

Guidelines for authors

SCOPE OF THE JOURNAL

Plant Ecology and Evolution is an international journal devoted to ecology, phylogenetics and systematics of all 'plant' groups in the traditional sense (including algae, cyanobacteria, fungi, myxomycetes), also covering related fields such as comparative and developmental morphology, conservation biology, ecophysiology, evolution, phytogeography, pollen and spores, population biology and vegetation studies.

PUBLISHERS

The journal is a continuation of *Belgian Journal of Botany*, incorporating *Systematics and Geography of Plants*. It is published by the *Royal Botanical Society of Belgium* and the *National Botanic Garden of Belgium*.

TYPES OF MANUSCRIPTS AND LANGUAGE

The journal publishes original research articles, short notes, reviews and book reviews, in English (British spelling – Oxford English Dictionary) or French. Manuscripts may be of any length, but must be clearly and concisely written. A **regular paper** reports results of a substantial, completed and original work. A **short communication** is a brief report of a small experiment, taxonomic proposal, or unexplained observation. A **review** presents a novel and critical appraisal of a specific topic.

SUBMISSION

Manuscripts should be submitted electronically by sending a message to plecevo[at]br.fgov.be. The message should include (1) a covering letter, (2) a text file with the entire text, (3) additional files for figures and tables, and (4) electronic appendices. All file types can be submitted as appendix files (PDF, nexus, Excel, video files, ...). They will be refereed along with the core paper, but the author is responsible for the lay-out of the files. Authors of phylogenetic papers are encouraged to submit the aligned matrices as electronic appendix files.

Authors should consult the checklists given here on how to prepare the files. Authors are expected to have their papers well checked for content and correctness in presentation of text and illustrations. Manuscripts not conforming to the guidelines will be returned to the author until satisfactory files are provided.

The corresponding author receives by e-mail an acknowledgment of receipt of the manuscript, mentioning the communicating editor and a manuscript reference number. If you do not receive an acknowledgement you should inquire to be sure it was received.

REVIEWING POLICY

All contributions are subject to normal reviewing processes. Acceptance of papers is supervised by an international Editorial Board. Manuscripts considered suitable for peer review by the Editorial Board are sent to at least two referees (members of the Board or external). The journal gives referees a target of four weeks for the return of their reports.

PROOFS AND COVER PICTURES

Proofs will be sent to the corresponding author. Alterations in this stage should be exceptional and excessive changes are at the author's expense. Proofs are to be returned without delay.

Authors are invited to submit eye-catching **pictures** related to the submission for possible printing on the cover of the issue in which their article will appear. The technical requirements are similar to those for manuscript photographs (see checklist). The image should be sent as a TIFF file of 450 dpi, size approx. 15 × 10 cm.

CHARGES

Authors pay no fees or page charges. Colour photographs and graphics are accepted without charge when their use enhances scientific content or clarity. The corresponding author receives a free copy of the issue of the Journal in which the paper is published and a PDF (Portable Document Format) file of the paper. In addition, 25 offprints of the article will be supplied without charge upon request, using the form sent out with the proofs. Additional offprints can be ordered using the same form.

CHECKLISTS FOR PREPARING THE ARTICLE FILES

CHECKLIST COVERING LETTER

A Covering Letter is to be made upon submission, sending a revision or resubmission.

- ❑ The **name** of the file Covering Letter consists of the first author's surname followed by '_cover' (e.g. Janssens_cover.doc).
- ❑ The covering letter states that the submission is not under consideration or published elsewhere, and that all authors are aware of the submission.
- ❑ The Covering Letter is formatted in **MS Word** (file type DOC) or in Rich Text Format (file type RTF). Windows Vista DOCX format files are converted into RTF files.
- ❑ The letter includes contact details of the corresponding author, the title and authorship of the paper, and states if the paper is a first submission, revision or a resubmission. The manuscript reference number is given if the paper is a revision or resubmission.
- ❑ If the paper is a first submission, two to four possible reviewers are listed with contact details (with e-mail addresses).
- ❑ If the paper is a revised or resubmitted manuscript, the letter explains what changes have been made to the manuscript and where and why changes requested by the Editor and referees have not been carried out.

