

AUTHOR INSTRUCTIONS FOR SELBYANA

Overview

Selbyana (ISSN 0361-185X) is the scientific journal of the Marie Selby Botanical Gardens and is published twice a year by Selby Botanical Gardens Press, 811 S. Palm Ave., Sarasota, FL 34236-7726 USA. Articles published in *Selbyana* are original studies that explore various aspects of tropical forest diversity with an emphasis on epiphytes and their forest canopy habitats. The focus on epiphytes and canopy habitats is considered broadly in *Selbyana* and includes not only epiphyte diversity and ecology but also studies on entire families or groups that partially or wholly contain epiphytic species. Papers on anatomical/cellular/ molecular traits of taxa are encouraged for submission as are papers dealing with floristics, natural history, conservation biology, plant-animal interactions, and other related topics.

- Editorials address relevant topics of current interest to tropical biologists including discussions on current debates in botany and related fields.
- Book Review proposals may be submitted to the Editor for approval.
- Announcements are also published.

Submission of Manuscript for Review

All manuscripts must be submitted electronically. Hardcopies alone are not accepted. The text must be submitted as a document file, preferably in Microsoft Word format (.doc files). Rich text files (.rtf files) are also accepted. PDF files can not be accepted. Manuscripts can be either e-mailed to the Editors John R. Clark (jrclark@selby.org) and Bruce K. Holst (bholst@selby.org) or burned to a CD or DVD and mailed, along with a cover letter, to Editor, *Selbyana*, Marie Selby Botanical Gardens, 811 S. Palm Ave., Sarasota, FL 34236.

Naming Files. Please name all electronic files beginning with the last name of the first author followed by the date of submission and ending with the file contents (e.g., Smith_et_al_30Dec08_text.doc, Smith_et_al_30Dec08_fig1.tif).

Data. All data, datasets, and other relevant information must be made available to reviewers. Research involving phylogenetic analysis must include corresponding datasets (e.g., nexus format gene sequence matrices, morphological data matrices).

Manuscript Formatting

Selbyana instructions for authors should be reviewed and followed carefully before submitting a manuscript. Manuscripts not conforming to the basic formatting and style requirements will be returned to the author(s) for adjustment before the review process can begin.

Page Charges. Page charges are US\$75 per page. Journal subscribers at the time of manuscript submission or during the year of publication are entitled to five free printed pages per volume. Under special circumstances, concessions are made for authors that cannot cover page charges. Please contact the editor for details and requirements. Color plates incur additional charges regardless of affiliation. Please be concise; articles of excessive length may be returned for rewrite.

Language. Manuscripts must be submitted in English (please use American spelling; foreign-language abstracts are accepted). Authors wishing to submit manuscripts to *Selbyana* that are of sound science but lacking appropriate grammar and spelling are encouraged to enlist an English-fluent co-author prior to submission. The general recommendations of the seventh edition of the “CBE Style Manual: A Guide for Authors, Editors and Publishers in the Biological Sciences” should be followed.

Formatting, Paragraphs and Fonts. Double-space text throughout, including figure legends and literature cited. Margins should be 1" on all sides, including figures and tables. Do not use justified margins and do not hyphenate words at the end of lines. Include line numbers beginning with the title page. Fonts should be 12 point, using Times New Roman. All formatting of fonts and text should appear in the manuscript as they will in the final published version. New paragraphs should begin with a tab indent, not a series of spaces. A single dash should be used for compound words; use an en dash between a series of numbers or dates. Use only a single space between sentences. Superscript and subscript text should be formatted as such. Units should be given in standard abbreviated format without additional punctuation (e.g., mm); temperatures should be written as a number immediately followed by a degree symbol and the unit abbreviation (e.g., 20°C). Abbreviated words should be spelled out the first time they are used in the text followed by the abbreviation in parentheses. Authors are responsible for diacritical marks. Any formatting that can not be achieved using a word processor but needs inclusion in the final version should be clearly communicated to the editor.

Pagination and Section Order. Last name of author(s) and page number should be included on all pages of the manuscript, located in the upper right-hand corner. The manuscript should be assembled in the following order: 1) Title page, 2) Abstract and keywords, 3) Body text, 4) Acknowledgments, 5) Literature cited, 6) Tables, 7) Figure legends, 8) Figures.

