



## Guidelines for Contributors

*Rheedeia* publishes peer reviewed original research papers, reviews and short communications in the field of angiosperm taxonomy. Submission of a manuscript implies that the submitted work has not been published, not accepted or is not under consideration for publication elsewhere.

**Submission of Manuscript:** One copy of manuscript should be submitted along with a soft copy. The name, full address, telephone and fax numbers and e-mail id of the corresponding author should be clearly stated in the covering letter. A soft copy should also be forwarded to to the email as an attachment to Executive Editor, *Rheedeia* (rheedeiaeditor@gmail.com).

The receipt of the manuscript will be acknowledged and the acknowledgement will contain the manuscript number. Once a manuscript is submitted all correspondence regarding the submitted manuscript should refer to the manuscript number. Authors are encouraged to submit names, addresses, telephone and fax numbers and e-mail addresses of 3 or 4 potential referees for a manuscript in their covering letter.

The manuscripts of published papers will not be returned to the authors. Figures and plates can be returned upon request, provided stamped envelopes are sent by the authors for the purpose.

If the manuscript is not accepted for publication, the originals will be returned to the author on request; however a copy of the manuscript will be retained by the office for its records. Opinions expressed in the papers published in *Rheedeia* are the sole responsibility of the authors and publication does not imply the editors' agreement.

Papers should be consistently written in British/American English. Authors are advised to submit their texts for linguistic revision to an English language expert, if necessary, prior to submission to *Rheedeia*. The editorial office will inform authors on acceptance, revision or rejection of manuscripts.

**Preparation and Organization of Manuscripts:** Manuscript should be computer printed and compulsorily double spaced on one side of A4 size paper with at least 3 cm left margin and 2.5 cm right, top and bottom margins. All pages including illustrations and tables should be numbered at upper right hand corner.

Paragraphs need not be indented but they should be triple spaced. Do not begin a sentence with a number; if essential start the sentence spelling out such a number.

**Title:** The title of the manuscript and names and addresses of the authors should be placed on the first page of the manuscript. Title should be brief, preferably not exceeding 15 words. If plant names are given in the title they should be without author citation. Families of the taxa should be given in parenthesis.

**Running Title:** Authors are requested to suggest a running title for their articles. In the absence of this editors will choose a running title.

**Abstract:** All research papers, including short communications, must have an abstract. It should amplify the title without repeating it. It should state the object of the work, principal results and major conclusions. References should not be cited in the abstract. Scientific names of plants if mentioned should be with authority. It should contain minimum 40 words and maximum 200 words depending on the length of the paper.

**Keywords:** Up to six words or phrases which identify the most important subject covered by the paper should be provided in concurrence with the logical sequence of the text. Keywords should avoid words from the title as far as possible. Key words should be placed after the abstract on the second page of the manuscript.

**Main Text:** Main text should start on the third page which will also have the title of the article. The text should normally follow the following sequence: Introduction, Methodology, Results, Discussion, Conclusion (if any), Acknowledgements (if any) and Literature Cited. Species should be treated in the following sequence: Nomenclature, description, flowering and fruiting, habitat, specimens examined, distribution, (critical) notes. Foot notes should be avoided. Acknowledgements should appear on a separate page. International System of Units (SI) should be used for all measurements.

Scientific names of genera and species should be given in full with authority when they are cited for the first time. If species names occur repeatedly in the text, the genus name may be abbreviated. Scientific names of taxa should be in italics.

**Nomenclature:** Latin names should be used in accordance with the latest Code (Melbourne Code, 2012).

**Diagnoses and Description:** Description of a species should follow the style and pattern appeared in *Rheedea* 24(2), 2014.

**Citation of Type:** It should be as: *Typus:* INDIA, Kerala, Thiruvananthapuram district, Kurisumala, 17 March 1993, Mohanan 11313 (Holotypus, TBGT; Isotypii, K, MH).

**Keys:** Bracketed, dichotomous keys should be used. Each couplet should be identified by a number and between couplets space should be provided. Please donot format the key; provide it in the simple layout.

- eg. 1. Pseudobulbs very small, < 0.5 cm long or inconspicuous ... **2**
1. Pseudobulbs well developed, > 10 cm long ... **3**
  2. Leaves > 10 cm long with distinct petioles; flowers many, on a spike ... **B. apodum**
  2. Leaves < 3 cm long, without distinct petioles; flowers solitary, borne directly on the rhizome ... **B. clandestinum**

**Synonyms:** Nomenclatural synonyms should be arranged chronologically after basionym irrespective of their rank. The references cited with correct names, basionyms and synonyms should be avoided from 'Literature Cited' unless it is cited in the text. Pattern of citation should be the same throughout the text.

