**Template for NGD manuscripts—Check List.** Use this template for Notes 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.

NGD

Authors | Shortened version of the title (for running head at top of pages in published PDF)

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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

Affiliations of all authors, with basic information only: (department or lab), university or institute, city, (state or province), country; authors’ initials (when multiple authors from the same institution): email for author(s); ORCID id(s) if available

\* Corresponding author

**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 Do not cite literature.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.

**Keywords**

Include up to 7 key words; these should not already appear in the title.

**Academic editor:** [layout editor will complete]

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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, location of voucher specimens (acronyms of collections, but not the details of vouchers). The full data for materials examined and new records should be presented in Results.

**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 “**Material examined**” or **Observations** if this is more suitable. The format **must** follow this (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.

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

**Discussion**

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.

In case of new records, previous research consists in all previously known records for that given species—cite, comment and discuss them, highlighting why your 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 counterintuitive.

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/organizations who provided help, guidance, or financial assistance. Consider acknowledging the reviewers, even when anonymous.

**References**

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. Manuscripts not complying will be send back to authors without review. Refer to the Guidelines!

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

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

**Journal article, without traditional pagination:** Follow this pattern: *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.

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**Supplemental Data**

If supplemental data are intended to be published online with the manuscript, upload it at the time of submission and include here a statement that supplemental data is available and a brief description of the data. See Guidelines for when to decide whether your information should be in Supplemental Data or in an Appendix.

**Appendix**

Rarely, there is a need for an appendix. Material examined 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 Data).

**Figure Legends**

Make sure that the legends follow the *Check List* format; pay attention to the use of bold, capitalization, and punctuation; e.g.:

**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.