

DUMORTIERA: guidelines for the authors

DUMORTIERA is an open access journal distributed under Creative Commons CC-BY 4.0 (<https://creativecommons.org/licenses/by/4.0/>). It publishes articles on the flora and vegetation of Belgium and the surrounding areas: vascular plants, mosses, lichens, algae and fungi. Topics that can be addressed include the evolution of the indigenous and non-indigenous flora, revisions of difficult or overlooked groups of species, keys complementary to *Nouvelle Flore de la Belgique / Flora van België*, results of floristic inventories, short communications, etc.

The journal is published in digital form only. Articles are available as pdf files on the Internet. See the website of Botanic Garden Meise (<https://www.plantentuinmeise.be/en/overig/Dumortiera>).

Each manuscript is reviewed by at least two referees. The editor selects the first author as the contact for the manuscript. Before publication of the manuscript, the first author receives a proof of the layout for proofreading and approval.

Manuscripts are submitted as **Word files** (*.doc or *.docx).

Language. Articles are published in English, Dutch or French. The editor insists that the authors make an informed choice of the language of their manuscript, carefully considering the intended readership. Each manuscript has a short abstract in the other two languages ('Samenvatting' and 'Résumé'). A short summary in the language of the paper is optional.

Pay attention to the right setting of the language in Word: 'English (U.K.)', 'Dutch (Belgium)' or 'French (Belgium)'. This assures the automatic application of language-specific typographical rules. For example:

┌ [Nederlands] J. Lambinon *et al.* (1998: 955) definieert 'anthese' als volgt: "Het ontluiken van de bloem(en)."
└ [Français] J. Lambinon *et al.* (2004 : 1042) définit « soie » comme suit : « Poil allongé et raide. »

Authors of manuscripts in English preferably use the UK spelling of the *Oxford English Dictionary*. For example: 'naturalized', not 'naturalised'.

Structure of the manuscript. Each manuscript contains, in the correct order, the following parts:

- Title.
- Name(s) of the author(s) + address(es). [Do not put this in a footnote!]
- Email address of the first author. [Idem.]
- Source(s) of the illustrations.
- A short abstract in two languages. Each abstract starts with the translation of the title of the manuscript. [This is optional for a short floristic note.]
- The text is logically and clearly structured, but need not necessarily follow the sequence 'Introduction / Material and methods / Results / Discussion'.
- Acknowledgements.
- References.
- Tables + accompanying captions.
- Captions with the illustrations (but the illustrations themselves are not included in the Word document; see further).
- Appendices.

Tables (in MS-Word) are put at the end of the manuscript, or they are submitted as separate Excel files. Each table is preceded by a numbered caption, the number corresponding with a numbered reference in the text). The layout of the tables is kept as simple as possible.

Figures are submitted one by one as separate files. The numbered captions, however, are included at the end of the Word document, after the tables. The figures themselves are not included in the MS-Word document. Photographs, drawings, maps, graphs, etc. are numbered as a single series of 'figures'.

For texts and numbers in the illustrations the use of the font Arial is recommended.

Line drawings, graphs and pictures are submitted as TIFF or JPG files with a sufficiently high resolution. If cropping is required, add an extra file with the cropped picture as an example for the layout. Scanned photographs etc. should have a resolution of at least 300 dpi; for scans of line drawings etc. 1200 dpi is required.

The editor insists that the authors pay due attention to illustrations, for instance including original photographs of vegetations, or drawings and photographs of complete plants or relevant details.

Layout of the manuscript. The layout is kept as simple as possible: everything in Times New Roman, font size 11; line spacing 'single'; after each paragraph a blank line; no tabs or indents. To structure the text (preferably limited to no more than two or three levels) the following styles can be applied (always with a blank line before and after):

Level one heading: **bold**

Level two heading: underlined

Level three heading: *italic*

Identification keys should be composed in the following way, using '+' and '=' indications to structure the key:

1 ++ Flowers with 4 free white petals, borne on leafy tree == *Fraxinus ornus*

++ Flowers without petals, borne before leaves appear == 2

2 ++ Winter buds almost black; leaflets finely serrate, with more serrations than lateral veins == *F. excelsior*

++ Winter buds brown; leaflets coarsely serrate, with as many serrations as lateral veins == *F. angustifolia*

The several different parts of a manuscript are not numbered.

Plant names. The use of scientific names is a priority; never use vernacular names only. Where a species is first mentioned, the vernacular name can be added between brackets after the scientific name.

Scientific names:

– Genera and species: *italic*; names of families: roman.

– For the names of vascular plants, the most recent edition of the Belgian Flora (*Nouvelle Flore de la Belgique*, 6^e édition) is used as a reference. Deviations from this standard are explained in the text (e.g. by adding the synonym used in the *Nouvelle Flore* between brackets). For other plant groups, such as mosses or algae, the reference used for nomenclature is added to the list of references at the end of the manuscript; this reference should not be added in a footnote.

