



## Author's Guide to Botany Reference System

For botany manuscripts, SISP accepts the Botany Reference System (a variant of author-date), the style used in the *Contributions from the U.S. National Herbarium* journal and preferred by the Department of Botany at the Smithsonian Institution. If an author prefers to use standard author-date, SISP will accept it as an alternate style for botany manuscripts.

### In-Text Citations

For in-text citations, use the format below. Direct quotes should include page number(s) within the in-text citation.

“(author-last-name year)” or “(author-last-name, in press) or “... author (year)”

“(author-last-name year:page used)” or “... author (year:page)”

### *How to Display Author Names in In-Text Citations*

Note “et al.” is not italicized, and the period appears at the end.

Single author – surname (e.g., Smith 2012)

Two co-authors – both surnames (e.g., Smith and Thomas 2012)

Three or more co-authors – first author's surname + et al. (e.g., Smith et al. 2012)

### *Unpublished Works or Personal Communications*

If a source is one that a reader would not be able to access (e.g., a personal communication, a manuscript not yet submitted to or accepted by a publisher), it should be cited in the text but have no corresponding entry in the “References” section. In-text references for unpublished information or personal communications should appear in the following formats:

“... (A. B. Author, Affiliation, unpublished [or] unpublished data)”

“A. B. Author (Affiliation, personal communication) found that ...”

In subsequent citations that are attributed to the same person, the initials and affiliation need not be repeated, and “personal communication” may be abbreviated to “pers. comm.”:

“... (Last name, unpublished)”

“... (Last name, pers. comm.)”

Sources with issue dates and issuing entities, such as reports, that may not be formally “published” but can be accessed by readers for follow-on research are not considered unpublished works; they must have in-text citations as well as corresponding reference entries.

### Reference List

Examples of the most common types of entries are provided at the end of this section.

For titles, capitalize all words except articles, conjunctions, and prepositions. If a foreign title, use the capitalization rules of the language employed. Transliterate languages that use a non-Roman alphabet according to the Library of Congress system.

- Alphabetize citations by first author surname (and, if applicable, by coauthor surnames).
- For entries with identical authorship, repeat full set of names for each entry (i.e., do not use 3-em dash style) and list citations in chronological order.
- Use the word *and*, not ampersand (“&”), between authors’ names.
- Cite each reference at least once in the manuscript; each in-text citation must have a full entry in the “References” section.
- Use brackets for anything that does not appear in the publication itself, but has been supplied by another source and for annotations.
- **Authorship**
  - a) Invert name for single or first authors; names of subsequent authors appear in normal order.
  - b) Given names may be spelled out or use only initials. If initials are used, separate with periods and insert a space between initials.
  - c) Editor: Treat as author, but indicate with “ed.” designation.
  - d) Do not use “et al.” in the References. All authors/editors listed on the title page should be included.
  - e) For authors with last names containing particles (e.g., van, von, de, di, van den), alphabetize the citation by the particle.
  - f) Unknown author: If authorship has not been established, use “Anonymous” and alphabetize appropriately.
- **Publication date**
  - a) Use the date on the copyright page as the publication date. For multiple entries with the same publication date, use “a,” “b,” etc. after the date (e.g., 1989a, 1989b).
  - b) Inclusive dates may be used for works printed separately over a period of time (e.g., 1780–1782).
  - c) If the work is unpublished but has been accepted by a publisher, use “In press.” in place of the date.
  - d) If the year a work was issued is different from the year that is printed inside the publication, use the official publication year (printed inside) followed by the actual year of issue in square brackets (e.g., Smith, K. 1969 [1968].)
- **Titles**
  - a) Titles of journals should be properly abbreviated with periods and italicized. For guidance on journal abbreviations for which the correct title is known, authors may find this web site helpful: <http://www.tropicos.org/PublicationSearch.aspx>.
  - b) Book titles should be typed as they appear on a title page (not from cover, spine, or elsewhere) and italicized.
  - c) Chapters within books should be set in roman type (no italics or bold) with no quotation marks with the book title italicized.
  - d) Journal article titles should be typed as they appear on the first page of an article and be set in roman type (i.e., no bold or italics).
  - e) Capitalize words in English-language titles according to “title capitalization”: first word, last word, first word after colon, all other words except articles, conjunctions, and prepositions.
  - f) Capitalization of foreign-language titles should follow convention of that country. Exception: Latin follows English capitalization conventions.
- **Page ranges:**
  - a) Book pages cited are not to be included in the full reference, but should appear with the in-text citation.
  - b) Include specific pagination cited for periodicals and chapter/article in larger works.

- c) If a periodical or chapter/article in a larger work, verify that pages, tables, or figures included in the citation encompass all those cited in corresponding in-text references.
- d) For journals, use the parentheses/colon system for volume: page range ["7: 100–103"] or volume(number): page range ["7(2): 100–103"].
- e) Do not truncate page ranges (e.g., use "125–169" not "125–69").
- **Publisher:**
  - a) For books, publisher name and place of publication are required. A sponsoring organization may be given as the publisher.
  - b) Use state abbreviations instead of postal codes for cities that require states ("Madison, Wisc." not "Madison, WI"; "Albany, N.Y." not "Albany, NY"; "Lawrence, Kans." not "Lawrence, KS"). Refer to *Chicago* 15 (sec. 15.29) for correct state abbreviations.
  - c) In lieu of "Publisher location: Publisher name" style with colon, allow inverted "Publisher name, Location" with comma for SCB refs if consistently styled this way.
  - d) If a work is published by its author, use "Published by the author" as the publisher.

