

Mycobiota

Instructions to Authors

Submission

Submission to this journal is only through e-mail. All manuscripts should be submitted to the Editor-in-Chief (e-mail: cmdenchev@yahoo.co.uk).

Editorial Policy

Manuscripts, submitted for consideration by *MYCOBIOTA*, will be checked for styles, language, and presentation of methods, results, and discussion/analyses.

Scientists who use English as a foreign language are urged to have their manuscript read by a native English-speaker. Either British or American spelling may be used as long as usage is consistent throughout.

The submitted papers must be original and of high scientific standards, as applied methods and presented results and discussion or analyses.

Submission of a manuscript for consideration by *MYCOBIOTA* indicates (i) that the authors have neither previously published (except in the form of an abstract) nor are simultaneously submitting substantially the same material in another research journal or book; (ii) that in case of multiple authorship, it is read and approved by all authors; and (iii) that, if accepted, it will not be published elsewhere including electronically in the same form, in English or in any other language, without the written consent of the copyright-holder. Manuscripts which are substandard in these requirements will be not considered.

Peer-review Process

When a manuscript is submitted to the Editor-in-Chief, it is given a manuscript number (always refer to this number in communications with the Editor). Papers which conform to the journal scope and styles will be reviewed.

***MYCOBIOTA* is a peer-reviewed journal.**

- Articles submitted by authors are evaluated by at least two peer experts in the field, selected by the editors.
- The reviewers recommend whether the submitted article should be published, revised, or rejected.
- The authors do not know who is reviewing their work.

The reviewers' identities are not released to authors or to other reviewers. The reviewers should remain anonymous throughout the review process and beyond. They should not identify themselves to authors without the editor's knowledge. If, however, the reviewer has revealed his or her identity to the author, the authors have to inform the editor, as soon as

possible. Conversely, the Editorial Board does not accept attempts by authors to reveal the reviewers and/or to confront them.

Based on the reviewers' recommendations, the editors make a decision from among several possibilities:

- publication as it stands;
- publication with minor corrections;
- publication with major amendments;
- rejection.

After this process, the corresponding author will be informed about acceptance of the manuscript. If the manuscript is acceptable, the corresponding author possibly will be asked to answer some questions of the referees. The revised manuscript, figures, and/or tables, returned to the corresponding author if modifications are necessary, should be revised and sent back to the Editor-in-Chief **within two months**; otherwise, the manuscript will be considered to have been withdrawn.

The Editors reserve the right to edit manuscripts for clarity of expression and to conform to the journal style.

Proofs, PDF-file, Reprints, Publication

The corresponding author will receive **proofs** once. Please read the proofs and send them back **within 10 days** after receipt. Changes in proofs, other than typographical errors, will be at the author's cost.

On the publication date, the corresponding author will receive a **free of charge PDF-file (for personal use only)**.

Reprints can be ordered when the corrected proof is returned; they will be billed at cost.

Articles will be published in the approximate order of their acceptance. The **accepted date** will be the day when the Editor-in-Chief has judged it to be publishable after the completion of the reviewing process.

MYCOBIOTA is committed to rapid editorial decisions and publication.

Copyright

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The PDFs of the authors, who has paid a fee for an open access publishing option, will be post on the Journal website to be available for free download to all internet users immediately after publication. They may be freely viewed, downloaded, and/or printed for the purposes of research or teaching.

Authors are NOT PERMITTED to post their submitted work online (e.g., in institutional repositories or on personal websites) prior to or during the submission process, as it may lead to nomenclatural problems arising.

Small text quotations borrowed from another paper are placed in quotes and cited.

If there is material owned by a third party, it is extremely important that the authors identify the copyright holder and secure permission to use each piece of the third party content in their papers that they, themselves, did not create. The third-party material is non-textual in nature (e.g., figures, tables, graphs, photographs, simulations, clips). The corresponding author must deliver to the Publisher, MYCOBIOTA, documentation of the permission he receives. Please do not assume that, since the third party material is found on the Internet, it is freely available to be used.