CHECKLIST TEXT FILE

- ❑ The **name of the Text File** consists of the first author's surname followed by '_text' (e.g. Janssens_text.doc).
- ❑ The Text File is formatted in **MS Word** (file type DOC) or in **Rich Text Format** (file type RTF). Windows Vista DOCX format files are converted into RTF files.
- ❑ Text is typed using size 12 **Times New Roman**, single-spaced throughout and with a 25 mm margin. All pages are numbered sequentially. Each line of the text is numbered throughout the document using the line numbering from Page Setup.
- ❑ The Text File includes figure captions (at the end of the manuscript) but excludes tables and figures – these should be submitted separately (see below).
- ❑ The **first page** of the Text File contains:
 - A running title of not more than 75 characters, including spaces.
 - The full title which is informative and concise. Nomenclatural authorities are omitted. A higher rank (family, order...) is indicated if the title includes generic or specific names.
 - The full names of all authors: for papers with more than one author, the corresponding author's name is followed by a superscript asterisk*. For papers with authors from more than one institute: each name is followed by an identifying superscript number (^{1,2,3} etc.) associated with the appropriate institutional address to be entered further down the page.

- The institutional address(es) of each author; each address is preceded by the relevant superscript number where appropriate (^{1, 2, 3} ...). For addresses within Europe, ISO 3166-1 alpha-2 code for this country, followed by a hyphen, should be added before the postal code (please refer to http://en.wikipedia.org/wiki/ISO_3166-1_alpha-2).
- E-mail address of the corresponding author.
- The **second page** of the Text File contains:
 - A structured **Abstract** not exceeding 300 words made up with headings (e.g. Background and aims / Methods / Key results / Conclusions)
 - A list of maximum ten **Key words including key words from the title**.
 - For articles in French, an English translation of Title, Abstract and Key words.
- The **body of the paper** is well structured (preferred structure: Introduction, Material and methods, Results, Discussion, Acknowledgments and References).
 - Results are presented in a concise way and data are not repeated in both graphical and tabular form.
 - The Discussion section avoids extensive repetition of the Results.
 - All tables and figures are cited in the text. Use 'Figure' or 'Table' only to start a sentence; otherwise, use 'fig.' or 'figs' (e.g. fig. 1, figs 2 & 3, figs 3--5 & 8, fig. 3A & B, fig. 5A--D) or 'table' or 'tables' (e.g. tables 4 & 7).
 - No more than **three levels of headings** are used: Main headings are in regular CAPITAL letters and centered on one line (e.g. MATERIALS AND METHODS). Second level headings are **Bold**, aligned to the left and only first word capitalized (e.g. **Molecular analyses**, not **Molecular Analyses**). Third level headings are **Bold**, followed by two hyphens (--), only first word capitalized and immediately followed by the text (e.g. **Morphological characters --**).
 - **Abbreviations** are used for units of measurement, molecular terminology (e.g. bp, SDS), common statistical terms (e.g. ANOVA, *t*-test and *r*²), names of chemicals (e.g. ATP, Mes, Hepes, NaCl, O₂), and procedures (e.g. PCR, PAGE, RFLP). Other abbreviations are spelled out at first mention and all terms are written out in full when used to start a sentence. SI-units are used throughout the manuscript. Abbreviations of units are not be followed by a period. Spaces are left between numerals followed by a unit.
 - A **double hyphen** is placed where a **dash** is needed, e.g. for all measurement ranges, altitudinal ranges, and page number ranges (e.g. 2.7--18.0 mm).
 - **Names of plants** are written out in full (Genus, species) in the abstract and again in the main text for every organism at first mention (but the genus is only needed for the first species in a list within the same genus, e.g. *Lolium annuum*, *L. arenarium*. Only names at genus level and below are put in italics. The author (e.g. L., Benth., H.P.Linder) is given at first mention of the name or (preferably) the authors are provided elsewhere in the paper in a table or appendix, or by reference to a standard work. Authors follow the list in IPNI (<http://www.ipni.org>), without using a space after initials.
 - Underlining is only used to indicate the major organs in a plant description in a taxonomic treatment.
 - For **Specialized equipment** mentioned in Materials and methods details of the model and manufacturer are given.
 - **Round numbers** that require one word (e.g. up to sixteen, twenty, thirty, etc.) are written out unless they are measurements. All other numbers are in figures except at the beginning of a sentence. **Dates** are in the form of 10 Jan. 1999.

