SISP Manuscript Preparation and Style Guide for Authors
for Scholarly Books and the Contributions Series

The Smithsonian Institution Scholarly Press (SISP) publishes works that report on the scientific research and humanities scholarship of Smithsonian museums and research units and their affiliated partners. These publications can be either scholarly books, produced through our publishing and distribution partnership with Rowman & Littlefield Publishing Group, or in one of seven federally funded technical monograph series, the Contributions Series.

Some of the Contributions Series have been renamed, have been discontinued, or have not published regularly since the Institution began the series in 1956. Beginning in October 2006, the Contributions Series includes:

> Smithsonian Contributions to Anthropology
> Smithsonian Contributions to Botany
> Smithsonian Contributions in History and Technology
> Smithsonian Contributions to the Marine Sciences
> Smithsonian Contributions to Paleobiology
> Smithsonian Contributions to Zoology
> Smithsonian Contributions in Visual and Material Culture

Upon submission, manuscripts will be reviewed by SISP staff for adherence to these guidelines, completeness, and arrangement of material as outlined below. Manuscripts not adhering to the submission and style requirements will be returned to the author.

Manuscripts intended for publication in the Series or as a scholarly book must undergo substantive peer review and receive publication approval by the appropriate Content Review Board. Each approved manuscript will be forwarded to SISP. The Press will then submit the manuscript to the Publications Oversight Board for funding approval and placement in the publishing queue.

For questions regarding these guidelines, please email SISP at schol.press@si.edu.

MANUSCRIPT PREPARATION

The minimum acceptable manuscript length is thirty manuscript pages. If a manuscript is extraordinarily long, an appropriate length will be determined during evaluation by the Content Review Board and peer review. Authors may be asked to edit manuscripts that are too long.

FILE PREPARATION

Manuscripts must be prepared in a recent version of Microsoft Word. If MS Word is unavailable, use a word processing program that will convert to MS Word (e.g., WordPerfect).

Each section and chapter should be saved in a separate file on a CD.

FILE NAMING CONVENTION

Text files: <first author surname>.<section or chapter>.doc

Examples:	Smith.contents.doc	Smith.intro.doc
	Smith.chap1.doc	Smith.glossary.doc
	Smith.maintext.doc	Smith.refs.doc
	Smith.acknowl.doc	Smith.appA.doc

Art files: <first author surname>.<Fig.X>.tif

Examples:	Smith.Fig.1.tif	Smith.Fig.1.1.tif
	Smith.Fig.2.tif	Smith.Fig.1.2.tif
	Smith.Fig.3.tif	Smith.Fig.1.3.tif

PAGE SETUP

Manuscript pages should be formatted as follows:
- All margins measure 1 inch.
- All text is double spaced.
- Font is a Times font (e.g., Times New Roman)
- Regular text is 12 pt.
- Extracts/block quotes are 11 pt., 1 point smaller than regular text.
- Headings are formatted consistently throughout.
- Headings have no more than two line spaces above and one line space below.
- Text is "ragged right," not justified.

PAGINATION AND ORDER OF SECTIONS

Paginate each section of the manuscript in the order listed below. If the manuscript is large, save each section/chapter in its own MS Word file. Required elements are: title page, abstract page, table of contents, main text, and references. All others are optional.

1) Title page (includes full title and author names only)
2) Abstract page (includes author name, professional title, affiliation, mailing address, specific Contributions Series name, and abstract)
3) Table of contents (with indents that reflect hierarchy of headings)
4) Foreword (written by someone other than author)
5) Preface (written by author)
6) Acknowledgments (if not placed at end of preface)
7) Main text
8) Appendices
9) Notes
10) Glossary
11) References
12) Figure captions (to accompany electronic figure files)
13) Table(s)

PARTS OF THE MANUSCRIPT

Headings

All headings should have one line space above and one line space below. In the manuscript, headings should be styled so the organization of the manuscript is clear to the reader. Using heading styles similar to the ones that will reflect the final product is recommended. For the Contributions Series, those styles are:

Heading Level:	Style Authors Should Use:
A [centered]	**INTRODUCTION**
B [centered]	MATERIALS AND METHODS
C [centered]	*Characters Used in the Analysis*
D [centered]	Male Genitalia
E [centered]	**ARRHENOPHANIDAE**
F [centered]	*Cnissostages oleagina* **Zeller**
G [indented, run-in with text]	TYPE SPECIES.
H [indented, run-in with text]	*Head:*
I [flush left]	**The** *spatulata* **group**

These specific styles are strongly recommended so our editors and typesetters can properly organize your text in page proofs.

