**Template for ALS manuscripts—**Check List. Use this template for an Annotated List of Species (ALS). There is no need to do formatting other than *italics*, **bold**, superscript, and subscript. You can delete this paragraph and replace the following blue text with the corresponding parts of your manuscript (changing to black). Please refer to the Authors’ Guidelines on the website for full information. Failure to follow the Guidelines will result in your manuscript being returned to you for revision before being considered for peer review. Throughout the writing of your manuscript, you will need to refer often to the Guidelines.

ALS

Author *or* Author and Author *or* Author et al. for ≥3; last names only · Shortened version of the title (for running head in the publication)

Full title of your manuscript (see Guidelines, but titles must include the taxonomic authority (and year for animals) and an indication of higher classification)

Provide the full names of authors, separated by commas (no “&” or “and”), e.g., Lela Gastone Soldati1, Jenifer S. V. Hathaway1, John A. Smith1, 2

[Author affiliations can include full addresses, but are not necessary, but please be consistent. Unaffiliated authors can simply write “Independent research” or some similarly descriptive text. Avoid abbreviations for department, lab, university, or institute names (write the name in full). Abbreviations are not particularly informative, many abbreviations are not common knowledge, or unnecessarily repetitive, e.g. Universidade Paulista ~~(UNIP)~~.]

1 Affiliations: department or lab (avoid abbreviations), university or institute (avoid abbreviations), city, state or province, country

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Corresponding author: Author’s name (email address)

**Abstract.** Up to 150 words for ALS. Do not cite literature. Avoid or explain acronyms and abbreviations. Include authority (and year for animals) of publication of species- or genus-level taxa.

**Key words.** Include up to 7 key words (the exact number is not important); these should not already appear in the title.

[Include the (partial) citation here, using the format. Volume, issue, pagination, and DOI will be completed after acceptance by the editors]

Author A, Author B, Author C (2024) Title of your article. **Check List** …

**Introduction**

The motivation or purpose of your research should appear in the Introduction, providing some of the historical basis for those questions.

**Study area**

Present the key features of the chosen study area in this section. Include information such as size (follow the International System of Units), type of habitat, ecosystem, ecoregion, ecological or eco-geographical classification of the selected study area. If your study site is a legally protected/conservation area, indicate the type of legal protection provided (e.g. Biosphere Reserve, Marine National Park, RAMSAR site, National Park, Wildlife Sanctuary, Critical Tiger Habitat, etc.). If appropriate, write briefly about the dominant flora and important faunal diversity of your study site (exclude the organisms that you are reporting in this manuscript). Information on abiotic features such as terrain, current average rainfall, temperature, or precipitation can also be included here. Do not write about sampling design in this section; write about that in the Methods. Also, do not include the reason or motivation behind choosing the study area; it should be a part of the Introduction. Cite appropriate references wherever the information is not yours.

**Methods**

Include in Methods: your experimental design and sampling procedures, protocols for specimen collection, permits for collection, specialized methods for identification, analytical methods, computer software and analytical devices used, and location of voucher specimens (acronyms of collections, but not the details of vouchers). All acronyms and abbreviations used elsewhere in the text should be included here for reference (but do not include acronyms and abbreviations that are never used again in the manuscript). Full data for materials examined and new records should be presented in Results, and so Methods should not include most of these details.

**Results**

For an ALS, you can introduce your results with one or a few paragraphs, but the Results will mostly be your list of species, with annotations (minimally, New records and Identification must be present). For each species, follow this pattern:

Include some higher taxa to give structure to your list; most often this will be family- and genera-level taxa. Consider what higher lever taxa to include; a detailed overview of the systematics showing all supraspecific taxa may be unnecessary.

**Genus, species, and authority, (year)**

Optional: You may add a synonym/chresonym list here, but we do not want to see the copying and pasting of lists of synonyms from already available sources without critical thought.

Figure X

**New records.** Call this section “**Materials examined**” or **Observations** if this is more suitable. *Check List* defines all new, previously unpublished data as new records, not only the first records from some territory (which can be described as “first report”, “newly recorded”, etc.); please watch your phrasing to be clear. The format must be in the following format (but see Guidelines!):

COUNTRY/WATER BODY – **Province/state** • geographic/locality data [from largest to smallest]; geographic coordinates; altitude/elevation/depth [using alt. or elev.]; date [format: 16.IV.1998]; collector(s) [followed by "leg." (or “obs.” if not collected)]; other collecting data [e.g., micro habitat/host/method of collecting]; barcodes/identifiers [e.g., GenBank: MG779236]; institution code and specimen or catalogue number, sex, preservation, and code(s) [e.g., 3 ♂, CBF 06023].

You may include here any additional results that do not easily fit in the above list of new records, e.g., observational notes that are more easily presented in sentence form.

**Identification.** Include how you recognized the species (this is mandatory\*). You may prepare a full description, but more important is that you compare and contrast your specimens to the species that you claim it to be and with similar or related taxa.
\*See Guidelines: Taxa Treatment for how many species require full-treatment in your list.

(Optionally include other subsections within Results that are relevant.)