- Novel sequences for proteins or nucleotides are deposited with one of the principal databases (e.g. EMBL Nucleotide Sequence Database, GenBank), and accession numbers are included in the paper.
- Sequence matrices are preferably provided as an electronic appendage; this is obligatory when alignment information is critical to the message of the paper.
- Gene abbreviations are in italics.
- Footnotes should be avoided.
- References appear as follows in the text: Dupont (1978: 487) or (Dupont & Dupont 1978), or when there are more than two authors (Dupont et al. 1978). In cases where more than one reference is cited, references are listed in chronological order and separated by commas (Cremer 1977, Dupont 1978, Dupont & Dupont 1979). Reference to work in press is only used when the paper has been accepted for publication in a named journal, otherwise the terms ‘unpubl. res.’, giving the initials and location of the person concerned is given (e.g. S. Black, University of Oxford, U.K., unpubl. res.) or ‘pers. comm.’ (e.g. T. White, Universiteit Leiden, the Netherlands, pers. comm.).
- The **References** section is organized as follows:
 - All references cited in text (also when exclusively used in the bibliographies of taxa in a taxonomic treatment) are provided in the References section and vice versa.
 - The references are arranged alphabetically based on the last name of the first or sole author. Where the same sole author or same first author has two or more papers listed, these papers are grouped chronologically. Where such an author has more than one paper in the same year, these are ordered with single authored papers first followed by two-author papers (ordered first alphabetically based on the second author's surname, then by year), and then any three-or-more-author papers (in year order only). Letters ‘a’, ‘b’, ‘c’, etc., are added to the date of papers with the same authorship and year.
 - References conform to one of the following styles according to the type of publication:
 - Printed article:
 - Felsenstein J. (1985) Confidence limits on phylogenies: an approach using the bootstrap. *Evolution* 39: 783--791.
 - Manen J.F., Natali A., Ehrendorfer F. (1994) Phylogeny of Rubiaceae–Rubiaceae inferred from the sequence of a cpDNA intergene region. *Plant Systematics and Evolution* 190: 195--211.
 - Article only available on-line with digital object identifier (DOI):
 - Sonké B., Djuikouo K. M.-N., Robbrecht E. (2008) *Calycosiphonia pentamera* sp. nov. (afrotropical Rubiaceae) from the ‘Lower Guinea’ area. *Nordic Journal of Botany*. DOI:10.1111/j.0107-055X.2007.00141.x
 - Thesis:
 - Ntore S. (2004) Contribution à la connaissance systématique du genre afrotropical *Pauridiantha* (Rubiaceae). PhD thesis, K.U.Leuven, Leuven, Belgium.
 - Chapter in book:
 - Barrett S.C.H., Pannell J.R. (1999) Metapopulation dynamics and mating-system evolution in plants. In: Hollingworth P.M., Bateman

R.M., Gornall R.J. (eds) Molecular systematics and plant evolution: 74--100. London, Taylor & Francis.

