Smithsonian
Scholarly Press

A Note to the Copyeditor

The Smithsonian Institution Scholarly Press (SISP) publishes science and humanities research results of Smithsonian museums and research units. Its publications are released open access online. SISP's audience is international and includes professionals, students, and the public.

SISP requires content editing – marking for grammar; typos; consistency in spelling, hyphenation, capitalization, punctuation; and correct English usage and sense. A copyeditor (CE) should aim to clarify text when necessary but not conduct substantive or developmental editing or fact checking, with the exception of correcting typos and context errors that a general audience could spot, such as misspelled names of historical figures or typos in historic dates (1992 vs 1492).

SISP requests that its CEs employ restraint in editing. CEs should avoid heavy editing to overwrite authors' style choices simply to impose a specific style. SISP does not encourage major deviation from its preferred style(s), but it also will stet author style choices – in text and in references – if they prove consistent, discipline driven, and/or reader-friendly.

SISP will complete all post-copyediting cleanup and query resolution.

SISP Copyediting Guide

SISP uses *Chicago Manual of Style*, scholarly standards, and its international audience to guide its house style. For American spellings and hyphenation, use *Merriam Webster's Collegiate Dictionary.*

SISP FORMATTING AND STYLE BASICS

If the manuscript you are copyediting is related to taxonomy or systematics, read "Editing for Science" (p. 9).

For SISP's formatting and style preferences on these and similar topics, refer to the [SISP Manuscript Preparation Guide](#) (pp. 3–6):

- Text Formatting
- Punctuation
- Numbers
- Symbols
- Measurements
- Equations and Displayed Data
- Names of Taxa
- Material Examined

STYLE SHEET

If one is not provided by SISP, a style sheet should be created by the CE and sent to SISP with the completed copyedit. When the SISP editor provides a style sheet, add atypical style and formatting choices made while editing, such as:

- Nonstandard or discipline-specific terms or jargon that occur frequently.
- Rare terms or phrases and their treatment as edited (e.g., spelling, capitalization), especially if it is unclear or could vary (e.g., *policy maker* as two words, native vs Native).
- Style decisions that conflict with SISP's style guide or Chicago's preferences (e.g., words as words in quotation marks instead of italicized).
- Custom codes created to typecode special elements in the text (see below).

QUERIES

In footnotes and endnotes, CEs can track edits in note text but must key queries in the note being queried by using **BOLD ALL-CAP TEXT** in double angle brackets (e.g., **"<<AU: ADD PAGE NUMBER FOR THE QUOTED TEXT HERE>>").** CEs *MUST NOT UN-EMBED THE NOTES* so queries can be added – a technique that SISP no longer accepts. Instead, use one of these options:

For all other text, queries should be inserted as comments in the margins and be phrased clearly, concisely, and expressed in regular language. Both SISP and authors will review and resolve queries. If there is an issue that occurs throughout a manuscript, the best practice is to request guidance from your SISP editor about how to edit as soon as you realize the issue is recurring. If SISP defers to the author, the CE should add a query at the first occurrence then mark (but not fully query) each subsequent instance.

TYPECODING

Typecodes are codes that mark major text elements so they are correctly formatted in layout. SISP has a list of common codes (pp. 3–5) that CEs should use to typecode manuscripts. *Open* and *close codes* are bookended by angle brackets (e.g., "<caption>"), and a corresponding close code is created by adding a forward slash after the opening bracket (e.g., </caption>). CEs should use the following lists of codes to typecode all major elements present in a manuscript.

————Before typecoding main text, complete all appropriate "'Invisible' Editing" (p. 5).————

CEs may create custom codes for special styling when SISP does not have an established code. Make them intuitive and add them to the style sheet with a description of the desired style or effect.

What Not to Typecode

- *Close codes* on typecodes that indicate graphics and tables to be "inserted" later
- Regular text, including bold, italic, and other standard style treatments
- Dashes—Hyphens, en, and em dashes should be keyed into the text.
- Superscripts and subscripts
- All-cap and cap/small-cap text (e.g., in distribution listings or "Materials Examined")

Taxonomy Codes

<fighead> list of figures that runs below an E- or F-head, taxonomic headings
<key>   taxonomic key
<key a>   heading of taxonomic key
<key geo> geographic information in key
<key nl>   numbered entry in taxonomic key
<key ul>   unnumbered entry in taxonomic key (these run below numbered entries)

