

NEW GUIDELINES FOR AUTHORS

SCOPE

Thai Forest Bulletin (Botany) (TFB) publishes papers on plant taxonomy, nomenclature, phylogeny, systematics, plant geography, and floristics, and in morphology, palynology, cytotaxonomy, chemotaxonomy, anatomy and other relevant disciplines. Submissions should have relevance to Thailand and adjoining countries (Myanmar, Laos, Cambodia, Vietnam and Peninsular Malaysia).

All manuscripts are peer reviewed. Manuscripts are considered on the understanding that their contents have not been published, or will not be published, elsewhere in the same or abbreviated form.

To speed up the processing of your manuscript please follow these guidelines precisely. Failure to do so will result in delays to publication.

SUBMISSION OF MANUSCRIPTS

Authors must submit their manuscript via the *Thai Journal Online* (ThaiJo) website. Please go to www.tci-thaijo.org/index.php/ThaiForestBulletin/index and follow the instructions. When a paper is written by more than one author, a corresponding author must be nominated. The number of illustrations should be limited to the minimum essential to support the article. There is no charge for colour illustrations.

Once articles accepted for publication have been copyedited, proofs will be forwarded to authors for checking and for making essential typographical corrections, but not general revision, alteration, or changes to illustrations. Authors will have the opportunity to review final proofs before the article is published. TFB reserves the right to maintain a consistent style.

When the Journal is printed, each author will receive three copies of the journal.

FORMAT & LAYOUT

General

- All text is double spaced and aligned to the left but not justified.
- Page numbers must be added to manuscripts (e.g., from the 'Insert' menu in MS Word). Footers are in 10 pt Times New Roman.
- All other text is in 12 pt Times New Roman.
- Do not use contractions such as didn't/don't etc.
- Do not embed illustrations within the text. All the text should run in a single continuous section, followed by a page break, followed by figure captions, followed by a page break, and finally a page for each illustration. For the revised submission, you must submit your illustrations separately from your article.
- Italics are used for the following: plant names at genus level and below (e.g., sect. *Rotundi*, *Cyperus rotundus*); collector names and numbers in specimen citations (e.g., *Kerr 12345*); genes and gene regions (e.g., *rbcL*, *matK*, *trnL-F*); *sensu lato* (*s.l.*), *sensu stricto* (*s.s.*) and *et al.* Do not italicise any other words, phrases or abbreviations.

- Bold is used for the following: headings (e.g., **INTRODUCTION**) and subheadings; accepted names at the start of a species description (e.g., **Dioscorea inopinata** Prain & Burkill); abbreviations to indicate a new genus (**gen. nov.**), new species (**sp. nov.**), new subspecies (**subsp. nov.**), new variety (**var. nov.**), new name (**nom. nov.**), new combination (**comb. nov.**), a change in rank (**stat. nov.**), a new combination at a different rank (**comb. et stat. nov.**), a new synonym (**syn. nov.**); nomenclatural terms such as **nom. illeg.**, **nom. inval.**; herbarium codes (e.g., **BK**, **BKF**, **L!**, **L?**) but the codes should not be in bold in the text when not associated with specimen citation, for example in the Acknowledgements. Do not put any other words, phrases or abbreviations in bold.
- Numbers one to nine are written out in full unless in a measurement or in a taxonomic description (e.g., four samples, 2 cm, 35 sites, 6 km). Use 0.12 instead of .12; use % instead of percent. Insert a comma to indicate thousands in numbers from 1,000 and above e.g., 1,125,984 not 1125984.
- No full stops are added after common contractions (e.g., Asst, Dr, eds, Mr, Mrs, Mt, ca), nor after points of the compass (N, S, NE etc.), nor after abbreviations for units of measurement (e.g., mm, cm, ft, km). Include full stops after other abbreviations (e.g., ed., fl., fr., Prof.).
- Use subsp., var. and f. for subspecies, variety and form respectively.
- Months are formatted as follows: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.
- Give the year in full, for example 1991 not /91.
- Use en-rule hyphens (available through insert advanced symbol in MS Word, or Unicode U+2013, or Alt+0150, or option+hyphen on a Mac) in measurements and ranges e.g., 1–3 mm, 2–3 years, Jan.–Mar.
- Use the multiplication symbol × (available through insert advanced symbol in MS Word, Unicode: U+00D7, or Alt+0215) in measurements, e.g. 5–10 × 2–5, and in names of hybrids.
- Tables are submitted on separate pages, as are captions for illustrations.
- Herbarium acronyms (e.g., BKF, KKU, TCD), follow *Index Herbariorum* (<http://sweetgum.nybg.org/science/ih/>).
- Authors are cited on first mention of plant names at genus level and below in the body of the manuscript. In the title and abstract, authorities of names are usually not included.
- Citations of plant name authors follow the *International Plant Names Index* (IPNI) standards (<http://www.ipni.org/ipni/authorsearchpage.do>).
- Generic names are written out in full when they start a sentence.

