

Instructions to authors

Hoehnea publishes original complete articles, reviews and scientific notes and in all fields of Botany and Mycology (anatomy, cell and molecular biology, biochemistry, ecology, phylogeny, physiology, genetics, morphology, palynology, taxonomy) in Portuguese, Spanish, or English. The review articles are exceptionally accepted at the discretion of the Editorial Board and must contain a critical analysis of the main subject and shouldn't be restricted to bibliographic compilations. Scientific notes must present relevant technical and scientific approaches.

The author has to send a letter requesting the submission of the manuscript, containing the identification of the authors, title and full address of the author for correspondence. The corresponding author can suggest possible reviewers (with their contacts) and ask not sending to others reviewers. The author should express their agreement to transfer the copyright to the Institute of Botany and declare that the manuscript was not published, in whole or part, and not submitted to another journal. Manuscripts submitted for review should consist of a single document in Word (.doc, .docx or .rtf) with tables and figures with low resolution (150 dpi) attached at the end of the document and one printed copy, that should be sent to Hoehnea – Editor-in-Chief, Instituto de Botânica, Caixa Postal 68041, 04045-972, São Paulo, SP, Brasil. The submission can be made online, on the same model of the printed submission. After reviewed and accepted for publication, the editor will request tables and high resolution illustrations (600 dpi) separately. One printed copy and one electronic file (in format .doc, .docx or .rtf) of the final version of the manuscript should be sent to the Editor.

Manuscript format - use Word for Windows 6.0 or latest version, font Times New Roman, size 12, double-spaced. Text aligned for the right margin and not justified. Use A4 paper (297 × 210 mm) with 2 cm for all margins. Printed versions should be made with high quality white paper. Number pages consecutively and avoid footnotes. Manuscripts should not exceed 50 typed pages, including tables and figures. Scientific notes should not exceed 5 pages. Insert line numbers to facilitate review comments by Reviewers, Associate Editors, and the Editor-in-Chief.

First page - title in bold and only the initials in capital letters; use author's full names (as author decision), capitalizing initials and minor the others letters. Affiliation, complete addresses and corresponding author's e-mail should be as footnotes, indicated by number and the resume of the titled. If the manuscript is part of Thesis, Dissertation or Work for completion of course indicate it by using superscript numeral in title. Grants, scholarship and number of process from financial agency should be included in the Acknowledgements. After the manuscript go through the scientific publishing process, changes in the list of authors are not accepted. The contacts with the Editorial Board of Hoehnea can be made only with the Author for correspondence.

The manuscript should contain only the essential information for its understanding, and be rigorously prepared according to the guidelines.

Second page - should contain ABSTRACT and RESUMO (or RESUMEN), beginning with the title of the paper in the corresponding language by parenthesis. It should not exceed 150 words in a single paragraph. Keywords and Palavras-chave (or Palabras clave), up to five words separated by comma, without period, and in alphabetic order. Do not use words that have been used in the title.

Text - start in a new page. Chapter titles should be written in bold, centralized, and only the initials in capital letters, following as possible: Introduction, Material and methods, Results, Discussion, Acknowledgments, and Literature cited. Results and Discussion may be combined in one. Subtitles of these topics should be written with font Regular with uppercase and lowercase letters and separated from the corresponding text with a hyphen. Use italic for scientific names

Abbreviations of books and name of authors of Taxons - should be abbreviated according to Brummitt & Powell (1992). Headers of the species in taxonomic papers, abbreviations of rare books must follow the Taxonomic Literature (TL-2) and for periodicals the *Botanico-Periodicum-untianum/Supplementum* (B-P-H/S).

Figures and tables - must be consecutively numbered with Arabic numerals following the order in which they are cited in the text. Do not use abbreviations when refer to them in the text. Taxa figures citations from taxonomy papers should be cited as follow:

Bauhinia platypetala Burch. ex Benth. in Mart, Fl. Bras. 15(2): 198. 1870 ≡ *Bauhinia forficata* Link var. *platypetala* (Burch. ex Benth.) Wunderlein, Ann. Missouri Bot. Gard. 60(2): 571. 1973. Tipo: BRASIL. Tocantins: Natividade, s.d., *G. Gardner 3118* (syntype OFX).