Heading Codes

<a>   A-head (centered, bold)
<b>   B-head (centered, cap/sc)
<c>   C-head (centered, italic)
<d>   D-head (centered, roman)
<e>   E-head (center, bold, c/sc)
<f>   F-head (center, bold, sent cap)
<g>   G-head (indent, c/sc, period, em#, run-in w/para)
<h>   H-head (indent, ital, colon, em#, run-in w/para)
<i>   I-head (flush left, bold, sent cap)

Common Codes

Code	Text Element	Placement	Criteria / Details
<abs>	Abstract	Copyright page	All except open monographs
<abs head>	Abstract heading	Copyright page	All except open monographs
<au>	Monograph author(s) or volume editor(s)	Title page; authored section/paper openers	
<au fn>	Author footnote	Bottom left corner of monograph opener and each authored-paper opener	Includes affiliation(s), ORCID iDs (when known), submission and acceptance dates
<bl>	Bulleted list		
<ca>	Chapter/paper author(s)	Same as *author footnote*; on	

		chapter/paper openers in ed. collection	
<caption>	Caption text	Below figure	
<ch>	Chapter/paper title on chapter opener; also use for monograph title on the monograph opener (p. 1)	Monograph opener, chapter/paper openers	Use <sect> for frontmatter or backmatter section titles. For more info on monograph opener, see "Author Footnotes" below.
<cn>	Chapter number		
<cst>	Chapter/paper subtitle		Use only if instructed, otherwise include in chap. title
<epi>	Epigraph		
<eq>	Equation		Add number if equations are numbered in text
<ex>	Example		Add number if examples are numbered in text
<ext>	Extract/block quote		
<fig1>	Figure 1		Insert code where figure should be placed in page layout
<frac>	Fraction		
<map1>	Numbered map		Use when map images are numbered separately from figures
<nl>	Numbered list		
<note ext>	Extract in a note		
<notes>	Notes		Insert open code above first note, close code after final note.
<refs>	References		Insert open code above first entry, close code after final entry.
<rrh>	Recto running header/footer		• Cont Series = series vol. no • Open Monograph = varies (see "statement of work" or style sheet)
<sect>	Frontmatter or backmatter section title (e.g., contents, list of figures, references)		
<st>	Monograph subtitle	On title page (and on monograph opener, if space permits)	
<syn>	Synonymy		

<tab1>	Table 1		Insert code below paragraph where first callout of table appears.
<tab fn>	Table footnote(s)		
<tab title>	Table title	Above table	Includes table label, number, title, and parenthetical or legend info, if applicable.
<title>	Main title of a monograph or edited collection	Title page only	
	Unnumbered list		
<vrh>	Verso running header/footer		• Cont Series = series name • Open Monograph = varies (see "statement of work" or style sheet)

START EDITING

"Invisible" Editing

A tracked document is difficult to read if minor, repetitive (often global), and/or required formatting edits are tracked. **Please do as much "invisible" editing – without MS Word's tracking feature turned on – as possible before typecoding and before starting to track your editing.** The following editing should be done "invisibly":

- Typecodes around headings
    - If new to working with SISP, track headings (e.g., in samples) until SISP confirms that is no longer needed.
- Search for "/" and typecode any numerical fractions in the text, captions, and tables.
- Use hyphen in spelled-out fractions (i.e., one-half, two-thirds, one-eighth).
- Replace double character spaces between sentences with single character space.
- Remove blank line spaces between paragraphs.
- Change common British spellings to American (e.g., recognise > recognize; behaviour > behavior; colour > color; theatre > theater), unless instructed otherwise by SISP.
- Changes to the table of contents to match chapter titles and headings in the main text.
- Change repetitive naturalized words from *italic* to roman (e.g., et al., in situ, a priori).
- Underlined text should be changed to italics as appropriate.
- Change time-related abbreviations (e.g., 10:00 AM, 9:35 PM [no periods] or 25 BCE)
- Use U.S. with periods as adjective / in name of federal entity (e.g., U.S. Navy). Spell out when referring to "United States" as a noun.
- In-paragraph numbered list, use "(1)"; extracted numbered list, use "1)"; numbered paragraph (of normal text), use "1." and standard indent.
- Abbreviations "i.e." and "e.g." should be used only in parentheticals. If they need to be in running text, replace with "that is" and "for example," respectively.
- Comma after "i.e." and "e.g." but not before "et al."
- En dash (–) should be used for number and letter ranges (not hyphen).
- Replacing 3-em dashes that indicate repeat authorship in reference entries with all author names. In fully searchable digital publications, author names should be in every entry.