Headings

- Headings are in bold type, capitalised and centred.
- Subheadings are in bold type but not in capital letters or centred.
- The hierarchy of headings and subheadings should be sensible and consistent. Bulleted lists should not be used.

Keys

- Keys are indented. Couplets are always numbered and taxon names are in bold and not italicised.

Synonyms

- Homotypic synonyms are listed in chronological order after the accepted name, followed by separate paragraphs of heterotypic synonyms, also with their respective homotypic synonyms in chronological order.
- New synonyms are clearly marked as ‘**syn. nov.**’

Types

- Type specimens must be cited for each name, wherever possible.
- Do not use abbreviations for type citations such as “holo.” and “iso.”
- The herbaria in which the type (e.g., holotype, lectotype, neotype, epitype or syntypes) is deposited is cited when known.
- Herbaria that are definitely known to hold isotype material are listed.
- If applicable, lectotypes, isolectotypes, neotypes or epitypes that are being designated are indicated clearly as such (e.g., ‘designated here’), or if they have been chosen previously a reference is given: e.g., Papua, Boridi, *Carr 12345* (lectotype **K!**, designated by Bloggs [1977]; isolectotypes **BR!, L!**). Note that an exclamation mark (!) is used to indicate that the author has seen the specimen concerned.
- If applicable, the reasons why new lectotypes, neotypes and epitypes have been selected and the reasons for selecting a particular specimen should be explained.
- If applicable, type specimens are seen and are cited for new combinations.

Citation of specimens

- For new taxa, all material seen is to be cited.
- Only those label data that add significant information to localising the collection or field knowledge are to be cited.
- Label data are normally translated into English, but data for types can be left in the original language.
- It may be unwise to give precise localities for rare and horticulturally interesting taxa; this should be considered when citing label data in such cases and can be indicated by stating “precise localities have been omitted for threatened/horticultural taxa deemed at risk of over collecting or illegal harvesting” or similar.
- If appropriate, the number of collections examined is stated.
- Specimens examined from Thailand are to be cited in the following format, using em-dash hyphens (available through the insert advanced symbol option in MS Word, or Unicode U+0214):

Thailand.— FLORISTIC REGION: Province [locality, date, *collector + collection number* (**Herbarium code**)]. For example: Thailand.— NORTHERN: Chiang Mai [30 km W of Chiang Mai, 8 Nov. 1958, *Sorensen et al. 6072* (**C**); Doi Suthep, 19 Aug. 1912, *Kerr 2622* (**BM, K**); NORTH-EASTERN: Loei [Phu Kradung, near Park HQ, 2 Sept. 2001, *Bloggs et al. 2063* (**BKF!, L!**); Khon Kaen [near Chumphae, 31 Oct. 1993, *Bloggs & Smith 102* (**BKF!**)]. When there are several collections from any one province, list them alphabetically by locality, then collector. An ‘ibid.’ may be used if more than one collection is from the same locality.
- Cite all specimens seen from outside Thailand in the following format:

Country.— Province or State [locality, date, *collector + collection number* (**Herbarium code**)]. For example: Myanmar.— Mergui [Yangwa Khlong, 1 Mar. 1927, *Parker 2733* (holotype **K!**); Yangwa Khlong, 1 Mar. 1927, *Parker 2736* (**K!**)].
- If two collectors are given for the collection to be cited, then include both: *Pooma & Utteridge*. If three or more collectors are given, please use the first, e.g., *Pooma, Suddee & Utteridge* will be cited as: *Pooma et al.*, except when citing the type for the description of a new species, which should include all collector names.
- Citation for herbarium specimens when the barcode is known should be as in the following example: (isotype **GH** [001044323!], **BKF, K**). In some cases, the barcode will include letters, such as the herbarium acronym, as an integral part of the barcode, e.g. **K** [K001044323!].