Figures 7-8

References in the text - should be cited using the author-data System, with initials in capital letters; when in the same set of citations, use chronological order; when two authors, link names with &; when more than two, mention the first, followed by *et al.* For papers published on the same year by the same author or combination of authors, use letters following publication year (e.g.: 1994a, b). Don't use comma to separate author and publication year rather to separate multiple citations (ex.: Dyer & Lindsay 1996, Hamilton 1988); references to unpublished results should be as follows: (Capelari, unpublished data).

Herbarium specimens - herbarium material must be cited according to the following model: BRASIL. SÃO PAULO (written with versalete effect): São Paulo, São Paulo, Parque Estadual das Fontes do Ipiranga, collection date (e.g.: 10-IX-1900), collector name plus collect number (herbarium acronym). Cite only the herbarium acronym when a collector number is cited; when collector number is not provided, cite the herbarium acronym followed by the herbarium registration number [(e.g.: (SP250874)].

Numbers and units - use abbreviations of measurements units whenever possible; for composed units use exponentials instead of bars (ex.: mg day⁻¹ instead of mg/day, µg L⁻¹ instead of µg/L), leave a space between number and unit (ex. 200 g; 50 m); do not insert spaces on coordinates (ex.: 23°46'S e 46°18'W).

To approximate measure use circa (ca. 5 cm); for variation range of measures not use circa (2-5 cm); to approximate form use ca. (ca. 3 × 5 cm); temperature (20 °C); for only a percentage value (60%); variation range to percentages (30 - 50%).

Literature cited - list of the authors in bold letters and in alphabetical order, capitalizing only the initials; citations of the same author or combination of authors should follow chronological order for a set of references with the same first author; work of the author alone must be cited first then the author with one co-author, and finally the author with 2 or more co-authors. Full periodical names should be used. Avoid citing dissertations and thesis; do not cite

conference abstracts, graduation monograph or articles in press. Authors should follow the examples:

Manuscripts of Meetings

Giannotti, E. & Leitão Filho, H.F. 1992. Composição florística do cerrado da Estação Experimental de Itirapina (SP). *In*: R.R. Sharif (ed.). Anais do 8º Congresso da Sociedade Botânica de São Paulo, Campinas, pp. 21-25.

Articles of periodicals

Pôrto, K.C., Gradstein, S.R., Yano, O., Germano, S.R. & Costa, D.P. 1999. New an interesting records of Brazilian bryophytes. *Tropical Bryology* 17: 39-45.

Veasey, E.A. & Martins, P.S. 1991. Variability in seed dormancy and germination potential in *Desmidium* Desv. (Leguminosae). *Revista de Genética* 14: 527-545.

Books

Cronquist, A. 1981. An integrated system of classification of flowering plants. 2 ed. New York Botanical Garden, New York.

IPT. 1992. Unidades de conservação e áreas correlatas no Estado de São Paulo. Instituto de Pesquisas Tecnológicas, São Paulo.

Chapters in books and serial works

Benjamin, L. 1847. Utriculariae. *In*: C.F.P. Martius (ed.). *Flora Brasiliensis*. Typographia Regia, Monachii, v. 10, pp. 229-256, t. 20-22.

Ettl, H. 1983. Chlorophyta, I. Phytomonadina. *In*: H. Ettl, J. Gerloff, H. Heynig & D. Mollenhauer (eds.). *Süßwasser Flora von Mitteleuropa*, Band 9. Gustav Fischer Verlag, Stuttgart, pp. 1-809.

Heywood, V.H. 1971. The Leguminosae - a systematic review. *In*: J.B. Harbone, D. Boulter & B.L. Turner (eds.). *Chemotaxonomy of the Leguminosae*. Academic Press, London, pp. 1-29.

Electronic documents

Poorter, H. 2002. Plant growth and carbon economy. *Encyclopedia of Life Sciences*. Disponível em <http://www.els.net> (access in 20-XI-2004).

