

Guidelines to Authors

Manuscripts Submission

Manuscripts should be submitted by email to: M4editors@snm.ku.dk

Manuscripts should preferably be submitted as a single PDF file including all text, tables, and figures. Word files will be accepted.

Upon acceptance the final text and tables should be submitted in Word-compatible formats (doc or rtf-files). Tables must be submitted in separate files. Figures should be submitted electronically in separate files in tif, eps, cdr, ai, or pict format. Hardcopy submission is not required.

General

Papers must be written in concise form and in clear, grammatical language. Only papers written in English (either American or British spelling is acceptable, but this must be consistent within each manuscript) will be considered. Maximum length is 15 published pages including tables and figures. A few special articles may be accepted with the prior permission of the editors.

All papers will be scrutinized by two referees. Papers sent to the authors for revision should be returned within two months.

It is essential that manuscripts be submitted in their final form ready for printing, with the approximate desired position of all figures and tables marked in the margins. To facilitate communication between authors, editors and publisher, the telephone and fax numbers and/or e-mail address of the corresponding author should be provided in the accompanying letter.

All material must be double spaced, with margins at least 3 cm on all sides. Do not use justified right margins. Pages are numbered consecutively.

The format of text, tables, and figures follows Systematic Botany (www.aspt.net/publications/sysbot/checklist_systbot.php) unless otherwise stated.

Text

Title must not exceed 100 characters.

Illustrations

The number of illustrations should be kept at the minimum needed to clarify the text. Double documentation of the same points in figures and tables is not acceptable. Figures should be sharp and rich in contrast. Electronic submission of figures is strongly encouraged. For submission of hardcopy figures contact the editors.

Grayscale images must be minimum of 300 dpi. Color graphics must be CMYK mode, at least 400 pixels per inch. Line art (e.g., drawings, cladograms) must be at least 600 pixels per inch, preferably 1200 pixels per inch.

Illustrations can be published in colour only if authors agree to bear the extra costs for reproduction and printing.

Data

Data matrices including sequence alignments must be deposited in TreeBASE. DNA or protein sequences must be deposited in public data bases (GenBank, EMBL, etc.) before the revised version is sent to the

editor. Authors who wish to identify their paper as a “preliminary study” may request to be excused from this requirement. Preliminary studies must be specified as such in the section MATERIALS AND METHODS.

Proofs

For all papers, page proofs will be sent as PDF files to the authors. Misprints only should be corrected, and no changes of contents or style should be made on the page proofs. Costs caused by changes or revisions in the page proofs – other than those resulting from printer’s errors – exceeding 10 per cent of the typesetting costs will be charged to the author.

PDFs

The publisher will supply the corresponding author with one PDF-file of each paper free of charge for your own personal use.