
Flora of North America
North of Mexico

Editorial Handbook

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PREFACE

This handbook is intended primarily as a training tool for new technical editors and secondarily as an update on new procedures for editors long familiar with conventions used in the *Flora of North America* (FNA). Materials provided here draw heavily from guides supplied by Kay Yatskievych and Helen Jeude.

The editorial process changes from time to time. A substantial change to manuscript processing occurred in 2001 when FNA contracted Kay Yatskievych to undertake the volume composition. The protocols Kay devised for in-house composition require some changes to the mechanics of editing; changes in formatting of FNA manuscripts are described in the handbook.

In its present format, the handbook covers procedures from the initial editing of manuscripts and correspondence with authors carried out at the various editorial centers, through the formatting of manuscripts, to proofreading the composed volume. Depending on your role with FNA, you may find one or all of the components helpful. Experienced FNA editors will find sections 3 and 4 of greatest interest. New editors will find tidbits throughout, but a concentration of aids in the appendices. Appendix A provides an overview of technical editing tasks. Appendices B and C, intended as quick reference sheets, are updated excerpts from the 1996 Guide for Contributors. Appendix D is handy when checking citations. Appendices E and F are guides for communicating with authors. Individuals responsible for formatting and proofreading volumes will rely primarily on section 4 and Appendices G–O. Repetition in the handbook is extensive and intentional, as the aim is to provide multiple sources that can be quickly consulted to resolve matters of style or format.

Please view the handbook as a communal “work in progress” and offer suggestions that would help us achieve our goal of accurately and expeditiously producing FNA volumes. The handbook is a convenient way to track changes in FNA house style; thus, emendations and updates to this version will be forthcoming. Direct your suggestions and comments to claire.hemingway@mobot.org. Thank you.

Kay Yatskievych, Helen Jeude, Bob Kiger, Mary Ann Schmidt, Beth Polen, John Strother, and Jim Zarucchi provided much material and experience. Pat Harris and Doug Harrison suggested many of the formatting examples and cheerfully muddled through with incomplete drafts of the handbook. I thank them all.

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1. RESOURCE TOOL KIT

Essential resources

- The Chicago Manual of Style, recent editions
- Webster's New Geographical Dictionary, ed. 3
- Random House Webster's Unabridged Dictionary of the English Language 2001
- Kiger and Porter's Categorical Glossary for the Flora of North America Project
- Brummitt and Powell's Authors of Plant Names
- Botanico-Periodicum-Huntianum (B-P-H and B-P-H/S)
- Taxonomic Literature: A selective guide to botanical publications and collections with dates, commentaries and types (TL-2), and supplement
- International Code of Botanical Nomenclature (St. Louis Code)

Useful websites

- <http://www.fna.org/FNA> (FNA website)
- <http://ridgwaydb.mobot.org/BFNA/bfnamenu.htm> (FNA Bryophyte website with useful links)

Nomenclature

- <http://mobot.mobot.org/W3T/search/vast.html> (database used in checking nomenclature)
- <http://www.ipni.org/index.html> (database including Brummitt & Powell's author abbreviations)
- <http://www.bgbm.fu-berlin.de/iapt/nomenclature/code/SaintLouis/0000St.Luistitle.htm> (online access to the St. Louis Code)
- <http://rathbun.si.edu/botany/ing/> (Index Nominum Genericorum)

Place names, vernacular names, conservation status, and weediness status

- <http://www.getty.edu/research/tools/vocabulary/tgn/index.html> (World Gazetteer)
- <http://www.geonames.usgs.gov> (U.S.G.S. national mapping information)
- http://www.geonames.nrcan.gc/index_e.php (Geographical Names Board of Canada)
- <http://plants.usda.gov> (list of vernacular names in general use by U.S. federal agencies)
- <http://www.centerforplantconservation.org> (plants in National Collection of Endangered Plants)
- <http://www.natureserve.org> (The NatureServe list of plants vulnerable to extinction)
- <http://www.wssa.net> (Weed Science Society of America)
- <http://www.aphis.usda.gov/ppq/weeds/noxwdsa.html> (Federal Noxious Weed List)

Sites with numerous helpful links

- <http://www.mobot.org/MOBOT/Research/links.shtml>
- http://www.inform.umd.edu/EdRes/Colleges/LFSC/life_sciences/.plant_biology/FindIT/brrl.htm
- <http://www.huh.harvard.edu>
- <http://www.sysbot.org>

Some useful books

- Harris, J. G. and Harris, M. W. 2001. *Plant Identification Terminology: An Illustrated Guide*, ed. 2. Spring Lake Publishing, Spring Lake, Utah.
- Hickey, M. and King, C. 2000. *The Cambridge Illustrated Glossary of Botanical Terms*. Cambridge University Press, Cambridge.
- Lincoln, R., Boxshall, G., and Clark, P. 1998. *A Dictionary of Ecology, Evolution, and Systematics*, ed. 2. Cambridge University Press, Cambridge.
- Mabberly, D. J. 1997. *The Plant-Book*, ed. 2. Cambridge University Press, Cambridge.
- Stearn, W. T. 1995. *Botanical Latin*, ed. 4. Timber Press.

2. FNA MANUSCRIPT FLOW SHEET

1. Names of potential authors submitted/suggested among FNA members: discussion, agreement, invitation submitted.
2. Author receives official letter of invitation: phone calls, discussion of expectations, any questions on either side answered.
3. Author returns signed agreement to author specific manuscript (MS).
4. Acceptance acknowledged. Author receives specific guidelines regarding preparation of MS, arrangements for illustrations, method of reporting distributions, and various contacts.
5. Author submits original MS to volume editor in both hardcopy and electronic form; volume editor does initial review and either accepts MS as is or returns to author for additional work.
6. Upon acceptance of MS, active editorial processing tasks begin.
7. Editorial tracking (may vary slightly from editorial center to editorial center).
 - a. MS is logged in as accepted; original hardcopy and electronic copy are filed/archived.
 - b. Electronic copy saved; new copy renamed according to in-house numbering system of editorial center (e.g., 02, 02b, etc.); initial cleanup (typos and symbols corrected, etc.).
 - c. Version sent to taxon editor (if volume editor not filling that role); regional reviewers; art director (illustrations); editorial director (backbone; initial distributions); nomenclatural editor; and tech editor simultaneously. After initial tech edit, sent to bibliographic editor.
 - d. Reviews from above returned.
 - e. Taxonomic editing by taxon and volume editors, specifically and generally (i.e., specifically for MSS for which each has responsibility and generally for all MSS in the germane volumes). Tech editor does in-depth edit and renames MS (usually 03 followed by letter indicating current status).
 - i. review comments indicated, integrated
 - ii. editors' questions entered, indicated
 - iii. final verification of names-to-be-accounted-for
 - iv. amplifications entered, indicated
 - v. parallelism among genera/tribes/family adjusted, confirmed
 - f. Working version completed; returned to author with questions, comments regarding emendations, corrections (MS usually renamed as Level 04). Correspondence as needed.
 - g. Working version returned; updated; near-final version created (e.g., 04a, 04b, etc.).
 - h. Near-final version sent to bibliographic editor along with his marked copy from first bibliographic edit, for reconciliation edit.
8. Simultaneously with steps in part 7: communications between art director and authors/art director and artists/artists and authors. Distributions/maps verified/created. Other behind-the-scenes mechanics (e.g., indexing, integration of elements, etc.) occur in parallel.
9. Editor(s) work on final copy to send to St. Louis for galley preparation.
10. Galleys formatted; returned to authors for final check; editors check and review galleys plus any of the author's concerns/corrections; artwork and maps checked, approved, integrated.
11. Final integrated product to St. Louis for PageMaker/integration/ultimate printing.

3. FNA CONVENTIONS

The conventions described here pertain to fully edited manuscripts that are ready for formatting and composition at the FNA Composition Center.

Because symbols, styles, and tracking changes interfere with the process of applying FNA Prepress Styles,

- **do not** insert symbols using Word's Insert Symbol feature (see Protocol A and Appendix L)
- **do not** submit manuscripts with user-defined styles
- **do not** submit manuscripts with the track changes function active

General Text Attributes and Conventions

Font

ALL CAPS

Taxon name headings for family and genus (e.g., ORCHIDACEAE, SPIRANTHES)

Selected reference heading (e.g., SELECTED REFERENCES)

LARGE CAPS AND SMALL CAPS

Taxon name headings for subfamily, tribe, subtribe, section, and subsection

(e.g., 37b. CACTAEAE Jussieu subfam. OPUNTIOIDEAE Burnett)

Bolded

Taxon number and name headings for species and infraspecies

(e.g., **4. Allium geyeri** S. Watson; **4a. Allium geyeri** S. Watson var. **tenerum** M. E. Jones)

Main headings for plant parts in description paragraphs (e.g., **Plants, Rhizomes, Stems**, etc.)

Italicized

Basionyms, homonyms, and synonyms

Taxon names of genus rank and below used in the keys, discussions, and references

Bolded and Italicized

Chromosome number designation of *n* or *x* (e.g., *x* = 10 or **2*n*** = 20) NOTE: This convention applies only to the first chromosome number designation given in a description; do not bold subsequent chromosome numbers in a description or those given in discussion.

Spacing (1 space in all cases except those indicated) and dashes (see also Selected references p. 6)

4 spaces (em space)

Before each status indicator letter (C, E, F, I, and/or W)

3 spaces (en space)

After taxon name in all name headings

Before and after the bullet marker (asterisk) in taxon name (except in family name, instead use a manual hard return before and 3 spaces after the bullet marker)

Between the period and taxon name at end of all key leads

Before each citation in SELECTED REFERENCES

2 spaces

Before dates of publication in nomenclature and synonymy

Between successive elements of literature citations, including: author(s), date(s), title, In:

author(s), no. of vols./parts, place of publication, vol./pp. citation, serial/vol./pp/ citation, square-bracketed note

Following all terminal punctuation

2 hyphens (these will be replaced with en dashes in final formatting)

Between dates and number ranges or linking extremes, e.g., 3--7(--9) mm, leaves (1--3--5

Between seasons in flowering time, e.g., spring--summer (May--Aug)

3 hyphens (will be replaced in final formatting) as needed to indicate an em dash

Miscellaneous notes, including use of symbols (see also Extended Character section (p. 38) in Step-by-Step Instructions)

- Use # in place of multiplication sign (# will be replaced in PageMaker) for the following:
 - Magnification sign, e.g., longitudinally ridged at 20#
 - Hybrids, e.g., *Tritonia #crocsmiflora* [NOT lowercase x or upper case letter X]
 - Hybrid crosses, e.g., *Quercus bicolor* # *Q. virginiana*
- Use * as bullet marker (* will be replaced with a bullet in PageMaker).
- Use 20--30° [NOT 20°--30°].
- Enclose etymology in square brackets [].
- Use diacritical marks, e.g., ø, é, etc.
- Enclose characters for taxa outside the flora in square brackets [], e.g., shrubs [trees].
- Enclose unusual or additional characters or notes in parentheses (), e.g., stems prickly (especially at base); stamens 3 (6 in *D. capitatum*); petals white (pink) or petals white (rarely pink).
- When possible, use numeric ranges, not adjectives, e.g., flowers 200 [NOT “numerous,” unless author cannot provide numbers] OR flowers 1--2.5 mm [NOT flowers small].
- Give ranges for meristic characters following *Chicago Manual of Style*, ed. 14. Section 8.69, p. 311. e.g., stems 1(--2) or, if that form offends the author, 1 (or 2) [NOT stems 1(2)].
- Use either “+” or “or more,” e.g., scales 5--500+ per spikelet; scales 5--500 or more per spikelet.
- Use numerals in descriptions, e.g., 2 veins; 2-fid [NOT two veins; NOT apex bifid].
- Separate fraction by slash, e.g., 1/2, 3/4 [NOT fraction symbol, ½].
- State “equal to,” “less than,” “greater than,” “fewer than,” or “more than” [NOT =, <, or >].
- Use ca. with number estimates except elevation range, but not with qualitative or quantitative size descriptors, e.g., flowering for ca. 10 days, florets ca. 100 per head, BUT NOT ca. equal to, ca. mid stem, ca. 1/2 as long as, peduncles ca. 3 cm.
- Use μ for micrometer.
- Round measurements to one decimal place, e.g., 0.3 mm [NOT 0.34 mm].
- Cite base chromosome number at end of genus description, e.g., $x = 6$.
- Cite diploid number at end of species description, e.g., $2n = 14$ (West Indies). Enclose counts from specimens outside flora in ().

Punctuation

- Use comma to separate elements of series, e.g., red, purple, and blue; racemes, panicles, or spikes.
- Do not use comma before ampersand in lists of 3 authorities in nomenclature, e.g., Authority A, Authority B & Authority C.
- Do not use a comma in punctuation of Jr., e.g., John Doe Jr. or in index Doe, J. Jr.
- Omit commas in numbers under 10,000.
- Spell out forma in nomenclature and keys. Use form or forms in discussion.
- Use an apostrophe followed by an “s” for possessive forms of common names ending in an “s,” e.g., Robbins’s pondweed.
- Hyphenate compound words following *Chicago Manual of Style*, ed. 14, pp. 219–231.
 - Compound colors are hyphenated if they reflect a color of equal strength between the two indicated, e.g., red-brown, BUT reddish brown.
 - Used as a noun, cross section is not hyphenated, e.g., petiole in cross section.
 - Adjectival compounds are open after the noun they modify, hyphenated before the noun:
 - branches well separated, BUT well-separated branches
 - plants short stemmed, BUT short-stemmed plants
 - petals pink tinged, BUT pink-tinged petals

Grammar and wording

According to the Code, a plant family is a plural subject requiring a plural verb form (e.g., “Orchidaceae are the largest and most diverse monocot family ...”). Some FNA authors and editors treat a plant family as either a singular or plural subject, depending on the context.

The modifier “usually” rather than “generally” is preferred by FNA.

Because “rare” has legal ramifications, FNA prefers to describe species as “uncommon.”

Key formatting

Keys to infraspecies should generally follow species description, not be included within key to species.

Watch for errant periods placed after a key couplet that leads to a taxon name.

Leads to taxa not treated but mentioned in discussion section of a treated species have special formatting.

Enclose the taxon name in [], place tab between key text and taxon name, and omit final period:

103. Achenes 0.5 mm wide; spikelets narrowly ellipsoid; California.....[*Cyperus regiomantanus*, see 90. *C. aggregatus*]

Keys containing leads to both species and higher-level groupings are not encouraged. If used, however, format the leads to species as usual. Higher-level groupings have special formatting. Enclose the taxon name in [], insert two spaces between key text and taxon name, and omit final period:

1. Spikelet scale apices clearly emarginate to 2-fid; plants perennial, with rhizomes long, tough, firm, not concealed among culm bases [7a. *Schoenoplectus* sect. *Schoenoplectus*]

Nomenclature

- Precede a taxon name by sequential number and period (e.g., 230. ORCHIDACEAE).
- Link authorities by an ampersand (e.g., Torrey & A. Gray or Conran, M. W. Chase & Rudall).
- Place a space between the initials of an authority’s name, contrary to Brummitt and Powell’s usage (e.g., M. E. Jones NOT M.E. Jones).
- Use # in place of the multiplication symbol with hybrid names or crosses (e.g., = *Q. #jooori*).
- Spell out genus if it is first word of a sentence or first instance in paragraph, otherwise abbreviate.
- Do not underline or italicize prepositions “in” and “ex.”
- Use English equivalents of *sensu lato* (in the broad sense) or *sensu stricto* (in the narrow sense).

Place the basionym and homotypic synonyms under the species, not the subspecies or variety autonym. See Vol. 26: 107 and below.

1. *Ferocactus wislizeni* (Englemann) Britton & Rose, Cact. 3: 127. 122 * Compass barrel

Echinocactus wislizeni Engelm in F. A. Wislizenus, Mem. Tour N. Mexico, 96. 1848

Varieties 2--3 (1 in the flora): sw United States, Mexico.

