**Template for NGD manuscripts—Check List.** Use this template for a Note on Geographic Distribution. 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.

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**Abstract.** Up to 90 words for NGD. Do not cite literature. Avoid or explain acronyms and abbreviations. Include authority (and year for animals) of publication of species- or genus-level taxa.

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**Introduction**

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

**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 NGD with one species (optional), add species name and other taxonomic information. For an NGD two or more species, minimally include the name of the species here (other taxonomic information optional) and repeat the follow as many times as needed. Do not present Methods or Discussion here!

**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 *Check List* defines all new, previously unpublished data as new records, not only the first records from some territory (which can be described as “first report”, “newly recorded”, etc.); please watch your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 *or* 16 Apr. 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.

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Interpret your results, 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.

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**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**

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

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

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

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**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**

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**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**

There should be minimally two figures in an NGD: one of the species being discussed, and the other, a map. 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.