

Guidelines

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BOOK/MONOGRAPH PREPARATION

Authors can submit their original proposal in English/Hindi language using Book Proposal Form. The book should be prepared by following the general layout and instructions as given bellow,

1. Acknowledgments

The acknowledgments of funding body, institutional head, coworkers, field assistants, local people etc. should be briefed and declaration of any conflict of interest related to the work.

2. References style

In the text the references should be typed as Anna *et al.* (2014) or (Sharma 1998, Smith & Donoghue 2008, Anonymous 2005, Chaudhary *et al.* 2013, IUCN 2014) in chronological order. Use “*et al.*” if the numbers of authors are three or more.

The list of references should be included all publications cited in the text. It should be in alphabetical order of first author's surname **without numbering**. For more instruction follow the example given below,

a) *Research papers of a journal*

Smith SA & Donoghue MJ (2008) Rates of molecular evolution are linked to life history in flowering plants. *Science* 322: 86–89.

b) *Books*

Bhatt BP & Verma ND (2002) *Some Multipurpose Tree Species for Agroforestry Systems*. ICAR Research Complex for NEH Region, Barapani, Meghalaya, India, pp. 52–62. (for citing a portion of the book)
Sharma JR (1998) *Statistical and Biometrical Techniques in Plant Breeding*. New Age International Publication Pvt. Ltd., New Delhi, India, 432 p. (for citing complete book)

c) *Edited Books*

Anna V, Dymytrova L & Rai H (2014) Photobiont Diversity of Soil Crust Lichens Along Substrate Ecology and Altitudinal Gradients in Himalayas: A Case Study from Garhwal Himalaya. In: Rai H & Upreti DK (eds) *Terricolous Lichens in India Vol 1: Diversity patterns and distribution ecology*. Springer, pp. 73–87.

d) Second / Third . . . Edition of the Book

Fahn A (1990) *Plant anatomy*, 4th edition. Pergamon Press. New York. USA.

e) For report

Anonymous (2005) *Annual Report*. Ministry of Environment and Forest, Govt. of India. New Delhi.

f) Internet source

IUCN (2014) *The IUCN red list of threatened species, version 2013.2*. IUCN Red List Unit, Cambridge U.K.

Available from: <http://www.iucnredlist.org/> (accessed: 23 Jan. 2014).

g) Ph. D. / M.Phil. Thesis

Chaudhry LB (1993) Taxonomic revision of the tribe *Thermopsideae*, *Genisteae*, *Trifolieae* and *Loteae* (*Leguminosae* - *Papilionoideae*) of India, (Ph. D. Thesis). Kalyani University, Kalyani, West Bengal, India.

3. Figures

All the figures should be in JPG/JPEG format in a word file. The figures should be with the width of 75 mm/155 mm with the resolution of 300 dpi. Figures should be numbered as they are cited in the main text. If the figure is a plate, each figure should be subdivided by using upper case letters of bold “Arial” font size as required but similar in all. Legends of all figures should be provided on a separate page.

4. Tables

The table should be made as simple as possible. Only few horizontal lines should be used without vertical lines in the table. All tables should be placed after references in the manuscript. Each table should be consecutively numbered in Arabic numerals with a self-descriptive heading and/or legend. Any abbreviation or symbol used in the table should be described in the legend. The same data should not be represented in tables and in graphs.

5. Other notes

1. Use SI units and the appropriate symbols (mm for millimetre; μm for micron; s for sec; Myr for million years).
2. Use the negative index (m^{-1} , l^{-1} , h^{-1}) except in cases such as 'per genera'.
3. Use symbol “x” instead of “x”.
4. Use Hyphen/dash “-” to link two words (e.g. as co-operation, 2-merous etc.)
5. Use En dash (dash with length of the letter ‘n’) “–” to show ranges of numbers, length, width, time, pages etc. (e.g. 10 – 25, 2 – 5 cm, 4 – 6 months etc.)
6. Use elevation for heights of land surfaces above sea level.
7. Names of genera and species should be in italic.
8. Use abbreviation ‘sp’(singular)/‘spp’(plural) for “species”; ‘subsp’(singular)/‘subspp’(plural) for “subspecies”; ‘*sp. nov.*’ for “new species”; ‘*comb. nov.*’ for “new combination”; ‘*gen. nov.*’ for “new genus”; ‘*s.s.*’ for “*Sensu stricto*” and ‘*s.l.*’ for “*sensu lato*”; ca. for circa; ‘dbh’ for diameter at breast height; ‘elev.’ For “elevation”.

9. The acronym of the herbarium must be provided for each collection where they have been housed. The reference for citing the collection: NEPAL, Bardia Dist, Babai-Deurrali, 351 m, N 28° 20.934' E 81° 42.226', 23.01.2001, *K. K. Shreshtha et al.* 666 (TUCH).
10. The equation should be written as, Frequency = (Number of sampling units in which species occurs / Total number of sampling units) × 100.
11. Any kind of Plagiarism is prohibited in the Journal. If found guilty (before or after publication), the paper will be "Retracted" and authors will be blacklisted.

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