

### General instructions

Start with a concise and informative title, followed by the name(s) and address(es) of the authors. The summary should not exceed 200 words, followed by 4--8 *Key words* identifying the subject matter. Double-space manuscript throughout, including tables, figure captions, and literature citations. Leave at least 2.5 cm margin on all sides of the typed pages. Do **not** use proportional spacing or justified margins.

The order of the text normally should be: Introduction, Materials and Methods, Results, Discussion (Acknowledgements), References. In special cases deviations from these subdivisions (major headings) are acceptable, and sometimes further subdivisions within main sections are desirable. In very brief communications there is no need for any subdivision.

Type major headings (e.g., Introduction) and subheadings on a separate line.

Cite each figure and table in the text, and as far as possible, cite them in numerical order.

Literature citations in the text should be as follows:

1. *One author*: Smith (1960) or (Smith 1960).
2. *Two authors*: Smith and Gomez (1990) or (Smith & Gomez 1990).
3. *Three or more authors*: Smith et al. (1990) or (Smith et al. 1990). But give all author names in the References.
4. *Multiple references* when within parentheses (Liu 1977; Smith 1989, 1990).

### References

Citations should conform to the following format:

1. *For books, e.g.*: Hillis, W.E. 1987. Heartwood and tree exudates. Springer Verlag, Berlin.
2. *For chapters in a book, e.g.*: Esau, K. 1964. Structure and development of the bark in dicotyledons. In: M.H. Zimmermann (ed.), The formation of wood in forest trees: 37--50. Academic Press, New York.
3. *For journals, e.g.*: Bailey, I.W. & C.G. Nast. 1945. Morphology and relationships of Trochodendron and Tetracentron, 1. Stem, root, and leaf. J. Arnold Arbor. 26: 143--154.

Do **not** use italics in the references. Write out the name(s) of author(s), i.e., do not replace author names with a long dash, when the author(s) is / are the same as in the immediate preceding citation(s). Use only a period, without a space, between the initial(s) of an author's name. Leave one space between the volume number with colon and page numbers in a journal article. Use double hyphens between page numbers, e.g., IAWA Bull. n.s. 10: 72--81.

### Illustrations

**Hard copies**: these should be either black-and-white photographs printed on glossy paper or text-figures executed in India ink (not on transparent or tracing paper), or photographic reproductions thereof. Group photographs into plates, and mount carefully, leaving not more than about 1 mm space between the individual photographs. Leave at least 2 cm margins around the grouped photographs. On a printed Journal page the maximum dimensions for a plate are 120 x 190 mm, but authors are advised to allow space for captions at the bottom of the page.

**Digital**: For digital photographs a resolution of at least **300 dpi** should be used and preferably they should be saved in tiff format.

**Colour photographs**: For inserting one colour plate/photograph, extra costs of USD or EUR 450 have to be charged. For printing more than one colour plate in an article, please request price information from the IAWA office.

**Magnifications** should be indicated by a scale bar.

### Figure captions

Please consult recent issues of the IAWA Journal. Use 'Fig.' for singular and plural in the general text and in captions. For grouped figures in a single plate, begin with a list of figures in that plate, and if appropriate, follow with an inclusive general description of those figures. For instance:

Fig. 1--4. Transverse sections of *Ulmus* species. -- 1: *Ulmus americana*. -- 2: *Ulmus tonkinensis*. -- 3: *Ulmus rubra*. -- Scale bars = 250  $\mu\text{m}$ .

Important note: Use two hyphens between individual captions and explanations of scale bars and explanations of symbols used to label the figures.

### Submission

Submit three type-script copies, and the original and two copies of the illustrations. Copies should be of high quality, suitable for review purposes, and show all important details. In addition to the type-script copies, the manuscript should be submitted on diskette (3.5 inch HD), ZIP 100 or CD-ROM. **Very important:** Do **not** combine text and illustrations (photographs, drawings, graphs) in one file, but submit separate files. Tables should also be kept separate from the main text.

At least one of the authors should be a paid-up IAWA member. There are no page charges to authors, except for colour plates, minimum charge USD or EUR 450. There is a charge for reprints, cost determined by the length of the article.

Manuscripts may be submitted to either:

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e-mail: baas@nhn.leidenuniv.nl

E.A. Wheeler, Department of Wood & Paper Science, Box 8005, North Carolina State University, Raleigh NC 27695-8005, USA; FAX: 1-919-513-3496

e-mail: xylem@unity.ncsu.edu

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