1a. *Ferocactus wislizeni* (Englemann) Britton & Rose var. ***wislizeni***

Use the following format for a basionym that is a later homonym, or if the use of the epithet is blocked by a previously published (valid) name:

Lindenia M. Martens & Galeotti, Bull. Acad. Roy. Sci. Bruxelles 10: 357. 1843, not Bentham 1841

Allionia incarnata Linnaeus var. *glabra* Choisy in A. P. de Candolle and A. L. P. P. de Candolle, Prodr.

13(2): 435. 1849, not *A. glabra* (S. Watson) Kuntze 1891

Arrange synonyms alphabetically; place subspecies before varieties if both are listed; separate synonyms by semicolons; omit ending punctuation. Abbreviate the second and subsequent listings of a genus unless the genus follows another one beginning with the same letter.

Vernacular name(s) and etymology

Capitalize the first vernacular name and those beginning with a proper noun, delimit names with commas. Place etymology in [], and if no vernacular name is given capitalize first letter of the phrase.

Literature references

Nomenclatural citations in periodical format:

Amer. J. Bot. 18: 431. 1931

Bull. Torrey Bot. Club 24: 183, plate 299, fig. 4. 1897

Nomenclatural citations in book format:

Sp. Pl. 2: 913. 1753

Sp. Musc. Frond., 181. 1801

Sp. Pl. ed. 2, 1: 339. 1762

Moss Fl. N. Amer. 3: 200. 1934

Fig. Pl. Gard. Dict., 184, plate 276. 1758

. . . in N. L. Britton et al., N. Amer. Fl. 21: 287. 1932

Selected reference(s) conventions and examples of periodical and book formats

- Place 2 spaces between successive citation elements, including author(s), date(s), title, In: author(s), no. of vols./parts, place of publication, vol./pp. citation, serial/vol./pp. citation, and square-bracketed note.
- Place 1 space between colon that follows volume number and page number.
- Multiple authors are linked by “and” (& is used only in nomenclatural authorities).
- Use ed. 2 [NOT Second edition or 2nd Edition or Editio Secundo].
- Use 2 vols. [NOT Vols. I--II or Volumes One--Two].
- Use plate and fig. [NOT Plate, pl., tabula, tab. or t., or figure or f.].
- DO NOT use loc. cit., op. cit., or ibid.
- In down-style titles, capitalize the first word after a colon, e.g., The lilies of the field: A study...
- Refer to Appendix D to confirm the journals that do not require an issue number.
- Remove from Selected References those cited as such under any superordinate taxon.

Articles in periodicals and serials:

Anderson, L. E. 1987. A new species of *Polytrichum* from the southern Appalachians. *Bryologist* 90: 1--5.

King, R. M. and H. Robinson. 1987. The genera of the Eupatorieae (Asteraceae). *Monogr. Syst. Bot. Missouri Bot. Gard.* 22.

Lawton, E. 1953. *Lorentziella*, a moss genus new to North America. *Bull. Torrey Bot. Club* 80: 279--288.

Hoot, S. B., A. A. Reznicek, and J. D. Palmer. 1994. Phylogenetic relationships in *Anemone* (Ranunculaceae) based on morphology and chloroplast DNA. *Syst. Bot.* 19: 169--200.

Woodson, R. E. Jr. 1953. Biometric evidence of natural selection in *Asclepias tuberosa*. *Proc. Natl. Acad. Sci.* 39: 74--79.

Chapters and sections:

Use the chapter/section citation form when authorship is not the same as for the book as a whole. Otherwise, use the book citation form, citing the portion of interest after the entire work.

Yuncker, T. C. 1965. *Cuscuta*. In: N. L. Britton et al., eds. 1905--1972. *North American Flora*. New York. Ser. 2, part 4, pp. 1--40.

Churchill, S. P. 1981. A phylogenetic analysis, classification and synopsis of the genera of the Grimmiaceae (Musci). In: V. A. Funk and D. R. Brooks, eds. 1981. *Advances in Cladistics*. New York. Pp. 127--144.

Books:

Cite entire work; any particular portion of interest may then follow.

Linnaeus, C. 1762--1763. *Species Plantarum*, ed. 2. 2 vols. Stockholm. Vol. 1, p. 339.

Grout, A. J. 1928--1940. *Moss Flora of North America*. 3 vols. Newfane, Vt. and New York.

Rockwell, H. C. 1986. *The Genus Magnolia in the United States*. M.S. thesis. West Virginia University.

In-text citations

Provide initials before surname; separate multiple citations by different authors with semicolons; separate multiple citations by the same author with commas.

(D. K. Smith 1988)

(L. Lesquereux and T. P. James 1884)

(E. B. Bartram 1934; G. L. Smith 1971)

(I. Thériot 1908, pp. 250--252)

(W. S. Sullivant 1864, plate 3)

(A. Cronquist 1980, 1994; G. Wagenitz 1987)

According to S. B. Hoot et al. (1994), ...

Distribution Statements

Distribution statements for family, genus, and species with infraspecies are delimited by commas

Family format:

Genera 5, species 232 (2 genera, 5 species in the flora): warm-temperate regions worldwide.

Genus format:

Species 2 (1 in the flora): subalpine areas of North America and Asia.

Format for species with infraspecies:

Note: Place statement in paragraph immediately after species description.

Subspecies 2 (1 in the flora): e North America, West Indies.

Varieties 2 (1 in the flora): w Canada, nw United States.

Monospecific taxon format:

Genus 1, species 1: North America.

Species 1: California.

Introduced taxon format:

Species ca. 4 (1 in the flora): introduced; Asia, Africa, Australia.

Distribution statements for species

- List worldwide distribution, separate main regions by semicolons, and order regions as:
Greenland; St. Pierre and Miquelon; Canada; United States; Mexico; West Indies; Bermuda;
Central America; South America; Eurasia (or Europe; Asia); Africa; Atlantic Islands; Indian
Ocean Islands; Pacific Islands; Australia; Antarctica.
- Alphabetize Canadian provinces and U.S. states, separate by commas: B.C., N.S.; Ga., N.C.
- Specify location in Newfoundland and/or Labrador. Found in Newfoundland only: Nfld. and Labr. (Nfld.); Labrador only: Nfld. and Labr. (Labr.); both regions: Nfld. and Labr.
- Alphabetize political units outside flora, place in parentheses: Central America (Belize, Costa Rica).
- Alphabetize 11 northern states of Mexico and place in parentheses:
(Baja California, Baja California Sur, Chihuahua, Coahuila, Durango, Nuevo León, San Luis
Potosí, Sinaloa, Sonora, Tamaulipas, Zacatecas).
- List Hawaii and New Zealand parenthetically under the Pacific Islands: Pacific Islands (Hawaii).

Phenology, habitat, and elevation statements for species

Order and punctuate as: Phenology. Habitat; of conservation concern; elevation; introduced; distribution.

Phenology

Flowering spring--summer; fruiting fall. Flowering May--Jul; fruiting Aug.

Abbreviate months by using the first three letters.

Modifiers early, mid, or late are acceptable. Use mid summer [NOT midsummer, mid-summer].

Use year-round [NOT year round].

Habitat

Use plural forms of easily understood terms, such as roadsides, savannas, woodlands, sandy soils, etc.

Elevation

0 m is acceptable for elevation near sea level.

Round elevations below 100 meters in 10 m increments and those above 100 meters in 100 m increments, encompass elevation range originally provided by author. For example, revise 165--325 m to 100--400 m.

Discussion paragraph(s)

If cross-referenced statements are given, provide taxon number and name in cross-referenced statements:

See comment under 407. *Carex shortiana*.

Chromosome numbers do not require in-text or bibliographic citations unless they are included in discussion. Only confirmed chromosome counts are included.

A statement, appearing as the final paragraph, belongs in the discussion of those plants in the Center for Plant Conservation's collection (for searchable list, see www.centerforplantconservation.org). The CPC statement is independent of the "of conservation concern" statement; plants in the CPC collection do not necessarily receive a "C" status indicator. See the following example for wording:

Carex barrattii is in the Center for Plant Conservation's National Collection of Endangered Plants.

Status indicators

After accepted names indicate the following conditions by the appropriate letter(s).

C	of conservation concern
E	endemic to the flora area
F	illustrated
I	introduced to the flora area
W	weedy

"Of conservation concern" applies to taxa that are globally rare or threatened, based on NatureServe's G1 or G2 designations (<http://natureserve.org>), or other compelling sources.

"Introduced" is defined broadly to mean the plant was released accidentally or deliberately into an area of the flora and now persists without cultivation (and therefore is naturalized).

"Weedy" applies to taxa listed by the Weed Science Society of America (<http://www.wssa.net/weednames/common.asp>) or U.S. Department of Agriculture (<http://www.aphis.usda.gov/ppq/weeds/noxwdsa.html>).

Note: If a variety (or subspecies) is illustrated, mark both the infraspecies and the species with an F.

Abbreviations

Bibliography

ed.	edition, editor
eds.	editors
et al.	and others
fig.	figure
figs.	figures
no.	number
nos.	numbers
n. s.	new series
p.	page
pp.	pages
ser.	series
vol.	volume
vols.	volumes

Taxonomy

sect.	section(s)
sp.	species singular
spp.	species plural
subsp.	subspecies singular
subsp.	subspecies plural
subfam.	subfamily(-ies)
subg.	subgenus(-era)
var.	variety(-ies)

Measures

cm	centimeter(s)
ca.	approximately
dm	decimeter(s)
diam.	diameter(s)
m	meter(s)
mm	millimeter(s)
µm	micrometer(s)

Geographic abbreviations

n	north
s	south
e	east
w	west
c	central
ne	northeast
nw	northwest
se	southeast
sw	southwest
sc	south-central
nc	north-central

United States (except Hawaii)

Ala.	Alabama
Alaska	Alaska*
Ariz.	Arizona
Ark.	Arkansas
Calif.	California
Colo.	Colorado
Conn.	Connecticut
Del.	Delaware
D.C.	District of Columbia
Fla.	Florida
Ga.	Georgia
Idaho	Idaho*
Ill.	Illinois
Ind.	Indiana
Iowa	Iowa*
Kans.	Kansas
Ky.	Kentucky
La.	Louisiana
Maine	Maine*
Md.	Maryland
Mass.	Massachusetts
Mich.	Michigan
Minn.	Minnesota
Miss.	Mississippi
Mo.	Missouri
Mont.	Montana

Nebr.	Nebraska
Nev.	Nevada
N.H.	New Hampshire
N.J.	New Jersey
N.Mex.	New Mexico
N.Y.	New York
N.C.	North Carolina
N.Dak.	North Dakota
Ohio	Ohio*
Okla.	Oklahoma
Oreg.	Oregon
Pa.	Pennsylvania
R.I.	Rhode Island
S.C.	South Carolina
S.Dak.	South Dakota
Tenn.	Tennessee
Tex.	Texas
Utah	Utah*
Vt.	Vermont
Va.	Virginia
Wash.	Washington
W.Va.	West Virginia
Wis.	Wisconsin
Wyo.	Wyoming

* not abbreviated in FNA

Canadian provinces

Alta.	Alberta
B.C.	British Columbia
Man.	Manitoba
N.B.	New Brunswick
Nfld. and Labr.	Newfoundland and Labrador
N.W.T.	Northwest Territories
N.S.	Nova Scotia
Nunavut	Nunavut*
Ont.	Ontario
P.E.I.	Prince Edward Island
Que.	Quebec
Sask.	Saskatchewan
Yukon	Yukon*

REMINDERS:

Plate and table are not abbreviated; forma is not abbreviated; ca., though [sparingly!] acceptable with counts, is not used for measurements or elevations.

Alphabetize provinces and states according to their full names not abbreviations.

Specify location in Newfoundland and/or Labrador. Found in Newfoundland only: Nfld. and Labr.

(Nfld.); Labrador only: Nfld. and Labr. (Labr.); both regions: Nfld. and Labr.

Place names are not abbreviated in keys or discussions.

Compass directions are not abbreviated in discussions.

FNA Use of Numbers, Estimates, Dates, and Specific Terms

Numbers, Estimates, and Dates

20--40° NOT 20°--40°

connate in proximal 1/2 NOT connate in proximal half

1st scale, 2d, 3d, 4th NOT first, second (except beginning sentence)

1st order, 2d order, etc. NOT primary, secondary

2-fid NOT bifid

leaves to 10 mm or leaves 10 mm NOT leaves up to 10 mm

2--4-veined OR with 2--4 veins NOT 2--4 veins, with two veins

2 times as long as wide OR lengths 2 times widths NOT twice as long as wide, or 2X as long
ca. 100 florets (use sparingly for counts) BUT NOT in qualitative estimates, such as ca. 1/2 way, ca.

equal to (measurements and qualitative estimates are understood to be approximate)

petals 0 TO contrast counts (e.g., petals 0 versus petals 3--8 NOT petals absent versus petals 3--8)

glands absent TO contrast with glands present (e.g., glands absent versus glands present)

glands none TO contrast with glands some

1900s NOT 1900's

twentieth century NOT 20th century

REMINDER: Avoid adjectives of number or size (few, many, numerous, small, etc.,) if number or measurement ranges are available.

Selected Botanical Terms

(Editors and authors enjoy a rousing discussion regarding terminology preferences; try to set terminology at an early stage.)

abaxial NOT below, lower, dorsal, back, lower leaf surface (preferred; not always possible---dorsal appropriate for some bryophytes)

above see adaxial, distal

absent OR none NOT lacking (to contrast with present or some, e.g., stipules absent versus stipules present)

adaxial NOT above, upper, ventral, front, upper leaf surface (preferred; not always possible---ventral appropriate for some bryophytes)

along the Pacific coast BUT taxon of the Pacific Coast (if specific region)

American Indian OR Native American OR Amerindian (American Indian is preferred currently by the technical editors, but the culturally acceptable term is likely to change over time)

arctic (as in arctic climate) BUT Arctic (if pertaining to the region of the North Pole)

ascending at 30° (implies consistent angle) OR ascending to 30° (implies range of 1--30)

below see abaxial, proximal

bilaterally symmetric OR zygomorphic

bisexual NOT perfect

bristlelike OR setaceous NOT bristle-like

broad-leaved (or broad-leaf) plants NOT broadleaved (or broadleaf) plants

cespitose NOT caespitose (British spelling)

counties NOT Counties OR Cos. (as in St. Clair and Marion counties)

