map 1, etc.). Scale lines are given on the illustration (preferred for ‘plates’) or final (reduced) magnifications given in the caption (preferred for line drawings). Full or part-page illustrations are acceptable. Captions are brought together on a separate sheet.
- All illustrations and parts of composite artwork are referred to in the text.
- The person responsible for the illustrations (photographer or artist) is mentioned in either the Acknowledgments or, preferably, the figure caption.

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