

# **GAYANA BOTANICA**

## Instructions for authors

### GENERAL

One volume appears annually, divided in two numbers.

The journal welcomes works carried out by scientists of all nationalities, and may be written in either English or Spanish. The journal receives works in systematic, taxonomy, floristic, ecology, physiology, morphology, development, conservation, cytology and phytochemical botany.

Systematic, taxonomic, floristics, cytological and phytochemical studies should be backed up by material deposited in state herbariums or other institutions readily accessible to the scientific community and recognized by *Index Herbariorum*.

Also receives books for review, notices of scientific events, and obituaries, which are published free of charge after acceptance.

Manuscripts must be submitted electronically, in order to expedite the review process, it should be upload through our editorial platform, as Word document (.docx) or PDF, in addition to the corresponding figures. If you need help for upload your manuscript, you can read instructions step by step (for now, is only in Spanish) in the follow link: [http://www.gayanabotanica.cl/journal\\_files/ayuda-enviar-ms.pdf](http://www.gayanabotanica.cl/journal_files/ayuda-enviar-ms.pdf)

The former email [gayanabot@udec.cl](mailto:gayanabot@udec.cl) can be used only to communicate other matters or papers submitted previously.

### MANUSCRIPT REVIEW

Articles are normally sent out for review by at least two peers, one of whom will usually be a member of the editorial board. Our goal is to deliver a first editorial decision within 60 days, and to publish all accepted papers within nine months of submission date.

### PAGE CHARGES

Authors will be charged 50 US\$ per page. Members of the Botanical Society of Chile will be eligible for reduced page charges from 2004.

### 1. MANUSCRIPT FORMAT

- ❑ Use bold capitals and small letters for main headings, in English and Spanish.
- ❑ Write a short title (< 10 words) in the page header.
- ❑ The title is to be followed by the authors' names written in lower case, followed by their postal addresses and e-mail address of the corresponding author.
- ❑ Manuscripts are to be written in Times New Roman font, size 12, at 1.5 line spacing, right-aligned. The title for each section in capitals letters (centred), and small capitals (left-justified) for subheadings (example: TREATMENT). Do not underline. Start the first paragraph of each section without indentation, but indent all successive paragraphs of that section, without skipping a line.
- ❑ Number all pages, and number the lines.
- ❑ The text will normally be organized in the following sections: ABSTRACT (in English), KEY WORDS (up to 5 words or terms: do not include words that appear in the title), RESUMEN (in Spanish), PALABRAS CLAVE (up to 5 words or terms: do not include words that appear in the title), INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, REFERENCES.
- ❑ Fusion of RESULTS AND DISCUSSION is discouraged. Consult the editor if for some reason a different manuscript structure is required or desired.
- ❑ Use *italics* for scientific names and Latinisms.

- ❑ The first time a given species, subspecies or variety is cited, the full botanical name must be used, including author(s). Names are to be abbreviated according to *R.K. Brummitt & C.E. Powell (eds) Authors of Plant Names* (also in IPNI <http://www.ipni.org/index.html>).

## 2. FIGURES

- ❑ Figures (graphs, drawings and photographs) are to be numbered consecutively with Arabic numerals.
- ❑ The plates (figures made by multiples images) must be prepared and submitted as a single file. Each subfigure must be named correlatively (e.g., Figs. 1a, 1b, 1c).
- ❑ Do not put a frame around graphs.
- ❑ Drawings must be of high contrast, high quality, with lines of appropriate thickness for reduction, and must include a scale.
- ❑ Use Metric System for units and symbols, separate the decimals with point (0.5) for English text, and with comma (0,5) for Spanish text.
- ❑ The photos (b & w or colour) must be scanner with high resolution (> 300 dpi), images format (jpg, tiff, png, etc.) separated, label with the principal author name (e.g., Perez\_fig1.jpg)
- ❑ The figure captions are to appear together on a separate sheet at the end of the text, in Spanish and English, separated by a slash (/).
- ❑ Captions should be concise but informative: readers should not have to consult the text to make sense of the Figure.

## 3. TABLES

- ❑ Tables are to be numbered consecutively with roman numerals, and headed by a concise caption in English and Spanish, separated by a slash (/).
- ❑ Captions should be concise but informative: readers should not have to consult the text to make sense of the table.
- ❑ Tables must be created with the Word table editor (**do not use tabs and spaces to create tables**).
- ❑ Each table starts on a separate sheet.

## 4. STUDIED MATERIALS

- ❑ Data for the plant material studied should be ordered in the following sequence: Country (in CAPITALS); Region; Province (Prov.); locality; date; surname of collector and sample number; abbreviation of the herbarium where the material has been deposited (in CAPITALS and in parentheses). Example: CHILE, Region of Atacama, Prov. Huasco, road from Vallenar to San Felix, km 45, 1.280 m. 24-VII-1984, Pérez & Rojas 693 (CONC).
- ❑ If many species are dealt with, an index of scientific names and an index of collectors must be included at the end of the text.
- ❑ If there are a large number, an index to specimens examined is placed at the end of the paper, following the References. It is arranged alphabetically by collector, followed by collection number, followed by the number of the taxon in the text. Names (including initial(s)) of first and second collector are provided, “et al.” if three or more.
- ❑ The herbaria names are abbreviated according to *Index Herbariorum* (<http://sweetgum.nybg.org/ih/>).
- ❑ The geographical coordinates are written in degrees, minutes, and seconds.

## 5. VOUCHERS AND GENETIC SEQUENCES

- ❑ If the paper presents original data, associated herbarium vouchers are cited.