County NOT county OR Co. (as in Marion County)

cross section NOT cross-section (as in petioles in cross section)

cross-section (adjectival) (as in a cross-section view)

cross-veins NOT cross veins

cultivar

cylindric NOT cylindrical

dimorphic

diploid
distal NOT upper, outer (preferred; not always possible)
ecologic NOT ecological
edaphic
elliptic NOT elliptical
ethnobotany
equaling OR equal to NOT equalling (British)
fall NOT autumn
fascicle OR clustered
flood plain NOT floodplain (BUT adjectival form is floodplain species)
floristic
floristics
geographic NOT geographical
geologic NOT geological
geophyte
gray NOT grey (British spelling)
haploid
hemiparasitic
Hemisphere NOT hemisphere (as in widely distributed throughout the Southern Hemisphere)
heteromorphic
hummocks NOT hammocks
historic NOT historical (NOTE: Historical is preceded by “a” not “an.”)
holotype
in cross section NOT in cross-section
in the flora OR in the flora area NOT in the FNA area
involute or revolute NOT inrolled (not specific enough)
isotype
karyotype
lakeshores NOT lake shores
lax OR loose
leaflike NOT leaf like or leaf-like
mid blade NOT mid-blade (referring generally to middle) BUT midrib NOT mid-rib or mid rib
Mojave NOT Mohave (except Mohave County, Arizona)
monomorphic
monospecific
morphologic NOT morphological
more or less NOT more-or-less (use in discussion sections, use \pm in keys and descriptions)
name conserved NOT nom. cons.
name rejected NOT nom. rej.
Native American NOT native American (unless referring to native-born rather than indigenous persons, see comment under American Indian)
Neotropics (but neotropical) NOT neotropics
nomenclatural
nonbasal NOT non-basal
north-central NOT north central
north-temperate region NOT north temperate region
Northern Hemisphere NOT northern hemisphere
n. s. FOR new series (use in citation of periodical)
occurring NOT occuring
overwintering
pallid OR pale

pendent NOT pendant
(pers. comm.) NOT (personal communication)
(pers. obs.) NOT (personal observation)
phylogenetic
phylogeny
phytogeographic
pinyon NOT piñon
pistillate or archegonia NOT female
plano-convex NOT planoconvex
polyploid
pre-Columbian NOT preColumbian
protologue
proximal NOT lower, inner (preferred; not always possible)
radially symmetric OR actinomorphic
recognize NOT recognise (British spelling)
rice-field weed NOT rice field weed
riverbanks NOT river banks
roadsides NOT road sides
savannas NOT savannahs
semiarid NOT semi-arid
semierect NOT semi-erect
single spike NOT solitary spike
s.n. FOR sine numero (use for un-numbered specimens)
south-central NOT south central (as in south-central Colorado)
southeastern NOT south-eastern or south eastern
spheric (solid shape) or round (plane) NOT circular
staminate or antheridial NOT male
straw colored or stramineous NOT straw-colored (unless modifier precedes noun as in straw-colored achenes)
stream banks NOT streambanks
streambeds NOT stream beds
streamsides NOT stream sides
syntype
systematics
taxa
taxon
taxonomically
the South, East, North, or West NOT the south, east, etc. (if specific region intended)
the Tropics NOT the tropics
tropical NOT Tropical
understory
understories
unisexual NOT imperfect
unisexual, staminate and pistillate on different plants NOT dioecious
unisexual, staminate and pistillate on same plant NOT monoecious
vein NOT nerve (nerve is permitted in Compositae)
versus NOT vs.
whorled
woolly NOT woolly
worldwide NOT world-wide or cosmopolitan
xerophytic

PROTOCOL A. PREPARING MANUSCRIPTS IN WORD PRIOR TO APPLICATION OF FNA PREPRESS STYLES

Manuscripts are formatted in Word 2000 before FNA Prepress Styles are applied (the latter to be done by staff at FNA-Central or by staff at other editorial centers who have been trained in the style-application process). Text conventions used in the Formatting Protocols are explained in the Basic Terms and Conventions section (page 32) of the Word 2000 Step-by Step Instructions.

Do not use Word's Track Changes feature —if author has used this feature, see Track Changes section (page 41) of Word 2000 Step-by Step Instructions for disabling.

Do not apply Word or user-defined styles.

Do not use Word's Insert Symbols feature.

Turn off AutoFormatting of the following [see AutoFormat section (page 38) of Word 2000 Step-by Step Instructions]:

- Headings
- Borders
- Tables
- Automatic bulleted lists
- Automatic numbered lists
- Ordinals (1st) with superscript
- Fractions (1/2) with fractions characters (½)
- Symbol characters (--) with symbols (—)
- Internet and network paths with hyperlinks

For symbols use the following symbol replacement keys (which will be changed in PageMaker to the appropriate symbol). —To change symbols already in your file use the [Alt] key plus the 4-characters specified below as the criterion in the Find what: Information Box on the Replace tab of the Find and Replace Dialog Window. See Find and Replace section (page 39) of the Word 2000 Step-by-Step Instructions.

- * —bullet [Alt+0183]
- —en dash (used between all numerical ranges) [Alt+0150]
- —em dash (rarely used) [Alt+0151]
- # —multiplication symbol [Alt+215]
- 1/4 —¼ [Alt+0188]
- 1/2 —½ [Alt+0189]
- 3/4 —¾ [Alt+0190]

Do not apply codes previously required by OUP for page formatting (examples: <FT>, <R>, <FD2>, <FA>, <FD>, etc.).

Footnotes should be at the end of the file clearly marked as a footnote and with instructions as to what text should be on the page where the footnote is to be placed.

Make sure all Text Attributes and Spacing conventions listed in FNA Conventions (page 3) have been done.

Insert one tab with no spaces on either side of it

Between period after taxon number and taxon name in accepted taxon heading paragraphs,

Between period after couplet number and beginning of descriptive text in all leads in keys,

After descriptive text and before taxon number in leads to taxon names in keys
[NOTE: couplets leading to taxon names should not have a period after descriptive text].

Do not use tabs anywhere else.

PROTOCOL B. APPLYING FNA PREPRESS STYLES

FNA Prepress Styles are applied either by staff at FNA-Central or staff at other editorial centers who have been trained in the style-application process.

Copy the FNAMAIN3.DOT template to your system ——this template has the FNA Prepress Styles in it. See Templates section (page 41) of the Word 2000 Step-by-Step Instructions.

Attach FNAMAIN3.DOT template to a file ——see Templates section (page 41) of the Word 2000 Step-by-Step Instructions.

Change the default measurement unit to points ——see Measurement Units section (page 40) of the Word 2000 Step-by-Step Instructions.

Change page margins to the following:

Top: “75pts”

Bottom: “57pts”

Left: “57pts”

Right: “57pts”

Apply FNA Prepress Styles using keyboard shortcut keys (Hot Keys):

Use either the Simplified List of FNA Prepress Styles (page 43) or the Full List (page 46) and the One-Column Key Styles Table (page 53).

Determine the style needed for a paragraph ——see Description (first column in both lists).

With cursor anywhere in the paragraph, determine the Hot Keys (third column in both lists), press the key to the left of the + and hold down while pressing the key or keys to the right of the + ——all formatting necessary for the paragraph except some text attributes for particular words will be applied and the style name will appear in the paragraph style Information Box on the Formatting Line.

APPENDIX A.

Technical editing checklist for Flora of North America manuscripts

MS taxon: _____ **MS author:** _____

MS version: _____ **Date MS edited:** _____

MANUSCRIPT ELEMENTS	(✓)	NOTES
General editing		
Spelling, abbreviations, punctuation, measurements		
Verify: ×, ±, °, hyphen, and other symbols		
Completeness and order of major components		
Nomenclature		
Verify: Authority, basionym, synonyms		
Synonyms alphabetized and separated by commas		
Synonyms do not include forma		
Keys and descriptions		
Verify: species name and number correspond		
Couplet numbering, spacing, and construction, shorter lead first		
Multiple key-out locations (in part) after name		
Parallel key and descriptions		
Consistency in bolded main headings and sequence of characters		
Agreement between key to species and species descriptions		
Elements from key to genera listed in generic descriptions		
Elements from higher-level descriptions not repeated in lower levels		
Habitat statement and status codes (C, E, F, I, W)		
Verify order: Habitat; of conservation concern; elevation; introduced; distribution		
Confirmed C, E, I, and W with author and editors, F with author and artist		
Rounded elevation data		
Distribution		
Sequence, abbreviations, and punctuation		
Correspondence with map		
Discussion		
Complete sentences, spelling, and punctuation		
First reference to genus in discussion spelled out		
Genus as 1 st word of sentence not abbreviated		
References		
Verify: format and punctuation of Selected References		
Removed those duplicated from family list and names-to-be-accounted-for		
Sent manuscript to R. Kiger for bibliographic edit; entered corrections		

Additional notes and queries, including global editing changes:

Manuscript Status:

- Information missing Editorial queries embedded Manuscript ready for author's final approval and formatting

APPENDIX B.

Quick reminder of sequence of structures

RULE OF THUMB: Work from bottom up and outside in. Place proximal before distal, abaxial before adaxial, staminate before pistillate.

Plant growth form (e.g., trees, shrubs), duration (e.g., annual, biennial), nutrition (e.g., parasitic)

Roots and/or other belowground parts

Stems

- Primary stems
- Trunks
- Bark
- Wood
- Branches, shoots, twigs

Buds

Leaves

- Stipules
- Petiole
- Sheath, ligule
- Blade (base, margins, apex)
- Lobes
- Higher-order axes and petioles
- Leaflets

Scape (if described, belong in separate boldfaced sentence)

Inflorescences

NOTES: Place description of the taxon's sex under inflorescences or flowers. Watch for distinction between "Flowers 1–3" and "Inflorescences 1–3-flowered."

- Peduncle
- Branches
- Bracts
- Different flower types

Pedicel (if described, belong in separate boldfaced sentence)

Flowers

- Receptacle and hypanthium
- Perianth (tepals) or calyx (sepals) and/or corolla (petals)
- Corolla (corolla tube; lobes; limbs)
- Glands and/or discs
- Androecium at flowering time (stamens; anthers)
- Gynoecium at flowering time (ovary; placentation; style; stigma)

Fruits

- Aggregation of or subdivision within fruit
- Mericarp, accessory structures, multiple fruit structures

Seeds

- Endosperm
- Embryo

APPENDIX C.

Quick reminder of sequence of characters with examples

Page numbers refer to *Categorical Glossary for the Flora of North America Project*

Presence (duration, maturation, persistence)

Number

Position or insertion, pp. 146–147, 153–154

(e.g., apical, axillary, cauline, distal, internodal, subtending, terminal, ventral)

Arrangement, p. 141

(e.g., 3-ranked, approximate, clustered, conduplicate, distal, distant, distichous, divergent, linear, opposite, overlapping, remote, whorled)

Orientation, pp. 150–151

(e.g., antrorse, appressed, ascending, deflexed, erect, horizontal, nodding, patent, spreading)

Fusion -- Examples of tricky fusion features given below.

Connation (petals intimately fused with one another; petals connate or distinct)

Adnation (stamens intimately fused with petals; stamens adnate to petals or stamens free)

Coherence (petals superficially joined)

Adherence (stamens superficially joined to petals)

Color, p. 143

Odor

Symmetry

Architecture, pp. 131–132

(e.g., branched, compact, epistomic, flattened, glandular, glomerate, grooved, hollow, hypostomic, keeled, leaflike, pedunculate, reticulate, scalelike, sessile, stipitate, veined, winged)

Plane shape, also referred to as “in outline,” pp. 151–153

(e.g., awl-shaped, biconvex, cordate, cuneate, deltoid, lanceolate, linear, oblong, orbiculate, oval, ovate, panduriform, rhombic, rotund, spatulate, strap-shaped, sword-shaped, triangular)

Solid shape, pp. 159–163

(e.g., acicular, angled, boat-shaped, botuliform, calyptriform, capitate, cuboid, deltate or deltoid, elongate, gibbous, inflated, keel-shaped, lingulate, lobed, obovoid, orbicular, ovoid, pear-shaped, rhomboid, rotund, setaceous, subspheric, trigonous, vermiculate)

Dimensions: length, width, thickness, mass

Texture, pp. 164–165

(e.g., coriaceous = leathery, corky, firm, flexible, membranous, papery, pliable, rigid, scarious)

Base, p. 142

(e.g., attenuate, oblique, obtuse, rounded, truncate)

Margins, p. 148

(e.g., crenate, crisped, dentate, entire, erose, fringed, involute, serrulate, sinuate, toothed, undulate)

Peripheral region or sides, then central area

Apex, pp. 130–131

(e.g., acute, apiculate, barbed, cuspidate, hooked, mucronate, rostrate, truncate)

Surface reflectance, pp. 156–157

(e.g., dull, glossy, lustrous, shiny)

Surface relief

(e.g., alveolate, corrugate, dotted, papillose, reticulate, rugulose, scabrous, smooth)

Vestiture or pubescence, pp. 155–156

(e.g., glabrous, hairy, hispid, pilose, scabrous, setose, tomentose, villose)

Internal parts, then exudates

APPENDIX D.

List of journals that do not require issue numbers in bibliographic citations

Use the list below when checking citations, either in the nomenclatural or references sections. No part citations (i.e., issue numbers) are needed for the following journals (volumes of them are paged consecutively):

Acta Bot. Neerl.	Bot. Tidsskr.
Acta Bot. Sin.	Brit. Fern Gaz.
Acta Bot. Yunnan.	Brittonia
Acta Ecol.	Bryologist
Acta Horti Berg.	Bull. Brit. Mus. (Nat. Hist.), Bot.
Acta Horti Gothob.	Bull. Calif. Acad. Sci.
Acta Phytogeogr. Suec.	Bull. Geol. Soc. Amer.
Acta Phytotax. Geobot.	Bull. Herb. Boissier
Acta Phytotax. Sin.	Bull. Mus. Natl. Hist. Nat.
Adansonia	Bull. Natl. Mus. Canada
Aliso	Bull. Torrey Bot. Club
Amer. Fern J.	Canad. Field-Naturalist
Amer. J. Bot.	Canad. J. Bot.
Amer. Midl. Naturalist	Canad. J. Genet. Cytol.
Amer. Orchid Soc. Bull.	Canad. Naturalist & Quart. J. Sci.
Anales Jard. Bot. Madrid	Caryologia
Ann. Bot. (Oxford)	Castanea
Ann. Bot. Fenn.	Chromosoma
Ann. Missouri Bot. Gard.	Contr. New South Wales Natl. Herb.
Ann. New York Acad. Sci.	Contr. U.S. Natl. Herb.
Aquatic Bot.	Cytologia
Arctic Alpine Res.	Davidsonia
Ark. Bot.	Econ. Bot.
Asia Life Sci.	Evol. Biol.
Austral. J. Bot.	Feddes Repert.
Austral. Syst. Bot.	Feddes Repert. Spec. Nov. Regni Veg.
Baileya	Fern Bull.
Bauhinia	Fern Gaz.
Beitr. Biol. Pflanzen	Folia Geobot. Phytotax.
Biochem. Syst. & Ecol.	Gard. Bull. Straits Settlem.
Biol. Bull. Mar. Biol. Lab. Woods Hole	Great Basin Naturalist
Biol. Skr.	Hedwigia
Biotropica	Helios
Blyttia	Hereditas (Lund)
Bol. Soc. Brot.	Heredity
Bot. Arch.	Israel J. Bot.
Bot. Gaz.	J. Adelaide Bot. Gard.
Bot. J. Linn. Soc.	J. Arnold Arbor.
Bot. Mag. (Tokyo)	J. Elisha Mitchell Sci. Soc.
Bot. Mater. Gerb. Glavn. Bot. Sada RSFSR	J. Genet.
Bot. Not.	J. Hattori Bot. Lab.

J. Heredity
J. Indian Bot. Soc.
J. Jap. Bot.
J. Korean Pl. Taxon.
J. Linn. Soc., Bot.
J. Quatern. Sci.
J. Wash. Acad. Sci.
Jap. J. Bot.
Jap. J. Ecol.
Jap. J. Genet.
Kew Bull.
Lagasalia
Lindbergia
Madrono
Malpighia
Michigan Bot.
Molec. Biol. Evol.
Morris Arbor. Bull.
Muhlenbergia
Naturaliste Canad.
New Phytol.
New Zealand J. Bot.
Nordic J. Bot.
Notes Roy. Bot. Gard. Edinburgh
Nova Hedwigia
Novon
Nytt Mag. Bot.
Oesterr. Bot. Z.
Opera Bot.
Palynology
Phytochemistry
Phytocoenologia
Phytologia
Phytomorphology
Pittonia
Pl. Dis.
Pl. Syst. Evol.
Planta
Plantsman
Preslia
Proc. & Trans. Roy. Soc. Canada
Proc. Biol. Soc. Wash.
Proc. Calif. Acad. Sci.
Proc. Natl. Acad. Sci. U.S.A.
Pteridologist
Recueil Trav. Bot. Neerl.
Repert. Spec. Nov. Regni Veg.
Rev. Palaeobot. Palynol.
Rhodora
Saussurea
Sci. Genet.
Sida
Silvae Genet.
Smithsonian Contr. Bot.
SouthW. Naturalist
Sunyatsenia
Svensk Bot. Tidskr.
Syesis
Syst. Bot.
Taxon
Telopea
Trans. Linn. Soc. London
Trans. New York Acad. Sci.
Trop. Woods
Vegetatio
W. Amer. Sci.
Wasmann J. Biol.
Watsonia
Webbia
Willdenowia
World Pollen Spore Fl.

