

## *Essential Checklist for Contributors*

1. **Scope:** Taxonomy and taxonomy related papers on flowering plants.
2. **Number of Copies to be Submitted:** One original (to be marked so) and two copies (including illustrations, photographs, tables, etc.).
3. **Paper size:** A4
4. **Language:** Consistent British/ American English.
5. **Typing:** Using computer.
6. **Spacing:** Strictly double spaced and only on one side of the paper.
7. **Margin:** 3 cm left, 2.5 cm right, top and bottom.
8. **Pagination:** Upper right hand corner.
9. **1<sup>st</sup> page:** Title, author and affiliation only.
10. **2<sup>nd</sup> page:** Abstract and keywords only.
11. **3<sup>rd</sup> page:** Title (without author and affiliation) and main text.
12. **Acknowledgements:** Minimum, devoid of adjectives and in a separate page after the text.
13. **Keys:** Bracketed.
14. **New Taxa/New Reports/New Combinations/ New Status, etc.:** Finalised after consulting relevant type materials or their photographs.
15. **Literature Cited:** Strictly bringing all references cited in the text under this head.
16. **Illustration:** Professionally drawn in India ink on bristol board or quality tracing film, preferably the first, with numbers in Arabic numerals in the lower left hand corner and first author's name in the upper right hand corner.
17. **Photoplates:** Individual photographs of high contrast pasted without gaps (rest as indicated for illustration).
18. **Numbering:** Illustrations and photographs as Figures in Arabic numerals as mentioned above and individual components in them in lower case English alphabets (a, b, c, etc.).
19. **Size** (Illustrations, photographs and tables): 22 × 15.8 cm, 22 × 7.6 cm, 11 × 15.8 cm or proportionately larger unto their double size.
20. **Legends:** On separate pages, strictly double spaced.
21. **Disk Submission:** Shall include all the components (full manuscript including legends and tables, illustrations and photographs in JPEG/ TIFF format) in a CD labelled with title and authors.
22. **Sequence of Arrangement:** Covering letter with three or four potential referees (optional), title page, abstract and keywords page, text, acknowledgements, figures and legends.
23. **Manuscript Number:** A must in all follow up correspondences.

*For more details refer to the latest volume of Rheedea.*