

Instructions to Authors

General Information. Manuscripts covering all aspects of bryological research, preferably dealing with the tropics can be submitted for publication in *Tropical Bryology*. The preferred manuscript language is English. Alternatively manuscripts can be submitted in French, Spanish, or Portuguese, in this case an extensive English summary is required with English tables, figures and legends. Authors writing in English as their non-native language should consult a native speaker for help.

Before submission, authors should consult a recent issue of *Tropical Bryology* as a guideline for style and format. We encourage authors to submit manuscripts via e-mail attachments to submission@tropical-bryology.org. Manuscripts incompatible with the following instructions will not be accepted for review or publication.

Manuscript Layout. The text of the manuscript should be a MS Word document using a common font such as Times (12 pt). Manuscripts should be typed double-spaced on numbered pages in standard A4 format with a 2.5 cm margin all around. The title should be followed by the name and address of each author and a short, informative abstract (max. 300 words) as well as max. of 6 Keywords. Acknowledgements may be inserted near the end of the paper, preceding the references. Literature cited, tables and figure legends should be at the end of the manuscript. Figures need to be submitted **in a separate file** in jpg, tif or pdf format.

Avoid footnotes and any character type formatting (e.g. underlining) other than boldface for headings and italics for scientific names at genus level and below or for gene descriptors (e.g. *trnL*). Measurement results should be given in metric-system units and carried out to the same decimal level (e.g. 5.3–6.0 mm, not 5.3–6 mm; – long dash).

References. References should be cited in the text by author and date as Smith (1988), Smith & Smith (1988), Smith et al. (1988), (Smith 1988, Smith & Smith 1988). At the end of the paper references should be given in alphabetical order and in full; titles of journals are *not* to be abbreviated.

Specimen and Sequence Data. Each taxon treated in detail should be cited with taxonomic authorship in at least one appropriate location (e.g. at first mention, or in a table). Authors should be abbreviated following Brummitt and Powell's Authors of Plant Names. It may be appropriate to cite a reference indicating what

nomenclature is being followed. However, nomenclature must conform to the currently effective regulations in the International Code of Botanical Nomenclature. Citation of specimens must be very concise. Instead of long detailed lists of specimens, briefly state representative specimens or distribution maps, or both. The date of collection is given only if a collection number is lacking. Herbarium designations are those of Index Herbariorum. Authors of manuscripts based upon author-collected specimens must have legally collected the specimens. Evidence of collections made without proper authorization or where the collector has violated conditions upon which the permission was given will result in manuscripts being rejected prior to review. Molecular sequence data must be available from a public database (e.g. EMBL, GenBank) when the corresponding paper is published. Whenever possible, sequences should be associable with publicly accessible morphological voucher specimens. Provide the respective accession and collection numbers. For phylogenetic data such as trees and matrices, the editors also sincerely recommend deposition in a public database (e.g. www.treebase.org).

Tables and Figures. Tables and Figures should be numbered sequentially as they are mentioned throughout the article. Within figures, letters, numbers, or arrows may be used to indicate features of special interest. Magnifications should be indicated directly on the illustrations by means of scale bars. Tables should follow the figure legends at the end of the manuscript. Table legends should explain the content of the table fully, and should be placed above the table. All explanatory material must be in the legend, and not placed in footnotes. **Tables, figures and legends need to be in English.**

Editing and Printing. Upon acceptance of the manuscript, the authors must provide a revised (and "ready to publish") electronic version. Proofs will be sent directly to the corresponding author as an e-mail attachment from the editors. Proofs must be printed out, corrected immediately and returned to the Editor by fax or priority mail or can be marked electronically and returned that way.

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