- ❑ Nucleic acid or protein sequences corresponding to equal or greater than 50 nucleotides are entered into an appropriate data bank, e.g., GenBank/EMBL. The accession numbers are provided before publication.

## 6. CITATIONS

- ❑ The list of REFERENCES is to include only the references cited in the text, ordered alphabetically by the author's surname, listed without enumeration. The authors must be written in small capitals (SMALL CAPITALS).
- ❑ Do not abbreviate journal names, and give volume number and issue.
- ❑ Citations in the text must include the author's surname and the year, without a comma in between (e.g., Smith 1952, 1956, 1960). If there are two authors, use ampersand (e.g., Marticorena & Quezada 1985). If there are more than two authors, name only the first, followed by "et al." (e.g., Stuessy *et al.* 1991). If there are several articles by the same author in the same year, use letters to identify the respective publications (e.g., Reich *et al.* 1998a, 1998b, 1998c).

For journals:

RUIZ, E., CRAWFORD, D.J., STUESSY, T.F., GONZÁLEZ, F., SAMUEL, R., BECERRA, J., SILVA, M. 2004. Phylogenetic relationships and genetic divergence among endemic species of *Berberis*, *Gunnera*, *Myrceugenia* and *Sophora* of the Juan Fernandez Islands (Chile) and their continental progenitors based on isozymes and nrITS sequences. *Taxon* 53(2): 321-332.

For books:

COOKE, R.C., WHIPPS, J.M. 1993. *Ecophysiology of Fungi*. Blackwell Scientific Publications, London. 337 pp.

For book chapters:

STUESSY, T., TAYLOR, C. 1995. Evolución de la flora chilena. In: Marticorena, C., Rodríguez, R. (eds.), *Flora de Chile*, Vol. 1, pp. 85-118. Ediciones Universidad de Concepción, Concepción, Chile.

For thesis (acceptable only when no alternative source is available):

CRUZ, G., LARA, A. 1981. Tipificación, cambio de estructura y normas de manejo para Ciprés de las Guaitecas (*Pilgerodendron uviferum* (D.Don) Florin) en la Isla Grande de Chiloé. Tesis Ingeniería Forestal. Facultad de Ciencias Forestales, Universidad de Chile. Santiago, Chile. 215 pp.

For web pages (acceptable only when no alternative source is available):

SHACKLE, L. 1998. Citing Electronic Resources. Arizona State University Libraries. URL: [http://www.asu.edu/lib/noble/library/cit\\_elec.htm](http://www.asu.edu/lib/noble/library/cit_elec.htm) Accessed: September 29, 2000.

- ❑ Do **not** cite conference proceedings.

## ACKNOWLEDGMENTS

A maximum of 30 words is considered.

## TAXONOMIC STUDIES

- ❑ Plant names should follow the International Code of Botanical Nomenclature.
- ❑ The bibliography in scientific names must be written like in Example 1.
- ❑ Species entries are organized as follows: name, Latin diagnosis (if necessary), description, distribution, specimens examined. The commentaries follow the same order, e.g., diagnostic characteristics, distinction from similar species variation, distribution and ecology, nomenclature and typification, uses.

- ❑ If the author of the paper submitted is making the lectotypification, the phrase “designated here” is used.
- ❑ Exclamation points are used for specimens examined, and types not seen are indicated as such (e.g., CONC!, SGO not seen).
- ❑ One paragraph per basionym is used as follows:

Example 1: *Acaena venulosa* Griseb. Syst. Bemerk. 30, 1854. *Acaena laevigata* W.T.Aiton var. *venulosa* (Griseb.) Reiche, Anales Univ. Chile 98: 171. 1897. *Acaena magellanica* (Lam.) Vahl subsp. *venulosa* (Griseb.) Bitter, Biblioth. Bot. 17(74): 168. 1910. *Acaena magellanica* (Lam.) Vahl subsp. *venulosa* (Griseb.) Bitter var. *glabrescens* Bitter, Biblioth. Bot. 17(74): 168. 1910. TIPO: Chile. “Penins. Brunswick: in collibus pr. Sandy Point, m. Octobri.” *Lechler 978c* (lectotypus, designated here, M!; isotypus B!).

- ❑ Synonyms based on different types are placed in separate paragraphs, each beginning with the basionym, followed by other combinations (if appropriate), and citation of the type.
- ❑ A brief Latin diagnosis for each new taxon is provided rather than a complete Latin description.
- ❑ Use the metric system of weights and measures, separating decimals with a dot for texts in English (0.5), or with a comma (0,5) if the language is Spanish.
- ❑ Use an indented format for plant identification keys.

#### **BRIEF COMMUNICATIONS**

In addition to regular paper, *GAYANA BOTANICA* welcomes Brief Communications of up to 2000 words, counting from abstract/resumen to acknowledgments. This type of article is suitable for rapid publication of specific observations of regional interest, comments on other articles published in the journal, and studies based on small data sets involving few variables.

- ❑ The text include title, author(s), address(es), resumen (Spanish), main text, acknowledgments and references.
- ❑ The authors’ names written in lower case, followed by their postal addresses and e-mail address of the corresponding author.
- ❑ Do not include key words.
- ❑ The title is to be written in upper case in both Spanish and English, bold Arial font, size 12, and must clearly express the essence of the paper, e.g.: **New southern limit for *Nothofagus glauca* (Phil.) Krasser.**
- ❑ A brief (< 50 word) abstract only in Spanish is to appear immediately below the author’s names and addresses.

#### **ELECTRONIC REPRINTS**

The corresponding author will be sent an electronic version (PDF) of his or her paper published in *GAYANA BOTANICA*. This measure, will enable the author to disseminate his or her work through any way.

***GAYANA BOTANICA* is an Open Access Journal**