

BLUMEA

An international journal containing papers on descriptive botany (taxonomy, geography, morphology / anatomy) of Phanerogams as well as Cryptogams (excluding Fungi). Geographical coverage parallels the focuses of the Nationaal Herbarium Nederland (Africa, south of the Sahara; Malesia; South America, especially the Guiana's).
The language is English.

Checklist for the preparation of manuscripts

Structure of the manuscript

Language

Use British English throughout, with spelling following the Cobuild English Dictionary (HarperCollins Publishers, London). Summaries in other languages using the Latin alphabet may be included.

Title

Start with a concise and informative title, followed by the name(s) and address(es) of the author(s). In taxonomic papers the family name should be included in the title. Avoid citing authors of plant names in headings.

Summary

Each paper should be provided with a summary not exceeding 250 words.

Keywords

Provide, on a separate line, up to 7 key words.

Keys

For keys the bracketed type is compulsory. Do not space items by typing blanks or dots!

Citations

Citations in the text should be as follows (please note the absence of comma's between author and year!):

- One author: Lam (1932) or (Lam 1932) or Lam (1932: 288).
- Two authors: Smith & Gomez (1990) or (Smith & Gomez 1990).
- Three or more authors: Smith et al. (1990) or (Smith et al. 1990). But give all author names in the References.
- Multiple references when within parentheses (Liu 1977; Smith 1989, 1990).
- Do not use "l.c." to refer to a full citation given earlier, but repeat the full citation..

Citations in synonymy blocks should include *author and year* only, as follows:

- *Hemarhtria longiflora* (Hook. f.) A. Camus (1922) 380
- *Rottboelia longiflora* Hook. f. (1869) 154

The full citation, including titles of papers, book titles, journal names, etc., must be added to 'References' in the format that is used in that section.

Abbreviations

For both authors and journals Blumea follows the standard abbreviations used by IPNI (www.ipni.org). These are also available in R.K. Brummitt & C.E. Powell (eds.) 'Authors of Plant Names' (APN), Royal Botanic Gardens, Kew, and in 'Botanico-Periodicum-Huntianum' (BPH).

Species names

On subsequent use, genus names may be abbreviated (*R. longiflora*) except when they are the first word in a sentence.

Specimens

Citation of collections in full (including locality data, dates, etc.) is only permitted for type specimens and for the (usually few) specimens of new taxa. Other specimens should be included in an Identification List.

The order of the parts of specimen citations (type specimens, specimens of new taxa) should be: *collector + number* (herbaria), locality (country, province, etc.), date. Note the use of italics for collector and number.

References

The list of references should contain *all references cited in the text and in the synonymy of the species*. Please follow this guideline strictly. It is intended to increase the visibility of taxonomic literature to the various citation indexing services.

Citations in the 'References' should be as follows:

For books, e.g.:

- Hillis, W.E. 1987. Heartwood and tree exudates. Springer Verlag, Berlin.

For chapters in a book, e.g.:

- Esau, K. 1964. Structure and development of the bark in dicotyledons. In: M.H. Zimmermann (ed.), The formation of wood in forest trees: 37--50. Academic Press, New York.

For journals, e.g.:

- Bailey, I.W. & C.G. Nast. 1945. Morphology and relationships of *Trochodendron* and *Tetracentron*, 1. Stem, root, and leaf. *J. Arnold Arbor.* 26: 143--154.

Format

- Always write out the name(s) of author(s) in full, i.e., do not replace author names with a long dash, when the author(s) is (are) the same as in the immediate preceding citation(s).
- Use only a period, without a space, between the initial(s) of an author's name.
- Leave one space between the volume number with colon and page numbers in a journal article.
- Literature abbreviations of journals should preferably be according to *Botanico-Periodicum-Huntianum*.
- Use double hyphens between page numbers, e.g., *J. Arnold Arbor.* 10: 72--81.
- Do not use italics or bold in the references.

Sorting

References and specimens lists should be sorted following international standards. Please note that (Dutch or otherwise) names with prefixes (Van, De, Van de, Mc, Mac, etc.) should be sorted on the first letter of the prefix: Van Steenis will appear under the letter V; De Vogel under the letter D, etc.

Figures and tables

Captions of all illustrations must be given on a separate page in the manuscript, figures and tables themselves in a separate file. Citations in the text should be in numerical order as far as possible.

Index

At the end of large papers an index of scientific names should be given, preferably referring to the taxon numbers.

Always check the latest issues of *Blumea* for guidance. Make your descriptions with headings etc. conform to *Blumea* standards!

Preparing text: fonts and lay-out

- Scientific names, family names excepted, should be in italics. All other font attributes will be applied by the editors. If you wish, you may highlight a word by using italics or bold.
- Please indicate fonts using font attributes only. Do not type uppercase except for initials.
- Place major headings on a separate line.
- Do not indent or tabulate items using spaces. Indentation, where necessary, will be applied by the editors. Separate tabulated items with single tabs.

Measurements

- Use metric units throughout the descriptions – m, cm, mm
- .For fractions of numbers the decimal system is preferred.
- Use a double hyphen for ranges of quantitative values, e.g., 4--10 mm, (5--7--9 cm, without spaces.
- Indicate length and width clearly when used in isolation (3 mm long), or combine using “by” (3 by 4 mm), not “x”.

Preparing illustrations

- Illustrations may be grayscale or colour illustrations with a resolution of at least 300 DPI, or line illustrations with a resolution of 1200 DPI. Please use a size that is at least equal to the printed size.
- If you want to combine photographs (or drawings) into plates, include the separate photographs with a clear indication how they should be combined. Maximum page dimensions for a plate are 120 x 190 mm.
- Magnifications should be indicated by a scale bar in the image.

Costs of colour photographs

Blumea will print colour photographs, but the author may be required to pay for the additional printing costs. Please inquire. Current printing costs for colour illustrations is 300 EURO per printing sheet (containing 8 pages).

Submitting the manuscript

Electronic manuscripts

Submission of electronic manuscripts is encouraged.

For reviewing purposes, manuscripts in PDF-format or print-outs are acceptable, in that case, use double spacing, at least 1-inch margins all round, and format for A4 (not Letter).

For the final submission of the manuscript, use either MS-Word (use Office 2003-format), or RTF for text. Illustrations should be submitted as separate files (JPEG, TIFF, AI or EPS), and not be embedded in Word or PowerPoint. Size of the image should be equal to or larger than the intended size in print, using 1200 DPI for line-art, 300 dpi for grayscale or colour (CMYK). Preferably use an uncompressed format (TIFF or PSD is preferred), use TIFF-LZW compression only for line-art, and compression for JPG only in highest quality. If you combine separate files into a single file, ZIP-format is preferred.

Please consult us before using any other file types.

Printed manuscripts

Typed manuscripts are considered when they strictly follow the following format:

- Apply double spacing throughout the manuscript
- Use margins of at least 1 inch (2.5 cm) all round
- Print one-sided only

Illustrations should be either black-and-white photographs printed on glossy paper or text figures executed in India ink (preferably *not* on transparent or tracing paper), or photographic reproductions thereof.

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