

## Guidelines for Contributors

Thank you for choosing our journal. Follow the guidelines for preparing manuscripts for smooth publication of your article.

*Rheede*a accepts the following type of manuscripts: Research article, Review papers, Correspondence, Short communication and Book review.

### General instructions

1. Manuscripts should be written in Times new roman font (12 pt size with 1.5 line spacing).
2. Manuscript must contain heading in the order: Title, Author(s) name, Author address, Email of author for correspondence, **Abstract, Keywords, Introduction, Methods and Materials, Taxonomic treatment** (*Vernacular names, Flowering & fruiting, Habitat, Distribution, Specimen examined, Conservation status and Notes*), **Acknowledgements, Literature cited.**
3. Tables must be incorporated along with the manuscript, following reference.

### Submission of Manuscript

All manuscripts should be submitted by online submission portal available in the journal website (<http://journals.iaat.org.in>). Authors are requested to register with the journal prior to submission. Authors can submit their manuscripts after a simple log-in using the user ID and password.

The receipt of the manuscript will be acknowledged with a reference number. Once a manuscript is submitted all correspondence regarding the submitted manuscript should refer to the reference number. Authors are encouraged to submit names, affiliation(s)/addresses, telephone and fax numbers and e-mail addresses of three or four potential referees for a manuscript in their covering letter. Addresses of the authors should be linked to author names by numbers in superscript. Opinions expressed in the articles published in *Rheede*a are the sole responsibility of the authors and publication does not imply the editors' agreement.

### Language

Articles should be consistently written in British/ American English. Authors are suggested to have their manuscript(s) checked for linguistic correctness before submission. The editorial office will inform authors on acceptance, revision or rejection of manuscripts after the completion of peer-review process.

### Title

The title of the manuscript and name(s) and affiliation(s)/adresse(s) of the author(s) should be placed on the first page of the manuscript. Title should be precise, informative and appropriate, preferably not exceeding 15 words and should be typed in regular and bold fonts. Plant names

are given in the title should be without author citation. Family name of the taxon should be given in brackets and the sub-categories of taxonomic ranks should be separated by a colon. Addresses of the authors should be linked to author names by numbers in superscript.

### **Running Title**

Authors are requested to suggest a running title for their articles.

### **Abstract**

All research articles and reviews must have an abstract. It should highlight the objectives, results and conclusions of the work. References should not be cited in the abstract. Plant names should be with author citation. It should contain minimum 40 words and maximum 200 words depending on the length of the paper.

### **Keywords**

Up to six words reflecting the subject covered in the paper should be given in alphabetical sequence separated by commas. Keywords should avoid words from the title as far as possible. It should be placed after the abstract on the second page of the manuscript.

### **Main Text**

Main text should start on the second page along with the title of the article, abstract and keywords. 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, *Vernacular names*, flowering and fruiting, habitat, etymology (for novelties), distribution, specimen(s) examined, conservation status (if any) and notes (if any).

Acknowledgements should be placed on a separate page. International System of Units (SI) should be used for all measurements in the description. Scientific names of genera and species should be given with author citation only when they are cited for the first time in the text. If species names appear repeatedly in the text, the genus name may be abbreviated. Scientific names of taxa should be in italics. Hyphens are to be used to link words. En-dash (–) should be used to indicate ranges of numbers in text and pages in Literature cited. Multiplication sign ‘×’ should be used in measurements of length and width.

#### **i. Taxonomic treatment**

Scientific names should be written in bold, followed by author citation (refer IPNI). Infrageneric or infraspecific ranks are abbreviated (section-sect., variety-var., forma-f.). In case of new taxa, the names should be properly formulated (*gen. nov.*, *sp. nov.*, *comb. nov.*, *stat. nov.*). Publications and author names should be abbreviated as in IPNI.

#### **ii. Synonyms**

Nomenclatural synonyms should be arranged chronologically after basionym irrespective of their rank. The references cited for the correct names, basionyms and synonyms should be avoided in ‘Literature Cited’ unless it is cited in the text. Pattern of citation should be

as appeared in the latest issue of *Rheedea*. Homotypic synonyms should be written continuously as a paragraph, heterotypic synonyms should be in different paragraph. Type should be written in the order—COUNTRY, **State**, locality, geographic coordinates, date, *Collector* Collection number (holo/iso/syn HERBARIUM ACRONYM!). Figure number should be right aligned at the end of typification.