Address queries regarding bibliographic editing to:

Dr. Robert Kiger
Hunt Institute for Botanical Documentation
Carnegie Mellon University
Pittsburgh, Pennsylvania 15213-3850
phone: 412-268-2434; fax: 412-268-5677
email: rkiger@andrew.cmu.edu

APPENDIX E.

Sample letter requesting author's information

Before submitting manuscript for formatting, send letter(s) requesting author's information (Appendix E) and explaining editorial changes (Appendix F) to author with edited manuscript. Modify letter as needed to reflect information required. Letters to authors will vary in level of formality and content from editor to editor, according to their relationships with authors.

Please complete and return this sheet along with any corrected pages from your manuscripts to: Helen Jeude, Senior Technical Editor, 5 Creekside Dr., Trophy Club, TX 76262-5347.

AUTHOR'S CHECK LIST

Please print or type your name as you wish it to appear on your treatment.

Is author attribution correct on the hardcopy?

Please state your current title and position.

Name and address of institution with which you are affiliated.

If your institution requires all your publications to bear an institutional coding/tracking or identification number, please supply, along with appropriate wording.

You will receive final page proof for your examination. This will require an extremely rapid turnaround of the treatments. Please submit addresses and phone numbers where you can be reached during the next three to four months. If you are to be on sabbatical or incommunicado during that time period, please supply appropriate data OR the name, address, and phone number of someone who could handle the task for you.

Please contact me at hjeude@brit.org or 817.430.3515 if you have any questions.

APPENDIX F.

Sample letter explaining editorial changes to manuscript

Before submitting manuscript for formatting, send letter(s) requesting author's information (Appendix E) and explaining editorial changes (Appendix F) to author with edited manuscript. Modify letter as needed to reflect editorial changes or provide proofreading directions. Letters will vary in level of formality from editor to editor, according to their relationships with authors.

Before Reading Your Manuscript(s): Helpful Background and Explanations

As an FNA author, you are very much aware that your manuscript has been received, accepted, formatted, reviewed by peers (taxonomically, geographically, bibliographically, nomenclaturally, sequentially, technically, and almost every other -ally one can imagine), illustrated, mapped, coded, indexed, and now you're receiving it in its Near-Final form. That means that after you have examined it and either okayed it or made any minor corrections, it is Final—ready to go to the publisher. Whew!

Please note that the manuscript has been marked for indexing (not visible on hardcopy). The index, which follows the manuscript, will become part of the volume index at printing but will not appear in the proofs.

As senior technical editor I do the final in-depth edit and tweaking, abiding by FNA conventions, and maintaining the integrity of your manuscript(s) to the very best of my ability. As both editor and author (in other scientific disciplines), I am extremely sensitive to the feelings of the author as well as diligent to the task of presenting the treatment(s) in the best, strongest, and most accurate state possible.

Some basic FNA conventions need to be mentioned (some old, some newer).

I have arranged elements in morphologic descriptions (and other appropriate places) in the order designated by FNA conventions. Most articles (“a,” “an,” “the”) have been removed. The text should be as concise, precise, and easily understood as possible.

Because we differentiate between the opposites of “adnate” and “connate”—adnate versus free; connate versus distinct—the proper term has been inserted when necessary and it is not marked as a change. In the orchids, therefore, we do have places where we say “lip distinct and free” or “sepals distinct and/or free” or possibly “sepals distinct to base.” This is not redundancy.

Please remember that we omit the word “long” after measurements. If only one measurement is given, it is assumed to be length unless definitely identified as width. With two measurements, length is the first and width the second. Measurements are understood to be approximate. It is not necessary to re-state.

If you find that I have substituted another word for “segments” in your treatment, it is because “segment” has a very specialized meaning in the Categorical Glossary and is not appropriate in the changed phrase. Where I have substituted one term for another for the sake of consistency (e.g., gaping for ringent), I have bold-faced the term but not added any comment.

When conflicts occur between keys and morphologic descriptions, I have inserted the conflicting words after the original, enclosed in double curly brackets and boldfaced. An occasional question or comment is treated the same way. Specific concerns are addressed within the manuscript or on additional pages.

APPENDIX G.

Marked copy illustrating attributes of manuscripts ready for formatting

The purpose of this appendix is to assist technical editors in preparing manuscripts for near-final formatting or submitting manuscripts to FNA-Central for formatting. The sample text provides examples for features outlined in the FNA conventions (see page 3) and the protocol A for Word 2000 formatting before applying FNA Prepress Styles (see page 13). It is a “cleaned-up” manuscript, aligned left and without extra tabs or paragraph markers.

Explicit examples are provided for text attributes, spacing, hyphens, and symbols. A verbal description immediately follows the formatting example [in square brackets and underlined]. For those of you using an electronic version of the handbook, indexing is visible on-screen by clicking the Show/Hide paragraph button. To ease reading, indexing was removed from the genus heading but retained in most of the text.

47. [Tab between taxon number and name]GALANTHUS[Genus in all caps] [3 spaces following taxon name]Linnaeus, Sp. Pl. 1: 288. [2 spaces before date of publication]1753; Gen. Pl. ed. 5, 140. 1754 [3 spaces before asterisk]*[an asterisk not a bullet] [3 spaces after asterisk]Snowdrop, perce-neige [Greek *gala*, milk, and *anthos*, flower, alluding to the color of the flowers]

Gerald Straley

Frederick H. Utech

Herbs,[Main headings and punctuation bolded] perennial, scapose, from brown, tunicated, ovoid to globose bulbs; offset bulbs often present.[2 spaces after terminal punctuation] **Sheathing blade** white, tubular, membranous, enclosing leaf bases and scapes. **Leaves** 2(--[2 hyphens for number ranges]3), basal, opposite, vernation flat, convolute or reduplicate; blade erect to recurving at maturity, grayish green, linear-oblongate, glaucous. **Scapes** erect in flower, prostrate in fruit, green. **Inflorescences** pendulous, 1-flowered; pedicels wiry, short, slender; spathe bracteate, membranous; bracts 2, connate, split on one side. **Flowers** bisexual, nodding, fragrant, syncarpous; tepals 6, distinct, unequal; outer tepals spreading, white, narrowly obovate to almost orbiculate, larger than inner; inner tepals overlapping, appearing tubular, green spotted at apex only or apex and base, straight to semiorbiculate, apex notched; stamens 6, inserted at bases of tepals, distinct; anthers basifixed, longer than filaments, base lobed, apex tapered, dehiscence introrse, via terminal slits; ovary inferior, green, 3-locular, globose; septal nectaries present; style 1, white, unbranched, filiform; stigmas indistinct to minutely capitate. **Fruits** capsular, green,

globose, fleshy, dehiscence loculicidal. **Seeds** 18–36, light brown, oblong to obtuse, 3.5 mm, elaiosomes fleshy. x **[chromosome designation bolded and italicized]** = 12.

Species 14--17 (2 in the flora): Europe, sw Asia (Asia Minor, Iranian Caucasus, and Caspian Sea regions); introduced and naturalized elsewhere.

SELECTED REFERENCES[ALL CAPS] [3 spaces before each citation]Davis, A. P. [2 spaces before date]1999. [2 spaces after date]The Genus *Galanthus*. [2 spaces before place of publication]Portland.

Stern, F. C. 1956. Snowdrops and Snowflakes—A Study of the Genera *Galanthus* and *Leucojum*.

London. Yeo, P. F. 1975. The hybrid origin of some cultivated snowdrops (*Galanthus*—Amaryllidaceae). *Baileya* 19: 157--162.

1. [Tab between couplet number and descriptive text]Inner tepals blotched with green at base and apex or with green stripe from base to apex; leaves folded around each other within basal sheath [Tab after text and before taxon number]1. [3 spaces between period and taxon name]*Galanthus elwesii*

1. Inner tepals blotched with green at apex only; leaves flat and parallel within basal sheath 2. *Galanthus nivalis*

1. **Galanthus elwesii**[Bolted species number and name] [3 spaces after taxon name]Hooker f., *Bot. Mag.* 101: plate 6166. [2 spaces before date]1875 [3 spaces before]*[asterisk not a bullet] [3 spaces after]Giant snowdrop [4 spaces before status indicator letter]I

Plants to 9--15(--20) cm; bulbs 2--3 # [pound sign in place of a multiplication symbol] 1.5--2 cm. **Leaves** vernation convolute, remaining so within basal sheath; blade narrowly oblanceolate, 10--30 # 0.5--2.5(--3.5) cm. **Inflorescences:** spathes 3--5 cm; pedicels (1.5--3)3--4 cm. **Flowers:** outer tepals white, elliptic to broadly obovate or nearly orbiculate, 2--2.5 # 1--2 cm; inner tepals white with green blotches at base and apex, or with green stripe from base to apex, narrowly obovate, 10--12 # (4--6)6--7 mm; anthers 4--6 mm; ovaries 5--8 # 4--5 mm; styles 8--10 mm.

Flowering late winter--spring. Roadsides, open forests, abandoned gardens; 0--300 m; introduced; N.Y., Pa.; se Europe; sw Asia (Turkey); expected elsewhere.

APPENDIX H.

List of formatting examples from published volumes, mainly volumes 23 and 26.

- Basionym given first and other synonyms alphabetized, Volume 26, p. 63, under taxon 2a
- Caption for figure, Volume 26, p. 6
- Caption for plate, Volume 23, p. 4
- Caption for table, Volume 26, p. 28
- Center for Plant Conservation statement, Volume 23, p. 418, taxon 236
- Collector information given in italics, Volume 26, p. 41, under *Eichornia azurea* and *Heteranthera*
- Common names with possessives, Volume 26, p. 515, under taxon 2
- Deceased treatment author symbol, Volume 26, p. 638, under *Govenia*
- Discussion sections with cross reference, Volume 23, p. 519, under taxon 406
- Distribution reference in discussion, compass directions spelled out, Volume 26, p. 67, taxon 2
- Distribution reference in keys, compass directions for general regions, Volume 26, p. 67
- Distribution reference in keys, states spelled out, Volume 26, p. 176
- Distribution reference to particular counties, Volume 26, p. 74, under taxon 2; p. 127, under taxon 16
- Distribution statement alphabetizing countries within parentheses, Volume 26, p. 585, under taxon 2
- Distribution statement of monospecific genera, Volume 26, p. 68
- Distribution statement specifying location in Nfld. and Labr., Volume 26, p. 503, taxon 6
- Distribution statement spelling out Nunavut, Volume 26, p. 61, taxon 3
- Editor's note for footnote added in press, Volume 26, p. 491
- Excluded species, Volume 3, p. 333
- Extraterritorial character states, Volume 26, p. 466, family description
- Hybrid taxon in treatment, Volume 26, p. 403, taxon 1
- Hybrids mentioned in discussion, Volume 3, p. 465, taxon 30
- Infraspecific distribution statement in species discussion, Volume 26, p. 343
- Infrequently occurring or additional character states, Volume 26, p. 351, under 3. *Sisyrinchium*
- Key title [normally not used, but used if multiple keys given], Volume 23, p. 261
- Key to genera, listing page numbers, Volume 26, p. 55
- Key to species, indicating sectional placement in [], Volume 23, p. 45
- Key with multiple key-out locations indicated by (in part), Volume 26, p. 92
- Personal communication cited in discussion, Volume 26, p. 619, under taxon 1
- Taxon etymology from Latin and Greek, Volume 26, p. 643
- Taxon etymology punctuated with and without vernacular, Volume 26, p. 645, p. 621
- Taxon heading at infraspecific level, Volume 26, p. 63, under taxon 2a
- Taxon heading at multiple levels, Volume 23, p. 100, Volume 26, p. 507 (see p. 714 for index sample)
- Taxon heading at section level, Volume 3, p. 332
- Taxon heading at species level, Volume 26, p. 63, under taxon 2
- Taxon heading at subfamily and tribe levels, Volume 26, p. 596
- Taxon heading at subgeneric level, Volume 26, p. 375
- Taxon heading with name conserved and name rejected, Volume 26, p. 38, under *Eichornia*
- Taxon mentioned in key but not treated, Volume 23, p. 148, couplet 103b, p. 189, under taxon 90
- Taxon name in discussion spelled out as first word of sentence, Volume 26, p. 194, under taxon 18
- Taxon name in discussion abbreviated after first occurrence, Volume 26, p. 195, under taxon 19
- Taxon name with spelling variant (as hendersoni), Volume 26, p. 342, under taxon 6
- Taxon name with unranked status, Volume 23, p. 448, under taxon 26ee

APPENDIX I.

Protocol for indexing a manuscript

To insert index coding in the text

1. Select the word(s) desired
2. Go to the Insert pull-down menu, then Index and Tab...
3. At the Indexing screen, click Mark Entry
4. At Mark Index Entry screen,
 - (a) in the Index section, place the word in its appropriate format and font (see below) in the Main entry location (alternatively, if the text is in desired font, copy the text and paste it in the Main entry location)
 - (b) in the Options section, check Current page
 - (c) in the Page format section, check the bold box if primary entry for a taxon (see below), otherwise do not check bold page number

NOTE: Moving the Mark Entry screen off the Word document screen dramatically slows down Word.

CONVENTIONS FOR INDEXED ELEMENTS

Font	Used for the following:
Names in <i>italics</i>	Synonyms, casually mentioned hybrids, or plants not established in the flora
Names in roman type	All other entries, including authors, vernacular names, and accepted scientific names for plants treated as established members of the flora
Page numbers in Boldface	Primary entry for a taxon
Page numbers in <i>italics</i>	Indicates an illustration

NOTE: Italicized page numbers indicating illustrations are added after volume composition.

Once you have indexed the desired word(s), a hidden text code appears immediately after the word(s). The code looks like this: { XE "indexed word" followed by /b or /i, if page number is not in roman font}. The examples below provide (1) the words to index, as they appear in the manuscript, and (2) the format in which they should appear in code after completing in the Main entry box of the Mark Index Entry screen. Pay particular attention to font attributes in the examples.

Index each occurrence of the following elements:

1. Author names: Authors of the treatments and authors of in-text citations

Index author in the Main entry as surname and initials only, rather than first name, unless the document contains two authors with the same surname and initials:

James D. Ackerman { XE "Ackerman, J. D." }

Index multiple-authored citations in discussion sections by first author's name:

R. M. Bateman et al. 1997 { XE "Bateman, R. M." }

NOTE: Refer to Brummitt & Powell's *Authors of Plant Names* pp. 6–9 for dealing with surname problems such as "van der Walt," compound surnames, and such.

2. Vernacular names in taxon headings

In the Main entry box, capitalize the first word of a common name regardless of capitalization in the text:

long-leaf pondweed{ XE "Long-leaf pondweed" }

NOTE: Capitalize "family" in common names, e.g., Lobster-claw Family{ XE "Lobster-claw Family" }.

3. Scientific names in taxon headings, synonym statements, keys, discussion sections, including excluded species sections, and listed in tables

Place a colon between taxonomic levels in Main entry e.g., Genus: species: subspecies). Each colon specifies a level of indentation when the index is run.

Genus heading and indexing should read

70. MILLA{ XE "Milla" \b }

Species heading and indexing should read

1. Milla biflora{ XE "Milla: biflora" \b }

NOTE: Bold font in the text entry BUT use roman font in the index entry.

Infraspecific taxa heading and indexing should read

4a. Allium geyeri S. Watson var. **geyeri**{ XE "Allium: geyeri: geyeri" \b }

NOTE: Delete infraspecific ranks in index entry (i.e., var., subsp., forma).

Rankings above the genus level and their indexing should read

1a. JUNCUS Linnaeus subg. **GENUINI** Buchenau{ XE "Juncus: subg. Genuini" \b }

NOTE: Retain abbreviation for higher level ranks in index entry (i.e., subfam., tribe, sect., subsect., subg., etc.).