- For pauses in text indicated by dash, consistently use either em dash (—) with no spaces on either side or en dash (–) with spaces on either side. Authors that use dashes usually have established a preference in their text. Either is acceptable as long as consistent.
- In non-taxonomic manuscripts, allow italics for emphasis, but sparingly.
- In geographical coordinates, no space between coordinate value and compass directions E, S, N, W (e.g., 1°25.6′S, 77°43.8′W). Note that apostrophes or quote marks are not acceptable symbols in geographic coordinates. The degree, arc minute, and arc second (″, when needed) are character codes 176, 162, and 178, respectively, in MS Word's Symbols list (font = Symbol).

Mount McKinley and Gulf of America (Gulf of Mexico)

SISP requires that you edit, with Track Changes turned on, each instance in a manuscript as follows:

Original	*Revision*
Denali [the mountain; *includes all variations*]	Mount McKinley *or* Mt. McKinley *or* Mt McKinley
Denali National Park and Preserve [the park; *no change*]	Denali National Park and Preserve *or* Denali National Park
Gulf of Mexico	Gulf of America (Gulf of Mexico) [*incl. parenthetical each instance*]

Author Footnotes

To accommodate SISP's author footnote format, authored monographs have a "monograph opener" (p. 1) that follows all the frontmatter and displays the monograph/volume's title, authors (with author-footnote superscripts), author footnote, and beginning of the main text. As is standard for journals, SISP assigns superscript numbers to each different author address ([1], [2], [3], …).

- Addresses must be numbered in the order authors' names appear in the author line.
- A superscript numeral should be inserted next to each author's name in the author line based on what address is provided for that author.
- If multiple authors, each author name must carry at least one superscript numeral.
- If authors share the same address, their names will carry the same superscript numeral.
- If an author shows more than one address, that author's name will carry the number assigned to each of his addresses, separated by a comma and no space after comma.
- Serial comma used between authors' names must precede superscripts and be baseline.
- Use an asterisk in superscript to indicate corresponding author; it must follow all other superscripts next to the corresponding author's name. For example:

  <ca>*Robert H. Cowie,[1] Kenneth A. Hayes,[2,3]* and Ellen E. Strong[3]*</ca>

- If all authors share the same address, the author footnote will not be numbered and no superscript should be used in the author line or in the author footnote except for the asterisk to indicate corresponding author. For example:

  <ca>*Thomas W. Wilson and Kenneth A. Hayes**</ca>

- In the author footnote, each new numbered address should start on a new line.
- Each superscript – numeral or asterisk – should be followed by a character space before address text begins.
- The email of the corresponding author will be included, after "Correspondence:" and should not be followed by a period. No other email addresses should be included.
- ORCID iDs, when included, should be added after each author's first address. Where more than one author is at an address, include each surname and a comma before their ORCID iD and separate each with a semicolon. All scenarios appear in Examples #1 and #2 below.

EXAMPLE #1:
<au fn>[1] Pacific Biosciences Research Center, University of Hawaii, 3050 Maile Way, Gilmore 408, Honolulu, Hawaii, 96822, USA, https://orcid.org/0000-0000-0000-0000
[2] Department of Biology, Howard University, 415 College St. NW, Washington, D.C., 20059, USA, https://orcid.org/0000-0000-0000-0000
[3] National Museum of Natural History, Smithsonian Institution, P.O. Box 37012, MRC 163, Washington, D.C., 20013, USA. Strong, https://orcid.org/0000-0000-0000-0000
[*] Correspondence: kenneth.hayes@howard.edu
Manuscript received 27 February 2015; accepted 14 May 2015.</au fn>

EXAMPLE #2:
<au fn>Department of Biology, Howard University, 415 College St. NW, Washington, D.C., 20059, USA. Wilson, https://orcid.org/0000-0000-0000-0000; Hayes, https://orcid.org/0000-0000-0000-0000
[*] Correspondence: kenneth.hayes@howard.edu
Manuscript received 11 March 2015; accepted 28 August 2015.</au fn>

Table of Contents

- Verify that all items listed on the TOC are included in the files sent by SISP.
- Mark for any apparent inconsistencies in styling, formatting, or punctuation.
- Unless otherwise noted by SISP, only A- and B-level subheads will be included on the TOC. If it might be reasonable to include additional levels, consult your SISP editor.
- Check the TOC against the manuscript. Verify that all chapter openers, headings, and subheadings (if applicable) match the text.
- Ensure frontmatter and backmatter (if applicable) are included.
- If there are differences, it is typically safe to change the TOC to match the main text files. Insert a margin query to the author to confirm the changes are acceptable.

