

## Author's guide-lines

Editorial Board of SYDOWIA

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These guide-lines follow the layout recommended for SYDOWIA. When in doubt as for the presentation of special items such as fungal species description or listing of synonyms, please refer to papers published in SYDOWIA 41 or in the most recent issue of SYDOWIA.

Keywords: SYDOWIA, guide-lines, layout.

### General policy

SYDOWIA publishes contributions relevant to fungal taxonomy and systematics, fungal ecology, floristics, or ultrastructure. Papers may be published in Latin, German, English, French, or Spanish, although the authors are urged to publish in English whenever possible. An English abstract of no more than 200 words is mandatory for each paper. Submission of a manuscript is to the editor and implies that the results have not been published or submitted for publication elsewhere except as an abstract. When the authors are in doubt as to the suitability of their papers for SYDOWIA, the Editor of the journal should be consulted prior submission of the manuscript by sending a draft copy.

### Submission of Manuscripts

The original typescript and two complete copies, including drawings and photographs are requested (see also electronic processing below). Drawings and prints of photographs should be lettered and mounted to fit the printing block size of SYDOWIA (18.5 × 11 cm). All tables and photographs not fitting landscape of the page will be rejected.

### Responsibility

The author(s) alone bear full responsibility for the form and contents of their contributions.

### Review of the papers

A *pre-submission review*, certified by a *letter of recommendation* by one competent specialist working in an institution other than the one of the author(s) is required for all articles to be published in SYDOWIA. In addition all manuscript are subject to critical review by a second reviewer and an associate editor. In case of doubt the right to consult additional experts for a judgement upon manuscripts is reserved to the Editor. SYDOWIA will accept only manuscripts that fit the editorial regulations of the journal.

### Layout and headings

The manuscript should be set out with headings set centered and in bold face (no capitals). The title should be short but accurate: avoid generic titles such as “Notes on Ascomycetes. IV”. The text should commence with an abstract (see above); up to five keywords should be given. Usually a paper will have following headings: Material and Methods, Results, and Discussion. Do not put any heading for the introduction. Other headings, however, can be used depending on the kind of manuscript presented.

Subheadings should be used only when absolutely necessary: however, flexibility in layout is given. Footnotes should be avoided whenever possible.

## The Manuscript

Manuscripts should be concise and consistent in style, spelling, and use of abbreviations. All part of the manuscript, including legends to illustrations, should be delivered typewritten in 12 pt characters, double-spaced throughout and have to bear the following typographical instructions:

Latin names of genera and species ( <i>italic</i> ):	underlined black
author's, collector's names	
and taxon. authorities (CAPITALS):	underlined red
subheadings (s p a c e d):	underlined green
Hyphenation should be avoided throughout.	

All pages should be numbered, including abstract, references, tables and legends. In addition to page number, the name of the first author should appear in the upper right corner of each page.

## Tables, figures and legends

Tables and Figures should be arranged so as to fit the format of SYDOWIA (18.5 × 11 cm) or the width of the page (11 cm). Tables should be typed on separate pages following the text and be numbered according to the order of their location in the text whenever possible. Footnotes in tables should be indicated by signs (\*, \$, §, etc.) and not numerically or alphabetically. Distinguish between negative (0) and missing results (– or blank spaces). Legends for illustrations must be typed on separate pages. Tables and Illustrations must be referred to in the text.

## Figures

Only high-quality illustrations should be submitted. Photographs should be printed on high-quality, glossy paper. Both photographs and drawings should be lettered and mounted to fit, after reduction, the printing block size of 11 × 18.5 cm. Line drawings in India ink and an absolutely necessary minimum of photographs in black and white are reproduced free of charge; for excessive number of photographs, for photographs in colour, printings etc. the author(s) will be charged accordingly. Figures grouped into a plate should be mounted with no space between them. *The insertion of a scale bar on each illustration to indicate magnification is required.* Magnification after reduction to printing block size should represent a multiple of 50, preferably 500×, 1000×, or 2000×. All figures should be identified on the back by number, author's name and abbreviated legend.

## Citation of Herbaria

The acronyms given in *Index Herbariorum*, not preceded by "Herb.", must be used.

## Literature cited

All citations should be listed alphabetically and in the text they have to appear by author's name (in capitals) and year of publication, e.g. PETRAK (1947), (WIDLER & MÜLLER, 1984; PETRAK, 1947), (PETRAK, 1947: 12), ALEXANDER & al. (1981), PETRAK & SYDOW (1947). Full citations are listed at the end of the paper in the following form: ALEXANDER, S.A., J.M. SKELLY & R.S. WEBB (1981). Effects of *Heterobasidion annosum* on radial growth in southern pine beetle-infested loblolly pine. – *Phytopathology* 71: 479–481.

DENNIS, R.W.G. (1968). *British Ascomycetes*. 1st Ed. – J. Cramer, Lehre, 455 pp.  
MÜLLER, E. & J.A. VON ARX (1973). *Pyrenomycetes: Meliolales, Coronophorales*,

- Sphaerales. In: AINSWORTH et al. (eds.). The fungi. An advanced treatise. Vol. IV A. - Academic Press, New York, San Francisco, London: 87-132.
- PETRAK, F. (1947). Südamerikanische Mikromyzeten. - Sydowia 1: 289-308.
- WIDLER, B. & E. MÜLLER (1984). Untersuchungen über endophytische Pilze von *Arctostaphylos uva-ursi* (L.) Sprengel (Ericaceae). - Bot. Helv. 94: 307-337.

For the second and subsequent authors initials should precede the name. In the case of books publisher and place of publication must be mentioned. For the abbreviated form of titles of periodicals, refer to Biosis List of Serials with Title Abbreviations, Biosciences Information Service of Biological Abstracts, 2100 Arch Street, Philadelphia, Pa. 19102.

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Following acceptance of an article by the Journal, authors having their manuscript prepared by word processor are requested to provide the editor with a disk containing the final version of the article for direct typesetting. Computer disks that can be processed include 5.25-inch (**IBM-PC DOS**) or 3.5-inch (**Apple Macintosh**) "floppy" disks. If other operating systems are used check first with the editor for their suitability. To facilitate data conversion, the authors are requested to produce a non-hyphenated manuscript and to *supply an ASCII (Text-only) file along with the formatted file*, mentioning, however, which word processing software has been used to generate the file. The format proposed for SYDOWIA (see above, Manuscript) has to be strictly followed. Words to be set in *italic*, **bold**, or CAPTALS may be typed as such or underlined. The disk should contain the complete manuscript and should be accompanied by *two formatted* copies of the final version printed from the disk. The disk will not be sent back to the authors (make your own back-up copy!).

## Reprints

30 reprints are offered to the author free of charge. Additional reprints may be ordered at the time of acceptance (slip).

## Correspondence

All correspondence on commercial matters (orders, back-orders, changes of address, payments, etc.) should be addressed directly to the Publisher. Manuscripts, books to be reviewed and questions in editorial matters should be directed to the Editor.

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