

EDITORIAL RULES OF THE GIROS JOURNAL

Guidelines for Authors and Reviewers - Update nr. 2 (2023)

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Preamble

The official name of the GIROS Journal is “**GIROS Orchidee Spontanee d’Europa - European Native Orchids**”. Reports and scientific insights are published there, dedicated to hardy orchids of Europe and the Mediterranean, especially to the Italian ones. The iconographic content (primarily photographic) is very rich. The issues are six-monthly, thus the two volumes of each year are identified by a single number, starting from 58 (2015, followed by 1 and 2). The page numbering is uninterrupted from the Vol. 1 first page to the Vol. 2 last one. The following year it restarts from page 1 in the Vol. 1 and so on.

The official recommended citation is **GIROS Orch. Spont. Eur.**, its acronym is **GIROS OSE**. GIROS OSE represents the renewal of **GIROS Notizie (GN)**, which was the Journal of GIROS for the first 20 years (1995 to 2014) in the form of a bulletin or newsletter. But that is also a continuation of it, with the same serial numbering: GN 57 (2014) has changed to GIROS OSE 58 for 2015, the year 21th of the GIROS Journal. In addition, the previous name “GIROS Notizie” has been kept as the title of the second part of each issue in the new journal. This second part is dedicated expressly to the activities of the GIROS Association, with reports of meetings, excursions and travels, with columns, letters and reviews, and information for members. Compared to GN, in addition to the remarkable graphic and formal renewal, GIROS OSE has tried to give itself a greater international value, or at least a greater attention towards non-Italian readers. In fact, articles in English or in other languages are accepted, provided they have a large summary in Italian (better still the full Italian version). On the other hand, each article written in Italian (or in other languages, except English) must always be accompanied by a detailed summary in English (**extended abstract**), or even - in special cases - by the full English version. The pre-requisite for the acceptance of contributions is that the authors are **members in good standing with the membership fee of the year** in which the contribution is published; in the case of multiple authors, it is sufficient that one of them meets this requirement. In exceptional cases, the Director may also accept contributions by non-members (e.g. if the author is a well-known scholar, or on the occasion of particular events).

The following rules and recommendations are addressed primarily to authors, but also to reviewers, of course. They refer to the composition of Word Office documents, a program widely and commonly used, but which can create problems in the editing phase, since a different and more professional program is used. We therefore recommend the authors to comply these rules as much as possible, but at the same time we want to reassure those who are not used to writing in the style of a scientific journal (although popular). The Director is always available to give the appropriate suggestions and useful indications to proceed. In short, those who have ideas and want to write in our Journal, must have no qualms about thinking “to be not up to it”. In any case, the Director always makes the necessary changes and adjustments to the manuscripts, not only to comply with the editorial rules, but also to make them consistent with the style of the Journal. These general rules, divided into three main areas, deal with obligations and recommendations to be followed by those who want to publish their papers, and in particular those related to the proper preparation of scientific manuscripts in Italian, pointing out - where necessary - the (few) different ways of writing for articles to be published in English.

1. GENERAL RECOMMENDATIONS

The following indications concern the correct writing approach for all the “scientific articles”, those of the first part - the most substantial - in the Journal. The contributions concerning the second part (“GIROS Notizie”) are less subject to rigorous rules, however the authors will be sure not to be wrong, if they follow the ones foreseen for the first part. Particular attention should be paid below to the words or sentences in **bold** or underlined, as well as to those written entirely in UPPERCASE: above all, the latter reports mistakes commonly made in manuscripts. The symbol → indicates a reference to another paragraph of these rules.

1.1. Sending manuscripts

Manuscripts must be sent to the Director (address on the back cover of each Journal issue), usually in digital form **by e-mail**; other forms of sharing are not allowed.

Texts must be written with digital writing programs, RTF or Word files are fine; macros or templates provided by programs should be avoided. The writing style, at least in the articles of the first part of each issue, must be as “scientific” as possible, and therefore objective and essential. It would be preferable not to write in the first person (singular or plural): “I do, we

did”), but in the third (“the authors did”), and you should avoid as much as possible turns of words, repetitions, rhetorical or literary figures, any topics not relevant to the purpose, nor emotional or personal considerations. Also be careful to respect the tenses of the verbs, and above all that they remain homogeneous, once they have been chosen (e.g. do not alternate tenses in the present or past tenses in the same text).