### iii. **Description**

The description should begin without a heading. It should follow a logical order starting from—habit, root, stem, stipule, petiole, leaves, inflorescence, pedicels, bracts, bracteoles, flowers, calyx, corolla, androecium, gynoecium and seeds/achenes. Characters of organs should be followed by a period (.), sub-units separated by semi-colon (;) and character states separated by comma (,). Description of organ should be in the order—shape, size, base, margin, apex, texture, indumentum, color. Use metric scale for dimensions and SI units for measurements, separate dimension from units using a space. En-dash should be used to indicate numerical range, hyphen should be used to connect words and number to words. ‘c.’ should be used before dimension to indicate values based on a single specimen. Multiplication sign ‘×’ should be used in measurements of length and width.

Perennial, twining herbs, *c.* 25 cm long. Stem quadrangular, 2 cm diam., sparsely hairy. Leaf alternate; petioles 1–2 cm long, channeled above, pilose; laminae elliptic or ovate, 0.6–5.3 × 0.3–2.6 cm, base cuneate, margins serrate, apex acute-cuspidate, chartaceous, hispid above, pilose below, dark green above, wine-red below.

Sub-headings under Taxonomic treatment should follow the following order:

*Flowering & fruiting, Habitat & ecology, Distribution, Etymology, Specimens examined, Conservation status and Notes.*

### iv. **Citation of Specimens**

Specimens should be cited country-wise (in upper case) alphabetically and within the country in the sequence of region if any, state (in bold), locality, coordinates, elevation, date of collection, collector’s name (in italics), collection number and acronym of herbarium (in brackets and barcode of the specimen, if any). To indicate that the voucher specimen(s) [only those involve typification issues, not the general representatives] that have been seen by author(s) use an exclamation mark (!) after the herbarium acronym. However, if only the image of the herbarium specimen has been seen by the author(s), it should be indicated with an exclamation (image!). *Specimens examined* should be ordered alphabetically, within country, state and district, and follow chronological order. Collections from same locality should be denoted as ‘*Ibid.*’ Use abbreviation in italics like *s.loc.*, *s.d.*, *s.coll.*, *s.n.* in case of missing data.

*Specimens examined:* INDIA, **Meghalaya**, Shillong, 18.08.1886, *C.B. Clarke* 44566 (CAL!). **Sikkim**, *s.loc.*, 1881, *King s.n.* (CAL!). **Uttarakhand**, Dehradun district, 08.1897, *P.W.Mackinnon s.n.*; Mussoorie, 27.08.1898, *s.coll. s.n.* (CAL!). **West Bengal**, *s.d.*, Darjeeling district, Kalimpong, *J.Ripley* 1261128 (CAL!).

#### v. Keys

Bracketed dichotomous keys, preferably polythetic, should be strictly provided. Each couplet should be identified by a number and between couplets space should be provided. The following pattern should be followed

1. Plants armed; calyx lobes apically spinose; corolla yellowish to orange .....*B. prionitis*
1. Plants unarmed; calyx lobes not apically spinose; corolla bluish or purplish .....2
2. Flowers in dense spikes; seeds 4 per capsule .....*B. strigosa*
2. Flowers solitary in leaf axils; seeds 2 per capsule .....*B. integrisepala*

#### vi. New Taxa/New Status/New Combination(s)/New Report(s)

Authors who describe new taxa or propose new status or combinations in the publication are also advised to consult, besides experts in the particular plant group, the type materials or images of the closely allied taxa to authenticate the novelty and identity of the taxa. Authors who describe new taxa or propose new status or combinations in the publication are also advised to consult, besides experts in the group, the type materials or images of the closely allied taxa to authenticate the novelty and identity of the taxa.

#### vii. Acronyms of Herbaria

Acronyms/codes cited for herbaria should be as per Index Herbariorum (<http://sweetgum.nybg.org/science/ih/>). If the herbarium does not have an acronym/code, it can be cited as follows: Manimuthar, 3.7.2006, *Ganesan & Kottai Muthu* 5608 (Herbarium ATREE, Bengaluru).

#### viii. Standard forms/Abbreviations of Author Names

This should be in conformity with the *Authors of Plant Names* by Brummitt and Powell (1992) and International Plant Names Index

(<http://www.ipni.org/ipni/plantnamesearchpage.do>).

