

Style guide for New Zealand Journal of Botany

Version 1.0 – December 2017

Style and conventions

Write edit print: style manual for Aotearoa New Zealand (1997, AGPS Print in association with Lincoln University Press) and *Scientific style and format: The CBE manual for authors, editors and publishers* (6th edition or later, Cambridge University Press) provide good guidance on style. However, specific style recommendations in this document override the guidance given in these manuals.

Manuscripts must be written in English and spelling should conform to the *Concise Oxford English dictionary*. We prefer Australian/New Zealand English, but consistency of style within a manuscript is most important. Please see list of preferred common abbreviations, style and notation at the end of this document.

The International System of Units (SI) should be used wherever possible. Where non-SI units are used, the SI equivalents should also be given. In conversions, the number of significant figures quoted should truly represent the accuracy of the measurements or calculations made.

Accepted common names of active ingredients of chemical formulations should be used in preference to trade names. Trade names, where used, should be indicated and acknowledged as such with appropriate superscript suffixes (^{™®}) in the main text, but not in titles or figures. The company name and location are not required.

Scientific names are to be used throughout, except in situations where common names aid communication, e.g. ethnobotanical studies. If using common names, the scientific name must also be given on the first occasion an organism is mentioned in both the main text and abstract.

Nomenclature for scientific names of all extant and extinct species must conform to the relevant, current, International Code of Nomenclature (e.g. ICN, ICZN, ICNCP). Taxonomic authorities are to be given at the first mention of the name in the text as well as in the Abstract and Title if they are mentioned there.

Generic and specific names should be in italics. The use of informal or tag names is actively discouraged but, if essential, enclose such names in double quotes to avoid confusion with cultivars. Use single quotes to denote names of cultivar varieties (e.g. *Citrullus* 'Sugar Baby') and general quotations. Abbreviations of authority names should be standardised according to Brummitt & Powell's *Authors of Plant Names* (1992, Royal Botanic Gardens, Kew) or more recent names as updated in the International Plant Names Index (IPNI). Authors should indicate affinities with (aff.) or comparisons to (cf.) named species.

Formal stratigraphic geological names and names of formally defined geological periods, epochs etc., should have initial capitals, but informal names and qualifiers should not. The online *NZ stratigraphic lexicon* <http://data.gns.cri.nz/stratlex/> Authors publishing new fossil or mineral data are also encouraged to consult (and lodge their data in) the appropriate national online database (<http://www.fred.org.nz/> or <http://pet.gns.cri.nz/>).

New Zealand place names should conform to official listings in the *Gazetteer* of NZ place names and include alternate and dual names wherever possible to avoid confusion. (<http://www.linz.govt.nz/placenames/find-names/nz-gazetteer-official-names/index.aspx>)

Appropriate spelling and punctuation is encouraged for Māori terms, common native species names, land features or practices mentioned in papers. Guidance on language, macron use and punctuation can be obtained from the Māori Language Commission, Te Taura Whiri i te Reo Māori: <http://www.tetaurawhiri.govt.nz/english/>

Statistical and mathematical notation

Summary statistics should be accompanied by estimates of their precision where possible. If emphasis is on the spread of the data values, rather than on the precision of the mean, then the standard deviation (SD) or the range may be given. Means will usually be accompanied either by the standard error of mean (SEM), or by the standard error of the difference between means (SED), together with a note of the number of replicates used. Do not use 'SE', as this is ambiguous. Confidence intervals (CI) usually at the 95% level, or Least Significant Differences (LSD) are equally acceptable.

The following style is preferred: $n = 7$ (for sample size); NS—not significant; $P = 0.15$ (only for exact probability tests, or Monte Carlo methods); otherwise use one-tailed $P < 0.05$ (capital, *italic P*, single space either side of $<$ or $=$ sign); where appropriate, indicate test statistic value, P value and the number of degrees of freedom associated with a test (as d.f. = 3). Mathematical and scalar variables, Greek letters and constants should generally be set in *italics*; operators and numerals are generally set in roman (although the partial derivative symbol, d , should always be in *italics*). Separate operators from figures by a single space. Use '×' not 'x' for multiplication.

We follow the widely accepted convention of recognizing $P < 0.05$, $P < 0.01$ and $P < 0.001$ as statistically 'significant', 'very significant' and 'highly significant'. These levels can be indicated in tables/graphs by a system of asterisks (*, ** and ***, respectively) although the notation must be explained in the accompanying caption.

Common abbreviations, style and notation

RSNZ preferred style	NOT:	Meaning/comments
'e.g.' (USA) or 'e.g.' (UK)	'eg' or 'eg.' or 'e.g'	<i>exempli gratia</i> (for example).
'i.e.' (USA) or 'i.e.' (UK)	'ie' or 'ie.'	<i>id est</i> (that is).
'et al.'	'et al' or 'et. al.' or 'et al.'	<i>et alii, et aliae, et alia</i> (and others). Not <i>italics</i> .
'c.'	'ca.', or 'approx.' or '~'	<i>circa</i> (about, approximately).
'200 p.'	'p', or 'P', or 'pg' or 'pg.'	Page(s)—as in pagination.
'pers. comm.'	'pers comm', or 'pers comm.'	Personal communication. Use format: (A. Author, pers. comm.)
'156–157'	'156-157', or '156–57', or '156–7'	Use unspaced en-dash not hyphen. Second page number not abbreviated.
'1997–98' and '1999–2000'	'1997/98', '1997-98' etc.	Use unspaced en-dash not hyphen for ranged dates in text/legends/captions. Note clarification at century change.
'3–6 m', '15–20 days'	'3-6 m', or '3 - 6 m', or 3 – 6 m'.	Use unspaced en-dash for ranges and set unit, after a space, after second value.
Spell out numbers one to nine, unless before a unit of measurement; then 10, 100, 1000, 10,000 etc.	'1 to 9', or '1,000', or '10 000'	Six pigs, but 6 km.
'6 km', '20 kg'; but '10 °C', '24%', '20°S', '22°15'30'S'	'6km', '20kg', '10°C', '10° C', '24 %', '20 °S', '20° S'	Space between value and unit unless planar °, ', ? or % , in which case set close to value. Note '10 °C' with ° and C set close.

	or '22 °, 15 ', 30 ? S'	For ranges, '6%–20%' or '6% to 20%' preferred.
Single quotes	Double quotes—unless enclosing a botanical tag name	
'sp.' (singular) and 'spp.' (plural)	' <i>sp.</i> ', or ' <i>spp.</i> ' etc.	Do not confuse singular and plural use. Not <i>italics</i> .
'AD 1250' but '4500 yr BP'	'1250 AD' , '4500 YBP'	AD before date.
'DOC'	'DoC'	Abbreviation for NZ Department of Conservation is all upper case.