After an initial evaluation and the drafts adjustment, the Director sends them to the other members of the Editorial Board and Scientific Committee, reserving the right to submit the contributions to the opinion of external referees, especially in the case of description of new taxa.

The **choice of pictures** to be published is always subject to the unquestionable judgment of the Executive Editor, upon approval of the Director.

1.1.1. Structure

The structure of the “scientific manuscripts” in Italian, in the first part of each issue, can be summarized in an “preamble”, a “central body” and a “final part”.

The preamble (e.g.: → 2.1.) is made up of:

Title (centrally located, font 16, in bold), with any above- or sub-titles usually not in bold and in smaller fonts (14, 12 or even 10).

Authors (centr. loc., font 12, full name and surname, with capital initials, all in SMALL CAPS).

Topic and Keywords (on the left, font 10).

All parts of the preamble are separated by one or more white lines.

The central body is the substantial core of the article. All font 12, it is recommended to divide it into the following chapters:
INTRODUCTION;
MATERIALS AND METHODS (or, in the case of reports, FINDING or FINDINGS);
RESULTS or DISCUSSION or OBSERVATIONS;
CONCLUSIONS.

The final part, all font 10 (english title excluded), is composed by:

- any thanks (ACKNOWLEDGEMENTS) on the left;
- the BIBLIOGRAPHY and any SITOGRAPHY, which should refer only to the **items mentioned** in the text; the English translations:
- the title in English with the possible subtitle (font 12, SMALL CAPS);
- the full name and surname of the authors (font 10, SMALL CAPS);
- the **Keywords**;
- the ABSTRACT, or rather an Extended Abstract, or an integral version, sometimes (e.g. if new taxa are described);
- the SYNTHESIS in Italian, that is an abstract translation (excluding any parts already fully translated into English).

1.1.2. Pictures, graphics

A Figure (**Fig.**, plural Figs.) is usually a **single picture** made up of **photographs, drawings, maps**; or even from **lists or graphs or sheets** such as Excel, with alphanumeric contents: in these last cases its most correct denomination is Table (**Tab.**, plural Tabs.). A picture can be **composed** of photo collages or other, in which case it is more properly called Table Set (**Tav.** from Italian “Tavola”, plural Tavv.).

All pictures must be sent by e-mail to the Director **always on separate files from the texts**. The author can also send them all in low-resolution file and subsequently he can send the high-res. originals of those chosen for publication; this especially if there are several pictures and plausibly not all publishable. In order to be published, the images must still be in good resolution and definition: the files should be in TIFF format at least 1000-1200 dpi, or in any case JPEG, PNG or GIF of excellent quality. For sending, we recommend one of the special large file transfer services.

The texts of the **image captions** are always preceded by the **numbering**, always done by the authors if there are the relative references in the text; if the images are few and without references, the editorial staff will provide. The numbering follows the sequence of cardinal numbers starting from 1, and is preceded by the abbreviation Fig. (plural Figs.), which can be used for all types of images, therefore with a single numbering for the whole article. For Tables however it is recommended to use the abbreviations **Tab.** and **Tav.**, each with **autonomous numbering** by cardinal numbers (Tab. or Tav. 1, 2, ...). The complete caption can be shown (font 10, → 1.2.2) in the manuscript itself at the point deemed most appropriate by the authors. Especially if there are many images, it is recommended to prepare a **list of captions** with the corresponding numbers (e.g. → 1.1.5), to be sent at the bottom of the text or in a separate file.

1.1.3. Photographs

Among the pictures, Photographs in particular represent a great element of attraction and documentation for the reader: consequently the utmost care is required from the authors, in their own interest.

The highest quality is represented by photos taken in RAW format (also lossless tablets or converted to dng format). If the photo was not taken in RAW, the TIFF format and the others mentioned above are also fine.

1.1.4. Tables

In the Excel-type tables, attention must be paid to the homogeneity of data (words or numbers) inserted in the boxes: inside each one, the data can be aligned to the left or to the center, starting from the top or leaving the first line in white: it is important that the chosen order is respected in all the boxes.

The first row and the first column usually contain the titles illustrating the contents, they are usually written in **bold**.