#### ix. Abbreviation of Titles of Books and Periodicals

Titles of books should be abbreviated as per *Taxonomic Literature* (2nd Edition) by Stafleu and Cowan (1976–1988) and its Supplements by Stafleu and Mennenga (1992–2000) and Dorr and Nicolson (2008–2009). Titles of periodicals as in *Botanico-Periodicum-Huntianum* by Lawrence *et al.* (1968) and its *Supplementum* by Bridson and Smith (1991). All titles of books and periodicals that appear under Literature Cited should be in italics.

### Acknowledgements

Acknowledgements should be placed after the main text. It should be very brief.

## Literature cited

References to articles and books should be limited to works that are published, in press or theses and dissertations submitted to a recognised University. References should be chronologically listed in alphabetical order. Ensure all references cited in the text are listed under ‘Literature Cited’ before submission of manuscripts. The author(s) names, in the references should be in upper case letters. Following style and pattern should be strictly adhered.

### Journal

SCOTLAND R.W. & K. VOLLESEN 2000. Classification of Acanthaceae. *Kew Bulletin* **55**: 513–589.

SOUZA E.R.DE, KRISHNARAJ M.V. & L.P. DE QUEIROZ 2016. *Sanjappa*, a new genus in the tribe Ingeae (Leguminosae: Mimosoideae) from India. *Rheedea* 26: 1–12.

### Book

SANJAPPA M. 1992. *Legumes of India*. Bishen Singh Mahendra Pal Singh, Dehra Dun, p.496.

### Chapter

ASHTON P.S. 1981. Myrtaceae. *In*: DASSANAYAKE, M.D. & F.R. FOSBERG (eds.), *A revised handbook to the flora of Ceylon*. Volume 2. Oxford & IBH, New Delhi. pp. 403–451.

### Thesis

VATSALA P. 1964. *Studies on the cytology and evolution of Orchidaceae with special reference to orchids of South India*. Submitted to Kerala University (unpublished).

### Webpage

GOVAERTS R., BOGNER J., BOOS J., BOYCE P., COSGRIFF B., CROAT T., GONCALAVES E., GRAYUM M., HAY A., HETTERSCHIED W., ITTENBACH S., LANDOLT E., MAYO S., MURATA J., NGUYEN V.D., SAKURAGUI C.M., SINGH Y., THOMPSON S. & G. ZHU 2018. World Checklist of Araceae. Facilitated by the Royal Botanic Gardens, Kew. Available from: <http://apps.kew.org/wcsp/> (accessed 28.01.2018).

In the text, references should be cited as Matthew (1996), Scotland and Vollesen (2000) and Souza *et al.* (2016) or when appropriate, as (Matthew, 1996), (Scotland & Vollesen, 2000) and (Souza *et al.*, 2016).

## Illustrations/Figures and Photographs

Illustrations/ figures and photographs should be submitted as a separate JPEG or TIFF file. Illustrations/figures should be professionally drawn in Indian ink (black) on Bristol board or tracing film. They should be scanned as line drawing at minimum 600 dpi and maximum 1200 dpi (in BITMAP or TIFF format) and arrange all the individual drawings sequentially on an A4 page (29 × 21 cm) without spaces for margins. Letters used in Legends for the illustrations/figures and photographs should be placed on a separate page next to ‘Literature Cited’. Illustrations/figures and photographs should be cited in the text as **Fig. 1** or **Figs. 1,2** or

**Fig. 1a–d or Fig. 2f & g.** Illustrations/figures and photographs in plates should be indicated with lower case alphabets (a, b, c) in *Arial narrow* font at the bottom right-corner not interfering the subject. Colour photographs are published at author's cost (Rs. 1500 per photo/photo plate), which may be revised periodically.

### **Tables**

Tables should be placed at the end of the manuscript after 'Legends' and sequentially numbered. Indicate in the text where the table should be placed as **Table 1** or **Table 1 & 2**.

**Manuscripts not conforming to the above mentioned pattern will not be entertained. Therefore, authors are requested to comply with the "Guidelines for Contributors" when they prepare their manuscript.**

### **Galley Proof**

Galley proof of the article (soft copy) will be sent to the corresponding author together with instructions for proof correction. Authors are requested to return corrected proofs within the prescribed time limit to the editorial office. It is author's full responsibility to correct the proof.

### **Reprints**

The PDF version of reprints will be available for download from IAAT website (<http://www.iaat.org.in/journal.html>).

### **NBA Regulation**

All Non-Indian or Non-Resident Indian authors who publish articles based on freshly collected plant specimens from the Indian political boundaries should mandatorily declare that they have complied with the regulations of the National Biodiversity Authority and provide the proof for the access of the biological resources.

### **Copyright**

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