

Title of the article (see checklist for details)

Author Name, Author Name, and Author Name¹

Shared professional address for these authors, City/Town, XX state abbreviation for US, postal code, country if not US

¹Current address: goes here if an author formerly at this address has moved, use superscript only if more than one author is listed at the original address

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New England Notes, Notes, and Botanists’ Corner (BC) manuscripts do not have an abstract, key words, or separate running title. All Notes are limited to 1500 words, not including references, unless prior approval is obtained. Botanists’ Corner submissions should be approximately 500 words. Provide a bit of background on why you conducted an experiment or introduce readers to the organisms you observed. Spell out states and use a comma after a state if it follows a geographic location: Franklin County, New Hampshire, and Cambridge, Massachusetts, had record temperatures in 2019. Québec should always have an accent. Cite references for information that is not common knowledge and document earlier studies on the topic if they are pertinent. Smith (1982) wrote that she found a previously documented population (Smith and Jones 1979) that was reduced to a single individual. Note that there is no comma before the year. Other surveys (Angelo and Boufford 1996a, b; Hill 1982; Mathieson et al. 2000; Smith pers.

obs.) are cited in alphabetical order rather than chronological order because your readers will consult the Literature Cited by last name, not year. Multiple references are separated by semicolons. When using scientific names at ranks lower than family, provide the standard author abbreviation at the first use: the genus *Sorghum* Moench, *Erica arborea* L., *Rosa acicularis* Lindl. subsp. *acicularis*, *Poa cusickii* Vasey subsp. *epilis* (Scribn.) W.A. Weber. Use a space between author initials and include basionym authors. There is no author after an autonym (see previous *Rosa acicularis* example). Use subsp. rather than ssp. and var. rather than v. Spell out the genus the first time it is used in each new paragraph and any time it starts a sentence. If more than one genus is being discussed in a paragraph and the genera start with the same letter, spell out the genera unless you are citing species directly after providing the genus. We studied two species of *Campanula* L. (*C. alata* Desf. and *C. alpina* Jacq.) and one species of *Cirsium* Mill. (*C. arvense* (L.) Scop.). Red-backed bees reportedly prefer *Campanula alata* flowers to those of *C. alpina* (Hill 1982), but they have not been observed on *Cirsium arvense* flowers. If you must use abbreviations, define them at their first use: scanning electron microscopy (SEM), and then use them consistently in the text. However, for Notes, remember that tables and figures need to stand independently, so be sure to define all abbreviations in the corresponding legend. Figures and tables are not part of BC manuscripts.

This template has the correct font, margins, line numbering, and page numbering. Note that there is a single space between sentences. If you are in the habit of using two spaces between sentences, use the find and replace feature to replace all double spaces with a single space. Repeat as needed until no more replacements are made.

Be sure to specify field sites, protocols, sources of molecular tools (kits, proprietary reagents, references for primer sequences), statistical tests, analysis programs, the references you

used to identify plants, and herbaria (follow Index Herbariorum for herbarium codes [do not refer to them as acronyms]). If you consult a portal like the Consortium of Northeastern Herbaria, list the herbaria before citing the portal as a reference: specimens from MASS, NEBC, and UNH were examined (Consortium of Northeastern Herbaria 2022). Keep in mind that different techniques or treatments are generally not proper nouns and should not be capitalized (e.g., use Carnoy's fixative, handwipe vs. wand method; not Carnoy's Fixative, Handwipe vs. Wand method). Your readers should be able to know exactly what you did and repeat your work based on the information (including citation of established protocols) provided in this section. Products used are to be cited here, not in the Literature Cited: SYSTAT (SPSS, Chicago, Illinois).

Use a space between numbers, operators, and units—a 1 ha plot, $\alpha = 0.01$. Use the minus sign (–), not a hyphen, for negative numbers, and the degree sign (°) for degrees. Use an en dash in a number range: 4–5 leaflets, 3.7–4.2 mm long. Use the same number of significant digits for a range (3.7–4.0 mm, not 3.7–4). If you have a formula, use the equation editor to enter it on a separate line rather than including it in a sentence. Numbers less than 10 are spelled out unless they are in a range or accompanied by units. Do not use quotation marks around terms unless you are using them in a nonstandard way, and then be sure to provide a definition.

For Notes, make sure any tables and figures are numbered to correspond with the order cited (first figure cited must be Fig. 1, etc.). Do not use the words significant, significance, or significantly unless you have conducted a statistical test with a stated *p*-value to back it up, which should be reported with a lowercase, italicized *p* (e.g., $p < 0.001$). Numbers reported within a sentence should have the same number of significant digits (4.2 cm and 3.0 cm, not 4.2 cm and 3 cm). Do not overstate significant digits (4.26 mm cannot be measured with accuracy

without a micrometer). Reports of chromosome counts or ploidy levels should use the form $2n = 28$.

Your final paragraphs should tell readers why your results are interesting or important. Cite relevant literature and explain where your results fit in. Avoid unsupported statements and sweeping generalizations. Your final paragraph or sentences can serve as the conclusion.

If you are citing specimens other than within a sentence, please follow the format in the paragraph below. Specimens that are cited within a sentence should follow the format *Surname* # (herbarium code) if they are in a searchable database that is also cited. Specimens not in a database should be cited to provide sufficient information for the reader to locate the specimen on a visit to the herbarium.

Voucher specimens or Studied specimens. Adjust wording as needed.

Taxon and author — **CANADA. Province: Co.**, detailed location, DD Jan YYYY, *Surname* # or *s.n.* (herbarium code).

U.S.A. State: Co., detailed location, DD Jan YYYY, *Surname* # or *s.n.* (herbarium code).