**Citation of Specimens:** Specimens should be cited country-wise (in capital letters) alphabetically and within the country in the sequence of region if any, state (in bold font), locality, co-ordinates, altitude, date, collector's name (in Italics), collection number and acronym of herbarium in parenthesis. Mark the herbarium specimen examined/studied with an exclamation (!) against the acronym of the herbarium, e.g. INDIA, **Kerala**, Idukki district, Rajarnala, 24.5.1975, *K. Vivekananthan* 1235 (CAL!, MH!); Palakkad district, Karasuriyama, 12.8.1978, *J. Joseph* 2376 (Holotype, CAL!).

**New Species/Reports:** Authors who want to publish new report(s) for India or phytogeographical zones within India are advised to consult respective type materials or their images. Generalists who send new taxa for publication are also advised to consult, besides experts in the group, the type material or

images of the types of the most allied taxa they mention in the paper to authenticate the novelty. This is also needed for papers that deal with new status or new combinations. New reports for states are not considered for publication.

**Acronyms of Herbaria:** Acronyms cited for Herbaria should be as per Thiers, B. [continuously updated]. Index Herbariorum: A global directory of public herbaria and associated staff. New York Botanical Garden's Virtual Herbarium. <http://sweetgum.nybg.org/ih/>. If the herbarium does not have an acronym as per Index Herbariorum, it can be cited as follows: Manimuthar, 3.7.2006, *Ganesan & Kottai Muthu* 5608 (Herbarium ATREE, Bengaluru).

**Abbreviation of Author Names:** This should be in conformity with the *Authors of Plant Names* by Brummitt & Powell (1992).

**Abbreviation of Titles of Books and Periodicals:** Title of book should be abbreviated as per Taxonomic Literature (2<sup>nd</sup> Edition) by Staffleu & Cowan (1976 - 1988) and its Supplements by Staffleu & Mennenga (1992 - 2000). Titles of periodicals as in *Botanico-Periodicum-Huniianum* by Lawrence *et al.* (1968) and its *Supplemenium* by Bridson (1991).

**Acknowledgements:** All acknowledgements should be under one title and placed after the main text. They should be for specific reasons, very brief and as far as possible devoid of adjectives.

**Literature Cited:** References to articles and books should be limited to published works, work in press or theses and dissertations cited in the paper. References should be listed in alphabetical order. Ensure before submission of manuscripts that all references cited in the text are listed under 'Literature Cited'. Following style and pattern should be adhered to while listing references under 'Literature Cited'.

Journal: **Scotland, R.W. & K. Vollesen 2000.** Classification of Acanthaceae. *Kew Bull.* **55:** 513-589.

**King, G. & R. Pantling 1896.** New Orchids from Sikkim. *J. Asiat. Soc. Bengal Pt. 2, Nat. Hist.* **64:** 329-344.

**Veldkamp, J.F., de Koning, R. & M.S.M. Sosef 1986.** Generic delimitation of *Rottboellia* and related genera (Graminae). *Blumea* **31(2):** 281-307.

Chapter: **Ashton, P.S. 1981.** Myrtaceae. In:

Dassanayake, M.D. (Ed.), *A Revised Handbook to the Flora of Ceylon*. Vol. 2. Oxford & IBH, New Delhi. pp. 403-451.

Book: **Sanjappa, M. 1992.** *Legumes of India*. Bishen Singh Mahendra Pal Singh, Dehra Dun.

Thesis: **Vatsala, P. 1964.** *Studies on the Cytology and Evolution of Orchidaceae with special reference to Orchids of South India* (unpublished). Kerala University.

In the text, references should be given as Matthew (1996) or when appropriate, as (Matthew, 1996). If there are two authors, they should be connected in the text with '&'.

**Index to Scientific Names:** In larger taxonomic works, Index to scientific names should be provided and placed after 'Literature Cited'.

**Illustrations/Figures and Photographs:** Publication of papers may be delayed and cost is increased when illustrations/figures have to be redrawn or relettered by the printers. So authors may comply exactly with the following instructions:

Illustrations/figures should be professionally drawn in black ink on bristol board or tracing film. The figures should be scanned at 1200 dpi and send as a separate file in TIFF format. Each illustration/figure should be labeled with the name of the first author in the upper right hand corner. Individual drawings in each plate should be arranged neatly and labeled in lower case alphabets (a, b, c) sequentially. The maximum print area available for illustration/figures on a page is 23 × 15.8 cm. So a full page illustration/figure can occupy an area of 22 × 15.8 cm excluding the space for legends, its vertical half (one column) 22 × 7.6 cm and horizontal half (two upper/lower half columns) 11 × 15.8 cm. The original should be strictly actual to or proportionally larger than these sizes and not more than double (44 × 31.6 cm) these sizes. Illustrations/figures drawn proportional to double the print area available (44 × 31.6 cm) are preferred as they can be better reproduced.

