

## Checklist for Contributors to Rhodora

Please follow this **Checklist for Contributors** in preparing your manuscript for submission and **include a completed copy (all pertinent items marked) with your submission**. Manuscripts not prepared per this style sheet will be returned to the author without review.

### Before submitting:

- Intended readership: Professional botanists, educators, conservation biologists, and serious amateurs.
- Submission of a manuscript implies it is not being considered for publication elsewhere, either in whole or in part.
- Prior to publication, authors will be required to sign a Transfer of Copyright Agreement.
- Brevity is urged for all submissions. If manuscripts are returned with considerable rewriting necessary, additional peer review is typically sought by the Editor.
- It is the author's responsibility to verify all information included in the manuscript.
- The manuscript version submitted should have been read critically by all coauthors.
- The manuscript must be checked against these instructions. Manuscripts not properly prepared will be returned for revision prior to review. Templates are available to assist authors with preparation.
- Papers of excessive length may be returned to the author for submission to the New England Botanical Club's Special Publications series.

### General formatting instructions:

- Templates (for [regular](#), [Note/Botanists' Corner](#), and [taxonomic](#) manuscripts) with the correct format are available and authors are strongly encouraged to use them.
- Prepare manuscript with a page size of 8½ inch x 11 inch. Leave a 1-inch margin on all sides. Use Times New Roman 12-pitch font throughout the manuscript, including tables and appendices.
- Do not justify the right margin. Avoid hyphens or dashes at the right margin.
- The manuscript should be fully double-spaced throughout, including title, authors' names and addresses, Literature Cited, tables, appendices, and figure legends.
- All pages of the manuscript should be numbered in the upper right-hand corner.
- Please use continuous line numbering from page 1 throughout the document.
- Running head should be centered, at top of page, in upper- and lowercase letters. Include author's surname (if two authors, use "&"; if more than two authors use "et al."), em dash, and short title. Total characters, including spaces, should not exceed 50.
- Correct accents, umlauts, and other diacritical marks should be included. Where appropriate (e.g., in names of hybrid taxa), multiplication symbol (×) must be used rather than the letter x.
- Names at the rank of genus and below should be italicized. Names of families and orders are not italicized.
- Special typefaces (italics, bold) should not be used except where indicated in this checklist.
- Do not italicize common Latin words, abbreviations, or phrases (e.g., et al., i.e., etc.). Use a comma after e.g. and i.e.
- Manuscript should be checked for consistency, especially in matters of abbreviation, names of sites or vegetation types, spelling of names, etc.
- The [Chicago Manual of Style](#), most recent edition, is used as a reference in most matters of style. Contact the Editor with questions that are not covered in these instructions.

- Assemble the manuscript in the following order:
 

(1) Introductory material	(4) Literature Cited	(7) Figure legends
(2) Text	(5) Tables	
(3) Acknowledgments	(6) Appendices	

### Title page and keywords:

- Title should be centered, in upper and lower case. Only the first word of the title and proper nouns should be capitalized. Do not include authors of scientific names. Include family name in parentheses unless genus studied is the type for the family.
- Author(s) name(s) and professional address(es) should appear below title, centered, in upper and lower case. Consolidate lines where possible. Two-letter postal abbreviations should be used for states followed by the 5-digit postal code. "Current address:" should appear on a separate line immediately following address if author has moved, not as a footnote. If more than one author is at an address, designate current address of author who has moved using a superscript number. Include email address(es) on a separate line following postal address(es).
- For manuscripts by more than one author, use a superscript number to indicate the corresponding author. The "Author for correspondence" statement with email address follows on a separate line below the mailing address, not as a footnote.
- Abstract must be one paragraph. The abstract should be a concise statement of intent, methods used, results, and significance of findings. Do not cite references or taxonomic authors or use and define abbreviations in the abstract. The word "Abstract" should be indented, in all capital letters, followed by a period, and should appear on the first line of the abstract.
- Key words are used in indexing and should be chosen with that purpose in mind. "Key words:" should appear at the left margin, followed by an **alphabetical** list. Only proper nouns should be capitalized. Do not repeat terms that are in the title as these will be automatically indexed.

