

GUIDELINES FOR AUTHORS

Types of articles and editorial process

CAPITULUM accepts contributions matching the following sections, as long as they are relevant to the plant family Compositae (sunflower, daisy or aster family, a.k.a. Asteraceae). HEAD TOPICS & BREVIA: Section to showcase current research on Compositae. PIPET & PRESS: Articles about methods and techniques. THE HANDLENS: A close up look to a given species or morphological structure. THE CABINET: A window to the stories behind ancient or recent herbarium samples and the botanists behind them. FROM THE FIELD: The place where the bold and the adventurous share their latest finds in their eternal pursuit of the more recalcitrant comps. STYLE: Where science and art converge, artistic photography, botanical illustration or creative infographics. All is welcome if it comes with style. Manuscripts or photos intended for publication in CAPITULUM are to be submitted at www.compositae.org. Contributions will be sent to two external reviewers. Suggestions of suitable, qualified reviewers without conflicts of interest are encouraged.

General formatting and structure

Consult a recent issue of CAPITULUM and follow these instructions. Language for submission is English. Use Times New Roman/Arial typography size 12. Provide a title and if needed, a subtitle. Include names of all authors, their ORCID, their professional affiliations and emails. Include a list of 5–6 keywords in alphabetical order. Provide an abstract of up to 250 words. There is no set structure on how to organize your text; however most cases will adapt well to the classic I-M&M-R-D plus Acknowledgements and Literature Cited; Tables; Appendices; and Figure Legends. Monographic works should include proper citation of names including types. Morphological descriptions, notes when needed, additional specimens examined (country, political division, political subdivision, locality, collector, collector #, date, herbarium code). Keys should be indented. Each couplet should be numbered 1a and 1b, 2a and 2b, etc. All scientific names at the rank of tribe or inferior should include authorship the first time they appear in the text, following Brummitt & Powell, *Authors of Plant Names* (Kew, 1992; info included in the International Plant Names Index [IPNI]). In text, a single space must follow a period, colon, semi-colon, or comma. Molecular phylogenetic and systematic studies should clearly state the sampling strategy including all details related to the sequencing and data analysis. Phylogenetic trees should have support values plotted.

Tables and figures

Tables must be prepared using MS Excel, please include different tables as different spreadsheets on the same file. Figures should be provided in either TIFF format (for photos) or as vector graphics such as AI or EPS for diagrams, illustrations, or phylogenetic trees. Maps should be provided as SHP files when possible or as vector graphics. You may send the photos and other graphics ordered and arranged following your preference, but you are advised that we could edit them to adjust them to CAPITULUM style. All figures must be uploaded as individual original files. Photos should be at least 300 dpi in resolution. Literature citation: please check that all your references are cited and vice versa. For the style of references check a recent issue of CAPITULUM.

Data availability requirements

CAPITULUM requires all data sets to be archived in a permanent, publicly accessible location. To enable readers to locate archived data, include a "Data Availability" section before the Literature Cited section. This should list the database, digital object identifiers (DOIs), stable URLs, and the respective accession numbers for all data from the manuscript, as appropriate. Note that accession numbers provided in a supplementary table (voucher table) accompanying the article do not need to be duplicated here in the data availability statement.