

Checklist for Editing Manual Family Treatments

Family name: _____

1. Family heading:

Genus and species totals are correct _____

Ongoing regional treatments are cited: FC _____ FM _____ FNM _____

2. Family description:

Is parallel with others _____

3. Family discussion:

Identification shortcut is included _____

Genera known only in cultivation are mentioned _____

4. Keys to genera:

Leads of each couplet are parallel _____

Shorter leads come first _____

Leads of terminal couplets are in alphabetical order _____

5. Literature citations:

Most recent revision(s) is(are) cited _____

Nothing irrelevant is cited _____

Journal abbreviations are correct _____

Book titles are in italics _____

Bibliographic data are correct _____

6. Generic headings:

Species totals are correct _____

Generic common name(s) given _____

Genera are in alphabetical order _____

7. Generic descriptions:

Are parallel with one another _____

Are parallel with family description (when one genus) _____

8. Generic discussion:

Identification shortcut is included _____

Species known only in cultivation are mentioned _____

9. Keys to species:

Leads of each couplet are parallel _____

Shorter leads come first _____

Leads of terminal couplets are in alphabetical order _____

10. Species entries (NB: "complete"=if the accepted name used in these references is different from that for the Manual the pertinent synonym needs to be included):

Synonymy is complete according to Standley _____
(including "Additions and Corrections"!) _____
Synonymy is complete according to Burger _____
Synonymy is complete according to *Flora of Panama* _____
Synonymy is complete according to *Flora of Guatemala* _____
Synonymy is complete according to *Flora mesoamericana* _____
Synonymy is complete according to Croat _____
Synonymy is complete according to Paul Allen _____
Synonymy is complete according to Janzen & Liesner _____
Basionym is given _____
Journal and book abbreviations are correct _____
Book titles are in italics _____
Author abbreviations are correct _____
Bibliographic data are correct _____
Appropriate common names are provided _____
Species are in alphabetical order _____

11. Comprehensiveness:

Coverage complete according to Manual database _____
Coverage complete according to Burger _____
Coverage complete according to *Flora mesoamericana* _____
Coverage complete according to MO herbarium _____
Coverage complete according to revisions _____
Most recent novelties are included (cf. Edge) _____

12. Species descriptions:

Are parallel, within each genus _____
Are parallel with genus description (when one species) _____
Units are plausible _____
Hyphens are used correctly in parenthetical extremes _____
Length × width measurements are in proper form _____

13. Distribution summaries:

Are in proper sequence [Habitat, elevation; geographic range within Costa Rica.
Phenology. Total geographic range. (*Voucher*)] _____
Months are in order _____
Data are complete according to Manual database _____
Voucher is cited unambiguously _____
Voucher is represented in Costa Rican herbarium _____

14. Discussions:

Identification shortcut is included _____
Infraspecific taxa are mentioned _____

Checklist completed by: _____

Date: _____