

EDITORIAL RULES OF THE GIROS JOURNAL

Guidelines for Authors and Reviewers

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The official name of the GIROS Journal is “**GIROS Orchidee Spontaneae d’Europa - European Native Orchids**”. Reports and scientific insights are published there, dedicated to spontaneous European and Mediterranean orchids, 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 next year it restarts from the page 1 of 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 “News Magazine” of GIROS for the first 20 years (until 2014), but also its continuation, confirmed precisely by the continuity in the numbering of the issues: GN 57 has changed to GIROS OSE 58 for 2015, the XXI year 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 author or 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 (assembly), 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 Journal style. In this first presentation we discuss the general rules of writing, in particular those relating to the correct preparation of scientific manuscripts in Italian. In some upcoming issues, we will deal with publications in English, and with particular cases.

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. The examples and the references to examples are highlighted by a gray background.

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**; for other forms of sending, please contact the Director.

RTF or Word files are fine for the text. Word must be in .doc format (compatible mode) exclusively, the .docx format (more recent Word versions) must be avoided. Macros should be used as little as possible.

After an initial evaluation and adjustment of the drafts, 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, with the Director’s approval.

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, both cited 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 the abstract translation (excluding any parts already fully translated into English).

1.1.2. Pictures, graphics

A Figure (Fig.) 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 cases its most correct denomination is Table (Tab.). A picture can be **composed** of photo collages or other, in which case it is more properly called Table Set (Tav. from Italian “Tavola”).

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.** (Figure), 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. Flower of *Ophrys*, 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).

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, the normal Italian rules of writing 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, Acronyms, Toponyms, History, Chronology, Bodies, Science, People, Languages, especially regarding when to use **uppercase initials**.

In case of doubt, the **lower case** is always preferable. **Words written entirely in capital letters** are rare, they are generally limited to the **secondary titles** of the various parts of an article (from INTRODUCTION at the beginning to

BIBLIOGRAPHY at the end). Even **acronyms** are entirely in capital letters, and generally without points (e.g.: GIROS and 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 themselves. 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 the genus, the species and any lower ranks, but also for the 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 is respected (e.g.: *Apis mellifera*, but fam. 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*, the two points after *ovata* are NOT in italics.

Unlike English, in Italian the use of italics is to be avoided in all other cases, such as idioms and words in other languages, including Latin (e.g.: locus classicus and not *locus classicus*, location and not *location*).

1.2.8. Botanical Nomenclature

1.2.8.1. The reference text for the names of genera and species is the updated edition (2016) of the GIROS book “Orchids of Italy”; 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*, *Anacamptis*; attention to the abbreviations of the ranks (fam., gen., sp., subsp., var., f.) which always go in normal lowercase, as well as other Latin terms such as *lusus*, *taxon* etc., e.g. *Ophrys bertolonii* subsp. *explanata*, *Ophrys apifera* var. (f.) *bicolor*.

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**, e.g. *Ophrys apifera*, *O. bertolonii*, *O. fuciflora*, *Listera cordata*, *L. ovata*, *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. Names of Hybrids: ATTENTION TO THE NAMES OF HYBRIDS: **the × in hybrids is not the letter “x”, but the multiplication sign, and it must never written in italics**, e.g. *Anacamptis morio* × *A. papilionacea*. This applies both to the hybrid formula (previous example), and in the case that the hybrid has its own epithet: in this case the sign × **must not be followed by a white space** in front of the middle name, e.g. *Anacamptis* × *gennarii* (*A. morio* × *A. papilionacea*). In the case of an intergeneric hybrid, the sign × **precedes its name without space**, e.g. × *Dactyloдения legrandiana* (*Dactylorhiza maculata* × *Gymnadenia conopsea*).

1.2.8.5. Authors of scientific names: 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). **It is not necessary that the year of the first publication follows the author’s name**, unless it is important in context. e.g. *Limodorum abortivum* (L.) Sw., needless to add 1799. Even the indication of the authors’ names often overload the text and compel the editorial staff to carry out long and arduous checks, especially in presence of lists, etc. Please **indicate them only if necessary**, as in the case of attribution of similar names for different entities, or in a monographic treatment for specific entities, but only in the title and / or in the first quote in the text. Above all, **authors, dates and publications are mandatory in the descriptions of new taxa**, also for the Basyonims and for the parental taxa of hybrids.

1.2.9. Bibliography Quotes

1.2.9.1. Quotations 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, PIGNATTI 1982b...)

1.2.9.2. Bibliography at the end of the article (→ex. 2.4.) **refers exclusively to the items mentioned in the text.** 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).

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 with spaces after the initials (the official list of abbreviations to be used will soon be published on the website www.giros.it), 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, point; and possibly in brackets initials of the province or foreign state. Es.: PACIFICO G., BERTOZZI G. & DE ANGELI E., 2000: Le Orchidee delle Apuane. Mauro Baroni editore, Viareggio (LU). or: 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 like 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. Es.: KÜMPEL H., 1996: *Epipactis neglecta*. In: KÜMPEL H., 1996: Die wildwachsenden Orchideen der Rhön: 67. Fischer Verlag, Jena (D). or: LORENZ R., 2009: *Serapias bergonii*. In: GIROS, 2009: Orchidee d'Italia. Guida alle orchidee spontanee: 147. Il Castello, Cornaredo (MI).

2. INSIGHTS

2.1. Title(s) and Author(s)

The article is preceded by the Title and by the name and the contact of the author(s). Title and name(s) are separated by a white line.

The reviewers can modify the title, or replace it with a more appropriate one for the content than the one chosen, always with the author's approval.

The authors are indicated with full name; only the initials of any second names are used (e.g. RICHARD M. BATEMAN), possibly with abbreviations in brackets [e.g. KAREL (C.A.J.) KREUTZ] or alternate names, always in brackets, [e.g. GIUSEPPE (PINO) RATINI]. After each surname must be written in superscript not preceded by space, the progressive number that recalls the note of the **authors contact** at the foot page. 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 (e.g. Coordinator Section...), or also the Institution or Association or GIROS Section of belonging, or finally the Corresponding author, even with only his contact. These other possible data must precede the e-mail address and be followed by a semicolon. The superscript numbers can also be the same if they refer to a datum referred to all authors (e.g. if the authors are from the same Section and want to provide only one e-mail address, 1 will be written to the last author's surname, and in the note: 1 GIROS section of ...; xxxx@giros.it)

Regarding the **footnotes**, it is recommended to make the least use of them. When necessary, the superscript number and the same note must be highlighted, which should not be placed at the foot of the page, but immediately after the end of the period containing the superscript number.

2.2 Topic 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).

2.4. Bibliography

The preparation of a correct Bibliography requires great attention, the rules summarized in →1.2.9. **Bibliographic Quotes**, must be scrupulously observed. **Bibliographic Entries** (which must always correspond to the relative quotations 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.

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:

This 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).

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. Km (ditto in volume measurements for c = cube: not mc, but m³).

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 with a comma when writing in Italian, with a dot when writing in English. Without decimals, it should be avoided (as superfluous) to write a comma or a point followed by 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 / 1 = grams per liter or 2 ml / 1 = 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.