Detailed location, etc., for next specimen if from same county. Next state: Co., etc.

Each country starts a new paragraph. Use first three letters of month. Date must be included for all specimens—use “no date” or provide month and year or year if full information is lacking.

ACKNOWLEDGMENTS

Note the spelling—there is no “e” after the “g.” Briefly provide information on granting agencies and grants, herbaria that sent loans, artists who prepared illustrations, other assistance, and anyone who critically reviewed the manuscript.

LITERATURE CITED

This section should be brief for Notes and BC manuscripts. Add your citations one by one as they appear in the text. Before submission, search your document to make sure that all in-text citations appear here and that all listed citations appear in the text. Use the format provided here—do not attempt to replicate the final style that is published in the journal.

Website examples:

Consortium of Northeast Herbaria. 2016. Herbarium specimen data provided to the Consortium of Northeast Herbaria by E.C. Smith Herbarium (ACAD), Acadia University, Wolfville, NS, Canada. Website (<http://www.neherbaria.org>). Accessed Aug 2016.

Emmit, D., A. Cusick, and G. Schneider. 2002. Rare plant abstracts: *Silene regia* Sims. Royal catchfly. Ohio Department of Natural Resources, Columbus, OH. Website (https://naturepreserves.ohiodnr.gov/portals/dnap/pdf/Rare_Plant_abstracts/SILENE_REGIA.pdf). Accessed Mar 2017.

Morton, J.K. 2005. *Silene regia*, p. 200. In: Flora of North America Editorial Committee, eds., Flora of North America North of Mexico, vol. 5. Oxford University Press, New York, NY. Website (http://beta.floranorthamerica.org/Silene_regia). Accessed May 2020.

Natural Resources Conservation Service. 2020. PLANTS database, profile for *Monarda bradburiana*. United States Department of Agriculture. Website (<https://plants.usda.gov/core/profile?symbol=MOBR2>). Accessed May 2020.

Note that while it is possible to consult Flora of North America through its website, complete publication information is available electronically (treatment author, page numbers, volume, year, publisher), so the full reference must be provided in addition to the website information.

Journal example:

Dunn, D.B. and A.M. Planchuelo. 1981. *Lupinus heptaphyllus* (Velloso) Hassler vs. *Lupinus hilarianus* Benth. Taxon 30:464–470.

Note that there is no space between initials. If there are two authors, there is no comma after the first author’s initials. Every author after the first has initials preceding the last name. Journal abbreviations are no longer used unless the journal itself usually uses an abbreviation (e.g., PLOS ONE). Issue numbers are not included unless pagination is separate in each issue. Many online-only journals that do not follow a traditional pagination system will require the issue.

Book examples:

Gleason, H.A. and A. Cronquist. 1991. Manual of Vascular Plants of Northeastern United States and Adjacent Canada, 2nd ed. New York Botanical Garden, Bronx, NY.

Book edition or volume number (e.g., vol. 21) follows the title, separated by a comma. Omit “The” from the publisher name. Do not include the number of pages. If the work is an edited volume, ed. or eds. follows the author(s) (e.g., Gleason, H.A., ed. or Gleason, H.A. and A. Cronquist, eds.). Please remove the automatic superscript from 2nd, 3rd, etc.

Haines, A. 2011. Flora Novae Angliae: A Manual for the Identification of Native and Naturalized Higher Vascular Plants of New England. Yale University Press, New Haven, CT.

Capitalize all of the major words in a book title, including the first word after a colon (in contrast to article titles). Provide city and state abbreviation for the US, city and country if outside the US.

Online-only journal example:

Libiaková, M., K. Floková, O. Novák, L. Slovák, and A. Pavlovič. 2014. Abundance of cysteine endopeptidase dionain in digestive fluid of Venus flytrap (*Dionaea muscipula* Ellis) is regulated by different stimuli from prey through jasmonates. PLOS ONE 9(8):e104424. DOI:10.1371/journal.pone.0104424

With more than two authors, a comma is used before the and. In article titles, only proper nouns are capitalized. Scientific names at the rank of genus and below are italicized. A digital object identifier (DOI) should be added if it is available but should not replace volume and page numbers. The format is DOI:10.rest of identifier – do not include http or .org web URL elements. There is no final period after a DOI is included.

Book example (FNA):

Mellichamp, T.L. 2015. *Drosera*, pp. 420–425. In: Flora of North America Editorial Committee, eds., Flora of North America North of Mexico, vol. 6. Oxford University Press, New York, NY.

Book chapter title follows the format for article title. After the word *In*., books not edited by a committee are presented in the same manner as a book (see Haines or Gleason and Cronquist above), without repeating the year. Do not use “1993+” as a year with Flora of North America.

Journal examples:

Menges, E.S. 1995. Factors limiting fecundity and germination in small populations of *Silene regia* (Caryophyllaceae), a rare hummingbird-pollinated prairie forb. *American Midland Naturalist* 133:242–255.

——— and R.W. Dolan. 1998. Demographic viability of populations of *Silene regia* in Midwestern prairies: relationships with fire management, genetic variation, geographic location, population size and isolation. *Journal of Ecology* 86:63–78.

If the first author is the same, three em dashes are used to replace the first author. A sole-authored work comes before works by that author and others, regardless of the year. If the first two (or three, etc.) authors are the same, they are also represented with em dashes. For example, a following work by Menges and Dolan (2000) would be listed as ——— and ———. Note that the word relationships in the title is not capitalized even though it comes after a colon, nor is there a double space after the colon.

Thesis or dissertation:

Schori, M. 2010. A systematic revision of *Gomphandra* (Stemonuraceae). PhD dissertation, Ohio University, Athens, OH.

Publication in a series:

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.

Report:

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.