Acknowledgments

If there is an acknowledgments section, read through to ensure affiliations are provided uniformly and where appropriate. Delete prefixes (e.g., Mr., Mrs., Dr.) and credentials (e.g., PhD) unless they are deemed necessary and are used consistently for all individuals acknowledged. Funder information, if present, should be gathered in a separate paragraph.

Headings

Verify all headings are styled consistently and organization of the text is clear to readers. For details on styling headings (for SISP's preferences), refer to the SISP Manuscript Preparation Guide (p. 2).

Figures and Figure Captions

- Check spelling of all taxa names on an image or in a caption against text.
- Ensure information is not duplicated in figure and caption.
- All figures should be numbered sequentially with numerals (1, 2, 3) in the order they are called out in the text.
- For edited collections, double-digit numbering may be requested or necessary (1.1, 1.2, 2.1, 3.1). Consult with SISP editor if you require clarification on correct figure numbering.
- Capitalized "Figure" and "Fig." call out figures in the present work. Lowercased "figure" and "fig." call out figures in other works. SISP accepts either style in parentheticals, as long as consistent.
- Plural "Figures" or "figures" only if >1 figure number is indicated (e.g., Figures 4, 5; Figure 7a–e; fig. 7c,j,k; figs. 7–10).
- For figures within text, add an "insert" code (e.g., <fig1> or <map5>) for each figure as it is called out, as close as possible after callout.
- For figures ganged at the end of the volume, place codes sequentially at end of main text (e.g., <figs. 70–100>).
- Ensure each figure has all its components (parts a, b, c, etc.) described in its caption and that all labeling matches (e.g., if uppercase letters are used for components in figure, uppercase letters should be used in caption).
- Ensure additional labeling on figure (e.g., abbreviations) is explained in the caption or reference is made to an in-text explanation.
- Figure caption structure: figure label; components in parentheses; explanation (if needed). If a figure has lettered components, the caption should begin with a cover term before the first component description [e.g., Figure 3. Wing venation: (a) species A; (b) species B.].
- Anatomical terms should generally be singular even though several may be illustrated.
- If applicable, figures should include a scale bar or scale description.

Tables

- Tables should be numbered with numerals (1, 2, 3) in the order called out in the text.
- Become familiar with each table's structure and contents; data should be clearly presented.
- Comments that apply to the entire table may be included in the table title, in or out of parentheses, as appropriate.
- Comments that apply to particular parts of a table may be indicated as footnotes to that table, with superscripted lowercase letters ([a], [b], [c]) inserted at the highest hierarchical heading level to which they apply.
- Table number and title should appear above top rule of table. It should be coded <tab title>.
- All columns (including stub) must have a heading.
- Eliminate fully blank line spaces. If necessary to differentiate data sections within the table body, use a bold head centered across all columns in same font size as table body text. If the differentiation applies only to the stub column entries, indent the subordinate stub-column entries.
- Cells with no data should contain an em dash or "n/a," which should be defined in the table title. (However, a stub column cell should remain empty rather than repeat information identical to the stub cell(s) above it.)

References

SISP accepts three reference systems (Author–Date, Notes & Bibliography, and Botany), depending on discipline convention. SISP guidelines to all three reference systems are available at [SISP's website](#). Each includes examples of common citations. Before beginning to edit a manuscript's references, consult the guideline that corresponds with the system to be used in the manuscript, which should be provided to you by SISP's production editor.

SISP may include on its style sheet instructions to stet some author choices in reference entries if they do not introduce error and/or if changing them may be time consuming and create unnecessary additional cost (e.g., changing sentence-capitalization of journal article titles to headline cap; spelling out journal titles that are consistently abbreviated).

EDITING FOR SCIENCE

Scientific Terminology

Below are some terms copyeditors should review before editing scientific text. These definitions (e.g., treatment of authority in species names) apply primarily to zoological papers; style variations for botanical papers will be provided per project, if necessary.

authority (author or authors): person or persons to whom a work, scientific name, or nomenclatural act is attributed; usually also the person or persons who first described. Example: *Phaseolus helvolus* (L.) or *Strophostyles helvola* (L.) Elliott. [*Note: Linnaeus described the former, Elliott placed the species into a new genus, *Strophostyles*, which he had described.]