Note: Figure numbers that are listed after G- and H-heads should not be within parentheses. Set these figure numbers as the first sentence in the regular text.

Example:

> *Head:* Figures 5–13. Vestiture variable; vertex typically rough with erect piliform scales possessing minutely bidentate apices; most of frons and cranium caudad to vertex covered with broad, lamellar scales with 3–5 dentate apices…

Front Matter

- Abstract
  a) Length is limited to 250 words
  b) States simply what has been done, instead of providing a synopsis or summary that offers historical background or conclusions.
- Table of Contents
  a) Required for every manuscript
  b) Include all A-, B-, and C-level headings.
- Foreword and/or Preface
  a) Preface is written by the author(s)
  b) If written by someone other than the manuscript author(s), it should be titled "Foreword."

- Acknowledgments
  a) May be separate section or may appear at end of preface.
  b) Institutional affiliation should be included for each individual mentioned.
  c) Professional titles should be provided uniformly or not at all.
  d) Nicknames should be avoided.

Equations and Displayed Data

Equations, displayed data, and small data tables that must appear within running text should be centered with one line space above and one line space below.

Figures and Figure Captions

- All illustrations should called figures.
- All figures should be numbered sequentially, with Arabic numerals (1, 2, 3, etc.), in the order they are called out in the text.
- All types of illustrations (photographs, line drawings, maps, etc.) may be placed throughout the printed text.
- If several illustrations are treated as components of a single composite figure, they should be designated by lowercase letters placed on or immediately adjacent to the components and noted accordingly in text (Figure 10a, Figure 12b).
- If applicable, each figure should have all its subfigures (parts a, b, c, etc.) described in the caption and all labeling should match exactly (e.g., if uppercase letters in figure, use uppercase letters in caption).
- See "Headings" above for a note on presenting figures in G- and H-headings.
- Explain in caption any additional labeling that appears on figure (e.g., abbreviations).
- If applicable, figures should include a scale bar or scale description.
- Do not duplicate information in figure and caption.
- A general form to use for figure captions would be: figure label; components; explanation, if needed.
- Anatomical terms should generally be singular even though they may be illustrated in several subfigures.
- If an illustration has lettered component parts, the caption should begin with a cover term before each component is discussed (e.g., Figure 3. Wing venation: *a*, species A; *b*, species B).
- In text, use "Figure" (capitalized and spelled out) if text is referring to an illustration in the present work and "fig." (lowercased and abbreviated) if referring to an illustration in another work. Use plural (Figures or figs.) only if more than one figure number is indicated (e.g., Figures 4, 5; Fig. 7a–e; fig. 7c,j,k; figs. 7–10).
- Legends to any symbols within an illustration should appear on the image rather than in a caption, either at the bottom of the figure or in any white space on the figure, preferably with borders on all sides.
- Legends should not be placed so they unnecessarily increase the width of a figure. In some cases, a figure may be rotated and printed in landscape orientation (i.e., broadside) to accommodate a key.
- In disciplines that require use of "Plates," SISP will allow variation. Plates should only be used if necessary. They should be numbered in the same way as, but separate from,

figures. When referring to a component of a plate in the present work, use "Plate 6: figure 3"; if from another work, use "pl. 6: fig. 3."