Multiple rankings headings and indexing should read

230b. ORCHIDACEAE Jussieu (subfam. VANILLOIDEAE) tribe VANILLEAE Blume{ XE "Orchidaceae: subfam. Vanilloideae"}{ XE "Orchidaceae: tribe Vanilleae" }

NOTE: Create an index entry for each rank in taxon heading.

Synonym and indexing should read

Askolame biflora{ XE "Askolame: biflora" }

NOTE: Italicize font in the text entry AND in the index entry.

Unranked synonym should read

Iris [unranked] *Prismatica*{ XE "Iris: [unranked] Prismatica" }

Species names listed in keys, discussion, excluded species lists, and tables and their indexing should read

Milla biflora{ XE "Milla: biflora" }

NOTE: Italicize font in the text entry BUT use roman font in the index entry.

The following elements may be indexed if they appear in discussion sections:

- Plant cultivar names
- Plant vernacular names
- Names of *important* people mentioned, even though their publication is not being cited

Text elements that should NOT be indexed

In the taxon heading:

- Information in etymology
- Species names published as spelling variants (In example below *Lysichitum americanum* is not indexed)

1. ***Lysichiton americanus*** Hultén & H. St. John, *Svensk Bot. Tidskr.* 25: 455. 1931 (as *Lysichitum americanum*)

In the taxon heading, synonyms, or discussion sections:

- Authorities of taxon names (In example below Linnaeus is not indexed)
 1. *Butomus umbellatus* Linnaeus

In the discussion sections:

- Name of person providing unpublished information (e.g., R. L. Stuckey, pers. comm.)
- Names of plant collector and collection number when a particular plant specimen is mentioned (e.g., *Bojer 1245*)

To generate an index at the end of the text

1. At the Insert pull-down menu, select Index and Tab...
2. At the Indexing screen, click OK button

Before submitting manuscript for formatting and composition in PageMaker

Please generate the index and look for errors and duplications that should be corrected.

Be aware of the following:

The indexing program is very particular about consistency and may create duplicate entries for words if their indexing differs by so much as an extra space.

The indexing program will automatically alphabetize several elements, including hybrids, taxon ranks of subgenera, section, etc., that will be manually reordered after the entire volume index is created. Correct placement of those elements is described in Appendix J. Protocol for creating composite index for volume (p. 29).

APPENDIX J.

Protocol for creating composite index for volume

This onerous task is undertaken after PageMaker page proofs are created.

Generating the index

1. Compile all Word files containing indexed entries (introductory matter and treatments) that were submitted for page composition.
2. Turn off the paragraph button in the tool bar so that indexing of items is hidden and page number is not artificially increased.
3. Adjust margins, paragraph format, and font size in the composite document to get correspondence between Word galley pages and PageMaker page proofs as close as possible. Altering margins and decreasing font size gets you pretty close.
4. Set pagination in the composite document to begin on p. 3, which is the first page of the text flow in the page proofs.
5. In the composite document place a page break where text on first page proof ends. Further adjustments of font size may be needed to better match up galley and page proof. Continue adding page breaks as needed to end of document.
6. Run index.
7. Copy the index and paste it into a new document. Save the index as a new Word document. Once the index document has been checked and proofread, it will be placed into a PageMaker document.

Checking and refining the index

1. Fix any obvious problems such as spelling errors or extra spaces, and remove any inadvertent duplications or unnecessary entries.
2. Fix placement of those elements that are misplaced due to automatic alphabetization.
 - Taxonomic ranks of subfam., tribe, subg., sect., etc., if present, need to be placed in alphabetical order and before species entries. See example below extracted from Vol. 3., p. 584, see also *Iris* in Vol. 26, p. 709.
 - Quercus, 437
 - sect. Lobatae, 447
 - sect. Protobalanus, 446
 - ser. Virentes, 505
 - subg. Protobalanus, 468
 - acerifolia, 451
 - Hybrids need to be alphabetized according to the first letter following the × (e.g., ×undulatus is placed in the u's).
 - 3. Check author entries.
 - If authors of treatments were indexed with their full names, such entries need to be changed to initials or merged with other entries using initials if also present.
 - Check that no comma separates name and Jr. (e.g., Giles, N. H. Jr., 224).

4. Remove infraspecific ranks (subsp., forma, var.) if they were inadvertently placed in index.
5. For each taxon that is illustrated, add or modify a page number indicating the page on which the illustration occurs, using italics for the page number.
HINT: Increasing font size will increase visibility of bold and italic font.

Proofreading the index document in Word

Check that the following elements are indexed:

- Scientific names (in headings, keys, discussions)
- Synonyms
- Vernacular names (including family name)
- Authors of treatments
- Authors of literature cited in discussion sections

Check that the format is correct:

- Names in *italics* are synonyms, casually mentioned hybrids, or plants not established in the flora
- Roman type is used for all other entries, including author names, vernacular names, and accepted scientific names for plants treated as established members of the flora
- Page numbers in **boldface** indicate the primary entry for a taxon
- Page numbers in *italics* indicate an illustration

Formatting and proofreading the index document in PageMaker

Once pages of index are flowed into the PageMaker document using the Index Template, the flow will need to be adjusted manually to meet some standard index conventions.

- Separate each set of alphabetical entries with one line of space. Apply the style of a first-level entry to this line.
- The entry on the top left page must not be a widowed page number.
- If the entry from the lower right hand page carries on to the top left page, the top left must have “Taxon name (*continued*)” added.
- The bottoms of the pages are even.

To even the bottoms of the pages by gaining an extra line in a column, scan up row of entries to find one that hangs to the far margin, force the page number to the next line.

In proofreading the PageMaker index, check that the conventions were met and check that indentation is correct.

- Species are indented one level under genus headings.
- Subspecies and varieties are indented one level under the species heading (thus, two levels under genus heading).
- Hanging indents line up appropriately.

If additional indexing questions come up, address email to:
hjeude@brit.org
james.zarucchi@mobot.org
kay.yatskievych@mobot.org

APPENDIX K.

Check sheet for FNA page proofs

NOTE: The following will not be completed in page proofs until the beginning page number in the volume is determined (i.e., all pages preceding the family are in page proof):

Page numbers at bottom of first page and in headers on subsequent pages

Page numbers in key to genera

Genus names in headers

In proofreading the text, look for and mark the following:

Margin incorrectly indented from the right (in the keys, the line preceding a line with a taxon name is a special problem; make sure it lines up and is correctly hyphenated)

Incorrectly spaced dot leader in key or errant period at dot leader

In key, right side of line preceding a line ending in a taxon name incorrectly spaced (too far to left)

Unformatted fraction [e.g., 1/2]

Sans serif font used for, say, V in V-shaped

Spelling errors

Punctuation errors

Bad breaks

Right margin ending with split fraction [e.g., $\frac{1}{2}$ ends on one line and $\frac{2}{2}$ begins next line]

Right margin ending with (or (–

Left margin beginning with)

Person's initials separated on two lines

Widowed bullet in the nomenclature line (bullet should be pushed down to next line, not hanging alone in the far right)

Incorrectly hyphenated words

In proofreading the maps, look for and mark the following:

Text incorrectly placed around map

Map does not match stated distribution for taxon

In proofreading the plates, look for and mark the following:

Check that 0.5 pt line is below the plate

Check that plates are on or very near the page with taxon entry for the first figure in the plate

Check that names correspond to the text entries and both are spelled correctly

Check that scale bars are reasonable

APPENDIX L.

Word 2000 Step-by-Step Instructions
13 January 2004

Comments should be addressed to:

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Basic terms and conventions —explanations for actions or steps in instructions are introduced by a double em dash (—)

Text conventions used in Word 2000 Step-by-Step Instructions to indicate various actions or on-screen areas:

[double-underline] —double-underline in square brackets = mouse clicks and movements

[single-underline] —single-underline in square brackets = labeled keys on the keyboard
“text string” —text string enclosed in quotation marks = that is typed or is to be typed into the file

Example: “species name” —the characters “species name” (not including the quotation marks) should be typed in

“text string” —text string with broken underline enclosed in quotes = text that is to have the specific information typed in for the general category in the quotes

Example: “species name” —the appropriate real species name should be typed in

. . . —dotted underline = word or words that are on windows, menus, etc.

Mouse movements:

- [click] —press and release the left mouse button
- [double-click] —press and release the left mouse button twice rapidly
- [click&drag] —press and hold the left mouse button down, then drag to reposition
- [right-click] —press and release the right mouse button

Keystroke explanations:

- [Enter] —press the key indicated within the brackets (the Enter key in this example)
- [Shift+F4] —press and hold the key indicated to the left of the + sign down, then press the key to the right of the + sign

Terms used for areas on the screen

- Title Bar = Dark line at top of the screen where the name of the file you are currently working on appears
- Main Menu Line = Line at the top of the screen (File, Edit, Insert, Format, etc.)
- Formatting Line = Line under the Main Menu Line (what is on the Formatting Line varies depending on how it has been set up, but it usually starts with a New Blank File icon that looks like a piece of white paper with the top right-hand corner turned down)
- Tray = Bottom line with Start button on the left. There will also be a button with the name (or part of it) of the file you are working on. This is called the active file and its button will be lighter than the line or other buttons on the line. You can have more than one file open at once, and any other file you have open will also have a button but these will be darker than the active file. You can click on any other button in the tray and that file then will become the active file
- Pop-Down Menu = Menu that appears downward when a word is clicked in the main menu line (for example when File is clicked in the menu line a pop-down menu appears that begins with the word New...)
- Pop-Out Menu = Menu that appears to the side when a word or words on a pop-down menu is clicked (for example when Insert is clicked on the main menu line, a pop-down menu appears and clicking AutoText on that causes a pop-out menu to appear to the right of the pop-down menu. Note that there is a shaftless arrow [▶.] in the right-hand margin opposite Toolbars. This indicates the presence of a pop-out menu. Note that other items on the pop-down menu are followed by This indicates that a Dialog Window will appear)
- Dialog Window = Window that appears when additional information is required to perform the function desired (an example is the Find and Replace Dialog Window)
- Information Box = White area on the screen that has a down-pointing shaftless arrow (▼) to the right of it, clicking on the arrow opens a pop-down menu, clicking on one of the items in the pop-down menu causes that item to be inserted in the information box (for example, an information box with a number and a percentage indicates the zoom which is the percentage at which you are viewing your file on screen)
- Button = Small square or rectangular area that can be clicked with the mouse to initiate some action (for example, the Start button in the lower left corner of the screen)
- Icon = Small graphic that is on the Formatting Line or elsewhere and can be clicked to initiate some action

Cursor moving and selecting

Cursor = The position of the flashing vertical line that marks in the text where any keystroke that is pressed will appear.

I-beam = The icon that looks like an “I” and moves when you move the mouse.

To move the cursor to a new position:

move I-beam to a new position and [click] once ——moves cursor to new position

[→] ——moves cursor 1 character to the right

[←] ——moves cursor 1 character to the left

[Ctrl+→] ——moves cursor 1 word to the right

[Ctrl+←] ——moves cursor 1 word to the left

[Home] ——moves cursor to beginning of line

[End] ——moves cursor to end of line

[↑] ——moves cursor up 1 line

[↓] ——moves cursor down 1 line

[PageUp] ——moves cursor up 1 screen

[PageDown] ——moves cursor down 1 screen

[Ctrl+Home] ——moves cursor to beginning of file

[Ctrl+End] ——moves cursor to end of file

To select text so it can be copied, deleted, or moved. (When it is selected, text will change to white text on a black background and any keystroke then made will replace all selected text.)

To select:

1 character, do either of the following:

(1) position the cursor to the left of the character, [Shift+→]

(2) position the cursor to the right of the character, [Shift+←]

1 word, do any of the following:

(1) position the cursor to the left of the word, [Ctrl+Shift+→]

(2) position the cursor to the right of the word, [Ctrl+Shift+←]

(3) position the I-beam over the word, [double-click]

2 or more words, do any of the following:

(1) position the cursor to the left of the words, [Ctrl+Shift+→] as many times as there are words and punctuation marks that you want to select

(2) position the cursor to the right of the word, [Ctrl+Shift+←] as many times as there are words and punctuation marks that you want to select

(3) position the I-beam over the first word, [click&drag] to the right until all words that you want are selected

1 line, do the following:

Move the I-beam to the left margin until it turns to an open right-pointing arrow, [click]

2 or more lines, do the following:

Move the I-beam to the left margin until it turns to a right-pointing arrow, move it to the left of the first line you want to select, [click&drag] until all lines are selected

1 paragraph, do the following:

Move the I-beam to the left margin until it turns to an open right-pointing arrow,
[double-click]
the entire file, press [Ctrl+a]

To de-select selected text, do one of the following:

- (1) [→]
- (2) [←]
- (3) [click] anywhere outside of the selected text

To move selected text to a new position do either (1) or (2):

- (1) Position I-beam over selected text (will change to an open left-pointing open arrow),
[click&drag] to new position
- (2) Do the following 3 steps:
 - [Ctrl+x] ——deletes the selected text and copies it to the clipboard, which is an electronic storage area
 - position I-beam where you want the text to be, [click]
 - [Ctrl+v] ——pastes the text in the new position

Other terms and keystrokes

Other terms:

Clipboard = An electronic storage place

Font = The name of the type (examples: Courier, Times New Roman, Arial, New Century Schoolbook, Sabon)

Font Attribute = A characteristic added to the font (examples: Bold, Italics, Underline, Double-underline, Color)

Scroll = Using the scroll buttons or arrows on the right side and bottom of windows to move around in the window without changing the cursor location

Style = The formatting directions for a paragraph and the name assigned to it. Normal is the default style name assigned to paragraphs in new files

Zoom = The percentage at which you are viewing the file on screen (examples: 100%, Page Width, 500%, 10%)

Other keystrokes ——note that some of these depend on how your system is configured and may not work on your system:

[Enter] ——inserts another paragraph. A new paragraph symbol (“¶”) will be visible on the screen if the Show/Hide symbol (also “¶”) on the Formatting Line is active (lighter gray). The style of the paragraph will be the same as the style in the paragraph where the cursor was when [Enter] was pressed

[Backspace]

If text is selected, deletes the text

If text is not selected, deletes the character to the left of the cursor

[Del]

If text is selected, deletes the text

If text is not selected, deletes the character to the right of the cursor

[Ctrl+x]

If text is selected, deletes the text and copies it to the clipboard

If text is not selected, does not do anything

[Ctrl+c] —copies selected material to the clipboard but leaves the original selected material

[Ctrl+v] —pastes whatever text was last copied to the clipboard

If text is selected, deletes the text and pastes there

If text is not selected, pastes the text at the cursor position

[Ctrl+f] —opens the Find and Replace Dialog Window to the Find position

[Ctrl+h] —opens the Find and Replace Dialog Window to the Replace position

[Ctrl+g] —opens the Find and Replace Dialog Window to the Go to position

[Shift+F4] —repeats the last Find or Go to

[Shift+F5] —returns you to the location of your previous set of keystrokes

[Ctrl+y] —repeats the last-typed string of text

[Ctrl+z] —undoes the last action

[Ctrl+n] —opens a blank file without closing the one that is already open

[Ctrl+o] —opens the Open Dialog Window

[Ctrl+p] —opens the Print Dialog Window

[Ctrl+b] —bolding/unbolding text

If unbolded text is selected, changes the text to bold

If bolded text is selected, changes the text to unbold

If no text is selected, and the previous character is not bolded, text typed in from this point will be bolded

If no text is selected, and the previous character is bolded, text typed in from this point will be unbolded

[Ctrl+i] —italicizing/de-italicizing text

If text is selected that is not italicized, changes the text to italicized text

If text is selected that is italicized, changes to text that is not italicized

If no text is selected, and the previous character is not italicized, text typed in from this point will be italicized text

If no text is selected, and the previous character is italicized, text typed in from this point will not be italicized