Title Page. Information should appear in the following format: Running title (<50 characters, in all capital letters), 6–8 lines down, left justified, and include last name of authors and a brief title in all capital letters (e.g., SMITH ET. AL.: *COLUMNEA* PHYLOGENY); title, near the middle of the page, centered, in Capitals and Small Capitals; first author name should be centered, in capitals and small capitals followed by author address (regular font), repeated for each subsequent author (include address after each author, even if it is the same as for another author). Denote corresponding author with an "*" following his or her name and include "*Corresponding author." at the bottom of the title page.

Abstract and Keywords. Begin abstract with the word "ABSTRACT" in capitals and small capitals immediately followed by a period and space. The abstract should be one paragraph and is generally less than 200 words. Do not use abbreviations or citations. The abstract should include a brief summary of the research presented along with the most relevant findings in the study.

Keywords immediately follow the abstract and begin with the word "*Key words*" followed by a colon, all in italics, and then a space. List 4–6 words that are relevant to the manuscript that are NOT in the title, each separated by a comma.

Body Text. The main text of the manuscript should follow a standard format including an introduction, materials and methods, results, discussion, and conclusions as appropriate. However, this can vary depending on the subject being covered; authors should find similar articles to theirs in recent issues of *Selbyana* for appropriate style. Each new section, including the Introduction, begins with a section heading. Figures and tables should be cited in the text using capitals and small capitals in numerical order as referenced in the text (e.g., TABLE 1).

Heading Levels (updated instructions). First-level headings are centered, in bold, the first letter of each major word capitalized, and in small caps with an extra line before and after the heading. Second-level headings are centered, in bold, with the first letter of each major word capitalized. Place one extra line before and after the heading. Only one space is needed between primary and secondary headings if stacked. Third-level headings are indented with a tab, in bold, and with the first letter of each major word capitalized, followed by a period and a single space. *Note: taxonomic treatments do not require a secondary heading. Rather, the tertiary heading style is used for new sections/headings under the treatment. See the section on "Special Instructions for Taxonomic Treatments" below.* Fourth-level headings are indented with a tab, italicized, and with the first letter of the first word capitalized and only proper nouns thereafter. These end with a period and a single space, followed by the text.

Examples:

FIRST-LEVEL HEADING

Second-level Heading

Third-level Heading. Text...

Fourth-level heading. Text...

Literature Cited. References in the text should correspond identically to those listed in the Literature Cited. Within parentheses, use a comma to separate different types of citations [e.g., (Roberts & Walsh 1989, Walsh & Roberts 1998)]. Cite several references within parentheses by year, with the earliest one first [e.g., (Roberts 1996, 1998)]. Separate multiple citations by a semicolon [e.g., (Roberts 1996, 1998; Walsh 1995, 1998)]. Use a, b, c, etc., to distinguish two or more papers by the same author(s) in the same year [e.g., (Walsh 1998a, 1998b)].

- One author. Walsh (1998) or (Walsh 1998).
- Two authors. Walsh and Roberts (1998) or (Walsh & Roberts 1998).
- Three or more authors. Walsh et al. (1998) or (Walsh et al. 1998).
- Manuscripts accepted for publication but not published. Walsh and Roberts (in press) or (Walsh & Roberts in press).
- Dissertation. Walsh (1999).
- Unpublished materials. B. Walsh (unpubl. data), (B. Walsh unpubl. data), or B. Walsh (pers. comm.).
- Specific pages in citation. (Walsh 1998: 128).

Verify all entries against original sources, especially journal titles, accents, diacritical marks, and spelling. Abbreviate journal titles using standard references such as *Botanico-Periodicum-Huntianum*. Cite references in alphabetical order by the first author's surname. List references alphabetically by author(s) last name and then chronologically for same-author references. Use a 5 en dash (or 3 em dash) line to replace the author(s) name when the same author or author combination is in the preceding reference. "In press" references must have been accepted for publication and the name of the journal or publisher included. For book citations, list the publisher and city of publication.

Arrange citations as in the following examples:

Single author:

Luther, H.E. 1986. A new species of *Guzmania* (Bromeliaceae) from western Ecuador. *Selbyana* 9: 187–188.

Multiple authors:

Martin, C.E., K.W. McLeod, C.A. Eades, and A.F. Pitzer. 1985. Morphological and physiological responses to irradiance in the CAM epiphyte *Tillandsia usneoides* L. (Bromeliaceae). *Bot. Gaz.* 146: 489–494.