1.1.5. Captions

The captions of the photos must be accompanied by the indications of **subject**, **location** (in brackets Municipality, abbreviation Province or foreign State), the shooting **date** in cardinal numbers (day.month.year) and, in brackets, the photographer, in this sequence:

<photo + N. (initial letter of Name) + Surname>

Attention to whitespaces (→ 1.2.5, rules also valid for extra-caption texts, as well as italics → 1.2.7). One space is required before and after the dotted number in Fig., and between the initial letter of the Name and the Surname; no space within the date, also the number indicating the day and month must never be preceded by 0 (e.g. 1.5 and not 01.05).

Examples:

Fig. 1. *Ophrys* flower, Pian di Monte (Fiesole, FI), 11.4.2014 (photo M. Rossi).

Fig. 2. Insect on *Serapias lingua*, Island of Krk (HR), 1.5.2015 (photo S. Pinkić).

In the case of photo collages, each part can be identified by alphabetic letters or additional numbers, with graphic indication on the images and thus shown on the images, e.g. Fig. (or Tav.) 1.1. (2. >.3 >... or 1.A. (B. > C. >...).

1.2. Manuscript style

1.2.1. Font type

The recommended font is **Times** or **Times New Roman**, mandatory to use a **Normal style, Line spacing 1 (single), Left-aligned** (apart from the exceptions mentioned below).

Above all, please AVOID ANY JUSTIFICATIONS AND FORMATTINGS (predisposed models, indents, tabs, lists, different spacing, etc.). Any attempt by the authors to arrange or “beautify” their text according to their tastes is useless, it only brings further work to the Editors: in fact, the text must always be re-formatted and suitable for the editing program, as well as the Journal style, which obviously must be homogeneous.

1.2.2. Font size

As already seen, the font **12** must be used for the “central body” of the article, as well as in the final part for the English title and for the authors; for the main title the size is **16**, for the rest of the initial and final parts, the font **10** is used (including any footnotes or final notes, and any quotation marks in the central body, verbatim reported from other texts. The editorial staff may however decide to reduce some parts in the “central body” to character 11 (or even 10) for particular graphic, space or style needs.

1.2.3. Tailback

All the TEXT MUST BE LINED UP ON THE LEFT. The only exceptions are the Title, the name of the authors and the titles of the paragraphs, which MUST BE LINED UP IN THE CENTER.

1.2.4. White lines

One white space for the length of a line must be inserted between the various “blocks” of text, whether they are titled or not; if the captions of the images are indicated in the text, they too must be separated from the rest by two white lines, one above and one below. Since the height of the white lines varies according to the font size that has been set, each white line must have the setting used for the characters of the first written next line. However, sometimes the height can be increased if you want to accentuate the detachment compared to the previous or subsequent text blocks.

1.2.5. White spaces between words or letters

Often the authors do not pay enough attention to it, resulting in enormous (sometimes unnerving) work in the checking phase. Attention should be paid especially to the following:

- there **must never be more than one space** between the single words: it is easy for the author to inadvertently insert multiple white spaces together;
- there **must be no space** before punctuation marks, before and after the apostrophe, after an open parenthesis and before a closed parenthesis;
- there **must always be a space** after the punctuation marks (except between the dotted initial of names when there are more than one or in the abbreviations: M.B. and not M. B.), before the open parenthesis and after the closed one, unless the latter

is followed by a punctuation mark.

The control of spaces and white lines is facilitated if you keep the symbol ¶ activated in the standard toolbar.

1.2.6. Uppercase, lowercase, small caps

For the use of upper and lower case letters, normal Italian writing rules are followed. The page of the website *it.wikipedia.org Help: Upper and lower case* can represent a simple but valid help in case of doubt: in particular, consult the points General principles, Abbreviations, Toponyms, History, Chronology, Entities, Science, People, Languages, especially when it comes to when to capitalize. Unlike Italian, hyperonyms can also be written with a capital letter, like all toponyms: Mount (or Mt.) Amiata, Lake (or L.) Trasimeno. As regards titles and qualifications, they must be written with a capital letter if they precede the proper name (Dr. XY, Prof. XY, Director XY, President XY etc.); if they are not connected to a proper name or follow it or are preceded by the article, the lower case (XY, the director, did ...) is preferable, as well as if generic qualifications are used as author / authors (of a writing), coordinator, manager etc. **Words written entirely in capital letters** are rare, they are generally limited to the **secondary titles** of the parts in an article (e.g. INTRODUCTION at the beginning, BIBLIOGRAPHY at the end). Even **acronyms** are entirely in capital letters, and generally without points (e.g. GIROS, not G.I.R.O.S.).