- In cases of long-standing confusion, there may be a case for citing all specimens seen, but, if so, please reduce details to a minimum (collector, collection number and herbarium where the specimen is located).
- Either an exclamation mark (!) in bold is used to show that a specimen has been seen, or it is stated in the introduction that “All cited specimens have been seen by the author”. Note that exclamation marks are always required for type specimens.
- Where authors have examined images of herbarium specimens online, please indicate that a digital image was seen by using ‘photo seen’, for example: isotype *Kerr 7777* (**P** [P0178565] photo seen).
- Spellings of place names follow those given by the *US Board on Geographic Names* (<http://geonames.nga.mil/namesgaz/>), wherever possible. Provinces, Districts, and Subdistricts should follow the Office of the Royal Society (http://www.royin.go.th/?page_id=633). However, the original place names should be retained in type specimen citation.
- Vernacular names should follow Pooma & Suddee (eds). (2014). *Tem Smitinand’s Thai Plant Names, Revised Edition*. When the name is not in this book, transcriptions should follow the Office of the Royal Society (Royal Academy) of Thailand recommendations listed on pages 3–6 of *Tem Smitinand’s Thai Plant Names* book.
- Elevation is cited in metres to the nearest 50 m. Altitudes in feet on labels are converted to the nearest 50 m with the original label altitude given in square brackets. Type specimens should cite the elevation as given on the label and not converted.
- Latitude and longitude (in this order) are cited for obscure localities.

Format and layout of accounts of new taxa

- New taxa accounts are laid out as in the MS Word document, see <http://www.dnp.go.th/botany/PDF/TFB/TFBnewtaxon.pdf>. Note the positions of indents and use of spaces, bold and italics.
- A short diagnosis in Latin or English compares the new taxon with one or more related taxa. No more than three author names should be cited after the plant name.
- The full description is in English.
- Types of new species are cited in abbreviated form after the diagnoses and repeated in full with the cited specimens.
- Wherever possible, conservation ratings are given using the criteria in IUCN (2012). *IUCN Red List Categories and Criteria: Version 3.1, Second Edition*. IUCN Species Survival Commission. IUCN, Gland, Switzerland and Cambridge, UK (<https://www.iucnredlist.org/resources/categories-and-criteria>).

Format and layout of accounts of taxa in revisions

- Taxon accounts in revisions are laid out as in the MS Word document below. Note the positions of indents and use of spaces, bold and italics.
- Conservation ratings are given wherever possible.

Data

- All DNA sequences must be deposited in one of the international nucleotide sequence databases, either EMBL (www.ebi.ac.uk/embl/) or GenBank (www.ncbi.nlm.nih.gov/) and the appropriate reference given in the paper.
- For phylogenetic analyses all appropriate supporting statistical data and measurements are provided.

- Voucher specimens documenting sources of morphological and molecular data are listed and the herbaria in which they are deposited is cited.

PAPERS SHOULD BE STRUCTURED AS FOLLOWS:

(i) Title

- The wording should be concise but informative and, where appropriate, should include the family or higher taxon and a geographical area.

(ii) Authors

- Authors' names are placed below the title.
- Addresses are placed in a footer on page 1; email addresses should be included where available.
- Authors' names and addresses are linked by a superscript number, e.g., J.M. Lock¹. Note, using Insert Footnote in MS Word will automatically number and format such footers.

(iii) Abstract

- Placed below the Authors.
- The heading 'ABSTRACT' is in capital letters and is on a line above the following text.
- The Abstract should not exceed 200 words and indicates what the research set out to achieve, how it was carried out and the degree to which the objectives were reached. It should include the names (but usually not the authorities) of all new taxa described and new combinations unless the number is very large. The methods and main conclusions should also be summarised.

(iv) Key words

- Placed below the Abstract.
- The heading 'KEYWORDS:' is in capital letters on the same line as the text.
- Up to seven keywords are provided, in alphabetical order, and they should not be copied exactly from the title – using a slightly different set of key words will allow indexing and abstracting services to search for the alternative terms.

(v) Contents

- For longer papers only, a list of contents placed below the abstract should be provided.
- For extensive taxonomic revisions an index to epithets at the end of the paper is provided.

(vi) Introduction

- Contains a clear outline of the rationale for the work and describes essential background information.

