

Harvard Papers in Botany Authorship Checklist

WHAT TO SUBMIT

1. A double-spaced manuscript with approximate locations of tables and figures indicated. Editable .doc files are preferred. Both English and Spanish-Castilli
2. An electronic copy of the manuscript emailed to the Managing Editor (papers@oeb.harvard.edu) and your designated Subject Editor. Include "DRAFT: [First Author]" in the title of the email."
3. Names of at least three potential reviewers for your manuscript. Please include their names, institutions, and email addresses.
4. A completed checklist.

Accepted papers go through a rigorous editorial process for both context and form. Before printing, proofs will be sent to the authors for final review.

Authors of each paper receive a high-quality Adobe PDF of their article as well as one free copy of the journal.

CHECKLIST FOR CONTRIBUTORS

Please complete this form and return it with the submitted version of your manuscript.

1. _____ All references cited in the text are listed in the "Literature Cited" section and vice-versa;
2. _____ All genera and species are accompanied by their author(s) when they are first cited in the text;
3. _____ Author names are abbreviated according to *Authors of Plant Names* (Brummitt and Powell, IPNI, etc.);
4. _____ Every name at or below the rank of genus has been checked in IPNI or TROPICOS (if a name does not appear in these indices but it has been validly published, please provide the corresponding bibliographic reference separately);
5. _____ Periodicals are abbreviated according to *Botanico-Periodicum-Huntianum* and book titles according to *Taxonomic Literature II*;
6. _____ All periodical and book citations are accurate (volume, pages, year);
7. _____ Styles and formatting are removed from both Preferences and AutoCorrect (in the tool menu) in MS-WORD;
8. _____ All changes are accepted/rejected in "Track changes" in MS-WORD;

Send a copy of the final version of your manuscript in one of the following formats (please check). _____

Please suggest a running head for your paper:

Please provide a complete address, including phone, and email address, where you would like to receive galley proofs:

Email all questions to papers@oeb.harvard.edu