Tables

- Tables should be numbered with Arabic numerals (1, 2, 3, etc.) in the sequence in which they are referred to in the text.
- Tables should be submitted as carefully typed, double-spaced copy in a MS Word file separate from the text.
- A callout in the text should refer readers to each table by number. Callouts should appear at each table's proper location in the main text.
- Tables should have a matrix structure: a stub, column heads, data aligned in columns.
- Comments that apply to the entire table may be included in the table title, in or out of parentheses, as appropriate.
- Comments that apply to particular parts of a table may be indicated as footnotes to that table, with superscripted lowercase letters (a, b, c, etc.) inserted at the highest hierarchical heading level to which they apply.
- Tables: If there is only one level-1 boxhead spanning all the column heads, it should be moved to the caption for explanation.
- Tables: Use rules only at the top and bottom of the table, and beneath column heads.
- Table number and title should appear above top rule of table.
- For months in tables, use three-letter abbreviations with no periods: "Jan, Mar, Jun," etc.
- All columns must have a heading.
- Eliminate fully blank line spaces. To differentiate data sections within the table body, use a bold head centered across all columns in same font size as table body text. If the differentiation applies only to the stub column entries, indent the subordinate stub-column entries approximately 0.25".
- Do not leave table cells empty. Cells with no data should contain a dash or "n/a," either of which should be defined in the table title.

In-Text References

The Contributions Series requires use of the author-date system in the following format:

"(author last name, year)" or "… author (year)"

"(author, year:page used within the text)" or "… author (year:page)"

This system is to be used in all Series in place of bibliographic footnotes, with a full, citation in the "References" section at the end of the main text.

Unpublished Works or Personal Communications. If a source being cited is a personal communication or is a manuscript not yet accepted by a publisher, it should be cited in the text but have no corresponding entry in the References. 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.)"

Notes

Endnotes should be used in lieu of footnotes and keyed manually into a single text section titled "Notes".

- Notes should be consecutively numbered with Arabic numerals; do not use Roman numerals. Use superscript numerals for in-text callouts and full-size numerals at the beginning of each note in the "Notes" section.
- Notes should be keyed into a separate MS Word file named "Notes."
- During production, SISP will determine the best placement of the Notes section in the printed volume: either set at the end of each chapter/section or in one single section after the main text, before the References section.
- Superscripts for each note should be manually keyed into the manuscript text. (Manually adding and/or renumbering notes may be more time consuming at manuscript stage, but embedding notes by using the "insert note" function in MS Word can lead to lost text when files are converted during typesetting.)
- It is recommended that notes be numbered and superscripts keyed into the manuscript after all of the notes are written, to help minimize or eliminate an author's time spent renumbering notes.
- Notes should not contain bibliographic information. See "In-Text References" section.
- For scholarly books, the typical "author footnote" that appears in the Contributions Series will be treated in various way, depending on the note. For instance, if the footnote contains author biographical information, the text will be set in a separate section and/or on the book's back cover.

References

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

Spell out titles of books, articles, journals, and monographic series. For titles, capitalize the first word and all subsequent 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.

- Complete bibliographic information must be included in all citations. See examples below for what is included in common types of citations.
- Make sure citations are in order alphabetically by first author name.
- With three or more authors, final author name should be preceded by ", and".
- For repeat-author entries, make sure citations are in chronological order.
- Do not use ampersand ("&") for the word *and* if more than one author.
- Cross check references and callouts to ensure all references are cited at least once in the manuscript and that each in-text callout has a full citation in the References section.
- Remove underline and change blue text to black for all web sites.
- 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) Group author: When an organization is author, that organization's name should be spelled out and followed in parentheses by the abbreviation being used in in-text references.
  f) For authors with last names containing particles (e.g., van, von, de, di, van den), alphabetize the citation by the particle.
  g) 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 no date is provided or ascertainable, use the abbreviation for no date: "(n.d.)."
- Titles:
  a) Book titles should be typed exactly as they appear on a title page (not from cover, spine, or elsewhere) and italicized.
  b) Chapters within books should be enclosed in quotation marks and the book title italicized.
  c) Article titles should be typed exactly as they appear on the first page of an article and should be set in Roman type (i.e., no bold or italics), except where taxa are normally italicized.
  d) Titles of journals should be spelled out completely and italicized.
  e) Titles of series should use headline capitalization (no italics or quotation marks).
  f) 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.
  g) Capitalization of foreign-language titles should follow convention of that country. Exception: Latin follows English capitalization conventions.
  h) If citing a specific volume within a multivolume work, a citation is needed only for the referenced volume. If citing an entire multivolume work, a citation is needed for the entire set of volumes. (See "Multi-volume sets" examples below.)
- Editions:
  a) If needed, abbreviate second or third edition as "2nd ed." or "3rd ed."
- Page ranges:
  a) Pages cited in books are not to be included in citations, but within in-text references.

b) Include specific pagination cited for periodicals and chapters or articles 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(number):pagination [e.g., "10(2):5–9"].

e) Do not truncate page ranges (e.g., use "125–169" not "125–69").