Attention to SMALL CAPS, mandatory in a few cases, but always present in every article: the **authors names** are just in small caps, meaning both the authors of the article under the main title, and the authors in the bibliographical references in the text and in the bibliographic entries. Obviously the small caps is not used, if authors mentioned in the text do not refer to those in Bibliography.

1.2.7. Italic

Italic style is used only for **scientific botanical names in Latin**, not only for genus, species and any lower ranks, but also for upper ranks: e.g. *Orchidaceae* family. In the case of **scientific zoological names**, however, the tradition of using italics limited to genus, species and lower ranks has to be respected (e.g. *Apis mellifera*, but family Apoidea). ATTENTION: the punctuation marks used in scientific names (., : ;) **never go in italics**, e.g. in *O. bertolonii*, *L. ovata*: the comma after *bertolonii*, the points after *O* and *L*, are NOT in italics. Unlike Italian, in English the use of italics can be allowed in several other cases.

1.2.8. Botanical Nomenclature

1.2.8.1. The reference text for the names of genera and species is the updated edition (2024) of the GIROS book “Orchidee d’Italia” or the new GIROS website; the authors are free to use the names they prefer, but they should always cite the texts they inspire as nomenclature. For nomenclatural rules, the editorial staff follows the most recent version of the International Code of Nomenclature (ICN).

1.2.8.2. As mentioned, the Latin scientific names must always be written in **lowercase italics**, only the names of the genera and ranks above the genus have the **capital initial**, e.g. *Orchidaceae*, *Ophrys*; attention to the abbreviations of the ranks (fam., gen., sp., subsp., var., f.) which always go in normal lowercase, as well as other Latin or Greek terms such as *lusus*, *taxon* etc.

1.2.8.3. Intergeneric taxa: if a SERIES of entities of the same genus are mentioned in the text, only the first taxon has the full name of the genus, for the following ones it is limited to the **initial capital dotted letter, plus one white space**, es: *Ophrys apifera*, *O. bertolonii*; oppure *Anacamptis morio* × *A. papilionacea*; ditto in the case of LISTS (e.g. in the checklists); ditto when taxa of the same genus are repeated two or more times - even not in sequence, but at a short distance - in a block of text.

1.2.8.4. Authors of scientific names and full nomenclatural reference: if the scientific name is followed by its author(s), this must be written in abbreviated form, according to IPNI (→ www.ipni.org> Search Authors). **The full nomenclatural reference** (author/s, first publication, year) is always mandatory in the descriptions of new taxa and in recombinations (→ 2.3.2.), for Basionyms and for parental species in the case of hybrids. It is also recommended to **insert it in the first quote within the text**, if related to the taxon under discussion, or to any important references such as basionymes or parental taxa or nomenclatures that can be confused with others. In other cases it is useless to add not only the full reference, but also the year of publication and the names of the authors, which weighs down the text and forces the editorial staff to carry out long and tiring checks, especially in the lists (checklist, etc.). Even simpler and recommended when possible, the indication of only the name of the taxon or even the name of the genus with the initial letter, in the cases provided (→ 1.2.8.3.).

N.B. : we will dedicate a specific study, as part of the comment to the ICN Code, for the correct procedure to follow for new descriptions and new recombinations of taxa.

1.2.8.5. Names of Hybrids: ATTENTION TO THE NAMES OF HYBRIDS. The ‘×’ in hybrids is not the ‘x’ letter, but the multiplication sign, and it must never be written in italics, (→Insert > Symbol > ×), and it should never be written in italics, e.g. *Anacamptis morio* × *A. papilionacea*. This applies both to the hybrid formula (e.g. above), and when the hybrid has its own epithet: in this case there must be no white space between ‘×’ and second name, e.g. *Anacamptis* ×*gennarii* (*A. morio* × *A. papilionacea*). In the case of an intergeneric hybrid the ‘×’ precedes its name without space, e.g. ×*Dactyloдения legrandiana* (*Dactylorhiza maculata* × *Gymnadenia conopsea*). **N.B.:** we will dedicate a specific study, as part of the comment to the ICN Code, for the correct procedure to follow for new descriptions and new recombinations of nothotaxa (hybrids).

