

***The Orchadian* - Guidelines for Authors**

General Articles

All manuscripts must be submitted in electronic format as a word document to the editor either through the website or at pbadams45@gmail.com. For style and layout, the most recent issues of *The Orchadian* should be followed.

Illustrations, figures, tables and photographs should be forwarded as **separate** files, and not embedded in the text. A separate list with legends for each of these is requested. A short list of references to books and articles can be included at the end of the article, quoting them in full.

Please provide an email contact for the article, and a brief (three lines) biography for each author.

As a guide, most general articles are from about two to twelve pages long, and a page with only written text is about 700 words. Do not use footnotes.

Photographs

Photographs should be provided as uncropped high-resolution jpegs at minimum 300 dpi. Depending on the topic, 4-12 photographs are appropriate, but more photographs may be required for complex and longer articles. Photographs of people are generally discouraged unless there is a particular reason to include, and permission to use the photographs is required. Each photograph needs to indicate the photographer (in the legend), and permission for publication must be obtained. Photographs do not need to be numbered.

Formatting

Font is Times New Roman, 14 pt for title, 11 pt for headings and text. Paragraphs are fully justified. Use the style of articles which are similar to your own, as published in recent issues of *The Orchadian*. There is considerable flexibility in the presentation of general articles, but the information should follow a logical and clear progression, as illustrated in recent issues. Unless an article is very short there should be a summary followed by introduction, then major and minor headings as appropriate.

General articles are reviewed by suitable peers. Opinions expressed by authors are their own and do not necessarily represent the policies or views of ANOS Inc.

The editorial committee reserves the right to reject papers. If the guidelines for submission are not followed, contributions may be returned to authors for resubmission.

Nomenclature

The policy of ANOS Inc. is to follow the World Checklist of Selected Plant Families [WCSPF] (being replaced by Plants of the World Online [POWO]) unless there is good evidence available for another approach, as sometimes there is a delay before the WCSPF or POWO updates nomenclature from key papers. The editor will make the final decision following guidelines from ANOS council.

Further Guidelines for Scientific Papers

The Orchadian publishes peer-reviewed research that may include systematics, morphology, geography, anatomy, conservation and botanical history with special emphasis on orchids from the Australasian region.

Authors of papers on systematics should follow standard formatting conventions. Within Nomenclatural sections the titles of journals cited in the text should be abbreviated according to *Botanico-Periodicum-Huntianum* (Hunt Botanical Library, 1968) while names of books should be abbreviated in accordance with F. A. Stafleu and C.S. Cowan, *Taxonomic Literature 2nd ed.* (W. Junk 1976-1988). In the references section the titles of journals and books should be given in full. All entries in the references must be referred to in the narrative texts and all references to papers or books in the narrative text must be included in the references.

Author abbreviations should follow A.K. Brummitt and C. E. Powell (1992) *Authors of Plant Names* Kew: Royal Botanic Gardens, also available online through the International Plant Names Index (IPNI) at www.ipni.org. Acronyms used for herbaria cited in the text should be in accordance with P.K. Holmgren, N.H. Holmgren and L.C. Barrett (eds) *Index Herbariorum Part 1: the Herbaria of the World 1990*, also available online through the Index Herbariorum at sweetgum.nybg.org/science/ih/

Taxonomic articles must comply with the current International Code of Nomenclature, see www.iapt-taxon.org/nomen/main.php and particular care should be taken in the citation of type specimens and basionyms when appropriate. Examples in recent issues of *The Orchadian* should serve as a guide. Because the code is a complex document that must accommodate a wide range of historical practice, it is not generally prescriptive, and careful interpretation and justification of nomenclatural decisions is therefore required.

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All scientific and major articles are sent for peer review and when complete these and any comments from the editor are forwarded to the authors for action. Once manuscripts are accepted and formatted authors will be asked to perform a final check for errors and amendments. All guidelines must be followed before submitting manuscripts.

Ownership

When published, the article becomes the property of ANOS Inc. and it is planned it will be eventually provided online through Biodiversity Heritage Library. If you have any questions about an article you wish to write or submit, please contact the editor.

Peter B. Adams 18/04/2022

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