### Main text:

- The following are accepted first-level headings for the sections of the manuscript, which should appear centered and in all capital letters: MATERIALS AND METHODS, RESULTS, DISCUSSION, TAXONOMIC TREATMENT.
- The introduction is not titled in *Rhodora*. Do not combine results and discussion without first consulting with the Editor. Do not use a separate section for conclusions or summary; these must be incorporated into the discussion.
- Second-level headings are discouraged unless multiple experiments are discussed. Organize your paper logically so that subheadings are unnecessary. If using subheadings, use parallel construction as appropriate in the Methods, Results, and Discussion.
- Second-level headings should be indented, bold, upper and lower case, followed by a period, and should appear on the same line as the subsequent text.
- No additional levels of headings (sub-subheadings) should be used.
- Each figure and table must be cited in the text in numerical order. Spell out the word "Figure" throughout. When citing more than one figure, use the format (Figures 1 and 3), and use (Figure 2A, 2D) for parts of a plate. When citing figures and tables together, the table should be listed first and a semicolon used to separate the two (e.g., Table 1; Figure 1).
- Each reference cited in the text must appear in the Literature Cited section and vice versa. Cross-check spelling of author(s) name(s) and dates of publication.
- Literature is cited in the text as follows:
  1. One author: Smith (1982) or (Smith 1982)
  2. Two authors: Smith and Jones (1996) or (Smith and Jones 1996)
  3. More than two authors: Smith et al. (2000) or (Smith et al. 2000)

4. Note that there is no comma separating author and date.
  5. When more than one paper is cited at a time, they should be listed alphabetically by first author rather than chronologically—Angelo and Boufford (1996), Hill (1982), Mathieson et al. (2000).
  6. Within parentheses, citations should be separated by a semicolon (e.g., Angelo and Boufford 1996; Hill 1982).
  7. When citing multiple papers by the same author in one citation, use the following format: Russell 1975a, 1975b, 1981; ...next author...etc.
  8. Manuscripts accepted but not yet published should be cited as: Smith (in press) or (Smith, in press). Manuscripts still in review or in preparation should not be cited.
  9. Unpublished material should be cited as follows: A. Smith (submitted); A. Smith (unpubl. data); A. Smith (pers. obs.); or (A. Smith, cite professional affiliation\*, pers. comm.). \*Unless otherwise listed or cited in the manuscript, professional affiliation should be given for pers. comm.
  10. Theses and dissertations should be cited as books (include institution, city, and state in Literature Cited entry).
  11. For Web pages, cite the title/author and year of copyright (if none, year of most recent access) in text. Give the URL and additional information in the Literature Cited section (see below for proper format).
- References to companies manufacturing products used in a study should not appear in the Literature Cited. Rather, the company name and location should be given in parentheses within the text [e.g., SYSTAT (SPSS, Chicago, Illinois)]. The software program R should be cited in this manner, although references to packages can cite the journal article that introduced them.
  - Authors of scientific names should be cited at their first usage in the text (but not in the abstract). They should also appear at the first use in tables of taxa and appendices (e.g., in a flora or table of voucher specimens) as these are often consulted separately. Authors are not used in keys. Indicate which taxonomic treatment, revision, or flora was used for identification and nomenclature. Use standard abbreviations for author's names found at [The International Plant Names Index](#) (from Authors of Plant Names by R. K. Brummitt and C. E. Powell).
  - Names of publications cited in the text should be in italics.
  - Avoid abbreviations in the text unless indicating measurement. SI units do not use a period, and a single space is used between a number and units or operators (e.g., 2 mm, x = 5, 10% [not an operator so no space], 30 °C). Other abbreviations or acronyms should be defined when first used [e.g., scanning electron microscopy (SEM)] and then be used consistently throughout the document, with redefinitions in figure titles, table legends, and appendices, which may be viewed separately from the main text. Herbarium codes should follow [Index Herbariorum](#) but not cite the reference.
  - Numbers one through nine should be written out in the text unless a measurement or part of a taxonomic description. No comma is used with 4-digit numbers. A number should always precede a decimal point (e.g., 0.15).
  - Back-to-back parentheses should be avoided by using a semicolon. Parentheses within parentheses should be avoided by using inner brackets unless citing basionym authors.

