

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.

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.

TFB is published once a year, usually in September. Two free copies of the issue in which the manuscript is published are given to each author. The journal makes no page charges.

All manuscripts are peer reviewed. Manuscripts are considered on the understanding that their contents have not appeared, or will not appear, 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 a delay to publication.

SUBMISSION OF MANUSCRIPTS

Initial submission should preferably be made as an email attachment sent to [Rachun Pooma](#). Manuscripts may also be submitted on a cd and sent to Dr 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 a copy on cd. Please see the 'Illustrations' section below for guidance on submitting illustrations and photographs electronically.

Use MSWord 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 the months ahead. Phone and fax numbers and an email address for the corresponding author must be provided. When sending cds by post please include a return address on your envelope in case of non-delivery.

As TFB is usually published in September, manuscripts should be submitted no later than 31 March of the same year.

PROOFS

Proofs are usually sent to the first-named author. Please return proofs promptly, marked clearly (not in pencil). Ensure the marking is legible; practices vary widely in different countries. Authors should advise us of corrections by e-mail or fax if possible. Ask someone else to deal with proofs if you expect to be away at the time of

their arrival. Please advise us if you are in doubt as to the quality of illustration proofs.

FORMAT & LAYOUT

General

- All text is double spaced and aligned to the left but not justified.
- Number all pages.
- Footers are in 10 pt Times New Roman.
- All other text is in 12 pt Times New Roman.
- Italics are used for the following: plant names at genus level and below (e.g., sect. *Rotundi*; *Cyperus rotundus*); collector names in specimen citations (e.g., *Kerr* 12345); genes and gene regions (e.g., *rbcL*, *matK*, *trnL-F*); *sensu lato*, *sensu stricto*. 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 a new species (**sp. 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.**); herbarium codes (e.g., **BK**, **BKF**). 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, 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., March, April, 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.–March.
- 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 in the body of the manuscript at genus level and below.
- Citations of plant name authors follow Brummitt, R. K. & Powell, E. (eds) (1992). Authors of Plant Names. Royal Botanic Gardens, Kew (www.ipni.org).
- Genus names should be written out in full when they start a sentence.

Headings

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

Keys

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

Synonyms

- Homotypic synonyms are listed in chronological order after the accepted name, followed by

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 wherever possible.
- The herbarium in which the holotype is deposited is cited, as required by the International

Code of Botanical Nomenclature (ICBN).

- Herbaria that are definitely known to hold isotypes are listed.
- If applicable, lectotypes, neotypes or epitypes that are being designated ('chosen 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.

Citation of specimens

- For new taxa, all the material seen is cited.
- Only those label data that add significantly to localising the collection or to field knowledge are 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 factor should be considered when citing label data.
- If appropriate, the number of collections examined is stated.
- Cite all specimens seen from Thailand 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, Larsen & Hansen* 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 March 1927, *Parker* 2733 (holotype **K!**); Yangwa Khlong, 1 March 1927, *Parker* 2736 (**K!**)].
- In cases of long-standing confusion, there may be a case for citing all specimens seen, but reduce detail 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".
- Spellings of place names should follow those given by the US Board of Geographic names (<http://gnswww.nga.mil/geonames/GNS/index.jsp>) wherever possible.
- Altitudes are cited in metres to the nearest 50 m. Altitudes in feet on labels are converted to the nearest 50 m. The original label altitude may be 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 MSWord document below. Note the positions of indents and use of spaces, bold and italics.
- Latin diagnoses compare the new taxon with one or more related taxa, with or without brief Latin descriptions.
- 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 set out in IUCN (2001). IUCN Red List Categories and Criteria: Version 3.1. 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 MSWord 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, character state distributions, consistency index, retention index (where appropriate) and a recognised measure of support for clades (e.g., bootstrap values, decay indices ["Bremer support"], jackknife, etc.) should be provided.
- Voucher specimens documenting sources of morphological and molecular data are 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. Lock¹.

(iii) Abstract

- Placed below the Authors' names.
- The heading 'ABSTRACT' is in capital letters and on the same line as the text.
- The Abstract should not exceed 200 words. It 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.

(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 or phonetic 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 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: 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 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* 98.
 - Uhl, N.W. & Dransfield, J. (1987). *Genera Palmarum: a classification of palms based on the work of H. E. Moore Jr.* The L. H. Bailey Hortorium and the International Palm Society, Lawrence, Kansas, USA.
- 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.
- The total numbers of pages in single works is included.
- Journals and books 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 on a good-quality photocopy (these will be added electronically 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. Good photocopies will 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. It is usually simpler and quicker for composite plates to be made up electronically at BKF, but a clear mock-up must be provided.
- 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 is preferred. Please contact Dr Rachun 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.