(vii) Main text of paper

- Presents the main research findings. With some papers – especially phylogenetic, statistical or anatomical ones – it may be appropriate to include sections describing 'Materials and Methods', 'Results' and 'Discussion', with each in capitals, in bold, and on the line above the following text. The Materials and Methods section should provide concise and sufficient information to allow the work to be repeated. The Results section should be concise and avoid repetition of data presented in tables and figures. The Discussion section should highlight the significance of the results and place them in the context of other work.

(viii) Acknowledgements

- These are to be kept brief but may include sources such as websites and databases etc. which have been used but are not given in the References. The full title of any institute which has an accepted Index Herbariorum acronym is not given.

(ix) References

- Abbreviated literature references cited in the text have the following formats depending on the context: Bloggs (1962), Bloggs (1962: 234). Where multiple references are together they should be listed in chronological order: (Bloggs, 1962; Another, 1976).
- Please do not use the following abbreviations: loc. cit. [same work, same volume, same page]; tom. cit. [same work, same volume, different page]; op. cit. [same work; different volume; different page].
- Full literature references are cited in various example formats as follows:
Dransfield, J. (1989). *Voanioala* (Arecoideae: Cocoeae: Butiinae), a new palm genus from Madagascar. *Kew Bulletin* 44: 191–198.
Li, H. (1979). *Arisaema*. In: C.Y. Wu & H. Li (eds), *Flora Reipublicae Popularis Sinicae* 13(2): 116–194. (in Chinese).
Gentry, A.H. (1986). Endemism in tropical versus temperate plant communities. In: M.E. Soulé (ed.), *Conservation Biology - The science of scarcity and diversity*, pp. 153–181. Sinauer Associates, Sunderland, Massachusetts.
Prance, G.T. (1989). Chrysobalanaceae. *Flora Neotropica Monograph* 9 (Supplement). The New York Botanical Garden, New York, 267 pp.
Thiers, B. (2015, continuously updated). *Index Herbariorum: a global directory of public herbaria and associated staff*. The New York Botanical Garden, New York. Available at <http://sweetgum.nybg.org/science/ih/>.
Uhl, N.W. & Dransfield, J. (1987). *Genera Palmarum: a classification of palms based on the work of Harold E. Moore, Jr.* Allen Press, Lawrence, Kansas for The L.H. Bailey Hortorium and the International Palm Society, Lawrence, Kansas, 610 pp.
- Page numbers are separated by an en-rule (i.e., 1–2).
- Part numbers of volumes are not included unless the parts are separately paginated.
- Genus and species are italicised in references, whether or not they were in italics in the original reference.
- Journal and book titles are cited in full and not italicised.

ILLUSTRATIONS

- All taxa newly described in the manuscript should be accompanied by a good quality line drawing or photograph.
- Information on voucher specimens used for the illustration is to be provided in the caption. Authorities are given for taxon names in captions.
- The TFB printed area is 210 x 147 mm (including the caption).
- Line drawings and maps in Indian ink are drawn on smooth white card or plastic film, one-third larger than they are to appear. Figures are clearly labelled. Lettering and scale bars are clearly indicated (but can also be added electronically at BKF after the original is scanned). When lettering figures, “I” and “O” are not used.
- Photographs (‘Plates’) for continuous tone reproduction are of the highest quality. They show good tonal range and are absolutely sharp. They are either at the final size or slightly larger. Two copies of each are required, if submitted as hardcopy; good photocopies will then suffice for the review process, but transparencies or sharp prints are needed for reproduction. In composite plates the individual photographs will be

butted together unless that would create confusion, in which case a white space will be interposed. Composite plates can also be made up electronically at BKF, but a clear mock-up must be provided.

- Please compress figures in MS Word for emailing, etc. The originals are to be sent to the production office when the paper is accepted for publication.
- Line drawings and photographs may be submitted electronically in the following formats. Line drawings: 1200 dpi TIFF files; photographs: 300 dpi TIFF files. Submission on CD, DVD or by using online services is preferred. Please contact Dr Rachun Pooma if you wish to submit as an email attachment.
- Line drawings and plates are numbered in one sequence as figures (Fig. 1, etc.); maps are numbered separately (Map 1, etc.). Scale lines are given on the illustration (preferred for plates) or final (reduced) magnifications given in the caption (preferred for line drawings). Full or part-page illustrations are acceptable. Captions are brought together on a separate sheet.
- All illustrations and parts of composite artwork are referred to in the text.
- The person responsible for the illustrations (photographer or artist) is mentioned in the figure caption.

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