Thesis or Dissertations

Trufem, S.F.B. 1988. Fungos micorrízicos vesículo-arbusculares da Ilha do Cardoso, SP, Brasil. Tese de Doutorado, Universidade de São Paulo, São Paulo.

Books with coordinator, editor or organizer

Mamede, M.C.H., Souza, V.C., Prado, J., Barros, F., Wanderley, M.G.L. & Rando, J.G. (orgs.). 2007. Livro vermelho das espécies vegetais ameaçadas do Estado de São Paulo. Instituto de Botânica, São Paulo.

Legislation

Secretaria do Meio Ambiente do Estado de São Paulo. 2004. Resolução SMA-48, de 21-IX-2004. Lista de espécies da flora ameaçadas de extinção no estado de São Paulo. *Diário Oficial do Estado de São Paulo, Poder Executivo*, São Paulo, 22-IX-2004. Seção I, v.114, n. 179, pp. 26-29.

Works with corporate authors

ABNT. 2002. NBR 6023: Informação e documentação – Referências – Elaboração. Associação Brasileira de Normas Técnicas, Rio de Janeiro.

Tables - use design resources and table formatting of Word for Windows and present tables in separate pages. Do not insert vertical lines; horizontal lines should be used only in headings and to close the table. Titles should be concise and inserted in the upper part, starting with “Table”, followed by Arabic numbers in the order in which they are mentioned in the text. Avoid abbreviations (except for units) but if not possible, add its meaning in the title. Fortables covering more than one page, add at end of the Table “*continue*” and “Table 1 (*continuation*)” in the upper left corner of the following page, repeating the heading but not the caption. Manuscripts in Portuguese or Spanish should include also table captions in English.

Figures - the original figures accompanied by a set of three copies should be sent with the printed version. Figures or group of figures should be presented in separate pages, identified in the back with author’s name written with pencil; titles should be listed in sequence in a separate page at the end of the manuscripts. Each figure (photograph, drawing, graph, map or scheme) should be numbered with Arabic numerals in the order on which they are mentioned in the text; small letters can be used to subdivide figures (dark figure use letters with light colour and in light figures the opposite); figure numbers or letters should be placed, whenever possible, on the low right corner (use font Time New Roman). In the bar graphs indicate the conventions of the bars in the figure title. The maximum length of each figure or group of figures should be 230 mm, including the title; width can be adjusted to one or two columns (81 or 172 mm). The originals should be prepared on the final size or be proportional to a maximum of two times the publication size (the dimensions of the printed page are 230 mm long and 172 mm wide). Plates containing original ink drawings should be presented on a good quality white/drawing paper. Lines and letters must be sharp enough to allow reduction. Only good quality, black and white figures will be accepted. Magnifications (metric system) must be indicated with scale bars clearly shown in the left side of the figures. Use font Times New Roman in the titles of figures and graphics. Digital figures are accepted in .tif format with a minimum resolution of 600 dpi and must not be embedded in MS Word or Power Point. Figures with low quality or out of proportion will not be accepted. Manuscripts in Portuguese or Spanish should include also figure title in English.

Additional information

In case of doubts about the instructions, it is recommended that authors consult a recent article published in *Hoehnea*, in the same area of Knowledge of the manuscript. All articles are reviewed by at least two referees in the area of knowledge.

The editor-in-chief, assistant editors, with the assistance of the referees, will decide about acceptance for publication, and will advise modifications in the articles.

For articles accepted with modification, the authors should respond one by one the reviewers’ comments in a table with two columns: the left with the review of the evaluator and the right with the reply from the author, justifying the acceptance or not of the suggestions.

The authors are responsible for the opinions and concepts emitted in the article.

These instructions are also available at the website of the Institute of Botany (<http://www.ambiente.sp.gov.br/hoehnea/instrucoes-aos-autores/>) and at SciELO - Scientific Electronic Library Online (<http://www.scielo.br/revistas/hoehnea/iinstruc.htm>).