

Taxonomic treatment

- Nomenclature follows the rules of the last edition of the International Code of Nomenclature for algae, fungi and plants (<http://www.iapt-taxon.org/nomen/main.php>).
- In taxonomic citation abbreviate book titles according to Stafleu & Cowan, Taxonomic Literature (ed. 2 and supplements, available at: <http://www.sil.si.edu/digitalcollections/tl-2/index.cfm>) but with capital initial letters, and journal titles according to BPH-2: Periodicals with Botanical Content (available at: <http://fmhibd.library.cmu.edu/HIBD-DB/bpho/findrecords.php>). Titles and standard abbreviations of journals can be checked at <http://www.ipni.org/> as well.
- References cited only in nomenclatural text are not included in literature cited section.
- Use Index Herbariorum (<http://sciweb.nybg.org/science2/IndexHerbariorum.asp>) for herbarium acronyms. It is not necessary to cite this publication.
- Names of accepted taxa (new or otherwise), when used as headings in a treatment, should be in boldface.

Identification keys

- Keys should be dichotomous and indented. Couplets should be numbered and subsequently lettered. Authors of taxa generally are not included in keys
- Verify that all measurements and descriptive information provided in the key matches the information in the descriptions.
- Please follow the example:
1a. Corolla usually pentamerous and ornamented with dots and/or streaks; leaf lamina linear, linear-oblong to narrowly elliptic ***G. sedifolia***
1b. Corolla usually tetramerous, without ornamental dots or stripes; leaf lamina narrowly elliptic to obovate 2

Synonyms

- Bazionyms are always cited in a first place with the identity sign (\equiv), followed by the type.
- Homotypic synonyms are cited in chronological order in a single paragraph with the identity sign (\equiv), followed by the type.
- Heterotypic synonyms, also with their respective homotypic synonyms, should be listed in separate paragraphs, indicated by the equality sign (=).
- In a list of synonyms, generic names are always cited in full (e.g. *Senecio dunensis* Dumort. not *S. dunensis* Dumort.)
- New synonyms are indicated in bold as **syn. nov.** at the end of the citation of the name and authority.
- Nomina nuda, illegitimate and names not validly published are indicated in bold as **nom. nud.**, **nom. illeg.** and **nom. inval.** respectively at the end of the citation of the name and authority. For nom. illeg. please indicate in the brackets Art. 52 if name was nomenclaturally superfluous when published or Art. 53 if name is later homonym.

Types

- The indication of herbarium in which the holotype is deposited is required.
- Herbaria that are definitely known to hold isotypes should be listed.

- For type specimens examined by the author(s) an exclamation mark is given after the herbarium acronym, e.g., “(lectotype: W!)”, “(W No. 29867!)”, “(BM barcode BM000750131!)”, “(W [photo!])”.
- When specimens were not seen, the mention “n.v.” is added (OXF [n.v.]); when specimens were only seen as digital images (virtual herbarium), the mention “web” is added “(W [web!])”.
- When lectotypes, neotypes or epitypes are being designated for the first time, 'here designed' should be added. Note that 'designated here' is in bold. Please follow one of the following examples:
 - LECTOTYPE (**designated here**): Gotland, Klinteberget, 2 Aug 1890, *F. Ahlfvengren s.n.* (LD 1173500!).
 - TYPE: Uganda, Ankole District: 458 Seengebiet (Ruhanga), 26 Apr 1891, *F. Stuhlmann 2143* (lectotype **designated here**: B barcode B100167793!; isolectotypes: US barcodes US1063855!, US1715360!).
- When lectotypes, neotypes or epitypes have been selected elsewhere, a reference should be given: 'Sarawak, Kuching, *Smith 34567* (lectotype: K!, selected/designated by Bloggs (1977); isolectotypes: BRI, L!).'

Citation of specimens

- For new taxa, all the material seen is cited. Otherwise, at least one specimen from each country in the range of the taxon is cited.
- Cited following information this order: place, date, collector and collection number.
- Missing information should be indicated as *s.loc.*, *s.d.*, *s.col.* or *s.n.*
- Use italics for collector names and collection number (e.g. *F. Stuhlmann 2143*; *J.G. Graham 5427*; *Bonpland* and *Humboldt s.n.*; *M.A. Lysak et al. 2015*).
- Old names of localities, as used on old labels, may be given with the modern equivalent in square brackets e.g. Pozsony [Bratislava].