### **Taxonomic treatments:**

- Example: *Rhodora* 113(955): 252–259.
- Use boldface Roman type for new names and new combinations, followed by "sp. nov.", "comb. nov.", etc.
- For nomenclatural history (i.e., synonymy and typification), use one paragraph per basionym—Binomial author, literature citation. TYPE: collection information from least-to-most-specific, collector(s) collection number (Holotype: herbarium acronym; Isotypes: herbarium acronym(s)).
- Exclamation points are used for type specimens examined, and types not seen are indicated as such (e.g., GH!, MO n.v.).
- Lectotype designations are included together with an indication of where they were designated, what year, and by whom. This reference is listed in the Literature Cited. If the author of the paper is making the

- lectotypification, the phrase "here designated" is included.
- References cited only as part of nomenclatural history are not included in the Literature Cited. Books listed here are abbreviated according to Taxonomic Literature, edition 2.
  - Standard abbreviations for author's names should be used according to [The International Plant Names Index](#) (from Authors of Plant Names by R. K. Brummitt and C. E. Powell).
  - When dates are given as part of collection information, 3-letter abbreviations with no period are used for months.
  - Use [Index Herbariorum](#) for herbarium codes but do not cite the reference.
  - Note that as of 2012, diagnoses in Latin have become optional. Designation of a new taxon that includes a brief Latin diagnosis should set forth succinctly how the new taxon differs from its congeners.
  - A full description, in English, should be given. This should be parallel with other descriptions at the same rank in the paper and should not repeat information given in any description of the inclusive taxon (i.e., species descriptions should not repeat information characteristic of the genus, if also described in the paper). All measurements are metric. En dash are used for parenthetical extremes. A multiplication symbol is used where appropriate, rather than the letter x.
  - Following the description, information should be given on distribution, ecology, uses, and nomenclature and typification, where appropriate. The discussions should be parallel within a given rank. For newly described taxa, this discussion should explain clearly how the new taxon differs in these characteristics from closely related taxa.
  - A high-quality line drawing or photograph of the type specimen, illustrating the diagnostic features, should be included for new taxa.
  - Specimen citation should be selected critically, especially for common species of broad distribution. A title such as "Specimens examined" or "Representative specimens examined" should be indented, in upper and lower case, followed by a period. Each taxon is listed separately, followed by the author(s). Each country begins a new paragraph. The format of information is as follows: COUNTRY. Major political division such as state: smaller political division such as county, detailed location, date (e.g., 26 Sep 1950), collector(s) last name(s) collection number or s.n. (herbarium code). Exclamation points are not included here. Collector names and numbers are italicized.

### Keys:

- Keys are dichotomous and indented. Example: *Rhodora* 110(944): 386–387.
- Leads of each couplet are parallel.
- Information in the key is consistent with that in descriptions, text, tables, and figures.

### Data and voucher specimens:

- Voucher specimens that serve as a dataset must be cited in a table or appendix to document sources of morphological or molecular data. Format for citation is the same as that for "specimens examined" as part of taxonomic treatments.
- All sequences used as data must be deposited in one of the international nucleotide sequence databases, and sequence database accession numbers must be included in the paper ([GenBank](#)).
- All data matrices used in cladistic analyses should be deposited in [TreeBASE](#).

### Floras:

- Long lists of taxa are best treated as an Appendix, so that the readability of the text is not compromised, and so that the list may be used independently by readers.
- A short introductory paragraph explaining terms or abbreviations used in the list of taxa should follow the Appendix title (see example in Gullledge and Judd 2002, *Rhodora* 104:42).
- Three levels of headings are possible in lists of taxa: first-level is centered, all capitals, bold (e.g., ANGIOSPERMAE or MAGNOLIOPSIDA); second-level is centered, all capitals, not bold (e.g.,

MONOCOTYLEDONEAE or LILIIDAE); third level is flush left, all capitals, bold (e.g., ACORACEAE; this level will be converted to small caps by the printer).

- Taxa should be listed alphabetically within each hierarchical category (e.g., species alphabetically within the genus; genera alphabetically within family).
- Standard abbreviations for authors of binomials should be used according to [The International Plant Names Index](#) (from Authors of Plant Names by R. K. Brummitt and C. E. Powell). Use a space between initials.
- An indication of ecological preference, distribution within the area studied, and abundance should be included, where appropriate.
- Voucher specimens should be listed (collector, collection number, and herbarium code; information common to all or most all vouchers can be stated in an introductory paragraph).