1.2.9. Bibliography Quotes

1.2.9.1. References in the text (to be reported in full in the Bibliography): they must include the author's surname in small caps followed by the year of publication, e.g. PIGNATTI (1982) or PIGNATTI 1982, if the quote is part of a period in brackets. In case of two authors, both surnames united by & (e.g. BRUMMITT & POWELL) are cited; if the authors are three or more, the first is cited, followed by et al. (e.g. KLAVER et al.). If several works by the same author are cited in the same year, one letter (a, b, c...) is added to the year by order of quotation in the text (e.g. PIGNATTI 1982a,b). In some cases, when it is not possible to cite individual authors but rather an impersonal subject (for example GIROS, AA.VV.) small capitals are always used, but as if it were a normal proper name: GIROS, AA.VV. etc; this rule also applies to entries in the Bibliography.

1.2.9.2. Bibliography at the end of the article (e.g. →2.4) refers exclusively to the entries cited in the text concerning works or articles **published on paper** (including those that also have an online version, whose link can be cited)It follows the **alphabetical order of the surname of the first author**; the only exception is the **case of multiple works by the same author** (single or first author in presence of co-authors), within which the chronological order of the year of publication is followed. It should be noted that with the publication of the new edition of the GIROS guide to Italian orchids (2024) the related citations will be reported as GIROS 2024 or GIROS (2024). For Sitography, which instead concerns digital publications consulted online (generally those that also have a published paper version are excluded, which must be cited in the Bibliography), partly different rules are followed (→2.5).

1.2.9.3. A bibliographic entry referring to a Journal must have the following sequence: whole author surname, space, initial author name, period (and possibly other authors →1.2.9.1), comma, space, year of publication, colon, space, full title of the article (in the original spelling), dot, space, long dash, space, abbreviated journal name (use the official acronym), space, volume number (possibly in brackets: space, issue number in the year), colon, space, page (if more pages: initial page - dash - final page, without spaces), dot. E.g.: ROMOLINI R. & SOCA R., 2011: New species in *Ophrys* (*Orchidaceae*) to the Italian and French Florae. – J. Eur. Orch. 43 (4): 759-784.

1.2.9.4. A bibliographic entry referring to a book is like the previous one up to the space after the full title, then it proceeds as follows: name of the publisher, comma, space, city, dot, and possibly in brackets initials of the province or foreign state. E.g. ROMOLINI R. & SOCA R., 2012: *Ophrys d'Italia*. Éd. sococor, Saint-Martin-de-Londres (F).

1.2.9.5. A bibliographic entry referring to a text part of another publication is identical to the previous one, up to the space after the full title, then it proceeds as follows: In, colon, final sequence as in point 1.2.9.4., adding colon and related pages after the title. E.g. LORENZ R., 2009: *Serapias bergonii*. In: GIROS, 2009: *Orchidee d'Italia*. Guida alle orchidee spontanee: 147. Il Castello, Cornaredo (MI).

1.2.9.6. Sitographical Entries follow partially different rules (→2.5).

2. INSIGHTS

2.1. Title(s) and Author(s)

The article is preceded by the title and the name of the author or authors. Title and name(s) are separated by a white line. The Editors may, having informed the author, change the title or replace it with one more appropriate to the content than the initial one.

The authors are indicated with full name and surname; only initials are used for middle names (e.g. RICHARD M. BATEMAN), possibly with abbreviations or alternative names in parentheses [e.g. KAREL (C.A.J.) KREUTZ, GIUSEPPE (PINO) RATINI]. After each surname should be written in superscript (Apex), not preceded by a space, the progressive number that recalls the footnote of the contact details of the authors. The address should always indicate at least the e-mail address (always in italics); in addition, you can also indicate the domicile and/or even the position held in the Association (eg: coordinator of the GIROS section ...), or even the Institute or Association to which they belong. Any other data must

precede the e-mail address and be followed by a semicolon. Several superscript numbers can also be equal to each other or be reduced to only one if they refer to a single ‘corresponding author’, with contact details relating only to him. In the case of three or more authors, in the absence of their explicit indications in the note of their contact details, the first is considered the main author and/or corresponding author, the last is considered the supervisor of the work (even without having worked on it) directly).