[Ctrl+u] —underlining/de-underlining text

If text is selected that is not underlined, changes the text to underlined

If text is selected that is underlined, changes text that is not underlined

If no text is selected, and the previous character is not underlined, text typed in from this point will be underlined

If no text is selected, and the previous character is underlined, text typed in from this point will not be underlined

[Shift+F3] —changes selected text among the 3 following attributes:

(1) all lower case

(2) first-letter caps

(3) all upper case

[Ctrl+SpaceBar] —returns selected text to the basic font style specified in the paragraph style, that is, all separately applied font attributes will be removed

[F1] —opens the Word Help file in a separate window

AutoCorrect

To set up entries in Word's AutoCorrect feature:

In your file, select text you want to assign an AutoCorrect shortcut for
—can be a long string of text or several lines of text

[click] Insert on the Main Menu Line

[click] AutoText on the Pop-Down Menu

[click] AutoText on the Pop-Out Menu

In the AutoCorrect Dialog Window —do the following:

Select AutoCorrect tab —the selected text will appear in the Information Box to the right of With: in the center right of the AutoCorrect Dialog Window

In the Information Box to the right of Replace:, type in shortcut characters —these should be 2 or more keyboard strokes that would not be used alone elsewhere in the file with a space after them; using a symbol and a letter works well

If you want the text inserted with the formatting of the text selected in your file, select the Formatted Text button above the With: Information Box

[click] OK button in the bottom right

To use entries you have set up in Word's AutoCorrect feature:

Type in the shortcut characters for the entry

[SpaceBar]

To set up an AutoCorrect entry for a rednote (<?>), a technique for using obvious embedded text for questions that need to be resolved in the file:

Type in “<?>”

Select the 3 characters just typed in

[click] Format on the Main Menu Line

[click] Font on the Pop-Down Menu

In the Font Dialog Window

In the list of fonts under the Information Box that is under Font: at the top left, use the scroll bar to locate Arial, [click] it and it will appear in the Information Box

In the list of attributes under the Information Box that is under Font style: at the top center, [click] and Bold Italic and it will appear in the Information Box

In the list of font sizes under the Information Box that is under Size: at the top right, use the scroll bar to locate the size that you usually use, [click] it and it will appear in the Information Box

[click] the down-pointing arrow (▼) to the right of Information Box that is under Font color:, in the Pop-Down Menu [click] the red-colored button

[click] the down-pointing arrow (▼) to the right of Information Box that is under Underline style:, in the Pop-Down Menu [click] the solid single line

[click] OK button in the bottom right

With the 3 characters (<?) still selected, do the rest of the steps in the section above that is titled “To set up entries in Word’s AutoCorrect feature” using <? for the shortcut characters and making sure the Formatted Text button is selected.

To use the rednote AutoCorrect entry:

Type in “<?” —the 3 red formatted characters will appear in your file.

Position your cursor between the “<” and the “?” and type in your question —rednotes inserted in this way are very noticeable as you scroll down through your file or can be searched for using the red-color button as the search criterion.

AutoFormat

[Ctrl+z] —undoes an action that Word 2000 has autoformatted

To turn off Word 2000’s AutoFormat features [examples: Automatic bulleted lists, Automatic numbered lists, Ordinals (1st) with superscript, Fractions (1/2) with fraction character (½), Symbol character (--), with symbols (—)]:

[click] Insert on the Main Menu Line

[click] AutoText on the Pop-Down Menu

[click] AutoText on the Pop-Out Menu

In the AutoCorrect Dialog Window —do the following:

Select AutoFormat As You Type tab

[click] box with checkmark to the left of action to be turned off
—removes the check mark

Select AutoFormat As You Type tab

[click] box with checkmark to the left of action to be turned off
—removes the check mark

[click] OK button in bottom right

Extended characters

To insert letters with diacritical marks using keyboard shortcuts:

á é í ó ú ý

[Ctrl+’], then [appropriate letter]

à è ì ò ù

[Ctrl+`], then [appropriate letter]

ä ë ï ö ü ÿ

[Ctrl+Shift+:], then [appropriate letter]

ã õ ñ

[Ctrl+Shift+~], then [appropriate letter]

â ê î ô û

[Ctrl+ Shift+^], then [appropriate letter]

ø
 [Ctrl+ Shift+/,], then [o]
 Á É Í Ó Ú Ý
 [Ctrl+'], then [Shift+appropriate letter]
 À È Ì Ò Ù
 [Ctrl+`], then [Shift+appropriate letter]
 Ä Ë Ì Ö Ü Ÿ
 [Ctrl+Shift+:], then [Shift+appropriate letter]
 ã õ ñ
 [Ctrl+Shift+~], then [Shift+appropriate letter]
 Ø
 [Ctrl+/,], then [Shift+o]

To insert other extended characters using number keypad on the far right of your keyboard:

[NumLock] ——if it is turned off (green light above it will not be on)
 [Alt+####] ——#### = the 4 numbers for the character from the Windows Extended Character set (selected ones listed below) and is entered from the keypad to the far right of your keyboard
 [NumLock] ——green light goes off

A selection of 4-number codes for extended characters for changing to symbol replacement keystrokes ——These should not be used in FNA files, they should be changed to the symbol replacement keystrokes specified in the protocols:

– (en dash) —— [Alt+0150]
 — (em dash) —— [Alt+0151]
 × (multiplication symbol) ——[Alt+0215]
 ¼ ——[Alt+0188]
 ½ ——[Alt+0189]
 ¾ ——[Alt+0190]

A selection of 4-number codes for extended characters that can be used in FNA files:

± ——[Alt+0177]
 ° ——[Alt+0176]
 μ ——[Alt+0181]

Find and Replace

To use Word 2000's Find feature for text

[Ctrl+f] ——opens Find and Replace Dialog Window with the Find tab active
 Type in “text string” in Information Box to right of Find what:
 [click] Find Next button in center right ——can do this again as many times as necessary to find the text that you're looking for
 [Cancel] ——to close the Dialog Window

To quickly search for a species name: type in the last 3 letters of the genus and the first 3 letters of the species. It works almost every time and is faster than typing in the whole genus name.

To use Word 2000's Replace feature for text

[Ctrl+h] —opens Find and Replace Dialog Window with Replace tab active

Type in "text string" in Information Box to right of Find what:

Type in "replacement text" in Information Box to right of Replace with:

[click] one of the buttons in the center of the Dialog Window to do one of the following:

Replace —if an occurrence of "text to be found" is selected, it will be changed to the "replacement text" and the next occurrence will be found; if not selected, the next occurrence will be found

Replace All —replaces all occurrences of the "text to be found". Use this with caution! It is difficult to anticipate all of the occurrences of a string of text

Find Next —finds the next occurrence of "text to be found"

[Cancel] —to close the Dialog Window

To use Word 2000's Find (or Replace) feature to search for symbols (extended characters).

For the "text string" in the above instructions, type the [Alt] key plus the 4-number code for the symbol ([NumLock] should be on). —see list in Extended Characters section (page 43) Word 2000 Step-by-Step Instructions.

To search for the last Find, Replace, or Go To text that was used without re-opening the Dialog Window —can be used repeatedly to search for an item throughout the file

[Ctrl+F4]

Measurement units

Change the default measurement units

[click] Tools in the Main Menu Line

[click] Options in the Pop-Down Menu

[click] the General tab in the Options Dialog Window (if it is not already visible)

[click] the down-pointing arrow to the right of the Information Box that is to the right of Measurement units: in the lower left of the Options Dialog Window

[click] the desired measurement in the Pop-Down Menu

[click] the OK button in the bottom right of the Options Dialog Window

Points/picas abbreviations and conversion factors

pts = points

p = pica

12 points = 1 pica

6 picas (72 points) = 1 inch

Templates

Copy the “Template.dot” to your system

To determine where templates are stored on your system:

[click] Tools on the Main Menu Line

[click] Templates and Add-Ins... on the Pop-down Menu

[click] the Attach button in the top right of the Templates and Add-Ins... Dialog Window

[click] the down-pointing arrow to the right of the Information Box that is to the right of Look in:” in the Attach Template Dialog Window

Write down the directory structure in the Pop-Down Menu; should be all of the directory back to the drive (usually something like: C:\Documents and Settings\...\Application Data\Microsoft\Templates)

[click] the Cancel button in the bottom right-hand of the Attach Template Dialog Window

[click] the Cancel button in the bottom right-hand of the Templates and Add-Ins... Dialog Window

To copy the “Template.dot” to your system

Use Windows Explorer or other file management program

Attach “Template.dot” to a file

With the file open, [click] Tools on the Main Menu Line

[click] Templates and Add-Ins... on the Pop-Down Menu

In the Templates and Add-Ins... Dialog Window

[click] Automatically update document styles

[click] the Attach button

In the Attach Template Dialog Window

[click] “Template.dot” in the Pop-Down List (or [Double-click] “Template.dot” and skip the next step)

[click] the Open button in the bottom right-hand corner

Track Changes

To disable the Track Changes feature after all have been resolved:

[click] Tools in the Main Menu Line

[click] Track Changes in the Pop-Down Menu

[click] Accept or Reject Changes... in the Pop-Out Menu

[click] the Accept All button in the bottom of the Accept or Reject Changes Dialog Box

[click] the Close button in the bottom of the Accept or Reject Changes Dialog Box

Quick tricks you may want to use

To quickly search for a species name: type in the last 3 letters of the genus and the first 3 letters of the species. It works almost every time and is faster than typing in the whole genus name.

To hide/view the Formatting Line:

- [\[click\]](#) [View](#) in the Main Menu Line
- [\[click\]](#) [Toolbars](#) on the Pop-Down Menu
- [\[click\]](#) [Standard](#) on the Pop-Out Menu
- [\[click\]](#) [Toolbars](#) on the Pop-Down Menu
- [\[click\]](#) [Formatting](#) on the Pop-Out Menu

To add icons to the Formatting Line:

- [\[click\]](#) the first or second symbol that is a double right arrow above a down-pointing arrow.
 - if the icon is visible in the Pop-Down Menu, [\[click\]](#) the icon
 - if the icon is not visible, [\[click\]](#) [Add or Remove Buttons](#) and then [\[click\]](#) to the left of the icon on the Pop-Out Menu

To add icons from the Formatting Line:

- [\[click\]](#) the first or second symbol that is a double right arrow above a down-pointing arrow
 - [\[click\]](#) [Add or Remove Buttons](#) and then [\[click\]](#) the box with a checkmark to the left of the icon on the Pop-Out Menu

To hide/view marks for space (central dot), tab (right-pointing arrow), and paragraph (¶):

- [\[click\]](#) ¶ (the paragraph mark) in the Formatting Line —if the paragraph mark is not visible
 - [\[click\]](#) the small down-pointing arrow with two right-pointing arrow that is the farthest to the left on the Formatting Line
 - [\[click\]](#) ¶ (the paragraph mark) in the Pop-Down Menu —this places ¶ (the paragraph mark) on the Formatting Line and will do the hide/view that you want

To undo a just-completed action, do one of the following:

- (1) [\[Ctrl+z\]](#)
- (2) Do the following two actions
 - [\[click\]](#) [Edit](#) in the Main Menu Line
 - [\[click\]](#) the top line ([Undo last action done](#)) in the Pop-Down Menu
- (3) [\[click\]](#) the symbol that is an arrow curved to the left (↵) in the Formatting Line

To undo previously done actions:

- [\[click\]](#) the down-pointing arrow (▼) to the right of the symbol that is an arrow curved to the left (↵)
- [\[click\]](#) the name of the action you want to undo in the Pop-Down Menu

To format selected text the same way as some other text:

- Select text with formatting you want to apply
- [\[click\]](#) the paintbrush icon on Formatting Line
- [\[click&drag\]](#) across text you want to format

APPENDIX M.

Simplified List of FNA Prepress Styles and Hot Keys

DESCRIPTION	STYLE NAME	HOT KEYS
SECTION 1: 1-COLUMN FAMILY HEADS		
Family name (with 2-digit number, e.g., 22.)	1A.2:FamName2	alt+F7
(with 3-digit number, e.g., 222.)	1A.3:FamName3	alt+F8
Synonym of family (family name with 2-digit number)	1B.2:FamSyn2	alt+F9
(family name with 3-digit number)	1B.3:FamSyn3	alt+F10
Author of family (only author or final author when two or more)	1C.1:FamAuth1	alt+F11
(other than only author or final author when two or more)	1C.2:FamAuth2	alt+F12
SECTION 2: 1-COLUMN SUBFAMILY HEADS		
Subfamily name (with 3-character number, e.g., 22a.)	2A.3:SubfamName3	shift+F7
(with 4-character number, e.g., 222a.)	2A.4:SubfamName4	shift+F8
Synonym of subfamily (subfamily name with 3-character number)	2B.3:SubfamSyn3	shift+F9
(subfamily name with 4-character number)	2B.4:SubfamSyn4	shift+F10
Author of subfamily	2C:SubfamAuth	shift+F11
SECTION 3: REST OF 1-COLUMN HEADS (Tribe, subtribe, Genus, Subgenus, Section, Subsection names)		
Tribe or subtribe (name with 5-character number, e.g., 22a.2.)	3A.05:TribeSubName5	alt+q
(name with 6-character number, e.g., 222a.2., 22a.2a.)	3A.06:TribeSubName6	alt+w
(name with 7-character number, e.g., 222a.22.)	3A.07:TribeSubName7	alt+e
(name with 8-character number)	3A.08:TribeSubName8	alt+r
(name with 9-character number)	3A.09:TribeSubName9	alt+t
(name with 10-character number)	3A.10:TribeSubName10	alt+y
Genus (name with 1-character number)	3B.1:GenName1	alt+F1
(name with 2-character number)	3B.2:GenName2	alt+F2
(name with 3-character number)	3B.3:GenName3	alt+F3
Subgenus, section, or subsection (name with 2-digit number, e.g., 2a.)	3C.02:SubgName2	alt+a
(name with 3-digit number, e.g., 22a.)	3C.03:SubgName3	alt+s
(name with 4-digit number, e.g., 222a., 2a.1.)	3C.04:SubgName4	alt+d
(name with 5-digit number, e.g., 22a.1., 2a.2a.)	3C.05:SubgName5	alt+f
(name with 6-digit number)	3C.06:SubgName6	alt+g
(name with 7-digit number)	3C.07:SubgName7	alt+h
(name with 8-digit number)	3C.08:SubgName8	alt+j
(name with 9-digit number)	3C.09:SubgName9	alt+k
(name with 10-digit number)	3C.10:SubgName10	alt+l
Synonym of tribe, subtribe, genus, subgenus, section, or subsection (name with 2-character number)	3D.02:TribeGenSyn2	alt+z
(name with 3-character number)	3D.03:TribeGenSyn3	alt+x
(name with 4-character number)	3D.04:TribeGenSyn4	alt+c
(name with 5-character number)	3D.05:TribeGenSyn5	alt+v