### Acknowledgments:

- Acknowledgments should be brief. Note the spelling of this section.
- Information on granting agencies, herbaria from which loans were obtained, artists, and colleagues or advisors who have critically reviewed the manuscript should be included.
- The word "Acknowledgments" should be indented, in all capital letters, followed by a period, and should appear on the first line of the acknowledgments.

### Literature Cited:

- The Literature Cited must contain all references cited in the text and vice versa. **Check your manuscript before submission!**
  - The alternative of a general "References" section requires prior approval by the Editor.
- All entries should be cross-checked with the text, checking especially for spelling of authors' names and years of publication.
- All entries should be verified against original sources, checking especially for spelling of authors names and words in languages other than English, exact title, year of publication, and volume and page numbers. **Do not merely copy a citation because someone else cited the work – it may not contain the information you think it does.**
- Cite references in alphabetical order by first author's last name. Entries by a single author should precede multi-authored works with the same first author, regardless of date.
- List works by the same author chronologically, beginning with earliest date of publication.
- Use three em dashes when the author(s) is/are the same as in the citation immediately preceding.
- Citations listed as "in press" must have been accepted for publication. The name of the journal or book publisher must be included.
- Citations of work in progress (i.e., unpublished or not yet accepted for publication) should not be listed in the Literature Cited.
- A period and a space must be inserted after each initial of an author's name. Do not write author's names in all capital letters. Do not write out given names in full.
- Leave one space between the colon following volume number and the page number(s).
- Periodicals are no longer abbreviated unless the journal itself typically uses an abbreviation (e.g., PLOS ONE). Omit leading "The" in journal titles and use an ampersand (&) instead of "and." United States of America may be replaced with U.S.A. (e.g., Proceedings of the National Academy of Sciences, U.S.A.).
- Citations should follow one of the following formats. See manuscript template for more examples and details.
  1. Papers in periodicals: Author's last name, initials. Year. Full title of article. Journal name and volume: page numbers. No parenthetical part numbers are given after volume numbers unless each part is paginated separately. Digital object identifiers may be added, see template.  
Example: Russell, G. 1985. Recent evolutionary changes in the algae of the Baltic Sea. *British Phycological Journal* 20: 87–104.
  2. More than one author: Author's last name, initials, second author's initials, last name, and third author's



initials, last name. A comma precedes the word "and" when there are more than two authors.

Example: Bird, C. J., T. Edelstein, and J. McLachlan. 1983. Benthic marine algal flora of the north shore of Prince Edward Island (Gulf of St. Lawrence), Canada. *Aquatic Botany* 16: 315–335.

3. Papers in edited volumes: Author's last name, initials. Year. Full title of article, pp. xx–xx. *In:* editor's initials, last name, ed., title of book. Publisher, place of publication.

Example: Wilkinson, M. 1980. Estuarine benthic algae and their environments: A review, pp. 425–486. *In:* J. H. Price, D. E. G. Irvine, and W. F. Farnham, eds., *The Shore Environments*, vol. 2. Ecosystems. Academic Press, New York, NY.

4. Books: Author's last name, initials. Year. Full title of book with major words capitalized (not italicized), edition and/or volume number. Publisher, place of publication. For online books, add DOI.

Example: Knox, G. A. 2001. *The Ecology of Seashores*. CRC Press, Boca Raton, FL.

5. Reports, publication series, and proceedings: Author's last name, initials. Year. Full title. Publisher, place of publication.

Example: Silva, P. C., P. W. Basson, and R. J. Moe. 1996. Catalogue of the benthic marine algae of the Indian Ocean. University of California Publications in Botany 79, University of California Press, Berkeley, CA.

Example: Hill, S. R. 1992. Conservation assessment for French's shootingstar, *Dodecatheon frenchii* (Vasey) Rydb. Report for the Shawnee and Hoosier National Forests, United States Forest Service, United States Department of Agriculture, Washington, D.C.

6. Dissertations and Master's Theses: Author's last name, initials. Year. Full title. Ph.D. dissertation or M.Sc. thesis, University, place of publication.

Example: Swayne, J.R. 1973. Paleocology of southern Illinois and Pleistocene glaciations effect as indicated by modern distribution of disjunct species, French's shooting star and cane. Ph.D. dissertation, Southern Illinois University, Carbondale, IL.

7. Web sites: Author's last name and initials (or institution publishing the site or short title of the site). Year. Full title of database. Website (URL). Accessed month and year.