▪ Publisher:

a) For books, a place of publication and publisher name 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) If a work is published by its author, list "Author" as the publisher.

Examples:

Book

Leakey, M. D. 1971. *Olduvai Gorge*. Cambridge: Cambridge University Press.

Edited book

Gary, M., R. McAfee, and C. Wolf, eds. 1972. *Glossary of Geology*. Alexandria, Va.: American Geological Institute.

Chapter within a book

Awramik, S. M. 1984. "Ancient Stromatolites and Microbial Mats." In *Microbial Mats: Stromatolites*, ed. Y. Cohen, R. W. Castenholz, and H. O. Halvorson, pp. 1–22. New York: A. R. Liss.

Durham, J. W. 1970. "The Fossil Record and the Origin of the Deuterostoma." In *Proceedings of the North American Paleontological Convention 1969*, pp. 1104–1132. Lawrence, Kans.: Allen Press.

Multi-volume sets

McCown, T. D., and A. Keith. 1939. *The Stone Age of Mount Carmel: The Fossil Human Remains from the Levalloiso-Mousterian*. Volume 2. Oxford: Clarendon Press.

MacCurdy, G. G. 1924. *Human Origins*. Volumes 1–3. London: D. Appleton and Company.

Monograph in the Smithsonian Contributions Series

Hobbs, Horton H. Jr., Margaret C. Harvey, and Horton H. Hobbs III. 2007. *A Comparative Study of Functional Morphology of the Male Reproductive Systems in the Astacidea with Emphasis on the Freshwater Crayfishes (Crustacea: Decapoda)*. Smithsonian Contributions to Zoology, No. 624. Washington, D.C.: Smithsonian Institution Scholarly Press.

Journal article

Cresson, E. T., Jr. 1941. The Species of the Neotropical Genus *Nostima* (Diptera: Ephydridae). *Notulae Naturae*, 78:118–128.

Newspaper article

Moore, Molly. 1993. "My Children, Grandchildren—Gone: Official Estimate of Death Toll from Indian Earthquake Rises to 21,000." *Washington Post,* 2 October 1993, A1.

Translation

Luquet, G.-H. 1930. *The Art and Religion of Fossil Man*. Trans. J. T. Russell. New Haven, Conn.: Yale University Press.

Foreign-language article

Fendonkin, M. A. 1981. Belomorskaya biota venda: Dokembriiskaya besskeletnaya fauna severa Russkoi platformy. [White Sea Biota of the Vendian: Precambrian Non-Skeletal Fauna of the Northern Part of the Russian Platform.] *Trudy Geologicheskogo Instituta Akademii Nauk SSSR*, 342: 100 pp.

Repeat author / Same-year publications

Coquillett, D. W. 1900a. New Genera and Species of Ephydridae. *Canadian Entomologist*, 32(2):33–36.

———. 1900b. Report on a Collection of Dipterous Insects from Puerto Rico. *Proceedings of the United States National Museum*, 22:249–270.

* Note: Only use dashes if exactly the same author(s). Use three em dashes followed by a period in lieu of the repeated name(s). Do not use an underline. MS Word's default keyboard shortcut for one em dash: Ctrl + Alt + minus key on number pad.

Thesis or Dissertation

Ross, D. 1992. The Irish-Catholic Immigrant, 1880–1900: A Study in Social Mobility. Master's thesis, Columbia University, New York.

Payne, J. F. 1968. Studies on the Life History of Procambarus hayi (Faxon) (Decapoda, Astacidae). Ph.D. diss., Mississippi State University, Mississippi State.

* Note: If a school's location is in a well-known city (e.g., New York) or the state in which the school is located is identified by the name of the school (e.g., Mississippi State University), then only the city should follow the name of the school.

Internet sources

Reaves, J. Weighty Issue: Ever-Fatter Kids. Interview with James Rosen. *Time*, March 14, 2001. http://www.time.com/time/nation/article./0,8599,102443,00.html (accessed July 5, 2003).