2.2. Topics and Keywords

Only in the articles in Italian, the **Topic** (former Summary) and the **Keywords**, both font 10, follow the title and authors; **bold** is provided only for the 2 headers and the two points that follow them. We preferred to call “Topic” what was previously the “Summary”, because it must be a very short presentation of the article’s topic; the detailed summary is instead in conclusion of the article (“Sintesi” in Italian), after the analogous “(Extended) Abstract” in English: both represent a real summary for those who do not want to read the entire article but to get a rather precise idea of it. It should be noted that there are no changes, compared to the old Journal, for the articles in English (or in any case non-Italian). Both the Abstract in English and the “Riassunto” in Italian rank in the “Preamble”.

Finally, the choice of the **Keywords** is important above all for the compilation of the Journal indices by the Director, who reserves the right to modify them, adapting as much as possible to the standards chosen for the indices.

2.3. Structure of the main body of the article

2.3.1. Communications and scientific articles on general or particular topics in orchidology, usually as a result of direct observations, experiences and personal considerations, sometimes as a result of bibliographic and historical research. For this typology, the Journal leaves the authors maximum freedom to structure the article as they prefer, but advising to follow the distribution of the text in the traditional points provided for the scientific articles, as previously reported. Obviously it depends a lot on the length and complexity of the article.

In the case of simple articles (Communications), the titled paragraphs may be reduced or completely abolished; for very complex ones, on the other hand, the structure can be further divided, also with modification and / or greater specification of the titles.

2.3.2. Articles on nomenclatural novelties, generally these are descriptions of new entities or new taxonomic or nomenclatural arrangements (recombinations). In both cases the rules to be followed are rigorous.

In case of **new taxa**, the paragraph dedicated to DESCRIPTION, which represents the Protologue of the new taxon, is fundamental. The **Description** must have a very precise structure in compliance with the International Nomenclature Code (ICN), it must be thorough and formally correct in order to overcome the acceptance of the new entity internationally. But equally important are the observations (and any conclusions), for which there are no formal rules to follow, but they must be very detailed and possibly also well illustrated on the details in comparison, in order to be able to overcome the screening of the referees, which this type of article is normally subjected to. Essentially, the **Diagnosis** detects the reasons why a new taxon is described, highlighting the differences and affinities – by means of tables and pictures - with related taxa (or with the parent species in case of description of new hybrids). **N.B. : we will dedicate a specific study, as part of the comment to the ICN Code, for the correct procedure to follow for new descriptions and new recombinations of taxa.**

2.3.3. About the **footnotes**, it is recommended to make as little use of them as possible. When necessary, the superscript number and the note itself must be highlighted, which should not be placed at the foot of the page, but in the text, immediately after the sentence containing the superscript, preceded by the red reference “Insert footnote”.

2.4. Bibliography

The preparation of a correct Bibliography requires a great attention, the rules summarized in **→1.2.9. Bibliographic Quotes**, must be scrupulously observed. **Bibliographic Entries** (which must always and only correspond to the relative references in the text!) are listed in the Bibliography, without white lines among them and aligned to the left. For each entry that needs more than one line of text, all lines below the first one must have an **indentation of 0.3 cm to the right**. The **alphabetical order** according to the initial of the author's surname (if single, or of the first author in case of multiple authors) must be followed in the listing. In the case of white spaces within the surname (e.g. Del Prete, El Mokni), they have no effect on the alphabetical order (e.g. correct sequence: De Leo, Delforge, Del Prete, De Tommaso).

Special cases:

2.4.1. in the case of multiple works by the same author, the **chronological order according to the year** of the work’s publication is followed (→1.2.9.2.); this chronological criterion is imperative even in case of multiple works with different authors but with the same first author, including any works as a single author;

2.4.2. anyway, when in the previous case (same first author and different coauthors) there are works published in the same year (cited in the text with the letters a, b, c...), the **alphabetical order** must be followed again, being usually difficult to establish the exact chronology of releases in the same year; in this case the entries as a single author always precede those with multiple authors, which are sorted according to the initial of the second author's surname (and then of the third if the second is the same, and so on).