Example: International Plant Names Index. 2010. The Plant Names Project. A consortium of the Harvard University Herbaria, the Royal Botanic Gardens, Kew, and the Australian National Herbarium. Harvard University Herbaria, Cambridge, MA. Website (<http://www.ipni.org>). Accessed Jan 2010.

8. R packages: Author's last name, initials. Year. Full title. R package version used. URL

Example: Adler, D., and D. Murdoch. 2019. rgl: 3D visualization using OpenGL. R package version 0.100.19. <https://CRAN.R-project.org/package=rgl>

9. Databases: Author's last name, initials. Year. Full title of database. Version. Name of database provider. Particular dataset (if applicable). Accessed via URL. DOI if provided

Example: Prather, L. A., and M. Chansler. 2020. Michigan State University Herbarium Vascular Plants. Version 6.2. Michigan State University Herbarium. Occurrence dataset. Accessed via [www.gbif.org](http://www.gbif.org). DOI:10.15468/iv6y8m

## Tables:

- Tables should be formatted using the MS Word Table function; imports from other programs such as Excel are discouraged. Do not format tables using the Tab key.
- Do not leave blank cells in tables. Cells without entries should have an en dash as placeholder.
- Do not use shading in the table. Bold, underline, and symbols should indicate differences if needed.
- Each table should be cited in the text in numerical order.
- Each table should start on a separate sheet in the manuscript and is fully double-spaced. If necessary, a table may be continued on a second page. Do not use single line spacing or a smaller font in order to fit a large table onto a single page.
- Landscape (or broadside) formatting should be avoided, if possible.

- The caption should appear at the top of the table. Do not submit a separate sheet of table captions.
- The caption should be indented, in upper and lower case, and should begin with the word "Table" and Arabic number followed by a period. Caption should be self-explanatory and define all terms and abbreviations used in the table.
- Do not use footnotes. Instead, add notes to the end of the caption.
- Gridlines will be removed for publication.

### Figure captions:

- Figure captions should appear together on a page separate from the illustrations. Do not use a separate page for each caption.
- Each figure should be cited in the text in numerical order.
- Captions should be double-spaced and in paragraph format. Each should be indented, upper and lower case, and should begin with the word "Figure" and Arabic number followed by a period.
- When figures have been grouped for publication on one page, figure caption should begin with an inclusive statement describing the whole group, followed by descriptions of each part (e.g., Figures 1–6. Morphological characters of *Oleandra*. 1. Long roots . . .). A composite plate (single file) should have its parts labeled A, B, C, etc.
- Specimens used for illustrations should be indicated either in the caption or in a table of voucher specimens.
- Magnifications or reductions are not indicated in figure captions.