- Book:
 - Weberling F. (1992) Morphology of flowers and inflorescences. Cambridge, Cambridge University Press.
 - Book in a series:
 - Seidenfaden G. (1992) The Orchids of Indochina. Opera Botanica 114.
 - Website citation:
 - Quinion M.B. (1998) Citing online sources: advice on online citation formats [online]. Available from www.worldwidewords.org/articles/citation.htm [accessed 20 Oct. 2005].
- The Literature cited section is followed by the **Figure captions**, starting at a new page. The legends are typed in paragraph form. Figures composed of several smaller figures are treated as one figure and the subfigures are labeled with capital letters (A, B, C, D, etc.). Scientific names in captions are not followed by authors. The captions adhere to the following examples:
- **Figure 5** -- Location of Sengwa Wildlife Research Area and a simplified vegetation map showing patches (A--H) of miombo. Simplified after Dupont (1997).
 - **Figure 12** -- Pollen of Malagasy *Imaginarina* species, characterized by flowers with both anthers and style/stigma long exserted from the corolla tube: A, B, E, *Imaginarina alba*; C, F--H, *Imaginarina rubra*; D, *Imaginarina nigrescens*; I, *Imaginarina aurantiaca*. A--C, polar view; D, E, mesocolpia; F, ectoaperture; G, H, shaped endoaperture; H, I, pollen grain walls. A, B, E from *DuPuy et al.* 802; C, F--H from *Malcomber et al.* 1180; D from *Humbert* 22706; I from *Richard* s.n.
 - **Figure 10** -- Number of species < 1 cm diameter at ground level per 4 m² in the five and ten 2 m × 2 m plots in the centre zone and in the five plots and 26 plots in the edge zone on the 1922 and 1959 lava flow respectively, as sampled in 1995 (mean and SE).
 - **Figure 14** -- Carbon concentrations (mg.g⁻¹) during full leaf expansion. Means followed by the same letter not significantly different at the 0.05 level using Tukey's HSD test. F = 1.198 NS. A, *Fagus orientalis*; B, *Rhododendrum luteum*; C, *Hypericum androsaemum*; D, *Vaccinium arctostaphylos*; E, *Daphne pontica*.

CHECKLIST TAXONOMIC TREATMENT

- Nomenclature follows the rules of the last edition of the International Code of Botanical Nomenclature. For nomenclatural matters (i.e. synonymy, typification) homotypic synonyms are kept in one paragraph. Heterotypic names are in separate paragraphs. Within a paragraph, names are separated by a double hyphen.
- Authors follow the list in IPNI (<http://www.ipni.org>), without using a space after initials.
- References cited in taxonomic treatments are included in Literature cited. Citation is as follows:
 - *Mitriostigma barteri* Hook.f. ex Hiern (Hiern 1877: 111); Hutchinson & Dalziel (1931: 72); Hepper (1963: 130); Sonké et al. (2009: 311). -- *Randia barteri* (Hook.f. ex Hiern) K.Schum. (Schumann 1891: 75). -- Type

(designated by Sonké et al. 2009): Equatorial Guinea, Bioko, *Mann* 234 (lecto-: K 419877; isolecto-: K, P).

- ❑ *Index Herbariorum* acronyms are used for designations of herbaria.
- ❑ Nomenclatural types are deposited in a public herbarium.
- ❑ Specimen citations use the following format:
 - **Representative specimens examined -- Gabon:** Woleu-Ntem, Crystal Mountains, 1775 m on transect C, *Nguema Miyono* 1365 (WAG); Woleu-Ntem, 1 km NNW of Tchimbélé, on bank of Bingiligwen river, *Wieringa* 905 (LBV, WAG); S of Tchimbélé dam, *Dessein et al.* 1688 (BR, LBV); Chutes de Kinguélé, *Hallé & Villiers* 4444 (P) & 4646 (P); 6 km S Assok, *Hallé & Villiers* 4702 (P) & 4722 (BR, P).
Equatorial Guinea: de Sendje à Ongamnsok, *Lejoly* 01/41 (BRLU) & 01/51 (BRLU); 8 km N de Mitong, *Sonké & Esono* 3714 (BR); Región Continental, *Obama* 321 (WAG).
- ❑ Descriptions of new taxa include the following: (1) an illustration clearly showing the diagnostic characters, (2) a comparison with related (or sympatric, or similar) taxa in a dichotomous key or table, and (3) a discussion of the characteristics, ecology, geography, or reproductive biology, etc. that are the basis for their distinctiveness. New taxa are presented as follows:
 - ***Colletocema magna* Sonké & Dessein, sp. nov.**
Affinis *Colletocemae dewevrei* sed ab illa differt foliorum majoribus laminis, nervorum secundariorum numero utrinque 7--10 (versus 4--6 in *C. dewevrei*), floribus sessilibus, corolla intus pubescenti super antheras (vs. corolla intus pubescenti infra antheras in *C. dewevrei*) atque fructibus multo majoribus. -- Type: Cameroon, Ngovayang massif, near Bidjouka, 03°09'N 10°25'E, alt. 526 m, 6 Jan. 2008, *Dessein & Sonké* 1608 (holo-: BR; iso-: BR, K, MO, P n.v., WAG, YA n.v.).
- ❑ New combinations include the basionym with a full and direct reference to its author and place of valid publication. This reference is also repeated in the References section:
 - ***Spermacoe hockii* (De Wild.) Dessein, comb. nov.**
Borreria hockii De Wild., Repertorium Specierum Novarum Regni Vegetabilis 11: 511. 1913 (De Wildeman 1913b). -- Type: R.D.Congo: Katanga, Bianco, *Hock* s.n. (holo-: BR).
- ❑ New synonyms are indicated in bold as **synon. nov.** at the end of the citation for the synonym.
- ❑ Illegitimate and invalid names are indicated in bold as **nom. illegit.** and **nom. invalid.** at the end of the citation for the name.
- ❑ Captions in taxonomic papers adhere to the following examples:
 - **Figure 5 -- *Pauridiantha paucinervis*:** A, flowering branch; B, detail of stipule; C, transverse section of ovary. From *Dupont* 759 (BR).
 - **Figure 8 -- A, B, *Acalypha guineensis*:** A, flowering branch; B, detail of leaf-blade. C, D, *Acalypha cupricola*: C, flowering branch; D, fruit. A, B from *White* 975 (BR); C, D from *Black* 5779 (WAG).
- In revisions, an IUCN conservation assessment of the taxa is included whenever possible.
- A list of taxonomic novelties is given on the last page of the paper.