Book:

Cronquist, A. 1981. *An Integrated System of Classification of Flowering Plants*. Colombia University Press, New York.

Chapter in Book:

Benzing, D.H. 1995. Vascular epiphytes. Pp. 225–254 in M.D. Lowman and N.M. Nadkarni, eds. *Forest Canopies*. Academic Press, San Diego.

Dissertation:

Yanoviak, S.P. 1999. "Community Ecology of Water-Filled Tree Holes in Panama." Ph.D. diss., Univ. Oklahoma, Norman, OK, USA.

Tables. Begin tables on a new page. Table title should begin at the top of the page, beginning with the word "TABLE" in capital and small capitals and the table number followed by a period. Include a brief title and summary of the table details. Symbols and abbreviations should be defined in the summary even if they are defined in the text. However, if these are defined in one table and used in subsequent tables, they need not be defined again. Use only horizontal lines to separate the title and column headings, between major divisions in the table, and at the bottom of the table. Avoid extraneous use of lines and do not include vertical lines. The first word in each column or row header should be capitalized.

Figures Legends. Begin Figure Legends on a separate page. Legends should begin with the word "FIGURE" in capitals and small capitals followed by the figure number and a period. Figures with multiple sections should be defined with capital letters followed by a period, in bold, with a brief description beginning with a capital letter and ending with a period (e.g., FIGURE 1. *Drymonia decora* sp. nov. **A.** Plant habit. **B.** Flower.). When several figures are grouped together in one plate, combine appropriate legends into one paragraph (e.g., FIGURES 1–4. FIGURE 1. Floral detail of *Navia tentaculata*. **A.** Sepal...). All symbols and abbreviations should be defined in the legend even if defined in the text, as described under Tables.

Figures. Figures must be submitted as digital files, with rare exception. Computer generated images such as phylogenetic trees should be submitted in vector format files (Adobe Illustrator [.ai] or similar files). Scanned illustrations and photographs should be formatted as high resolution TIF or JPG files. The final size of images in the journal is 2 5/8" (6.5 cm) wide for single column and 5 1/2" (14 cm) wide for full page and up to 8 1/2" (22.5 cm) tall. Labels on figures should be sufficiently clear and sized to accommodate size reduction for publication. Generally speaking, fonts should be no small than 2 mm tall in the final preparation. Use the sans-serif font Arial for all lettering in figures. Similarly, lines should be a minimum of 0.5 pt. in the published image. Avoid using magnifications in the legend since images will be resized for publication. Instead, use scale bars in the figure. Hand written labels are not acceptable. Poor quality and/or unclear illustrations may be returned for revision prior to manuscript acceptance.

Special Instructions for Taxonomic Treatments

In taxonomic treatments, particularly in new species descriptions, manuscripts should begin with a brief introduction, labeled with a secondary header such as "Introduction" or "Background." Following this introduction, a secondary header such as "Taxonomic Treatment" or "New Species" should be included immediately preceding the treatment. Accepted names are in bold and not italicized, authors and citations in regular text, and synonyms are in italics. List synonyms in chronological order by basionym, arranging homotypic synonyms together in the same paragraph. The word "TYPE" (or other related designation) should follow the species name and be in capitals and small capitals immediately followed by a colon. The Country of origin follows with two en dashes connecting the next major political division such as province that is then followed by a colon. Other details including further political subdivisions, elevation and date collected. Collector(s) and collector number are included, in italics, and followed by the type distribution in parentheses. The first letter of the type designations are capitalized and are followed by a colon and then the herbarium acronym in all capitals. Multiple type designations are to be separated by a semicolon. Latin diagnoses for new species should be brief and use appropriate Latin for scholarly publication. Italicize all words in the Latin Diagnosis.

The species description follows and is generally presented in decreasing order of inclusion (e.g., plant, leaves, inflorescence, fruit, seeds). Each major section is highlighted by placing the section identifier in bold

italics (e.g., *Plant* a terrestrial shrub...). Measurements are given as a number or range of numbers followed by the dimension (e.g., 20 cm wide, 32–35 cm long). Do not include any paragraphs that are set off by line breaks without including a heading. Use the heading “Comments.” or “Notes.” if the information is a standard elaboration on the species.

