

Author guidelines

Editorial Board of Sydowia

Editorial Board of Sydowia (1991). Author guidelines. – Sydowia 43: 299–302.

These guidelines 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 43 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 German, English, or French, 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 Executive 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 should be consulted prior submission of the manuscript by sending a draft copy.

Submission of manuscripts

The original typescript, which must be double-spaced throughout, and two complete copies (including drawings and photographs) are requested. Drawings and prints of photographs should be lettered and mounted on light cardboard to fit the printing block size of Sydowia (18.5 x 11 cm). All tables and photographs not fitting the page format will be rejected.

SUBMIT

- a) three copies (the original typescript and two photocopies) of your manuscript;
- b) three complete sets of illustrations: the original line drawings and photographic prints as well as two copies for use in the refereeing process. All illustrations must be identified on the back by the author's name and a running title of the paper;
- c) a covering letter stating the name and address of the corresponding author;
- d) two copies of unpublished papers cited in the manuscript for the benefit of the referees;

TO:

PD Dr. O. Petrini
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Responsibility

The author(s) alone bear full responsibility for the form and contents of their contributions. In the covering letter it must be clearly stated that all authors have agreed to publication of the work and that the manuscript does not infringe copyrights or property rights.

Review of the papers

All manuscripts are reviewed by two referees and an Associate Editor. In case of doubt the right to consult additional experts is reserved to the Editor. *Sydowia* will accept only manuscripts that fit the editorial regulations of the journal.

The manuscript

Manuscripts should be concise and consistent in style, spelling, and use of abbreviations. All parts of the manuscript, including legends to illustrations, should be delivered typewritten in 12 pt characters, double-spaced throughout and with the Latin names of genera and species underlined black or italicized. **Hyphenation must be avoided.**

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.

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 (max. 200 words; see example at the beginning of the guidelines); up to five keywords should be given. Usually a paper will have following headings: Material and methods, Results, and Discussion. Do not use any heading for the introduction. Other headings can be used depending on the kind of manuscript presented. Subheadings should be used only when absolutely necessary and are flush left in plain text (no bold, italics, or underline). Footnotes in the text should be avoided whenever possible.

Dates.- The currently accepted format for the citation of dates in *Sydowia* is by the use of arabic numbers (21.3.1991). Names of months with more than four letters should be abbreviated to the first three letters, eg. Jan., Oct.

Units of measurement. - Measurements should be given in metric system units. The use of a full stop and of plural forms (cm., mls) is **not** correct.

Spelling. - Both American and British spelling are accepted. The authors, however, are urged to be consistent in their use.

Quotation marks. - Single quotes (' ') should be used throughout. Double quotes (" „) are used in general within a quotation.

Botanical names. - Only names of genera or species will be italicized. Names of authorities should be abbreviated (see Review of Plant Pathology 59: 473 - 480. 1980). Names of two collaborating authors should be linked by ampersand (&). The authorities of fungal or plant names are given in the title or the abstract of the paper only if absolutely necessary (e.g. 'On *Rosellinia abscondita* Rehm *non* Tassi').

Tables and legends

Tables and figures should be arranged to fit the format of *Sydowia* (18.5 x 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 (cited in the text with 'Fig.' or 'Figs.') must be typed on separate pages. Tables and illustrations must be referred to in the text.

Figures and photographs

Only high-quality illustrations are accepted. Photographs should be printed on high-quality, glossy paper. Both photographs and drawings should be lettered and mounted on light cardboard to fit, after reduction, the printing block size of 18.5 x 11 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 or for photographs in colour 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.** All figures should be identified on the back by number, author's name and abbreviated legend.

Descriptions of taxa

Strict adherence to the International Code of Botanical Nomenclature is required. A Latin diagnosis must be provided and the new taxon must be adequately illustrated. The type specimen of a new taxon must be deposited in a national herbarium. For the presentation of the descriptions please refer to papers published in *Sydowia* 43 or in the most recent issue of *Sydowia*.

Citation of herbaria

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

References

All citations should be listed alphabetically and in the text they must appear by author's name and year of publication, e.g. Petrak (1947), (Widler & Müller, 1984; Alexander & al., 1981; Petrak, 1947), (Petrak, 1947: 12), Alexander & al. (1981), Petrak & Sydow (1947), (Petrak, 1947a; 1947b), Petrak (1947a; 1947b). Names of collaborating authors are joined by ampersand (&). 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, G.C. & 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.

Capitalization of author's names is no longer required. For the second and subsequent authors initials should precede the name. In the case of books publisher, place of publication, and number of pages 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.

Final version of the manuscript and electronic processing

Following acceptance of an article by the Journal, two complete copies of the final version (including drawings and photographs, if necessary) must be sent to the Associate Editor in charge of the reviewing process. 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 (formatted at 360 kB only) or 3.5 inch, 720 kB or 1.44 MB (**IBM-PC DOS**), as well as 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 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* must be underlined, **bold**, or CAPITALS may be typed as such. The disk should contain the complete manuscript and should be accompanied by **two formatted hardcopies of the final version** printed from the disk. The disk will not be sent back to the authors.

Galley proofs and reprints

Authors of accepted manuscripts will be sent copies of the proofs of their paper which must be checked and returned within five days. The proof stage is not the time to make extensive corrections, additions, or deletions. The costs of excessive changes will be charged to the author. The proofs will be checked for typographical errors and deviations from the manuscript by two members of the Editorial Board. In the case that the corrected proofs are not returned within three weeks after they have been sent off to the authors, only the corrections made by the Editorial Board members will be sent to the printer. The Editorial Board declines any responsibility for errors not pointed out timely by the authors.

30 reprints are offered to the author free of charge. Additional reprints may be ordered at the time of receipt of the galley proofs. The reprint order form must be sent to the Executive Editor (not the Publisher).

Correspondence

All correspondence on commercial matters (subscriptions, 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 Executive Editor.

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