Conservation status

IUCN conservation assessment of the taxa is included if possible. Use an IUCN conservation rating with some discussion to justify the rating applied. Conservation ratings should be given using the categories and criteria set out in IUCN (2001). IUCN Red List Categories and Criteria: Version 3.1. IUCN Species Survival Commission. IUCN, Gland, Switzerland and Cambridge, UK: <http://intranet.iucn.org/webfiles/doc/SSC/RedList/redlistcatsenglish.pdf>.

New taxa

Names of new taxa are followed by the holotype citation, then by the (English or Latin) description or diagnosis in a separate paragraph. Please follow the structure of the text given in the following example.

Jacobaea vulgaris* subsp. *pannonica Hodálová & Mered'a, **subsp. nov.** —HOLOTYPE: Slovakia, Devínska Kobyla Hills, Bratislava-Devínska Nová Ves, south of the city quarter, Sandberg hill, 220 m a. s. l., 48°12'02"N, 16°59'28"E, 16 Jul 2008, *I. Hodálová s.n.* (SAV).
Vernacular name: [optional]
Etymology: [optional]

Description: Description (English or Latin) in the order: general habit; underground parts; stem; leaves; inflorescences; flowers (calyx, corolla, androecium, gynoecium); fruits; seeds.

Diagnosis: Diagnosis - a brief summary of the main characters distinguishing the taxon from other taxa. [Description or Diagnosis is required for valid publication of a name]

Chromosome number: [optional, but provide if information is available]

Phenology: [optional, but provide if information is available]

Habitats: [required]

Distribution area: [required]

Additional specimens examined: [required]

Conservation status/Proposed conservation status: [optional, but provide if information is available]

Uses: [optional, but provide if information is available]

Notes: [optional. detailed discussion of taxon could be included here]

New combination

Taxon name, authority, year of publication and page number are cited as in the following examples. Please follow the structure of the text given here.

Jacobaea vulgaris subsp. *vulgaris* var. *dunensis* (Dumort.) Hodálová & Mered'a, **comb. nov.** ≡ *Senecio dunensis* Dumort., Fl. Belg.: 66. 1827. Ind. loc. (or Described from): “[Belgium], in arenosis maritimis!”.—TYPE: unknown/not designed.

Adenochloa adenophora (K.Schum.) Zuloaga, **comb. nov.** ≡ *Panicum adenophorum* K.Schum., Pflanzenw. Ost-Afrikas C: 103. 1895.—TYPE: Uganda, Ankole District: 458 Seengebiet (Ruhanga), 26 Apr 1891, *F. Stuhlmann 2143* (lectotype **designated here**: B barcode B100167793!; isolectotypes: US barcodes US1063855!, US1715360!). Fig. 2.

≡ [homotypic synonyms in chronological order with the identity sign ≡, (also with their respective homotypic synonymes indicated by the equality sign ≡), followed by the type]
= [heterotypic synonyms (also with their respective homotypic synonyms indicated by the equality sign ≡), followed by the type]

Revised taxa

Taxon name, authority, year of publication and page number are cited as in the following examples. Please follow the structure of the text given here.

Jacobaea vulgaris subsp. *gotlandica* (Neuman) B.Nord., Compositae Newslett. 44: 12. 2006.
≡ *Senecio jacobaea* var. *gotlandicus* Neuman, Sver. Fl.: 26. 1901. Ind. loc. (or Described from): “Gotland”.—LECTOTYPE (**designated here**): Gotland, Klinteberget, 2 Aug 1890, *F. Ahlfvengren s.n.* (LD 1173500!).

≡ [homotypic synonymes in chronological order with the identity sign ≡ (also with their respective homotypic synonymes indicated by the equality sign ≡), followed by the type]
= [heterotypic synonymes (also with their respective homotypic synonymes indicated by the equality sign ≡), followed by the type]

Description: Description (English or Latin) in the order: general habit; underground parts; stem; leaves; inflorescences; flowers (calyx, corolla, androecium, gynoecium); fruits; seeds. [optional]

Diagnosis: Diagnosis - a brief summary of the main characters distinguishing the taxon from other taxa. [optional]

Chromosome number: [optional]

Phenology: [optional]

Habitats: [optional]

Distribution area: [optional]

Additional specimens examined: [optional]

Conservation status/Proposed conservation status: [optional]

Uses: [optional]

Notes: [optional]