Testa, B., and L. B. Kier. Emergence and Dissolvence in the Self-Organisation of Complex Systems. *Entropy* 2(1):1–25. http://www.mdp.org/entropy/papers/2010001.pdf (accessed October 14, 2004).

* 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.

Archived documents and collections

Smithsonian Institution Archives. "Record Unit 150: Assistant Secretary for Science, Research Award Proposals, Awards, and Contracts, 1965–1971." Series 3: Contracts, 1966–1969. Box 6, "Henry W. Setzer (Army)." Smithsonian Institution, Washington, D.C.

* Note: See *Chicago Manual of Style* 15th ed., pp. 707, 710–713 (sections 17.211–17.212, 17.222–17.229, 17.231–17.233) for additional examples and alternative forms that are acceptable if used consistently.

INDEX

Please indicate plans for an index when submitting a manuscript to the Content Review Board.

An index should be prepared by authors at page proofs, not from original manuscript. The MS Word file should contain all entries and corresponding page numbers.

ART PREPARATION

FORMAT

Illustrations must be original and submitted as individual electronic files, separate from the manuscript, in EPS or TIFF format. JPGs will not be accepted.

If using fonts in your electronic artwork, embed the fonts. Combine multi-part figures, adding letter labels as needed for captions.

Captions for illustrations must be included in a separate MS Word file.

Resolution and Size

Resolution for art files must be 300 dpi (dots per inch) for color or grayscale images and 1200 dpi for line art.

Electronic art should measure no more than 100% and no less than 75% of final published size.

Any image files from a digital camera must meet all resolution and size requirements.

COLOR

Because color images can significantly raise printing costs, they must be kept to a minimum and their inclusion must be recommended by the appropriate Content Review Board to the Publications Oversight Board for approval.

If a submission requires color images, CMYK mode is necessary for printing. This mode is found in TIFF and EPS files. Do not provide JPG files.

STYLE GUIDE

SISP style and that of the Contributions and Studies Series is based primarily on the *Chicago Manual of Style*, 15th edition; long-standing scientific publishing standards; and the international audience of Smithsonian research.

For standard American spellings and hyphenation, follow *Merriam Webster's Collegiate Dictionary,* 11th edition.

SISP asks authors to closely review then apply the following style guide before submitting a manuscript. Following this style guide will expedite publication.

GENERAL STYLE (TEXT AND PUNCTUATION)

- Use a "tab" to indent paragraphs; do not use the space bar.
- Use only one character space between sentences.
- Do not begin a sentence with an abbreviation or a numeral.
- Use serial comma.
- Avoid commas after introductory phrases.
- Use day/month/year sequence for dates: 9 April 1976
- Use italics for scientific names, as appropriate, or titles of works.
- Do not use bold for emphasis. Italics may be used sparingly.
- Do not underline text that should be italic; use italics.
- For direct quote, use this style for in-text callout: (Smith, 1989:43)
- Spell out and capitalize "Figure" and "Table" in running text (e.g., "…shown in Figure 3…"). [Lowercase if referring to another book's figures or tables.]
- Abbreviate and capitalize "Fig." and "Figs." in parentheses or callouts. [Lowercase if referring to another book's figures.]
- No italics for scholarly abbreviations (e.g., sic, et al.). Also see *Chicago* 15 (sec. 15.45).
- No italics for foreign terms that are naturalized to English (i.e., in *Webster's,* 11th ed.).
- 10:00 AM, 9:35 PM (no periods)
- 56 BC, AD 10 / 56 BCE, 10 CE (no periods)
- MYA ("million years ago")
- Insert one character space between a person's initials with periods: J. B. Jones
- No periods or spaces if only initials are used as identifier: JFK, FDR
- Use USA, NSW, UK, EU, UN, AU, etc., without periods
- For hyphenation of compounds, see *Chicago* 15 (sec. 5.92, 5.93, 7.82–7.90) (e.g., scale-like)
- No hyphen between numeral and abbreviated unit of measure (e.g., one-foot stripe, but 8 ft board)
- In-paragraph numbered list, use "(1)"; numbered paragraphs, use "1."
- Items set off by preceding comma must have trailing comma (e.g., "…group traveled to Melbourne, Australia, for…")
- Comma after "i.e." and "e.g." but not before "et al."
- No period after such abbreviations as lb, ft, USNM
- No period after letter for compass direction (e.g., N, SW, NNE)
- No period after metric abbreviations
- No period after "sta" in designating a collection station

