

Checklist for manuscripts submitted to Phytoneuron

TEXT

1. Margins: top and bottom 1 inch, left 1 inch, right 1.25 inches.
Header and footer: 0.5" (the editor will provide the text for these)
2. Do NOT use section breaks.
3. Use single-spacing throughout (use 2 single spaces to create vertical space).
4. Use Times New Roman, 11 point font.
5. Two character spaces between sentences.
6. No character space between author's initials.
7. For authorities of names formally cited, use standard author abbreviations unless there is a particular reason to use the full name.
8. For "additional specimens cited," exclude collector's initials.

ABSTRACT

8. The ABSTRACT gives a summary of the content of the article. "KEY WORDS" will no longer be included, beginning January 2014 — information relevant to key words should be included in the ABSTRACT.

LITERATURE CITED

9. Check [Format examples and commonly used references for Phytoneuron](#) to find citation formats of many commonly used references. If any or all of your literature citations are among these, please use the format indicated.
10. Use standard abbreviations for journal names.
11. For references: Author. [2 spaces]. Date. [2 spaces]. Title. [2 spaces]. Place of publication.
12. Use 'en' dash to show page number range, i.e., 1–5 (vs. 1-5).

ILLUSTRATIONS

13. Consider the layout for each illustration or figure — how will it be positioned and does this affect how the illustration is presented? Tables must be within the established left and right margins.

GENERAL

14. Look at previously published Phytoneuron articles for other guides toward general format.