

GUIDELINES TO AUTHORS

(updated and revised in 2015)

Botanica Lithuanica publishes original papers on general botany, botanical diversity, systematics, cenology, geography and ecology of plants, algae and fungi, economic botany, conservation of botanical objects.

The papers should be in English, not exceeding 24 typed pages (including tables, illustrations, summaries, etc.). **Linguistic usage must be correct.** The papers could not be already published or submitted to other editions. All submitted papers are reviewed by at least two anonymous reviewers. **Papers prepared contrary to these guidelines will be rejected prior to the reviewing process.** Acceptance of the paper will be confirmed by e-mail provided by the author.

The structure of the paper: title (preferably not exceeding 100 characters); full name(-s) and surname(-s) of author(-s); address(-es) of author(-s), e-mail address; abstract (up to 20 lines, including names of authors and title of the paper); keywords (up to 10); text of the paper (subdivided if possible as follows: Introduction, Materials and Methods, Results, Discussion (Results and Discussion), Acknowledgements, References, Summary in Lithuanian (summary of foreign authors will be translated by the editors).

The structure of the short note: title; full name(-s) and surname(-s) of author(-s); address(-es) of author(-s), e-mail address; abstract; keywords; text (preferably not subdivided); references. Contributions not exceeding 5100 characters (with spaces) or 3.5 standard pages

(including illustrations) are treated as short notes.

The structure of the review: title and authors of the reviewed publication; full bibliography of the reviewed publication (publishers, ISBN code, etc.); text; references (if necessary); full name(-s) and surname(-s) of author(-s) of the review; address(-es) of author(-s).

Manuscript submission. Submit an electronic version in document (*.doc) format. Provide margins of at least 3 cm on both sides and 2.5 cm on top and bottom. Double-space all material (except tables).

The title of the paper should be printed in CAPITALS. The names of the cited authors should be printed in SMALL CAPS. The words at the end of lines should not be divided. Text should be justified but not centred, including titles as well as headings and sub-headings.

Tables should be numbered in order of appearance in the text. Titles (only titles!) of tables should be placed in an appropriate place of the text, and tables with their titles should be placed after the text. The line of a table should not exceed 80 characters. **Landscape tables are not accepted.**

Titles (only titles!) of figures should be inserted in an appropriate place in the text. All figures, i.e. black and white line drawings, maps, graphs or diagrams (preferably 120 × 160 mm, not larger than 200 × 250 mm) with their titles should be inserted at the end of manuscript. Lettering and all figure components must be sufficiently clear to permit severe reduction without loss of clarity. All illustrations must be numbered consequently using Arabic numerals. Authors intending to print colour illustrations will be asked for a page-charge.

The author(-s) of all taxa (from family rank and lower) and syntaxa names should be indicated when first time mentioned in the text. Use “et” between double authors in scientific plant or syntaxa names and use “et al.” for multiple (three or more) co-authors, except names of syntaxa where all co-authors should be indicated. All names of taxa and syntaxa should be printed in *italic* type.

A space must always follow after a period, colon, semicolon or comma (except within numerals and standard abbreviations such as e.g., i.e., i.a. and l.c. as well as within initials or initial and surname): “2: 50” not “2:50”; “W.KOCH” not “W. KOCH”; “BESSER W.S.J.G.” not “BESSER W. S. J. G.”.

The list of references should include all items cited in the text. If there are more than two authors of the cited publication, in the text the first one should be given with indication “et al.” In references all the authors should be indicated. References in the text are to be cited with author(-s)

and year. Examples: ...has been investigated by SUKOPP (1998), BÜCKER & DIRK (1998) and CHILD et al. (1998)... or ... (SUKOPP, 1998; BÜCKER & DIRK, 1998; CHILD et al., 1998).

EXAMPLES OF THE LIST OF REFERENCES

- HANSEN H.V., CHRISTENSEN K.I., 2009: The common chamomile and scentless mayweed revisited. – *Taxon*, 58(1): 261–264.
- KIRSCHNER J., ŠTĚPÁNEK J., 1998: A Monograph of *Taraxacum* sect. *Palustria*. – Průhonice.
- KURTTO A., FRÖHNER S.E., LAMPINEN R. (eds), 2007: Atlas Florae Europaeae. Distribution of Vascular Plants in Europe. *Rosaceae* (*Alchemilla* and *Aphanes*), 14. – Helsinki.
- WESTHOFF V., MAAREL E. VAN DER, 1980: The Braun-Blanquet approach. – In: WITTAKER R.H. (ed.), *Classification of Plant Communities*: 287–399. – The Hague.

Complete titles of journals and other periodicals should be given in the list. Publications printed using Latin characters should be cited in the original. Title published using Cyrillic or other alphabet should be transliterated into Latin characters.

Only *Times New Roman* or other *Times* group 12 pt fonts should be used. When special characters are necessary, other fonts can be used, however, font names and character codes should be explained on separate sheet. Computer produced illustrations should be additionally submitted in original files. Electronic versions of scanned figures (as *.tif or *.jpg files) must be with minimum resolution of **300 dpi (600 dpi is recommended)**. All paper must be in a single file (except originals of illustrations). Within 10 days author should read and return proof sheet to the editorial staff. If the editorial staff does not receive the proof sheet in due time, the paper will be published without final approval of the author.

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