(name with 6-character number)	3D.06:TribeGenSyn6	alt+b
(name with 7-character number)	3D.07:TribeGenSyn7	alt+n
(name with 8-character number)	3D.08:TribeGenSyn8	alt+m
(name with 9-character number)	3D.09:TribeGenSyn9	alt+,
(name with 10-character number)	3D.10:TribeGenSyn10	alt+.
Author	3E.1:TribeGenAuth	alt+F4
SECTION 4: 1-COLUMN TEXT: family, subfamily, tribe, subtribe, genus, subgenus, section, or subsection		
First paragraph: description	4A.1:1-Col-Text,p1	ctrl+F1
Second and subsequent paragraphs: distribution and discussion	4A.2:1-Col-Text,p2	ctrl+F2
References	4B:1-Col-Ref	ctrl+F3
Footnote about authors	4C:GenFoot	ctrl+F4
Editor's footnote	4D:EdFoot	ctrl+F5
SECTION 5: 1-COLUMN KEY (keys to subfamilies, tribes, subtribes, genera, subgenera, sections, subsections, or species)		
Couplets 1–99, 1st-level indent, Couplet 1, 1st lead	5A.02.01a:1-Col-Key	alt+`
Couplets 1–99, 1st-level indent, Couplet 1, 2nd lead and all succeeding 1st-level indents in each key	5A.02.01b:1-Col-Key	alt+1
Couplets 1–99, 2nd-level indent	5A.02.02:1-Col-Key	alt+2
Couplets 1–99, 3rd-level indent	5A.02.03:1-Col-Key	alt+3
Couplets 1–99, 4th-level indent	5A.02.04:1-Col-Key	alt+4
Couplets 1–99, 5th-level indent	5A.02.05:1-Col-Key	alt+5
Couplets 1–99, 6th-level indent	5A.02.06:1-Col-Key	alt+6
Couplets 1–99, 7th-level indent	5A.02.07:1-Col-Key	alt+7
Couplets 1–99, 8th-level indent	5A.02.08:1-Col-Key	alt+8
Couplets 1–99, 9th-level indent	5A.02.09:1-Col-Key	alt+9
Couplets 1–99, 10th-level indent	5A.02.10:1-Col-Key	alt+0
Couplets 1–99, 11th-level indent	5A.02.11:1-Col-Key	alt+=
Couplets 1–99, 12th-level indent	5A.02.12:1-Col-Key	alt+[
Couplets 1–99, 13th-level indent	5A.02.13:1-Col-Key	alt+]
Couplets 1–99, 14th-level indent	5A.02.14:1-Col-Key	alt+\
Couplets 100+, see separate document “Table of Styles for 1-Column Keys, couplets 100+”	5B–5N	
Heading for Key to Genera (used only when key is separately authored, e.g., Orchidaceae)	5P.1:GenKeyHead	ctrl+F9
Author/s of Key to Genera	5P.2:GenKeyAuth	ctrl+F10
Run-in sidehead for key to subfamily, tribe, subtribe, genus, subgenus, section, subsection, or species	5Q:Run-inSideHead	ctrl+F11

SECTION 6: 2-COLUMN HEADS: Species, subspecies, or variety names		
Species, subspecies, or variety name (with 1-digit number)	6A.1:2-Col-Name1	ctrl+alt+F1
(with 2-digit number)	6A.2:2-Col-Name2	ctrl+alt+F2
(with 3-digit number)	6A.3:2-Col-Name3	ctrl+alt+F3
(with 4-digit number)	6A.4:2-Col-Name4	ctrl+alt+F4
(with 5-digit number)	6A.5:2-Col-Name5	ctrl+alt+F5
(with 6-digit number)	6A.6:2-Col-Name6	ctrl+alt+F6
(with 7-digit number)	6A.7:2-Col-Name7	ctrl+alt+F7
(with 8-digit number)	6A.8:2-Col-Name8	ctrl+alt+F8
Synonym of species, subspecies, or variety	6B:2-Col-Syn	ctrl+alt+F9
SECTION 7: 2-COLUMN TEXT: Species, subspecies, or variety descriptions and discussions		
First paragraph: description of species, subspecies, or variety	7A.1:2-Col-Text,1	ctrl+alt+F10
Second and subsequent paragraphs: distribution and discussions	7A.2:2-Col-Text,2	ctrl+alt+F11
References for species, subspecies, or variety entry	7B:2-Col-Ref	ctrl+alt+F12
SECTION 8: 2-COLUMN KEYS: Keys to subspecies or varieties		
1st-level indet, Couplet 1, 1st lead	8A.1a:2-Col-Key-1	ctrl+alt+`
1st-level indet, Couplet 1, 2nd lead and all succeeding 1st-level indents in each key	8A.1b:2-Col-Key-1	ctrl+alt+1
2nd-level indet	8A.2:2-Col-Key-2	ctrl+alt+2
3rd-level indet	8A.3:2-Col-Key-3	ctrl+alt+3
4th-level indet	8A.4:2-Col-Key-4	ctrl+alt+4
5th-level indet	8A.5:2-Col-Key-5	ctrl+alt+5
6th-level indet	8A.6:2-Col-Key-6	ctrl+alt+6
7th-level indet	8A.7:2-Col-Key-7	ctrl+alt+7
8th-level indet	8A.8:2-Col-Key-8	ctrl+alt+8
9th-level indet	8A.9:2-Col-Key-9	ctrl+alt+9

APPENDIX N.

Flora of North America Prepress Paragraph Styles
10 October 2003
Full List (except key couplets numbered 100 or more)

DESCRIPTION	STYLE NAME	HOT KEYS	OUP CODES	SPECS; FORMATTING REFERENCES AND COMMENTS
SECTION 1: 1-COLUMN FAMILY HEADS				
Family name (with 2-digit number, e.g., 22.)	1A.2:FamName2	alt+F7	FT	15/23, flush left. Left indent 96pts (8p). Space after 24 pts (2p). Hanging indent 30pts (2p6). Tab: 30pts-left. Manual: family name all caps; 3 (en space) spaces after family name; line break [shift+enter] preceding bullet; 3 spaces (en space) after bullet; when followed by a synonym, remove 24 pts after.
Family name (with 3-digit number, e.g., 222.)	1A.3:FamName3	alt+F8	FT	Same as 1A.2:FamName2 except: Hanging indent 40 pts (3p4). Left tab 40 pts (3p4).
Synonym of family (family name with 2-digit number)	1B.2:FamSyn2	alt+F9	FD2	12/16, flush left. Left indent 126pts (10p6). Space before 9pts (0p9). Space after 24pts (2p).
Synonym of family (family name with 3-digit number)	1B.3:FamSyn3	alt+F10	FD2	Same as 1B.2:FamSyn2 except: Left indent 136pts (11p4).
Author of family (only author or final author when two or more)	1C.1:FamAuth1	alt+F11	FA	12/20, flush right. Right indent 48pts (4p). Space after 210pts (17p6).
Author of family (other than only author or final author when two or more)	1C.2:FamAuth2	alt+F12	FA	12/20, flush right. Right indent 48pts (4p). No extra Space after.
SECTION 2: 1-COLUMN SUBFAMILY HEADS				
Subfamily name (with 3-character number, e.g., 22a.)	2A.3:SubfamName3	shift+F7	SFT	14/18, flush left. Hanging indent 36pts (3p). Space before 36 pts. Tab: 36pts-left. Manual: 3 spaces (en space) after subfamily name; 3 spaces (en space) after bullet.
Subfamily name (with 4-character number, e.g., 222a.)	2A.4:SubfamName4	shift+F8	SFT	Same as 2A.3:SubfamName3 except: Hanging indent 44pts (3p8) Tab: 44pts-left.
Synonym of subfamily (subfamily name with 3-character number)	2B.3:SubfamSyn3	shift+F9	SFD2	12/16, flush left. Left indent 36pts (3p). Space before 9pts (0p9).

Synonym of subfamily (subfamily name with 4-character number)	2B.4:SubfamSyn4	shift+F10	SFD2	Same as 2B.3:SubfamSyn3 except: Left indent 44pts (3p8).
Author of subfamily	2C:SubfamAuth	shift+F11	SFA	12/20, flush right. Right indent 48pts (4p). Space before 6pts (0p6).
SECTION 3: REST OF 1-COLUMN HEADS				
Tribe or subtribe (name with 5-character number, e.g., 22a.2.)	3A.05:TribeSubName5	alt+q	TT, STT	12/18, flush left. Hanging indent 42pts (3p6). Space before 12pts (1p). Tab 42pts-left. Manual: if follows text instead of another taxon name, insert an empty paragraph (this style) before.
Tribe or subtribe (name with 6-character number, e.g., 222a.2., 22a.2a.)	3A.06:TribeSubName6	alt+w	TT, STT	Same as 3A.05:TribeSubName5 except: Hanging indent 48pts (4p). Tab 48pts-left.
Tribe or subtribe (name with 7-character number, e.g., 222a.22.)	3A.07:TribeSubName7	alt+e	TT, STT	Same as 3A.05:TribeSubName5 except: Hanging indent 54pts (4p6). Tab 54pts-left.
Tribe or subtribe (name with 8-character number)	3A.08:TribeSubName8	alt+r	TT, STT	Same as 3A.05:TribeSubName5 except: Hanging indent 60pts (5p). Tab 60pts-left.
Tribe or subtribe (name with 9-character number)	3A.09:TribeSubName9	alt+t	TT, STT	Same as 3A.05:TribeSubName5 except: Hanging indent 66pts (5p6). Tab 66pts-left.
Tribe or subtribe (name with 10-character number)	3A.10:TribeSubName10	alt+y	TT, STT	Same as 3A.05:TribeSubName5 except: Hanging indent 72pts (5p). Tab 72pts-left.
Genus (name with 1-character number)	3B.1:GenName1	alt+F1	GT	12/18, flush left. Hanging indent 18pts (1p6). Space before 30pts. Tab 18pts-left.
Genus (name with 2-character number)	3B.2:GenName2	alt+F2	GT	Same as 1G.1:GenusName1 except: Hanging indent 24pts (2p). Tab 24pts-left (2p)
Genus (name with 3-character number)	3B.3:GenName3	alt+F3	GT	Same as 1G.1:GenusName1 except: Hanging indent 30pts (2p6). Tab 30pts-left.
Subgenus, section, or subsection (name with 2-digit number, e.g., 2a.)	3C.02:SubgName2	alt+a	SGT, XT, SXT	12/18, flush left. Hanging indent 24 (2p). Space before 12 pts (1p). Tab: 24pts-left.
Subgenus, section, or subsection (name with 3-digit number, e.g., 22a.)	3C.03:SubgName3	alt+s	SGT, XT, SXT	Same as 3C.2:SubgName2 except: Hanging indent 30pts (2p6). Tab: 30pts-left.
Subgenus, section, or subsection (name with 4-digit number, e.g., 222a., 2a.1.)	3C.04:SubgName4	alt+d	SGT, XT, SXT	Same as 3C.2:SubgName2 except: Hanging indent 36pts (3p). Tab: 36pts-left.
Subgenus, section, or subsection (name with 5-digit number, e.g., 22a.1., 2a.2a.)	3C.05:SubgName5	alt+f	SGT, XT, SXT	Same as 3C.2:SubgName2 except: Hanging indent 42pts (3p6). Tab: 42pts-left.
Subgenus, section, or subsection (name with 6-digit number)	3C.06:SubgName6	alt+g	SGT, XT, SXT	Same as 3C.2:SubgName2 except: Hanging indent 48pts (4p). Tab: 48pts-left.

Subgenus, section, or subsection (name with 7-digit number)	3C.07:SubgName7	alt+h	SGT, XT, SXT	Same as 3C.2:SubgName2 except: Hanging indent 54pts (4p6). Tab: 54pts-left.
Subgenus, section, or subsection (name with 8-digit number)	3C.08:SubgName8	alt+j	SGT, XT, SXT	Same as 3C.2:SubgName2 except: Hanging indent 60pts (5p). Tab: 60pts-left.
Subgenus, section, or subsection (name with 9-digit number)	3C.09:SubgName9	alt+k	SGT, XT, SXT	Same as 3C.2:SubgName2 except: Hanging indent 66pts (5p6). Tab: 66pts-left.
Subgenus, section, or subsection (name with 10-digit number)	3C.10:SubgName10	alt+l	SGT, XT, SXT	Same as 3C.2:SubgName2 except: Hanging indent 72pts (6p). Tab: 72pts-left.
Synonym of tribe, subtribe, genus, subgenus, section, or subsection (name with 1-character number)	3D.01:TribeGenSyn1	alt+'	TD2, STD2, GD2, SGD2, XD2, SXD2	11/15, flush left. Left indent 18pts (1p6). Space before 12 pts (1p).
Synonym of tribe, subtribe, genus, subgenus, section, or subsection (name with 2-character number)	3D.02:TribeGenSyn2	alt+z	TD2, STD2, GD2, SGD2, XD2, SXD2	11/15, flush left. Left indent 24pts (2p). Space before 12 pts (1p).
Synonym of tribe, subtribe, genus, subgenus, section, or subsection (name with 3-character number)	3D.03:TribeGenSyn3	alt+x	TD2, STD2, GD2, SGD2, XD2, SXD2	Same as 3D.2:TribeGenSyn1 except: Left indent 30pts (2p6).
Synonym of tribe, subtribe, genus, subgenus, section, or subsection (name with 4-character number)	3D.04:TribeGenSyn4	alt+c	TD2, STD2, GD2, SGD2, XD2, SXD2	Same as 3D.2:TribeGenSyn1 except: Left indent 36pts (3p).
Synonym of tribe, subtribe, genus, subgenus, section, or subsection (name with 5-character number)	3D.05:TribeGenSyn5	alt+v	TD2, STD2, GD2, SGD2, XD2, SXD2	Same as 3D.2:TribeGenSyn1 except: Left indent 42pts (3p6).
Synonym of tribe, subtribe, genus, subgenus, section, or subsection (name with 6-character number)	3D.06:TribeGenSyn6	alt+b	TD2, STD2, GD2, SGD2, XD2, SXD2	Same as 3D.2:TribeGenSyn1 except: Left indent 48pts (4p).
Synonym of tribe, subtribe, genus, subgenus, section, or subsection (name with 7-character number)	3D.07:TribeGenSyn7	alt+n	TD2, STD2, GD2, SGD2, XD2, SXD2	Same as 3D.2:TribeGenSyn1 except: Left indent 54pts (4p6).
Synonym of tribe, subtribe, genus, subgenus, section, or subsection (name with 8-character number)	3D.08:TribeGenSyn8	alt+m	TD2, STD2, GD2, SGD2, XD2, SXD2	Same as 3D.2:TribeGenSyn1 except: Left indent 60pts (5p).
Synonym of tribe, subtribe, genus, subgenus, section, or subsection (name with 9-character number)	3D.09:TribeGenSyn9	alt+,	TD2, STD2, GD2, SGD2, XD2, SXD2	Same as 3D.2:TribeGenSyn1 except: Left indent 66pts (5p6).
Synonym of tribe, subtribe, genus,	3D.10:TribeGenSyn10	alt+.	TD2, STD2,	Same as 3D.2:TribeGenSyn1 except: Left indent 72pts (6p).

subgenus, section, or subsection (name with 10-character number)			GD2, SGD2, XD2, SXD2	
Author of tribe, subtribe, genus, subgenus, section, or subsection	3E.1:TribeGenAuth	alt+F4	TA, STA, GA, SGA, XA, SXA	11/16, flush right. Right indent 48pts (4p). Space before 6pts (0p6).
SECTION 4: 1-COLUMN TEXT				
Description (first) paragraph of family, subfamily, tribe, subtribe, genus, subgenus, section, or subsection	4A.1:1-Col-Text,p1	ctrl+F1	FD, SFD, TD, STD, GD, SGD, XD, SXD	11/14, justified. Right indent 48pts (4p). Space before 12pts (1p).
Distribution and discussion (second and subsequent) paragraphs of family, subfamily, tribe, subtribe, genus, subgenus, section, or subsection	4A.2:1-Col-Text,p2	ctrl+F2	FD, SFD, TD, STD, GD, SGD, XD, SXD	11/14, justified. First-line indent 12pts (1p). Right indent 48pts (4p).
References (for family, subfamily, tribe, subtribe, genus, subgenus, section, or subsection)	4B:1-Col-Ref	ctrl+F3	R	8/10, justified. Right indent 48pts (4p). Space before 5pts. Manual: 4 spaces (em space) before each citation.
Footnote about authors	4C:GenFoot	ctrl+F4	Not in	9/12, flush left. Space before 12pts (1p).
Editor's footnote	4D:EdFoot	ctrl+F5	Not in	11/14, flush left. Space before 24pts (2p).
SECTION 5: 1-COLUMN KEY (keys to subfamilies, tribes, subtribes, genera, subgenera, sections, subsections, or species)				
Couplets 1–99, 1st-level indent, Couplet 1, 1st lead	5A.02.01a:1-Col-Key	alt+`	KSF, KSFN, KT, KTN, KST, KSTN, KG, KGN, KSG, KSGN, KX, KXN, KSX, KSXN,	10/12, justified. Left indent 0. Right indent 90pts. Hanging indent 18pts (p). Space before 12pts. Tabs: 18pts-left, 90pts-right. Period at end of line that does not lead to a name.
Couplets 1–99, 1st-level indent, Couplet 1, 2nd lead and all succeeding 1st-level indents in each key	5A.02.01b:1-Col-Key	alt+1	same as above	10/12, justified. Left indent 0. Right indent 90pts. Hanging indent 18pts (p). Space before 0. Tabs: 18pts-left, 90pts-right. Period at end of line that does not lead to a name.
Couplets 1–99, 2nd-level indent	5A.02.02:1-Col-Key	alt+2	same as above	5A.02.01b:1-Col-Key except: Left indent 18pts (p). Hanging indent 18pts (p). Tab: 36pts-left.
Couplets 1–99, 3rd-level indent	5A.02.03:1-Col-Key	alt+3	same as above	5A.02.01b:1-Col-Key except: Left indent 36pts (p). Hanging indent 18pts (p). Tab: 54pts-left.

