

ver. 1.2

The following guide includes instructions for preparation of submission files, including main manuscript file and supplementary materials (specifically figures and tables) for submitting to the Acta Societatis Botanicorum Poloniae Journal. Should you have any questions related to submission (including questions related to supplementary file types other than figures and tables, for online publication only) please contact Managing Editor at p.otreba@pbsociety.org.pl. The size of each submitted file must not exceed 48 MB.

The formatting or spelling styles used in this guide (like font weight or uppercase, except the red text which denotes instructional comments) should be respectively applied in your manuscript. Set the font to Times New Roman, 12 points, double-spaced. The margins should be set to 16 mm. The main manuscript file must have line numbers enabled. General rules apply when formatting scientific names. It is highly preferable to use the SI units symbols.

Plan your manuscript so that it does not exceed 15 pages and limit supplementary materials to the required minimum. The main manuscript must be saved as a MS Word or OpenOffice Writer file.

Ensuring a Blind Peer Review: the author must remove all data from submitted materials that would identify him/her. This must be done with regard to the text and the file properties (for example MS Word or image file).

On the 1st page you must include:

Title of the manuscript**Abstract**

Abstract text

(max. 300 words; summarize briefly the results and conclusions of your research)

Keywords: 1st keyword, 2nd keyword

(max. 8 keywords)

Abbreviations: abbr 1 - explanation, abbr 2 - explanation

(this part is optional)

Running head: Sample running head

(i.e. the shortened title of the manuscript; max. 5 words)

On the next pages include the following sections:

INTRODUCTION

1st optional sub header

This is required section. In-text citations should be placed as consecutive numbers in square brackets:

This is sample text utilizing the in-text citation [1]. This is another piece of text [2]. If you quote to more than one source in the same location of the manuscript put all the numbers within the same square brackets and separate numbers by comas, without space between them [1,2]. If you cite at least three successive references in one place, join the first and last referred source by the hyphen, as follows [1-3], which is adequate to [1,2,3].

Each number must correspond to an item in the bibliography (and reversely). Given source should be cited with the same number throughout the manuscript. See the REFERENCES section below for further information.

2nd optional sub header

Figures and tables should be consecutively numbered, depending on the order they are referred to in the text:

This is another sample text with quoting to one figure (Fig. 1a) or three ones (Fig. 1a-c, Fig. 2, Fig. 3b,c). The same applies to tables (Tab. 1) or in case of referring to more than one table (Tab. 1, Tab. 2).

MATERIALS AND METHODS

The same rules apply as in case of INTRODUCTION.

RESULTS

The same rules apply as in case of INTRODUCTION.

DISCUSSION

The same rules apply as in case of INTRODUCTION.

ACKNOWLEDGEMENTS

The same rules apply as in case of INTRODUCTION with the exception that this is an optional section.

REFERENCES

This is required part. The order of the references is determined by the quoting sequence of given bibliographic item in previous sections of the manuscript. If a source is cited for the first time as a 3rd in the order, it should be placed on the list of references at position 3 and referred by in-text citations as [3]. The typical reference style in case of the journal article should be as follows (please note the use of journal abbreviations instead of the full title):

1. Mueller RJ. Shoot morphology of the climbing fern *Lygodium* (Schizaeaceae): general organography, leaf initiation, and branching. *Bot Gaz.* 1982;143(3):319-330.
2. Gifford EM, Kurth E. Quantitative studies of the root apical meristem of *Equisetum scirpoides*. *Am J Bot.* 1982;69(3):464-473. doi:10.2307/2443152.

In case of referring to a book:

3. Ruzin S. Plant microtechnique and microscopy. New York: Oxford University Press; 1999.

Or when you refer to a book chapter:

4. Imaichi R. Meristem organization and organ diversity. In: Ranker TA, Haufler CH, editors. *Biology and evolution of ferns and lycophytes*. Cambridge: Cambridge University Press; 2008. p. 75-104. doi: 10.1017/CBO9780511541827.004.

Please note from above examples that if particular source has a DOI assigned you must also include it at the end of the bibliographic item.

It is recommended to use reference managing software. Particularly noteworthy is Zotero, a free tool that helps you organize sources. Visit zotero.org for more information. Please note that there is also citation style compatible with Acta Societatis Botanicorum Poloniae for use with Zotero software (for download from zotero.org/styles; style name Polish Botanical Society Journals - Acta Societatis Botanicorum Poloniae). You should check for an updated version of the citation style file before you submit the manuscript.

All supplementary materials must be submitted only in electronic format, separately from the main text file (during step 4 of the submission process; see the screenshot on the bottom of this page).

Each supplementary file must be of the greatest accuracy to details. The files must be accompanied by a legend (e.g. figure caption, table description) being attached during submission of the file as well as provided in the manuscript. In the latter case you should group legends of particular file types on separate pages (e.g. put the figure captions on a separate page from table descriptions).

By default, all final images (i.e. photograph, drawing or diagram) should be provided in greyscale, either in uncompressed TIFF@300 dpi (photographs), uncompressed TIFF@600 dpi (bitmapped drawings or diagrams) or EPS format (vector drawings or diagrams). The maximum dimensions of the figures are 8.6 x 26.8 cm or 17.8 x 26.8 cm for single-column and double-column figures, respectively. The author may also submit full color copy of the greyscale images for online publication at no additional costs (the same rules apply for technical properties of the images as in the case of greyscale ones, except that the images must be in RGB color space). If desirable, the color image may be also printed for additional fee (be aware that RGB file will be converted to CMYK; the color image is the only file to be submitted, there is no need to upload greyscale copy then).

The following image presents sample double-column figure (Fig. x) layout. Avoid using frames around whole figure as well as individual parts of the figure. Use equal spacing between individual parts of the figure, e.g. 1 px (as below):



Tables must be prepared in MS Word/MS Excel or OpenOffice Writer/Calc and submitted as separate files (one file per table). Sample table layout (keep it as simple as possible):

| 1st header | 2nd header | 3rd header |
|------------|------------|------------|
| table data | | |
| | | |

Refer to the following screenshot for details on submitting supplementary items (specifically entering the file metadata). The Title and Legend are required fields. The Title must reflect the supplementary file type, e.g. Fig. 1, Tab. 3. If you submit the same image in two copies (greyscale and color one for online publication) fill in the appropriate fields with the same data in both cases, but mark the color image by adding 'online' word in the title (e.g. Fig. 1 - online).

Step 4a. Add a Supplementary File

.....

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

[<< Back to Supplementary Files](#)

Supplementary File Metadata

Provide the following metadata for the uploaded supplementary file.

Title*

Legend*

Below please find formatting styles for supplementary materials to be included in the main manuscript file:

Figures:

Fig. 1 Sample figure caption.

Fig. 2 Sample figure caption.

Tables:

Tab. 1 Sample description of a table.

Tab. 2 Sample description of a table.