Linneaus (L.): "the father of taxonomy"; eighteenth-century scientist who is authority for many of the oldest zoological and botanical species; as authority, almost always shown as "L.".

phylogeny: evolutionary history of an organism or group of organisms.

synonym: each of two or more names of the same hierarchical rank given to a single taxon.

synonymy: relationships of the synonyms for a given organism.

systematics: the study of biological diversity and of the evolutionary relationships among organisms (phylogeny).

taxon: (pl. taxa): a taxonomic unit, named or not, representing one or a group of organisms.

taxonomy: the identification, classification, and nomenclature of things, especially of organisms.

For more detail on definitions for systematics and taxonomic terminology, we recommend the following references:
  1) *Describing Species* by Judith E. Winston (Columbia University Press, 1999)
  2) International Code of Zoological Nomenclature, 4th edition. International Trust for Zoological Nomenclature, 1999. Available at http://www.iczn.org/iczn/index.jsp.
  3) International Code of Botanical Nomenclature (Saint Louis Code). International Association for Plant Taxonomy, 2000. Available at http://www.bgbm.org/iapt/nomenclature/code/SaintLouis/0000St.Luistitle.htm.

Names of Taxa

- Names of taxa should not be abbreviated in heads (especially not new taxa) or at the beginning of sentences.
- Genus should be included at first mention of a species, unless all species being discussed belong to the same genus.
- New taxa descriptions: In "Etymology" sections of the manuscript, Latin names should be italicized followed by the English meaning in parentheses.
- In zoology papers, do not abbreviate the author of a taxon except for Linnaeus (L.).
- Suprageneric taxa should appear in Cap/Small cap, unless in a phrase or sentence.
- Authority of a species: Ask for the authority in taxonomic works or when the author identifies a specimen as being a specific species. Do not ask for the authority when the author is merely stating the names of species mentioned by another person or in another work (i.e., when someone else has determined the identity).
- Question mark in a taxon:
  Obelia? geniculata = correctness of generic name is in doubt
  Obelia geniculata? = correctness of specific name is in doubt
  ?Obelia geniculata = correctness of entire citation is in doubt

Synonymy

- Synonymy entries document the history of the publication and authorship (or authority) of names and descriptions of species; they follow either an E- or F-head that lists the taxon (e.g., genus); see example below.
- Original describer should never be separated from taxon.
- Subsequent authors, incorrect spellings, etc., should follow a period and closed-up em dash (".—") after the taxon.
- In annotations, what follows an equals sign should be the correct form.
- Semicolons should be used to separate data within each subsequent author's description.
- Not applicable to new taxa being described and published for the first time.

Example for various disciplines (excluding type codes):

Genus *Nostima* Coquillet

Nostima Coquillet, 1900a:35 [type species: *Nostima slossonae*, by original designation; as a genus].—Cresson, 1930a:101 [*Nostima* compared with *Philygriola*]; 1931:89 [key to genera]; 1944:176–177 [key to Nearctic species].—Sturtevant and Wheeler, 1954:239–242 [review of Nearctic species].

Philygriola Hendel, 1917:42 (type species: *Notiphila picta* Fallén 1813:254, by original designation]; 1930:141 [compared with *Hydrellia*].—Cresson, 1930a:101 [synonomy].

Example for Botany specifically, with slight style difference (including type codes):

<syn>***Aylacophora deserticola*** Cabrera, Bol. Soc. Argent. Bot. 4(4): 268, 1953. *Nardophyllum deserticola* (Cabrera) G. L. Nesom, Phytologia 75(5): 362, 1993. TYPE: "Argentina, Neuquén, Plaza Huincul, 4-XII-1952, *Cabrera 11053*" (holotype: LP 562212-A!; isotypes: GH, LP 562212-B!, LP 562212-C!, US!).</syn>

[Note: The "!" indicates the author has seen and studied the indicated type specimen.]

<syn>***Cabreraea*** Bonif. **gen. nov.** TYPE: *Chiliophyllum andinum* Cabrera, Notas Mus. La Plata, Bot. 19(92): 193, 1959 (≡***Cabreraea andina*** (Cabrera) Bonif. **comb. nov**.). </syn>

[Note: Triple equal sign (≡) refers to a HOMOTYPIC synonym; a regular equal sign (=) would denote a HETEROTYPIC synonym.]