Couplets 1–99, 4th-level indet	5A.02.04:1-Col-Key	alt+4	same as above	5A.02.01b:1-Col-Key except: Left indent 54pts (p). Hanging indent 18pts (p). Tab: 72pts-left.
Couplets 1–99, 5th-level indet	5A.02.05:1-Col-Key	alt+5	same as above	5A.02.01b:1-Col-Key except: Left indent 72pts (p). Hanging indent 18pts (p). Tab: 90pts-left.
Couplets 1–99, 6th-level indet	5A.02.06:1-Col-Key	alt+6	same as above	5A.02.01b:1-Col-Key except: Left indent 90pts (p). Hanging indent 18pts (p). Tab: 108pts-left.
Couplets 1–99, 7th-level indet	5A.02.07:1-Col-Key	alt+7	same as above	5A.02.01b:1-Col-Key except: Left indent 108pts (p). Hanging indent 18pts (p). Tab: 126pts-left.
Couplets 1–99, 8th-level indet	5A.02.08:1-Col-Key	alt+8	same as above	5A.02.01b:1-Col-Key except: Left indent 126pts (p). Hanging indent 18pts (p). Tab: 144pts-left.
Couplets 1–99, 9th-level indet	5A.02.09:1-Col-Key	alt+9	same as above	5A.02.01b:1-Col-Key except: Left indent 144pts (p). Hanging indent 18pts (p). Tab: 162pts-left.
Couplets 1–99, 10th-level indet	5A.02.10:1-Col-Key	alt+0	same as above	5A.02.01b:1-Col-Key except: Left indent 162pts (p). Hanging indent 18pts (p). Tab: 180pts-left.
Couplets 1–99, 11th-level indet	5A.02.11:1-Col-Key	alt+=	same as above	5A.02.01b:1-Col-Key except: Left indent 180pts (p). Hanging indent 18pts (p). Tab: 198pts-left.
Couplets 1–99, 12th-level indet	5A.02.12:1-Col-Key	alt+[same as above	5A.02.01b:1-Col-Key except: Left indent 198pts (p). Hanging indent 18pts (p). Tab: 216pts-left.
Couplets 1–99, 13th-level indet	5A.02.13:1-Col-Key	alt+]	same as above	5A.02.01b:1-Col-Key except: Left indent 216pts (p). Hanging indent 18pts (p). Tab: 234pts-left.
Couplets 1–99, 14th-level indet	5A.02.14:1-Col-Key	alt+\	same as above	5A.02.01b:1-Col-Key except: Left indent 234pts (p). Hanging indent 18pts (p). Tab: 252pts-left.
Couplets 100+, see separate document “Table of Styles for 1-Column Keys, couplets 100+”	5B–5N			
Heading for Key to Genera (used only when key is separately authored, e.g., Orchidaceae)	5P.1:GenKeyHead	ctrl+F9	Not in	10/12, centered. Space before 15pts (1p3).
Author/s of Key to Genera	5P.2:GenKeyAuth	ctrl+F10	Not in	10/12, right. Right margin 48pts (4p). Space before 4pts (0p4).
Run-in sidehead for key to subfamily, tribe, subtribe, genus, subgenus, section, subsection, or species	5Q:Run-inSideHead	ctrl+F11	Not in	10/12 bold, flush left. Space before 12pts (1p).

SECTION 6: 2-COLUMN HEADS				
Species, subspecies, or variety name (with 1-digit number)	6A.1:2-Col-Name1	ctrl+alt+F1	SDT, SDT1, SSDT, SSDT1	10/12, flush left. Hanging indent 14pts (1p2). Right indent 258pts (21p6). Space before 12pts (1p). Space after 4pts. Manual: 4 spaces (em space) before each status number.
Species, subspecies, or variety name (with 2-digit number)	6A.2:2-Col-Name2	ctrl+alt+F2	SDT, SDT1, SSDT, SSDT1	Same as 6A-2-Col-Name1 except: Hanging indent 20pts (1p8).
Species, subspecies, or variety name (with 3-digit number)	6A.3:2-Col-Name3	ctrl+alt+F3	SDT, SDT1, SSDT, SSDT1	Same as 6A-2-Col-Name1 except: Hanging indent 26pts (2p2).
Species, subspecies, or variety name (with 4-digit number)	6A.4:2-Col-Name4	ctrl+alt+F4	SDT, SDT1, SSDT, SSDT1	Same as 6A-2-Col-Name1 except: Hanging indent 30pts (2p6).
Species, subspecies, or variety name (with 5-digit number)	6A.5:2-Col-Name5	ctrl+alt+F5	SDT, SDT1, SSDT, SSDT1	Same as 6A-2-Col-Name1 except: Hanging indent 36pts (3p).
Species, subspecies, or variety name (with 6-digit number)	6A.6:2-Col-Name6	ctrl+alt+F6	SDT, SDT1, SSDT, SSDT1	Same as 6A-2-Col-Name1 except: Hanging indent 41pts (3p5).
Species, subspecies, or variety name (with 7-digit number)	6A.7:2-Col-Name7	ctrl+alt+F7	SDT, SDT1, SSDT, SSDT1	Same as 6A-2-Col-Name1 except: Hanging indent 47pts (3p11).
Species, subspecies, or variety name (with 8-digit number)	6A.8:2-Col-Name8	ctrl+alt+F8	SDT, SDT1, SSDT, SSDT1	Same as 6A-2-Col-Name1 except: Hanging indent 52pts (4p4).
Synonym of species, subspecies, or variety	6B:2-Col-Syn	ctrl+alt+F9	SD2, SSD2	9/12, flush left. Right indent 258pts (21p6). Space after 4pts.
SECTION 7: 2-COLUMN TEXT				
Description paragraph of species, subspecies, or variety	7A.1:2-Col-Text,1	ctrl+alt+F10	SD, SSD	10/12, justified. Right indent 258pts (21p6).
Distribution and discussion paragraphs of species, subspecies, or variety	7A.2:2-Col-Text,2	ctrl+alt+F11	SD, SSD	10/12, justified. Same as 7A.1:2-Col-Text,1 except first line indent 12pts (1p).
References for species, subspecies, or variety entry	7B:2-Col-Ref	ctrl+alt+F12	R-DC	8/10, justified. 240pts (20p) wide. Right indent 258pts (21p6). Space before 5pts. Manual: 4 spaces (em space) before each citation.

SECTION 8: 2-COLUMN KEYS (keys to subspecies or varieties)				
1st-level indet, Couplet 1, 1st lead	8A.1a:2-Col-Key-1	ctrl+alt+`	KS/KSN	9/11, justified. Left indent 0. Right indent 294pts (24p6). Hanging indent 13pts (1p1). Space before 6pts. Tab 13pts-left (1p), 258pts-right (21p6).
1st-level indet, Couplet 1, 2nd lead and all succeeding 1st-level indents in each key	8A.1b:2-Col-Key-1	ctrl+alt+1	KS/KSN	9/11, justified. Left indent 0. Right indent 294pts (24p6). Hanging indent 13pts (1p1). Space before 0. Tab 13pts-left (1p). 258pts-right (21p6).
2nd-level indet	8A.2:2-Col-Key-2	ctrl+alt+2	KS/KSN	Same as 8A.1b:2-Col-Key-1 except: Left indent 13pts (1p1). Tab 26pts-left (2p2).
3rd-level indet	8A.3:2-Col-Key-3	ctrl+alt+3	KS/KSN	Same as 8A.1b:2-Col-Key-1 except: Left indent 26pts (2p2). Tab 39pts-left (3p3).
4th-level indet	8A.4:2-Col-Key-4	ctrl+alt+4	KS/KSN	Same as 8A.1b:2-Col-Key-1 except: Left indent 39pts (3p3). Tab 52pts-left (4p4).
5th-level indet	8A.5:2-Col-Key-5	ctrl+alt+5	KS/KSN	Same as 8A.1b:2-Col-Key-1 except: Left indent 52pts (4p4). Tab 65pts-left (5p5).
6th-level indet	8A.6:2-Col-Key-6	ctrl+alt+6	KS/KSN	Same as 8A.1b:2-Col-Key-1 except: Left indent 65pts (5p5). Tab 78pts-left (6p6).
7th-level indet	8A.7:2-Col-Key-7	ctrl+alt+7	KS/KSN	Same as 8A.1b:2-Col-Key-1 except: Left indent 78pts (6p6). Tab 91pts-left (7p7).
8th-level indet	8A.8:2-Col-Key-8	ctrl+alt+8	KS/KSN	Same as 8A.1b:2-Col-Key-1 except: Left indent 91pts (7p7). Tab 104pts-left (8p8).
9th-level indet	8A.9:2-Col-Key-9	ctrl+alt+9	KS/KSN	Same as 8A.1b:2-Col-Key-1 except: Left indent 104pts (8p8). Tab 117pts-left (9p9).

APPENDIX O.

Flora of North America Prepress Paragraph Styles for One-Column Keys
10 October 2003

5A = styles for couplets numbered with 1-and 2-digit numbers (i.e., couplets numbered 1–99)

5B–5N = styles for all couplets after couplet number 99 (i.e., couplets numbered 100–999 AND 1–99 when they fall after the first couplet numbered 100)

	1st-level	2nd-level	3rd-level	4th-level	5th-level	6th-level	7th-level	8th-level	9th-level	10th-level	11th-level	12th-level	13th-level	14th-level
5A	5A.02.01 alt+1 0/18/18	5A.02.02 alt+2 18/18/36	5A.02.03 alt+3 36/18/54	5A.02.04 alt+4 54/18/72	5A.02.05 alt+5 72/18/90	5A.02.06 alt+6 90/18/108	5A.02.07 alt+7 108/18/126	5A.02.08 alt+8 126/18/144	5A.02.09 alt+9 144/18/162	5A.02.10 alt+0 162/18/180	5A.02.11 alt+= 180/18/198	5A.02.12 alt+1 198/18/216	5A.02.13 alt+; 216/18/234	5A.02.14 alt+' 234/18/252
5B	5B.03 .01.01 ctrl+alt+a 0/23/23	5B.03 .01.02 ctrl+alt+s 23/23/46	5B.03 .01.03 ctrl+alt+d 46/23/69	5B.03 .01.04 ctrl+alt+f 69/23/92	5B.03 .01.05 ctrl+alt+g 92/23/115	5B.03 .01.06 ctrl+alt+h 115/23/138	5B.03 .01.07 ctrl+alt+j 138/23/161	5B.03 .01.08 ctrl+alt+k 161/23/184	5B.03 .01.09 ctrl+alt+l 184/23/207	5B.03 .01.10 ctrl+alt+; 207/23/230	5B.03 .01.11 ctrl+alt+' 230/23/253			
5C		5C.03 .02.02 ctrl+alt+z 18/23/41	5C.03 .02.03 ctrl+alt+x 41/23/64	5C.03 .02.04 ctrl+alt+c 64/23/87	5C.03 .02.05 ctrl+alt+v 87/23/110	5C.03 .02.06 ctrl+alt+b 110/23/133	5C.03 .02.07 ctrl+alt+n 133/23/156	5C.03 .02.08 ctrl+alt+m 156/23/179	5C.03 .02.09 ctrl+alt+, 179/23/202	5C.03 .02.10 ctrl+alt+. 202/23/225	5C.03 .02.11 ctrl+alt+/ 225/23/248			
5D			5D.03 .03.03 ctrl+alt+q 36/23/59	5D.03 .03.04 ctrl+alt+w 59/23/82	5D.03 .03.05 ctrl+alt+e 82/23/105	5D.03 .03.06 ctrl+alt+r 105/23/128	5D.03 .03.07 ctrl+alt+t 128/23/151	5D.03 .03.08 ctrl+alt+y 151/23/174	5D.03 .03.09 ctrl+alt+u 174/23/197	5D.03 .03.10 ctrl+alt+i 197/23/220	5D.03 .03.11 ctrl+alt+o 220/23/243			
5E				5E.03 .04.04 alt+shf+F 1 54/23/77	5E.03 .04.05 alt+shf+F 2 77/23/100	5E.03 .04.06 alt+shf+F3 100/23/123	5E.03 .04.07 alt+shf+F4 123/23/146	5E.03 .04.08 alt+shf+F5 146/23/169	5E.03 .04.09 alt+shf+F7 169/23/192	5E.03 .04.10 alt+shf+F8 192/23/215	5E.03 .04.11 alt+shf+F9 215/23/238			
5F					5F.03 .05.05 alt+shf+` 72/23/95	5F.03 .05.06 alt+shf+1 95/23/118	5F.03 .05.07 alt+shf+2 118/23/141	5F.03 .05.08 alt+shf+3 141/23/164	5F.03 .05.09 alt+shf+4 164/23/187	5F.03 .05.10 alt+shf+5 187/23/210	5F.03 .05.11 alt+shf+6 210/23/233	5F.03 .05.12 alt+shf+7 233/23/256		
5G						5G.03 .06.06 alt+shf+q 90/23/113	5G.03 .06.07 alt+shf+w 113/23/136	5G.03 .06.08 alt+shf+e 136/23/159	5G.03 .06.09 alt+shf+r 159/23/182	5G.03 .06.10 alt+shf+t 182/23/205	5G.03 .06.11 alt+shf+y 205/23/228	5G.03 .06.12 alt+shf+u 228/23/251		
5H							5H.03 .07.07 alt+shf+i 108/23/131	5H.03 .07.08 alt+shf+o 131/23/154	5H.03 .07.09 alt+shf+p 154/23/177	5H.03 .07.10 alt+shf+[177/23/200	5H.03 .07.11 alt+shf+] 200/23/223	5H.03 .07.12 alt+shf+\ 223/23/246		
5I								5I.03	5I.03	5I.03	5I.03	5I.03		

								.08.08 alt+shf+8 126/23/149	.08.09 alt+shf+9 149/23/172	.08.10 alt+shf+0 172/23/195	.08.11 alt+shf+- 195/23/218	.08.12 alt+shf+= 218/23/241		
5J									5J.03 .09.09 ctrl+alt+p 144/23/167	5J.03 .09.10 ctrl+alt+[167/23/190	5J.03 .09.11 ctrl+alt+] 190/23/213	5J.03 .09.12 ctrl+alt+\ 213/23/236		
5K										5K.03 .10.10 alt+shf+a 162/23/185	5K.03 .10.11 alt+shf+s 185/23/208	5K.03 .10.12 alt+shf+d 208/23/231	5K.03 .10.13 alt+shf+f 231/23/254	
5L											5L.03 .11.11 alt+shf+F10 180/23/203	5L.03 .11.12 alt+shf+F11 203/23/226	5L.03 .11.13 alt+shf+F12 226/23/249	
5M												5M.03 .12.12 alt+shf+g 198/23/221	5M.03 .12.13 alt+shf+h 221/23/244	
5N													5N.03 .13.13 alt+shf+j 216/23/239	