– The author's name need only be added after the name of a vascular plant when the name of the plant lacks from the *Nouvelle Flore*. For other groups the use of the names of authors can be avoided by adding a reference to a checklist or standard Flora for these groups.

Locations: geographic locations can be given using the *IFBL* or *UTM code*; a more precise indication can be given using *GPS coordinates*. Always take care to use the correct notation, for example:

– IFBL C2.27.31.

– UTM ES5335 (for a 1 km² unit) or ES536354 (for a more detailed indication).

– 51° 05' 18.32" N, 3° 29' 26.49" E.

References are given as follows in the text:

... have usually been considered clearly distinguished species (Filipps 1980; Casper & Krausch 1980; Lambinon *et al.* 2004). ...

... Bouharmont (1977) has described this form as a separate species...

It can be useful to add the precise page in a reference (e.g. in a reference to a voluminous book):

| Crépin (1878: 165) described this as "l'un des problèmes les plus considérables de la philosophie naturelle".

Examples of references in the list at the end of the manuscript:

Note: Do not use italic for the scientific names of plants in the titles of publications.

Article in a journal:

| Dehnen-Schmutz K., Touza J., Perrings C. & Williamson M. (2007) – The Horticultural Trade and Ornamental Plant Invasions in Britain. *Conservation Biology* 21: 224-231.

A book:

| Stace C. (1997) – New Flora of the British Isles. 2nd edition. Cambridge, Cambridge Univ. Press.

‘Grey’ literature (including reports and unpublished theses). It is recommended to add the kind of publication at the end between square brackets:

| Hoffmann M. (1993b) – Vegetatiekundig-ecologisch onderzoek van de buitendijkse gebieden langs de Zeeschelde met vegetatiekartering. Gent, Univ. Gent, Lab. Morf., System. & Ecol. der Planten. [Rapport in opdracht van I.N. en Rijkswaterstaat, Directie Zeeland]

| Meysman F. (1996) – Het wel en wee van biezen langs de Zeeschelde. Gent, Univ. Gent, Lab. Morf., System. & Ecol. der Planten. [Maandwerk academiejaar 1995-1996]

Contribution in a book:

| Lawalrée A. (1964) – *Adiantum*. In: Tutin T.G. *et al.* (eds.), *Flora Europaea*, vol. 1: 10. Cambridge, Cambridge Univ. Press.

Book in a series:

| Verloove F. (2002) – Ingeburgerde plantensoorten in Vlaanderen. Brussel, Instituut voor Natuurbehoud. [*Mededeling Instituut voor Natuurbehoud* 20]

References to a publication on a website (only when clear information on the author, title and year of publication is available):

| Pyšek P. (2006) – *Fallopia japonica*. [http://www.europe-aliens.org/pdf/Fallopia_japonica.pdf; geraadpleegd 17.03.2011]

For ‘classic’ publications on paper that are also available on the Internet, the Internet reference can be added (esp. when the paper version is difficult to find in most libraries):

| Royo-Esnal A. & López-Fernández M.L. (2008) – Biología de *Oxalis latifolia*: revisión acerca de su origen, ciclo anual, características biológicas más notables y formas taxonómicas. *Agronomía Mesoamericana* 19(2): 291-301. [http://www.mag.go.cr/rev_mesov/v19n02_291.pdf; geraadpleegd 20.05.2011]

| Simpson D.A. (1990) – A revision of *Cyperus* sect. *Leucocephali*. *Kew Bulletin* 45: 480-501. [doi:10.2307/4110514]

References to websites without clear indications about the author, the year of publication and the title of the publication, are added between brackets in the text. The date of consultation of the site should also be added. Such references are not included in the list of references at the end of the manuscript.

| *Lophocolea semiteres* komt in Nederland vooral voor in het zuiden (<http://www.verspreidingsatlas.nl/3519>; geraadpleegd maart 2013).

| Elle est également cultivée au Jardin botanique national de Belgique (portail PLANTCOL, consulté en janvier 2012).

| The National Botanic Garden of Belgium holds a collection of wild Phaseoleae - Phaseolinae species (<http://www.br.fgov.be/RESEARCH/COLLECTIONS/LIVING/PHASEOLUS/index.html>; accessed February, 2012).

The use of footnotes should be avoided. Do not use endnotes.

Reprints

Immediately after publication, the first author receives a pdf which can be freely used to distribute reprints.

DUMORTIERA is a joint publication of Meise Botanic Garden and the Royal Botanical Society of Belgium.

Please contact the editor for more information: dumortiera@botanicgardenmeise.be