E.g. 2.4.1. Assuming 2 entries of the same author and first author, the exact sequence is

1. DELFORGE P., DEVILLERS-TERSCHUREN J. & DEVILLERS P., 1991:
2. DELFORGE P., 2004:

and not vice versa (chronological criterion takes precedence over the alphabetical one).

E.g. 2.4.2. If in the previous list we added DELFORGE P. & DEVILLERS P., 2004: this entry would go to third position: the year is the same as item 2, but the alphabetical criterion prevails (first as single author, then as first author).

E.g. 2.4.3. Other special cases:

1. MAGRINI S., 2014c:
2. MAGRINI S. & FONCK M., 2014b:
3. MAGRINI S., SCARICI E. & FONCK M., 2014a:

Order is correct: three works released in the same year, the single or first author is the same, the alphabetical order by author prevails, not the one by mention in the text (a, b, c).

2.5. Sitography

The Sitography refers to any site or social network published on the web, with the warning that - especially in the case of social networks - over time the contents could be deleted or no longer be available under the link indicated. The Sitography has always been listed separately after the Bibliography in the Journal, more or less following the same rules (apart from obviously the final link for the connection), but starting from 2023 some specific rules have become necessary, given the great increase in items referring to the web. Even the drafting of a correct Sitography requires great attention, the rules summarized in **→1.2.9 Bibliography Quotes** must be scrupulously followed. Bibliographic citations, with the following clarifications.

2.5.1. References in the Text: same rules as in **→1.2.9.1**, also in this case, when it's possible, we always try to indicate the surname of the author/authors first, IN SMALL CAPITALS, with the same rules. As for the year, normally the year of access (acc.) is indicated, i.e. the one in which the site or social network was checked, or even the one in which the citation was last published (if it is known).

2.5.2. Entries in Sitography: same rules as for Bibliography. Note that after the publication of the new GIROS website (2023) the related entries will be reported as GIROS, 2023 or later years (year of consultation). If there is only one Giros entry in the list, this is indicated as follows: GIROS, 2023 (GIROS APS official page). Ditto even if it is the first entry in a series of multiple entries: GIROS, 2023a (GIROS APS official page). Ditto for other impersonal subjects (see template below). The argument following the name and year is never italicized, to avoid confusion with the final link, which should always be italicized and with the weblink removed.

Below is a template to follow with various Sitography cases:

SITOGRAPHY

- AA.VV., 2023: *Anacamptis ×simorrensis*, in GIROS...che passione! <https://www.facebook.com/groups/115751261834491/search/?q=simorrensis>
- ASSANDRI G., 2021: *Anacamptis fragrans × morio*, in GIROS...che passione! <https://www.facebook.com/groups/115751261834491/search/?q=coriophora+x+morio>
- BLAICH G., 2023: *Hybriden europäischer Orchideen*. <http://www.guenther-blaich.de/hyb.php?hy=bertet1&abs=>
- BLAICH G., 2023: *Anacamptis coriophora* (hybrids). <http://www.guenther-blaich.de/hyb.php?hy=corfra1&abs=> <http://www.guenther-blaich.de/hyb.php?hy=corfra2&abs=hyblast&lan=x>
- EEA 2019 (European Environment Agency): European Red Lists of species. <https://www.eea.europa.eu/en/datahub/datahubitem-view/202f3c2e-54a9-4ff4-a1da-ed7ca524f634>
- EUROPEAN COMMISSION, 2023: The Habitats Directive. https://environment.ec.europa.eu/topics/nature-and-biodiversity/habitats-directive_en
- GIROS, 2023a (pagina ufficiale GIROS APS): classificazione specie. <https://demo12.edinet.info/classificazione-specie>
- GIROS, 2023b: *Serapias* (genus). <https://demo12.edinet.info/classificazione/serapias>
- GIROS, 2023c: *Serapias lingua*. <https://demo12.edinet.info/specie/serapias-lingua>
- GIROS, 2023d: *Anacamptis fragrans*.
- GIROS, 2023e: *Anacamptis papilionacea*. <https://demo12.edinet.info/specie/anacamptis-papilionacea>

ODDONE L., 2013: registro degli insetti impollinatori, in GIROS forum. <http://www.giros.it/forum.viewforum.php?f=131>
 PALMA M., 2021: Anacamptis ×olida, in GIROS...che passione! <https://www.facebook.com/groups/115751261834491/search/?q=coriophora+x+morio>
 PORTALE FLORA ITALIA, 2023: Thymus serpyllum. <https://dryades.units.it/floritaly/index.php>
 POWO, 2023 (Plants of the World Online): Ophrys ×morisii. <https://powo.science.kew.org/results?q=Ophrys+morisii>