Illustrations and figures should be placed after 'Literature Cited'. They should be preceded by legends printed double-spaced on separate pages. Indicate in the margins of the manuscript where they should be placed. Illustrations/figures and photographs should

be cited in the text as **Fig. 1** or **Figs. 1, 2**, etc.

Numbering of photographs in plates should be done with lower case English alphabets (a, b, c) at the right hand bottom corner in such a way that it should not overlap with and have safe distance from the gap line width. Illustrations should also be numbered with lower case English alphabets. Colour photographs are included at author's cost (Rs: 1,500 per photo/photoplate).

**Tables:** Tables should be prepared in such a way that they can be printed in full page or in vertical! horizontal half page. It should be presented at the end of the manuscript after 'Literature Cited' and before illustrations and sequentially numbered. Indicate in the margin of the manuscript where the table should be placed. Table should be cited in the text as **Table 1** or **Table 1, 2**.

Manuscripts not conforming to the above mentioned pattern will not be processed as editors may not be in a position to rearrange the manuscripts. However, authors shall be informed to send another set of manuscript complying with these suggestions. So authors are requested to take utmost care when they prepare and organise their papers.

**CD Submission:** Authors should send a soft copy version on CD. Do not mix draw files with text files and never include illustrations in text file. If illustrations are sent on digital files, it is essential that they are saved in their original format (uncompressed TIFF, 1200 dpi). Individual photographs should be submitted as separate attachment. If provided as photoplate, it should have been done using photoshop in higher resolution.

**Page Proof:** Page proof of the paper (soft copy) is sent to the corresponding author together with instructions for proof correction. Authors are requested to return corrected proofs within 72 hours to the editorial office. It is author's full responsibility to correct the proof. Only typesetting errors may be corrected. Extensive alterations may delay publication and will be charged to the author.

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**Cover Photographs:** Each cover of *Rheedea* may normally have an illustration/figure/ photograph corresponding to one selected article published in that issue. Authors are encouraged to submit for eventual selection as a cover photograph of a glossy print of high quality, preferably of 15 × 10 size, in horizontal format.

**Communication of Manuscript and Correspondence:** All manuscripts and correspondence related to manuscripts may be addressed to *Prof. M. Sabu, Executive Editor, Rheedea, Department of Botany, University of Calicut, Calicut University P.O. - 637 635, Kerala, India.*

E-mail: rheedeaeditor@gmail.com

## *Essential Checklist for Contributors*

1. **Scope:** Taxonomy and taxonomy related papers on flowering plants.
2. **Number of Copies to be Submitted:** One copy of manuscript along with a soft copy (including illustrations, photographs, tables, etc.).
3. **Paper size:** A4
4. **Language:** Consistent British/ American English.
5. **Typing:** Using computer.
6. **Spacing:** Strictly double spaced and only on one side of the paper.
7. **Margin:** 3 cm left, 2.5 cm right, top and bottom.
8. **Pagination:** Upper right hand corner.
9. **1<sup>st</sup> page:** Title, author and affiliation only.
10. **2<sup>nd</sup> page:** Abstract and keywords only.
11. **3<sup>rd</sup> page:** Title (without author and affiliation) and main text.
12. **Acknowledgements:** Minimum, devoid of adjectives and in a separate page after the text.
13. **Keys:** Bracketed.
14. **New Taxa/New Reports/New Combinations/ New Status, etc.:** Finalised after consulting relevant type materials or their photographs.
15. **Literature Cited:** Strictly bringing all references cited in the text under this head.
16. **Illustration:** Professionally drawn in India ink on bristol board or quality tracing film, preferably the first, with numbers in Arabic numerals in the lower left hand corner and first author's name in the upper right hand corner.
17. **Photoplates:** Individual photographs of high contrast pasted without gaps (rest as indicated for illustration).
18. **Numbering:** Illustrations and photographs as Figures in Arabic numerals as mentioned above and individual components in them in lower case English alphabets (a, b, c, etc.).
19. **Size (Illustrations, photographs and tables):** 22 × 15.8 cm, 22 × 7.6 cm, 11 × 15.8 cm or proportionately larger unto their double size.
20. **Legends:** On separate pages, strictly double spaced.
21. **Disk Submission:** Shall include all the components (full manuscript including legends and tables, illustrations and photographs in JPEG/ TIFF format) in a CD labeled with title and authors.
22. **Sequence of Arrangement:** Covering letter with three or four potential referees (optional), title page, abstract and keywords page, text, acknowledgements, figures and legends.
23. **Manuscript Number:** A must in all follow up correspondences.

*For more details refer to Rheedea 24(2), 2014 or [www.iaat.org.in](http://www.iaat.org.in)*