Taxonomic Keys

- Keys are typically formatted either with aligned couplets or indented couplets. Both are acceptable, but the same style should be used throughout a manuscript.
- Key must be fully justified with right-aligned tabs for the ending right-side elements (taxon or number).
- Keyed out taxa names are in boldface (but just the names themselves).
- If author has used a line of periods in a key, replace with a dot leader tab; ensure there is a space both before and after the dot leader tab.
- If a keyed-out taxon or number is not separated from its description by at least 3 dots, move it to the next line (use a "soft return" or shift-enter) preceded by dot leaders and a space.
- Indent line overruns in couplets of an aligned-couplet key.
- References to main-text figures and tables in taxonomic keys should go in square brackets.
- Descriptive or explanatory comments (e.g., non-dichotomous, non-diagnostic) should go in parentheses.
- Descriptive geographical information may go in parentheses on the next line, flush to the right margin.
- Carefully check alignment of all couplets, especially for indented keys.
- Contact your SISP editor if you have questions

Example of aligned-couplet key excluding type codes:

Key to the Genera of Arrhenophanidae

1. Forewing with all five branches of radial vein reaching margin [Figures 32, 33] 2
   Forewing with only four branches of radial vein reaching margin; R4 and R5 completely fused 3
2. Forewing with R2 and R3 stalked [Figure 33] .... ***Cnissostages***
   Forewing with R3 and R4 stalked [Figure 32] ..... ***Notiophanes*,** new genus
3. Hindwing with vein 1A only slightly sinuate at middle; M usually divided within cell; accessory cell present in forewing [Figures 29, 30] ....
   .... ***Palaeophanes*,** new genus

Hindwing with 1A only slightly curved; M not divided within cell; accessory cell absent in forewing [Figures 34, 35] 4
4. Forewing with vein R3 and usually R4 + R5 terminating on costa before apex [Figures 34, 35]. Female antenna serrate .... *Dysoptus*
Forewing R3 and R4 + R5 terminating on termen below apex [Figure 37]. Female antenna strongly bipectinate .... *Arrhenophanes*

Example of aligned-couplet key including type codes:

<key a>**Key to the Genera of Arrhenophanidae**</key a>

<key>

<key nl>1. Forewing with all five branches of radial vein reaching margin [Figures 32, 33] 2
Forewing with only four branches of radial vein reaching margin; R4 and R5 completely fused 3
2. Forewing with R2 and R3 stalked [Figure 33] .... *Cnissostages*
Forewing with R3 and R4 stalked [Figure 32] ..... *Notiophanes,* new genus
3. Hindwing with vein 1A only slightly sinuate at middle; M usually divided within cell; accessory cell present in forewing [Figures 29, 30] ....
.... *Palaeophanes,* new genus
Hindwing with 1A only slightly curved; M not divided within cell; accessory cell absent in forewing [Figures 34, 35] 4
4. Forewing with vein R3 and usually R4 + R5 terminating on costa before apex [Figures 34, 35]. Female antenna serrate .... *Dysoptus*
Forewing R3 and R4 + R5 terminating on termen below apex [Figure 37]. Female antenna strongly bipectinate .... *Arrhenophanes*</key nl>
</key>

Example of an indented-couplet key including type codes:

<key a>**Key to the Species of *Carex***</key a>
<key>

1a. Style 2-branched; achene biconvex 2
   2a. Spikes 3–4.5 mm wide; perigynia narrowly ovate or lanceolate, rib-margined ....
       .... ***C. bonplandii***
   2b. Spikes 4–6 mm wide; perigynia broadly obovate or suborbicular, wing-margined ....
       .... ***C. longii***
1b. Style 3-branched; achene trigonous 3
   3a. Inflorescence open with nodding spikes; spikes (3–)3.5–8(–10) cm long; achene constricted abaxially .... ***C. jamesonii***
   3b. Inflorescence contracted, with erect to spreading spikes; spikes 0.5–2.5(–3) cm long; achene not constricted 4
      4a. Terminal spike androgynous; pistillate spikes 2–3 mm wide; perigynia 3.5–4 × 1–1.2 mm .... ***C. tachirensis***
      4b. Terminal spike wholly staminate; pistillate spikes 5–9 mm wide; perigynia 3.7–6 × 1.3–1.7 mm .... ***C. tamana***
</key>