Manuscript Preparation

1. Manuscripts for MONOGRAPHS and FULL LENGTH ARTICLES should include the following items in this order:
 - Title of the paper;
 - Name(s) of the author(s);
 - Address(es) of the author(s) (when more than one, indicate authors' addresses with superscript numbers);
 - Corresponding author's name, address, e-mail address;
 - Abstract not exceeding 250 words;
 - Key words;
 - Main text;
 - References;
 - Figures;
 - Figure legends;
 - Table(s), including title(s);
 - Notes to the Editor-in-Chief.
2. Manuscripts for NOTES and BRIEF ARTICLES should include items for full length articles, but primary headings such as 'Introduction', 'Results', 'Discussion', etc. should be omitted, and the abstract should not exceed 150 words.
3. Submit your manuscript, incl. tables and figures, as **electronic files** and sent them as attachment files through e-mail. The electronic file of the text should be created with **Microsoft Word**.
4. All parts of the manuscript should be prepared using **1.5 lines line spacing** (30 lines per page) with **margins of 2.5 cm**. All text must be in **Times New Roman** or **Arial 12p size fonts** and left aligned (not justified) so that the right margin is uneven. Primary headings

should be flush left. Number all pages in the top right margin. Line numbers should be inserted.

5. **Title.** – The title should be as short and informative as possible. Write the title in **bold**, and capitalize only the first word and the proper nouns. Use *italics* for all names of fungi, plants, and animals. Omit names of authors of taxa except when necessary to avoid uncertainty. Only the affiliation to families or orders should be mentioned in the title. When the article is part of a series, a number should be added to the title, and reference to the series or to a previous article should be made.
6. **Abstract.** – The abstract should be written as a single paragraph starting with the word ‘**Abstract.**’ (in bold). Do not use any abbreviations, and do not include authorities for taxa (unless they are necessary to distinguish homonyms). All new taxa, new combinations and new synonyms must be recorded in the abstract.
7. **Key words.** – List in alphabetical order no more than 8 words or phrases. Identify by the phrase ‘**Key words:**’ (note: in bold) beginning at the left margin.
8. **Main text.** – The material must generally be divided into the following sections, although exceptions and additions might be necessary as some papers are not best presented in this form: **Introduction, Materials and methods, Results, Discussion** (or **Results and discussion**), **Acknowledgements**. Other headings, such as **Taxonomy, Taxonomic treatment, Enumeration of the species**, etc., as well as secondary headings may be used if necessary for clarity of text organization. Write all main headings **in bold**. The secondary headings must be *in italic*. Vernacular names, e.g., a basidiomycete, several ascomycetes, the agarics, both gasteromycetes, etc., should not start with a capital letter. All tables and illustrations must be referred to in the text in the order presented.
9. **Materials and methods.** – All methods and materials should be described in detail, or references to published materials and/or methods should be provided. Modifications of published methods should be described. Add the list of used non-standard abbreviations in an alphabetical manner.
10. **Acknowledgements.** – They should be brief and should precede the references. The source of any financial support received for the work being published must be included in this section.
11. **References.**
 - All references in the text, except the cases mentioned below, must also be listed under ‘References’ and vice versa.
 - Only published papers or those being accepted for publication should be included. Accepted but not yet published ones are listed with the mention ‘In press’ after the author(s) name(s), when the year is not yet known, or after the journal title, when the date is known. Manuscripts which were submitted but not yet accepted have to be mentioned only in the text with the addition of ‘(subm.)’ or ‘(unpubl.)’. Personal information provided by anybody should be avoided except in some critical cases where this information may be cited **only in the text** as ‘A.B. Johnson (pers. comm.)’ or ‘(A.B. Johnson, pers. comm.)’ regardless whether provided orally or in a letter. Citation of abstracts of meetings should be avoided except only in critical cases and only if they are published in an abstract book with Publisher and City indicated. This kind of information

may be cited in the text as ‘Johnson (2011, abstr.)’ or ‘(Johnson 2011, abstr.)’, and added to the reference list.