**Discussion**

Interpret your results and your list, relate them to the results of previous research or unpublished data available, and discuss the implications of your results or interpretations. Carefully differentiate the results of your study from data obtained from other sources.

In case of new records, previous research consists in all previously known records for that given species—cite, comment and discuss them, highlighting why the new data is relevant. Clearly summarize the importance of your new record(s): e.g., distance and direction from nearest previous records, occurrence in a country, state, biome, etc.

Point out results that do not support speculations or the findings of previous research, or that are counter-intuitive.

You may choose to include a subsection in which you pursue new ideas suggested by your research, compare and contrast your research with findings from other systems or other disciplines, pose new questions that are suggested by the results of your study, and suggest ways of answering these new questions.

**Acknowledgements**

Include people and organizations who provided help, guidance, funding (in general) or some other assistance. We expect authors to acknowledge the reviewers of the manuscript, even when reviewers are anonymous. Details of funding sources are now in the following section.

**Additional information**

**Conflict of interest**

The authors declare [*or* author declares] that no competing interests exist. [Replace with another statement if necessary.]

**Ethical statement**

No ethical statement is reported. [Replace with another statement if necessary.]

**Funding**

This study was financially supported by[include funding sources and process codes].

**Author contributions**

Delete this section if there is only one author in your manuscript. If there are two or more authors, include the same CRediT Roles (<https://credit.niso.org/>) indicated in the journal system. Use initials for the authors’ names. Follow this example:

Conceptualization: ABC, DEF. Data curation: ABC. Formal analysis: DEF, GHI. Funding acquisition: ABC. Investigation: ABC, GHI. Methodology: ABC, DEF. Resources: ABC. Supervision: ABC, DEF, JMSL. Project administration: DEF, GHI. Software: ABC, DEF. Validation: ABC, GHI. Visualization: ABC, GHI. Writing – original draft: ABC, DEF, GHI. Writing – review and editing: ABC, DEF, GHI, JKL, MNO, PQR.

**Author ORCIDs** [use this form:]

Author’s name https://orcid.org/000…

**Data availability**

All data that support the findings of this study are available in the main text and Supplementary materials [or, less usually in another depository].

If supplemental data are intended to be published online with the manuscript, upload it at the time of submission. See Guidelines for when to decide whether your information should be in Supplemental materials or in an Appendix. List supplementary materials here and describe their content. Include where they are deposited if not *Check List* itself.

**References**

A great amount of time is spent by editors correcting references, and manuscripts that are not formatted well will be returned or not accepted. Carefully check that all references cited in the text are included here. Do not include references that are not cited. Complete, accurate, and properly formatted references are a requirement. DOIs must be included for all references that have them; a well-formed DOI should be a hyperlink with full URL, like this: <https://doi.org/10.15560/19.6.1021>. Manuscripts not complying will be sent back to authors without review. Refer to the Guidelines!

**Journal article, no DOI:** Authors (year) Article title. Journal Title Vol: page range.

**Journal article, with DOI:** Authors (year) Article title. Journal Title Vol: page range. DOI

**Journal article, without traditional pagination:** Authors (year) Article title. Journal Title Vol: article id. DOI

**Accepted, in press journal article:** Same as above, but “(in press)” appears instead of the year in parentheses.

**Book:** Authors (year) Book title. Edition if needed. Publisher, City, Country, pp.

**Book chapter:** A book with one editor would be indicated as (Ed.), and two or more editors as (Eds.). Authors (year) Chapter title. In: Editor (Ed.) Book title. Edition if needed. Publisher, City, Country, page range of the chapter.

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**PhD or Master’s thesis:** Author (year) Title of thesis. Type of thesis, University, City, Country, pp.

**Conference proceedings:** Author (year) Abstract title. In: Conference Title, City, Country, pp.

**Online publication (not journal articles):** *Either* Institutional author *or* abbreviation (and full name) (year) Title of online resource. Publisher, City, Country, pages if paginated. URL hyperlink. Accessed on: date in YYYY-MM-DD format.

**Reference in a non-Latin alphabet:** Provide translated title in brackets [ ] after the original title. Include the original language of the source in brackets after the reference, e.g. “[in Russian]”. Follow this pattern: Authors (year) Original non-Roman title [translated title]. Publisher, City, Country, pages. [in language]

**Unpublished works and gray literature.** Do not include unpublished material in References. They should be quoted in the text as personal observations, personal communications, or unpublished data, specifying the exact source, with date, if possible. Avoid citing gray literature; include in References only if no other source of information is available.

**Appendix**

Rarely, there is a need for an appendix. Materials examined and other data integral to the manuscript should be presented in Results. However, for example, the background data for producing a distributional map might be presented as an appendix (or as Supplemental materials).

**Figure Legends**

Please ensure that the legends follow the Check List format; pay attention to the use of bold, capitalization, and punctuation:

**Figure 1.** *Telipogon jucusbambae*. **A.** Habit. **B.** Flower, frontal view. **C.** Dissected perianth, frontal view. **D.** Lip, frontal and side view. **E.** Column, frontal and side view. **F.** Anther cap. **G.** Pollinarium, frontal and side view.

**Tables**

Except for very large tables, use Word’s table feature. Do not apply formatting other than italics and bold. Include table legend above the table itself.