

INSTRUCTIONS TO AUTHORS

Polish Botanical Journal (*Polish Bot. J.*) is an English-language international journal publishing original papers on various aspects of vegetation science, plant and fungi biodiversity, biosystematics (including plant anatomy, cytology and embryology), phytogeography, plant evolution and ecology.

Papers of more limited scope will be published as a 'Botanical Note.' Monographs and more comprehensive papers longer than 50 printed pages are published in a companion series, *Polish Botanical Studies*.

The journal will provide rapid publication, but to ensure this the paper must conform closely to the format set out in these instructions. Manuscripts will be critically reviewed by at least two referees. Within three months of receipt, the principal author will be notified of acceptance or rejection, or will be requested to make revisions. Manuscripts are considered only on the understanding that they have not been published and are not being considered for publication elsewhere. All accepted manuscripts will be checked for grammar and style, and revised in this regard.

SUBMISSION OF MANUSCRIPTS. The initial submission to the Editor should be either an email attachment or the following: two printouts of the manuscript, double-spaced in 12pt font on single sides of A4 pages with margins at least 2.5 cm, and an electronic copy, which must be identical to the printout. Copy the text files with an IBM-compatible MS-DOS or MS Windows operating system only. Most word-processing packages are acceptable, although any version of Microsoft Word is preferred. Either 3.5", CD or DVD disks are accepted. In the case of computer-generated figures, send the required file(s) in one of the following formats: *.CDR (Corel Draw), *.EPS (PostScript, Illustrator, CorelTrace), *.WMF (Windows Metafile), TIF (TIFF Bitmap, Picture Publisher, PhotoShop), *.PCX (PaintBrush, CorelPhoto) or *.BMP (Windows Bitmap). In addition to the word-processor file(s), an ideal printout of the figures is needed. Larger tables and plates should be produced as separate files in *.XLS (Excel) or Word for Windows, using the 'Table' function only. Make sure that the files are not saved as read-only.

TEXT. Layout. The title page (1) should contain the following information: title, name(s) of author(s) and address(es). Page 2 should include an Abstract and Key words. Begin the main text on page 3. At the end of the main text come the Acknowledgments, followed by References, Figure captions and Tables. The *Title* should be concise and reflect the content of the paper accurately. *Authors'* names should be given in full. Indicate to which author proofs and offprint requests are to be sent, with the complete current address and e-mail provided. The *Abstract* should not exceed 250 words. It must be concise, contain no references, and be limited to the main ideas, arguments and conclusions of the paper. *Key words.* Authors are requested to select 4–6 (maximum 10) significant single or composite key words suitable for indexing purposes. *Addresses* must be given in full, including postal code and country, and e-mail address where possible. *Body text.* For style and format, recent volumes of *Polish Botanical Journal* should be consulted. Footnotes and cross-references in the text should be avoided. For Latin names of genera and taxa of lower rank use italics. *Author abbreviations* in plant names should follow Brummit R. K. & Powell C. E. 1992. *Authors of plant names*. Kew, or *The International Plant Names Index* (<http://www.ipni.org>). Only four levels of *headings* are to be used. Headings should not be numbered. All tables and illustrations must be cited in numerical sequence in the text. *References.* The accuracy and completeness of references are the responsibility of the author(s). Make sure that all works referred to in the text appear in the references, and that every item in the references is referred to in the text. Abbreviations for journal names should follow *Botanico-Periodicum-Huntianum* (1968) and *Botanico-Periodicum-Huntianum/Supplementum* (1991) (http://asaweb.huh.harvard.edu:8080/databases/publication_index.html). If in doubt, give the names of periodicals in full. Book titles should be followed by the publisher and the place of publication. Give titles of cited papers in the language in which they were written if they have no original title in congress languages, but give the title in English or another congress language if such a translation appears in the work, with an indication of the paper's language at the end of the reference, such as '(in Russian with English summary).' The following examples are offered for guidance.

BARTRAM E. B. 1965. New and noteworthy mosses from Argentina. *Rev. Bryol. Lichénol. N. Sér.* **33**: 323–327.
BOIDIN J. 1971. Nuclear behavior in the mycelium and the evolution of the basidiomycetes. In: R. H. PETERSEN (ed.), *Evolution in the higher basidiomycetes*, pp. 129–148. The University of Tennessee Press, Knoxville.

- CONERT H. J. 1987. *Aira*. In: H. J. CONERT, U. HAMANN, W. SCHULTZE-MOTEL & G. WAGENITZ (eds), *Gustav Hegi illustrierte Flora von Mittel-Europa*. **1**(3/4): 295–302. Paul Parey, Berlin – Hamburg.
- GREUTER W., MCNEILL J., BARRIE F. R., BURDET H. M., DEMOULIN V., FILGUEIRAS T. S., NICOLSON D. H., SILVA P. C., SKOG J. E., TREHANE P., TURLAND N. J. & HAWKSWORTH D. L. (eds) 2000. International code of botanical nomenclature (Saint Louis Code) adopted by the Sixteenth International Botanical Congress, St. Louis, Missouri, July–August 1999. *Regnum Veg.* **138**: 1–474.
- GRODZIŃSKA K. & PANCER-KOTEJOWA E. 1960. Flora of the Gubałówka Elevation (Polish Western Carpathians). *Monogr. Bot.* **11**(1): 1–196 (in Polish with English summary).
- HOLUB J. 1980. *Avenula* (Dumort.) Dumort. In: T. G. TUTIN, V. H. HEYWOOD, N. A. BURGESS, D. M. MOORE, D. H. VALENTINE, S. M. WALTERS & D. A. WEBB (eds), *Flora Europaea*. **5**: 210–216. Cambridge University Press, Cambridge.
- KLEMENT O. 1966. Flechten aus der Mongolischen Volksrepublik. Ergebnisse der Mongolisch-Deutschen Biologischen Expedition seit 1962 Nr. 7. *Feddes Repert.* **72**(1965): 98–123.
- KORNAŚ J. 1959. Wpływ człowieka i jego gospodarki na szatę roślinną Polski. Flora synantropijna. In: W. SZAFER (ed.), *Szata roślinna Polski*. **1**: 89–125. Państwowe Wydawnictwo Naukowe, Warszawa.
- SIPMAN H. J. M. 2002. Lichens. Checklist of Paramo plants. [July 2004]. <http://www.botanypages.org/neill/paramos/lichens.htm>.
- SMITH D. M., BRYANT T. R. & TATE D. E. 1961. New evidence on the hybrid nature of *Asplenium kentuckiense*. *Brittonia* **13**(3): 289–292.
- STACE C. A. 1989. Plant taxonomy and biosystematics. Ed. 2. Edward Arnold, London – Melbourne – Auckland.
- SZAFER W., KULCZYŃSKI S. & PAWŁOWSKI B. 1953. Rośliny polskie. Państwowe Wydawnictwo Naukowe, Warszawa.
- TZVELEV N. N. 1976. Zlaki USSR. Izdatel'stvo Nauka, Leningrad.

Other citations such as papers ‘in press’ may appear on the list, but not papers ‘submitted,’ ‘in preparation’ or ‘unpublished.’ A ‘personal communication’ may be cited in the text but not in the reference list.

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