3. NUMBERS, SYMBOLS, UNITS OF MEASURE

3.1. The most used units of measurement in the Journal concern the dimensions of a part (length, width, height, surface), the quantity compared to another part (percentage) and - rarely - the temperature in degrees centigrade (Celsius). If the unit is mentioned in the text without reference to numerical values, it is preferable to write the word in full, e.g. millimeters, meters, square kilometers, percentage, Celsius degrees. If, on the other hand, the relative numerical value is indicated, the unit of measure must always be written with its **non-dotted symbol and separated with a space** from the relative number: e.g. **3 cm and not 3 cm.**, **5 km and not 5km**, **14 % and not 14%**; **5.6 °C and not 5.6 ° C**. Exception: no space after degrees, minutes and seconds of a flat corner (including geographic coordinates), e.g. an angle of 45 degrees is indicated with **45° and not 45 °**. Attention: **sq. (= square) must never be used** in surface measurements, but the **superscript number** ²: m², km² etc., not square meters or sq.m (ditto in volume measurements for c = cube: not mc, but m³). Attention: in linear measurements referring to **road mileage**, it is advisable to adopt the progressive mileage used by road authorities (Prog. Km), consisting of the number of km + the (approximate) number of meters. For example: km 0 + 900 means km 0.900, km 5+350 means km 5.350. Any road number must be preceded by its type, according to the official administrative classification indicated with non-pointed initials (in Italy SS = State Road, SR = Regional Road, SP = Provincial Road, SC = Municipal Road, SGC = Great Communication Road, this latter unofficial).

Symbols most commonly used in the Journal:

mm = millimeters
 cm = centimeters
 m = meters
 km = kilometers
 kg = kilograms
 t = tonne
 % = per cent
 °C = Celsius degrees

3.2. Decimals are separated by a comma when writing in Italian, by a dot when writing in English. Without decimals, it should be avoided (as superfluous) to write 0 or 00, e.g. 14 and not 14.00 or 14.0.

3.3. Mathematical symbols in the Journal need **mandatory space before and after** each symbol. Only exceptions: no space after the minus sign, that would make it negative (e.g. -2 °C); no space before and after the slash (“/” character) to indicate part of measures, e.g. 2 gr / l = grams per liter or 2 ml / l = milliliter per liter)

The most used mathematical symbols:

“plus”, addition (although slightly different, you can also use the + in common keyboards);
 “minus”, subtraction (although slightly different, you can also use the long dash –, not the short -);
 “per” ×, multiplication. Attention, the letter “x” must never be used, a common mistake especially to indicate hybrids;
 “divided”, division (the colon “:” can be used on the keyboard);
 “equal to” (use the overlapping dashes “=” on the keyboard);
 “more or less” ±;
 “greater than or equal to” ≥ and “less than or equal to” ≤;
 “different from” ≠;
 “leave for” / (without spaces before and after it).

3.4. Sequences of numbers.

When multiple numbers in sequence have the same unit of measurement, this should be repeated each time, or **indicated only once using the parentheses, the latter is the solution recommended for the Journal**:

e.g. **(14, 17, 32) %**, and not 14, 17, 32 %; alternatively 14 %, 17 %, 32 %;

e.g. **(12 × 5) mm**, and not 12 × 5 mm; altern.: 12 mm × 5 mm;

e.g. **[(3)5 - 11-12] cm**, and not (3)5 × 11 (12) cm; altern.: (3) 5 cm × 11 (12) cm

Generally numbers in series are separated by spaces, punctuation marks and/or symbols:

The short dash (-) is used between a pair of numbers when a value **“from ... to”** is meant. E.g. (number of) leaves 2 to 4, we write leaves 2-4 [or 2-4 leaves, and not 2-4: the long dash (–) is used for “minus”!]. **No spaces** before and after the dash, if

there are no decimals (e.g. previous), on the contrary it is better they are when in one or both numbers there are decimals, e.g. (17.5 - 37) cm, and not (17.5-37) cm.

Update nr. 2 - August 2023.