CHECKLIST TABLE FILES

- ❑ Each table is in a separate file.
- ❑ The **name of each Table File** consists of the first author's last name followed by 'table_1', 'table_2', etc. (e.g. Janssens_table_3.doc).
- ❑ Each table has a complete caption at the top and is Table 1, Table 2, etc. according to the order in which they are first mentioned in the text. The caption of a table should be divided into two parts: a concise descriptive headline (in bold) and an explanatory part as in the following example:
 - **Table 4 -- Variables in the equation calculated by logistic regression.**
Only significant variables are shown per individual species.
- ❑ Table text is typed using size 10 **Times New Roman**. Capitals are avoided within table cells (exceptions: first letter of the heading of row or column, names of taxa requiring a capital, and abbreviations e.g. pH).

CHECKLIST FIGURE FILES

- ❑ All images (e.g. line diagrams, drawings, maps, graphs, photographs, plates) are treated as 'Figures'.
- ❑ Each figure is in a separate file.
- ❑ The **name of each Figure File** consists of the first author's last name followed by 'fig_1', 'fig_2', etc. (e.g. Janssens_fig_3).
- ❑ Electron and light **micrographs** have scale bars.
- ❑ **Line diagrams** are black and white. Use of colour in line diagrams is acceptable where this enhances clarity significantly.
- ❑ Size of the pictures fits either single (85 mm wide) or double (up to 177 mm wide) column reproduction. Picture height is maximum 235 mm (preferably shorter to leave space for the figure caption).
- ❑ All images are submitted at approximately the physical size they would appear in the Journal (this reduces file size).
- ❑ Related graphics are grouped into a single figure whenever possible. Each part of a grouped figure is labelled A, B, C, etc. and not treated as separate figures. Labels are preferably placed in the upper left or lower left corner of the picture using Arial 8. No space is left between the composing photographs of a figure. White parting lines will be added in the production process.
- ❑ Arial font is used to label figures. Abbreviations to indicate particular details are in lower case.
- ❑ **Line drawings and graphs** are supplied as **simple black and white** TIFF or high quality JPG files of 1200 dpi.
- ❑ Greyscale images (e.g. **photographs**) are supplied as TIFF or high quality JPG files of 450 dpi.
- ❑ **Colour images** are used where they enhance significantly the clarity of the scientific information. They are of the same quality as the greyscale images (see above).

CHECKLIST APPENDIX FILES

- ❑ Additional information not necessary for the basic understanding of the paper is supplied as electronic appendages.
- ❑ Each electronic appendage is in a separate file.

- The **name of each Appendix File** consists of the first author's surname followed by 'appendix_1', 'appendix_2', etc. (e.g. Janssens_appendix_3.pdf).
- The layout of the electronic appendages is publication-ready.

**Contact the Editorial Office if you have any further question:
Plecevo[at]br.fgov.be or fax 0032 (0) 2 2600 945**