- Use brackets for annotations, interpolations in quoted material, and figure references in taxonomic keys.
- For double parentheticals not caused by species name and authority, use square brackets within parentheses. With species name and authority, allow double parantheses: e.g., "(related to *H. gammarus* (Linnaeus, 1758))"
- Use *micrometer* instead of *micron*.
- Abbreviations: at first mention, spell out followed by abbreviation in parentheses; use abbreviation thereafter.

NUMBERS AND MEASUREMENTS

- There should be a space between equals signs and adjoining letters or numerals.
- The multiplication sign ("$\times$") should be used instead of the letter "x" in equations, magnification statements, etc.
- The multiplication sign immediately precedes (no space) the number in magnification statements (i.e., $\times 10$).
- Use "micrometer" rather than "micron."
- Use the approximate sign (~) rather than "ca." unless a date is involved.
- Spell out numbers "one" through "nine" in expository text; use numerals for numbers 10 and larger. In data sections, use numerals only. If expository sections are loaded with numerical data, numerals may be better for all values.
- Use comma with four-digit numbers and larger.
- Use of metric system is preferred; where use of the English system is unavoidable, author should supply metric equivalents in parentheses.
- Use the decimal system for precise measurements and relationships; common fractions should be used for approximations.
- If fractions are used in the manuscript, copyeditors should flag each instance for SISP editor.
- In spelled-out fractions (i.e., two-thirds, one-eighth), use hyphen.
- Symbols that immediately follow a number usually should appear after the first number in a range as well as after the second (e.g., 16%–20%; but 16–20 mm). Exception: the salinity symbol, which immediately follows only the second number in a range (e.g., 20–25‰). Measurement abbreviations need to appear only once in multiplication statements (e.g., 16×20 mm) unless different abbreviations are involved (16 mm $\times 1$ cm).
- Close up units of latitude and longitude (i.e., 40°32′22′′N).
- Time is usually not considered measurement in expository papers (e.g., two hours later; every 30 minutes).

SCIENTIFIC STYLE

Taxonomic Keys

- References to main-text figures and tables in taxonomic keys should go in brackets.
- Descriptive or explanatory comments (e.g., non-dichotomous, non-diagnostic) should go in parentheses.
- Descriptive geographical information may go in parentheses on the next line, flush right.
- Keyed out taxa names are in boldface (but just the names themselves).

Names of Taxa

- Names of taxa should not be abbreviated in heads, especially not new taxa.
- Taxa at the beginning of sentences should be spelled out.
- Genus should be included at first mention of a species, unless all species being discussed belong to the same genus.
- New taxa descriptions: In "Etymology" sections of the manuscript, Latin names should be italicized followed by the English meaning in parentheses.
- In zoology papers, do not abbreviate the author of a taxon except for Linnaeus (L.).
- Suprageneric taxa should appear in CAP/SMALL CAP, unless in a phrase or sentence.
- Authority of a species: Ask for the authority in taxonomic works or when the author identifies a specimen as being a specific species. Do not ask for the authority when the author is merely stating the names of species mentioned by another person or in another work (i.e., when someone else has determined the identity).
- For botany, the author of a taxon may be abbreviated. For such abbreviations, Series style follows the International Plant Names Index (http://www.ipni.org/index.html).
- Question mark in a taxon:
  Obelia? geniculata = correctness of generic name is in doubt
  Obelia geniculata? = correctness of specific name is in doubt
  ?Obelia geniculata = correctness of entire citation is in doubt

Synonymy

- Original describer should never be separated from taxon.
- Subsequent authors, incorrect spellings, etc. should be separated from taxon with a period, em dash: ".—"
- In annotations, what follows an equals sign should be the correct form.
- Use semicolons to separate data within each subsequent author's description.

Material Examined

This section often includes localities (countries, cities, regions) in all-capitals or small-caps. Please note that SISP will not code or style these localities during copyediting. Authors should review these sections carefully before manuscript submission and ensure this text is keyed as it should appear based on the subject matter and conventions of the discipline.