

INSTRUCTIONS TO AUTHORS

The Gardens' Bulletin publishes original research findings and reviews of progress in the fields of plant taxonomy, horticulture and allied subjects. Contributions must be original and the material must not have been submitted for publication elsewhere.

Authors should look at the layout of articles recently published in the journal to ensure that submitted manuscripts conform as closely as possible to the accepted format. Particular care should be taken with the format of the references. Manuscripts may be submitted in electronic form (PC-compatible WORD) together with a hardcopy and original drawings and illustrations as appropriate.

Titles and authors: The title should give a concise description of the contents of the article. It should include the family name, if a taxon name is included in the title. The names(s) and affiliation(s) of the author(s) must be given below the title. A short running title should also be provided. Lengthy papers must have contents listed at the beginning of the paper. Avoid footnotes.

Abstract: An abstract of up to about 100 to 200 words should be provided. It should comprehensively summarise the contents of the article as it is likely to be reproduced without the text.

Scientific names: The complete scientific name - genus, species, authority with family in parenthesis - must be cited for every organism at the time of first mention. The standard for author abbreviations is Brummitt & Powell, Authors of Plant Names, RBG Kew.

Abbreviations: Standard abbreviations may be used in the text, but the full term should be given on the first mention. Dates should be cited as: 1 Jan 2000. Units of measurement should be spelled out except when preceded by a numeral where they should be abbreviated in standard form: g, ml, km, etc. and not followed by stops.

Tables: All tables should be numbered and carry a heading with their content. These should be comprehensive without reference to the text.

Illustrations: For black and white drawings, the original drawings are still preferred. Scale bars should be used to indicate magnification. Provide a photocopy of the illustrations to indicate the lettering for the final reproduction.

When grouping photographs, the maximum page area 12.5×19.5 cm must be taken into account to optimize the space. Colour photographs should only be included where colour adds significantly to the information content of the article. High resolution digital images may be submitted as separate files. Do not embed images into main text file.

For figures including photographs, type the captions in numerical order on a separate sheet.

Literature citation: Citation in the text should take the form: King and Gamble (1886), or (King and Gamble, 1886). If several papers by the same author in the same year are cited, they should be lettered in sequence, 2000a, 2000b, etc. When papers are by three or more authors they should be cited as King *et al.* (1886) in the text, but with all the authors' names given in the reference section. All references must be placed in alphabetic order according to the family name of the first author. The journal title must be given in full, as in the following examples:

Stone, B.C. 1994. Additional notes on the genus *Glycosmis* (Rutaceae). *Gardens' Bulletin Singapore* **46**: 113-119.

Kress, W. J., L. M. Prince, and K. J. Williams. 2002. The phylogeny and a new classification of the gingers (Zingiberaceae): evidence from molecular data. *American Journal of Botany* **89**:1682-1696.

References to books and monographs should be cited according to the following form:

Ridley, H.N. 1930. *The Dispersal of Plants Throughout the World*. L. Reeve, Ashford, U.K.

For literature citations in taxonomic papers, the main standards are Stafleu & Cowan, Taxonomic Literature, ed. 2, Regnum Vegetabile, Utrecht for abbreviated names of books, and Botanico-Periodicum-Huntianum (B-P-H), Pittsburgh for abbreviated names of periodicals. The following style is required:

Medinilla alternifolia Blume, Mus. Bot. Ludg.-Bat. 1:1 (1849) 19.

Sterculia acuminatissima Merr., Philipp. J. Sci. 21 (1922) 524.

Offprints: Authors will be given 50 offprints *gratis*. Additional copies must be ordered and paid for in advance of publication.

Manuscripts should be sent to: The Editor, Gardens' Bulletin Singapore. The Singapore Botanic Gardens, 1 Cluny Road, Singapore 259569 or can be sent in electronic form to Benito_Tan@nparks.gov.sg