An example:

Amalophyllon clarkii J.K.Boggan & L.E.Skog, sp. nov. TYPE: Ecuador—Azuay: Cuenca, Bosque Protector Molleturo Mullopungo, 250–300 m, 12 Apr 1996, *J.L. Clark et al. 2490* (Holotype: QCNE; Isotypes: COL, SEL, SRP, US). FIGURE 1.

Herbaceum pusillum ecuadorensis in corollas albis ad Amalophyllon divaricatum simulum sed in foliis profundius serratis et in corollas minus quam 1 cm in diametro differt.

Plant a diminutive epiphytic herb from scaly rhizomes; stem short, erect to ascending, 0–1(–4) cm long, unbranched. **Leaves** opposite, ... **Fruit** a subglobose, dry, bivalved, membranous capsule 1.5–2 mm in diameter, loculicidally dehiscent, valves opening slightly, lacking a fringe of trichomes on the internal margins of the valves; seeds ca. 0.3 mm long, elliptic, brown, spirally striate.

Phenology. Flowering in March, April, June, and July; in cultivation flowering almost continuously.

Distribution and ecology. Ecuador, known from the provinces of Azuay, Esmeraldas, Guayas, and Los Ríos, collected in wet forest on rocks at 120–300 m.

Comments. *Amalophyllon clarkii* is easily distinguished from *A. divaricatum*, the only other species known to occur in Ecuador, in having sessile leaves that are smaller, narrower, more deeply serrate, and in having smaller flowers... This morphological variation even within a single clone due to cultural conditions (similarly noted in cultivated material of *A. rupestre*, q.v.) suggests caution in describing and circumscribing other species.

Etymology. The specific epithet honors John L. Clark, whose collection brought this undescribed species to our attention.

Paratypes. Ecuador—Azuay: Cuenca, Bosque Protector Molleturo Mullopungo, 250–300 m, *J.L. Clark et al. 2490*, cultivated at the Smithsonian Institution as USBRG 96-336, 22 Jul 2002, *Skog & Boggan 8225* (US); Esmeraldas: area of Lita and Alto Tambo, Estero Hondo, 15 Jun 1988, *Hirtz 3629* (SEL); Guayas: Teresita, 3 km W of Bucay, 270 m, 5–7 Jul 1923, *Hitchcock 20550* (GH, NY, US); Los Ríos: Heda. Clementina, hacia hito 1, 120 m, 21 Mar 1996, *Cornejo & Bonifaz 4830* (SEL, US); Hacienda Clementina, E slope of Cerro Samama, ca. 38 km NE of Babahoyo, 200–300 m, 21 May 1994, *Ståhl & Knudsen 1152* (S); Hacienda Clementina, Cerro Samama, near Puerto Negra, 200–250 m, 23 May 2002, *Ståhl & Cornejo 5854* (S, US).

Revision Process

In general, submitted manuscripts are initially reviewed by *Selbyana* editorial staff for content and style. If accepted for review, the manuscript receives a submission number and a request for reviewers is made. Authors will be informed within two weeks the status of their manuscript. The review process generally takes between two and three months, depending on the subject matter and reviewers participation. Decisions on reviewed manuscripts will be sent to the authors, along with reviewer comments, via email.

Reviewed Manuscripts are divided into four categories: accept with minor revision; accept with major revision; reject, resubmission encouraged; reject, material not appropriate for *Selbyana*.

If a manuscript is accepted for publication in *Selbyana*, the authors must address all reviewer comments in a timely fashion to ensure efficient publication times. Notify the editor as soon as possible on estimated turn-around times for the revision. Failure to submit revisions in a timely fashion may result in final rejection of the paper for publication and will require resubmission and another round of reviews.

A cover letter must be included with the revised manuscript and each point made by the reviewers needs to be addressed in this letter. The most efficient way to do this is to include the quoted comment along with a statement on how the comment was addressed. The manuscript itself should be edited using the “track changes” command in MS Word. Authors will be contacted with instructions following subsequent review.

Sequence data and data matrices. Before final submission all gene sequences used in any study using this information must be submitted to GenBank (<http://www.ncbi.nlm.nih.gov/Genbank>). Data matrices should be submitted to TreeBase (<http://www.treebase.org>). GenBank and TreeBase accession numbers should be included in the final version of the manuscript.