

Author's guidelines

Editorial Board of Sydowia

Editorial Board of Sydowia (1997). Author's guidelines. – Sydowia 49(2): 193–198.

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 49 (2) 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. The official journal language is English. An 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 of the journal should be consulted before 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 cm tall × 11 cm wide). All tables and photographs not fitting the page format will be rejected.

SUBMIT

- a) three copies (the original typescript and two Xeroxes) 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;

- copies of photographs must be of the same quality as the originals, for the benefit of the referees;
- c) a covering letter stating the name and address of the corresponding author and stating clearly that the manuscript has not been submitted at the same time to any other journal;
 - d) two copies of unpublished papers cited in the manuscript for the benefit of the referees;

TO:

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Switzerland

Responsibility

The author(s) alone bear full responsibility for the form and contents of their contributions. Submission of a manuscript for publication implies that all authors have agreed to publication of the work. The authors must ensure that the manuscript does not infringe copyrights or property rights. The editors of *Sydowia* will not bear any responsibility in issues of copyright infringement.

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 italicised. Hyphenation must be avoided throughout. With word processing systems, no special formatting other than bold face, underline, or italic may be used.

All pages should be numbered, including abstract, references, tables and legends. In addition to the 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 first order headings set centred 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 must 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, however, can be used depending on the kind of manuscript presented. Subheadings (second and higher order headings) 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). When a different format is used, names of months with more than four letters should be abbreviated to the first three letters, e.g., Jan., Oct. Avoid the use of roman numbers for the citation of months throughout.

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 italicised. 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 cm tall × 11 cm wide) or the width of the page (11 cm). Tables (cited in the text with 'Tab.') should be typed on separate pages following the text and numbered according to the order of their location in the text. 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 18.5×11 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* 49(2) 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 *Heterobasidium an-nosum* 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, Sphaeriales*. – 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.

Capitalisation of author's names should be avoided. 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

Upon acceptance of an article by the Journal, one complete copy 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 a word processor are requested to provide the Editor with a disk containing the final version of the article for direct typesetting. The files should be copied onto 3.5 inch computer disks (720 KB or 1.44 MB, **IBM-PC DOS**; 800 KB or 1.44 MB, **Apple Macintosh**) "floppy" disks. If other operating systems or disks 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 if the *italic* option is not available; **bold** may be typed as such. Avoid any other special type of text formatting. The disk should contain the complete manuscript and should be accompanied by ***one formatted hardcopy of the final version*** printed from the disk. The disk will not be sent back to the authors. Submission of the electronic file by e-mail (as encoded text) is also possible. Please contact the Executive Editor for details.

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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 cannot be held responsible 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

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