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Taxonomic keys should be in aligned-couplet form in zoology and paleontology, and in multi-level indent form in botany. Synonomy in botany, zoology, and paleontology should be in the short form—taxon, author, year, page—with full citation in the references.

An abstract of not more than 200 words should precede the body of the text. This should be followed by an introduction, methods, results or observations, discussion, and references. In some cases a combination of these sections may be more effective.

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