### Approved figure formats for *Rhodora*:

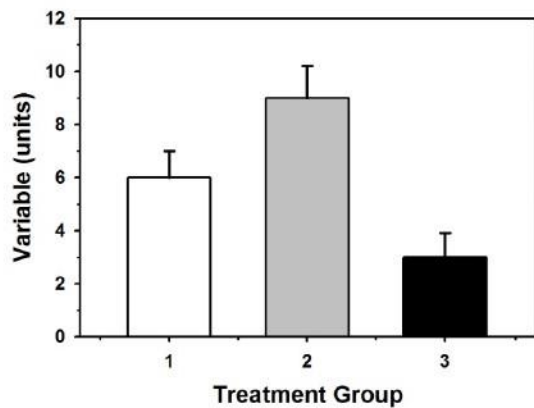
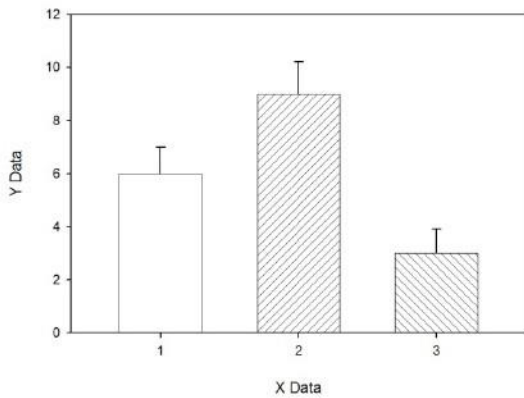
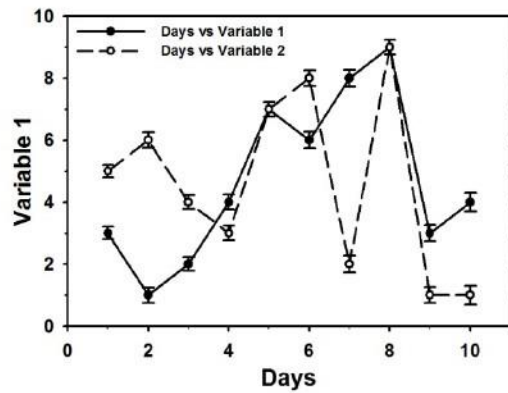
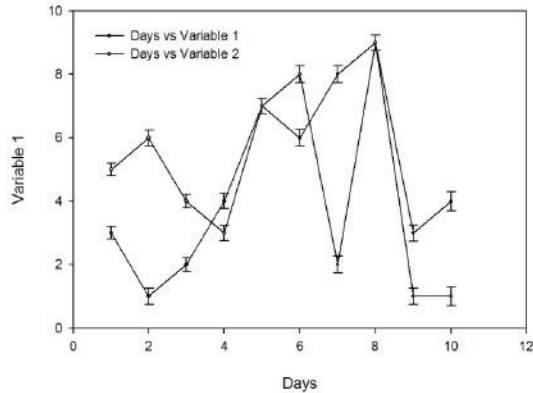
- Preferred formats are TIFF, high quality JPEG, PNG, PDF, and Adobe Photoshop files at 600 dpi resolution.
- Resolution for line art is 600–1200 dpi and for photographs is 300–600 dpi for the 4-in page width. Neither the editors nor the printer can improve the resolution of your artwork. **Any text in the figure must be legible when the figure is reduced to its maximum width of 4 inches.**
- All figures must be submitted separately; do not submit artwork incorporated into a Word file.
- Acceptability of files should be checked prior to submission using the on-line tool Allen veriFig™. Note that this tool works best using Firefox, Safari, and Google Chrome browsers; make sure you have updated to the most recent version available. Go to [Allen veriFig™](#) and login with your email address and the password "figcheck". Use the "add" button or the "drag and drop" feature to upload each figure file separately for checking. Figures that will reproduce at > 300 dpi for 2-column print are acceptable for publication.
- For help with the application and interpreting your report(s), see the [Allen veriFig User Guide](#).
- Contact the Editor-in-Chief if you need to submit hard copy materials for figures instead of digital files.

### Figures (charts and graphs):

- Consider whether you really need a figure; can the data as easily be depicted in a table or in text?
- It is highly desirable to generate your chart or graph using a dedicated graphing package such as R or SigmaPlot; figures generated from Excel are generally of inferior quality.
- All graphs and charts should depict variance in the data (i.e., error bars); showing means alone is not sufficient in most cases unless variance calculations are statistically inappropriate.
- Keep your graph or chart as simple as possible; avoid 3-dimensional bar charts, labeled pie charts, and other formats that convey redundant information.
- Format your illustrations to fit the published page dimensions to check clarity and resolution before submitting.
- Flaws cannot be corrected by either the Editor or the printer. Because of this, italicized words must be printed in italics, and all names and terms must be consistent with those used in the text. This includes any capitalization as well as spelling. A sans serif font such as Arial is recommended for figures.
- Make sure that line types (dotted, dashed, solid) and shades (black, gray, or color, etc.) clearly contrast

with each other. Bar fills should also distinguish clearly between populations/treatments. Solid fills are much preferable to patterned fills.

- All lines, including axis lines and tick marks, as well as the points, lines and error bars in your graph must be thick enough to print clearly at the small size required for the journal page. All text, including axis and tick labels and legends, must also be clear and large enough to print well at small size.
- Examples comparing effective graphs and bar charts. Note that the graphs side-by-side are the same size, but differ in the clarity of lines, tick marks, axis labels, symbols, and fills.



### Figures (photographs, maps, and illustrations):

- Illustrations must be either half-tones ("black and white" photographs) or line art (drawings or graphs).
- Color photographs require prior approval of the Editor. Ensure that illustrations originally drafted in color will reproduce clearly in gray-scale.
- Smaller photos should be grouped into composite plates, where possible. Edges should be abutted, with no stripping between adjacent photos (this will be added by printer). Each photo in a composite plate must be labeled with a capital letter. Do not use a word-processing program for this purpose, as it will reduce the resolution of the photos.
- Scale bars must appear on highly magnified illustrations. Do not indicate magnification in figure legend.
- For maps, a scale and either compass direction or references to longitude and latitude must be included. Maps should have a fine border. Consider whether an inset is necessary; it may be sufficient to include a map of a region (without reference to country) if the states or provinces are well labeled. Insets require a separate scale.