### Examples

#### Books

Cronquist, A. 1981. *An Integrated System of Classification of Flowering Plants*. Columbia University Press, New York.  
 Doyle, A. C. 1912. *The Lost World*. Puffin Books, London.

#### Edited book

Brummit, R. K., and C. E. Powell, eds. 1992. *Authors of Plant Names*. Royal Botanic Gardens, Kew, Richmond, Surrey, UK.

#### Chapter within a book

Funk, V. A., and P. E. Berry. 2005. The Guiana Shield. In *Plant Conservation: A Natural History Approach*, pp. 76–79. University of Chicago Press, Chicago.

#### Chapter in multi-volume set, single volume

Huber, O. 1995. Geography and Physical Features. In *Volume 1: Introduction*, P. E. Berry, B. K. Holst, and K. Yatskievych, eds., *Flora of the Venezuelan Guayana*, J. A. Steyermark, P. E. Berry, and B. K. Holst, general eds. Missouri Botanical Garden, St. Louis.  
 Badan-Dangon, A. 1998. Coastal Circulation from the Galápagos to the Gulf of California. In *Volume 11: The Global Coastal Ocean: Regional Studies and Syntheses*, A. R. Robinson and K. H. Brink, eds., pp. 315–343, *The Sea*. John Wiley & Sons, New York.

#### Multi-volume set, all volumes

Steyermark, J. A., P. E. Berry, and B. K. Holst, eds. 1995–2005. *Flora of the Venezuelan Guayana*. 9 vols. Missouri Botanical Garden, St. Louis.

#### Regnum Vegetabile, multi-volume set

van der Wijk, R., W. D. Margadant, and P. A. Florschütz, eds. 1959. *Index Muscorum*. Volume I. Abbreviations, pp. xxvi–xxviii. Regnum Vegetabile, Vol. 17. International Bureau for Plant Taxonomy and Nomenclature, Utrecht, Netherlands.  
 van der Wijk, R., W. D. Margadant, and P. A. Florschütz, eds. 1964. *Index Muscorum*. Volume III. *Hypnum–O*. Regnum Vegetabile, Vol. 33. International Bureau for Plant Taxonomy and Nomenclature, Utrecht, Netherlands.  
 van der Wijk, R., W. D. Margadant, and P. A. Florschütz, eds. 1969. *Index Muscorum*. Volume V. *T–Z, Appendix*. Regnum Vegetabile, Vol. 65. International Bureau for Plant Taxonomy and Nomenclature, Utrecht, Netherlands.

\* Note: Regnum Vegetabile uses volume numbers in two places: Roman numerals for the first (Index Muscorum) [i.e. III and V] and Arabic numerals for Regnum Vegetabile.

#### Journal article

Funk, V. A., and K. Richardson. 2002. Biological Specimen Data in Biodiversity Studies: Use It or Lose It. *Syst. Biol.* 51: 303–316.

#### **Contributions from the United States National Herbarium**

Hollowell, T., L. J. Gillespie, V. A. Funk, and C. L. Kelloff. 2003. Smithsonian Plant Collections, Guyana: 1989–1991, Lynn J. Gillespie. *Contrib. U.S. Natl. Herbar.* 44: 1–104.

#### **Self-published work**

Gangulee, H. C. 1978. *Mosses of Eastern India and Adjacent Regions*. Fasc. 7. Published by the author, Calcutta.

#### **Foreign-language article**

Arbeláez, M. V., and R. Callejas. 1999. *Flórula de la Meseta de Arensica de la comunidad de Monochoa (Región de Araracuara, Medio Caquetá)*. Topenbos, Bogota, Columbia.

#### **Internet source**

National Herbarium Nederland. 2006. [www.bio.uu.nl/~herba/Guyana/Flora\\_of\\_the\\_Guianas](http://www.bio.uu.nl/~herba/Guyana/Flora_of_the_Guianas) (accessed July 30, 2006).

Stevens, P. F. 2001– . Angiosperm Phylogeny Website. [www.mobot.org/MOBOT/research/APweb/](http://www.mobot.org/MOBOT/research/APweb/) (accessed July 5, 2001).

Testa, B., and L. B. Kier. 1999. Emergence and Dissolvence in the Self-Organisation of Complex Systems. *Entropy* 2(1):1–25. <https://doi.org/10.1007/s10126-007-8675-5>.

\* Note: In most cases, MS Word will either keep a URL on a single line or, if it falls beyond the end of a line, automatically break it while it is being typed. If a URL must be broken over two lines, do not manually insert a hyphen.

#### **Species name published in another author's journal article:**

Juratzka, J. 1864. [*Plagiothecium nanum*.] In J. Milde, Zur Cryptogamen-Flora Süd-Tirols. *Botanische Zeitung* 22(43 Beil.): 16.