## Other Sections of *Rhodora*

### Featured Review:

- The aim of the Featured Review section is to provide a venue to synthesize current topics of broad botanical interest, particularly in areas that have had a significant body of research conducted in recent decades.
- The reviews must synthesize key literature and highlight significant insights that can lead to better understanding of the topic and should recommend areas for future research that would lead to advances in the field. The reviews should not exceed 15,000 words, including references.
- Authors should follow manuscript preparation guidelines provided for regular manuscripts but should not include Materials and Methods or Results.
- All reviews will be peer-reviewed by two external reviewers and the Editor-in-Chief, Dr. Melanie Schori.
- Authors interested in preparing a review may submit a one-page proposal to the Editor-in-Chief via email at [editor@rhodora.org](mailto:editor@rhodora.org).

### Notes and New England Notes:

- The Notes and New England Notes sections are available for short contributions that augment a recent publication or contribute to our knowledge of the flora. While these papers do not typically contribute new experimental data, they must have the scientific merit of longer papers, and must include references to pertinent literature, a discussion of scientific significance, and must cite voucher collections, where appropriate.
- Submissions in this category should not include an abstract, key words, or sections such as Materials and Methods or Results.
- Notes and New England Notes submissions should be no more than five double-spaced pages long; longer submissions require prior approval from the Editor, who may decide that the submission type should be changed to that of a regular article.
- In general, guidelines for longer articles should be followed.

### The Botanists' Corner:

- The aim of The Botanists' Corner is to keep members and subscribers better informed of botanical happenings and innovations involving the plants of our region, and hopefully to provide members a greater voice within *Rhodora*. These rapid communications should relate botanical findings of interest to the scientific community, including but not restricted to the following: new state records of plant taxa, rediscoveries of historical plant taxa, regional announcements of conservation initiatives or large-scale research studies involving plants, summaries of previously-published nomenclatural changes/revisions, observations of unique plant-animal interactions, distinctions among difficult plant taxa, or profiles of compelling plants or botanists.
- Papers within the column will be shorter and less comprehensive than a "New England Note."
- More specifically, items published will be brief communiqués on the order of 300–700 words. Literature citations will be allowed, as needed, but should be brief.
- Figures and tables will not be permitted.
- Papers submitted will be peer-reviewed by feature editor Lisa Standley, by *Rhodora* Editor-in-Chief Melanie Schori, and by one external reviewer with appropriate expertise in the subject matter if warranted. As the emphasis of this section is on timely, rapid communications, the peer review process will take approximately two weeks, with revisions expected from the author in another two weeks.
- Submit queries regarding manuscripts intended for The Botanists' Corner to Dr. Lisa Standley at [botanist@rhodora.org](mailto:botanist@rhodora.org).

## What to submit via email:

- Manuscript in Word format.** The text of the manuscript must be submitted as a single file (including tables, figure captions, and appendices).
- Figures** less than 10MB in size. Larger files should be sent via link to Dropbox, Google Drive, or other file-sharing program.
- Completed “CHECKLIST FOR CONTRIBUTORS” (this document)**
- Cover letter**, which should include the following:
  - Any special instructions.
  - Phone number and email address of corresponding author.
  - Any possible address changes (including phone and email) within the next several months.
  - Names and email addresses of 3–4 possible objective reviewers and any opposed reviewers. Objective reviewers should not include members of your laboratory/department, recent coauthors (within one year), or people with whom the authors are actively collaborating on a research project or manuscript.
  - Author contribution statement if more than one author.
  - Conflict of interest statement and declaration of any prior submission of the manuscript to another journal.

Submit to the Editor-in-Chief of *Rhodora*:

Dr. Melanie Schori  
[editor@rhodora.org](mailto:editor@rhodora.org)

## Other questions:

For questions not covered by the information in this checklist, please contact the Editor-in-Chief by email ([editor@rhodora.org](mailto:editor@rhodora.org)).