- References in the text should be cited **in chronological** not in alphabetical order (e.g., AuthorD 1999; AuthorB 2006, 2010; AuthorA & AuthorB 2007; AuthorC et al. 2009). Single author: Johnson (2009) or (Johnson 2009), two authors: Johnson & Ricker (2010) or (Johnson & Ricker 2010), more than two authors: Johnson et al. (2008) or (Johnson et al. 2008). Several references by the same author/s published in the same year: Johnson (2010a, b) or (Johnson 2010a, b).
- Where it is desirable to refer to a particular page, a colon is used: Johnson (2011: 44) or (Johnson 2011: 44).
- The titles of the periodicals **must not be abbreviated**, provide the full titles.
- Titles of papers in languages other than English, French, German, Spanish, and Italian should be translated into English and surrounded by square brackets [...]. In addition, the original language should be indicated at the end of the reference, such as (In Chinese).
- Place DOI numbers at the end of every cited reference already listed in CrossRef. Not all references have numbers.
- Examples of citations used in *MYCOBIOTA* are given below. The references included in the list should match in all respects the examples below.

References

(i) Articles in journals and monograph series:

Author, A. 2011. Title of article. – Journal 16: 112–121.

Author, A. & Author, L. 2010. Title of article. – Journal 15: 222–234.

Author, A. & Author, M. 2009. [Title of article]. – Journal 14: 155–168. (In Russian)

Author, A., Author, D. & Author, E. 2010. Title of article. – Journal 15: 14–16.

Author, A., Author, C. & Author, D. 2011. Title of article. – Journal 16: 16–18.

Author, A., Author, B. & Author, C. 2012a. Title of article. – Journal 17: 10–24.

Author, A., Author, B. & Author, C. 2012b. Title of article. – Journal 17: 104–116.

Author, D.E. 1959. Title of a monograph. – Beiträge zur Kryptogamenflora der Schweiz 12: 1–1407.

Author, F. 1897. Title of article. – Journal 21(3): 33–44 + Pls II–IV.

Author, G. 2013. Title of article. – Journal 18. In press.

Author, H. In press. Title of article. – Mycobiota.

(ii) Article in a journal with a DOI (Digital Object Identifier) reference:

Author, A., Author, Z. & Author, C. 2012. Title of article. – Journal 24: 44–52. doi: 10.xxxx/.....

(iii) Article online, with a DOI reference:

Author, A. & Author, C. 2012. Title of article. – Journal 17: e24. doi: 10.xxxx/.....

(iv) Books – full citations:

Author, A.A. & Author, B. 2011. Title of book. Publisher, City.

Author, B.D. 2010. Title of book. Vol. 1. Publisher, City.

Author, D. 2011. Title of book. 2nd edn. Publisher, City.

Editor, B.F. & Editor, A. (eds) 1991–2002. Title of book. Vols 1–5. Publisher, City.

(v) Books – part citations:

Author, A.A. & Author, B.E. 2011. Title of book, pp. 311–422. Publisher, City.

Editor, B.D. (ed.) 2010. Title of book. Vol. 2. Pp. 101–132. Publisher, City.

(vi) Books – chapters:

Author, A. & Author, D. 2012. Title of chapter. – In: A. Editor & B. Editor (eds). Title of book. Vol. 2. Pp. 22–44. Publisher, City.

Author, D. & Author, A. 2011. Title of chapter. – In: B. Editor & A. Editor (eds). Title of book. 2nd edn. Pp. 444–555. Publisher, City.

Author, E.G. 2011. Title of chapter. – In: L.M. Editor (ed.). Title of book, pp. 122–188. Publisher, City.

(vii) Proceedings of an international congress or symposium:

Author, A. & Author, B. 2011. Title of article. – In: A.B. Editor (ed.). Title of congress or symposium, city/town, date. Pp. 45–50. Publisher, City.

Author, B. 2010. [Title of article]. – In: A.B. Editor (ed.). [Title of congress or symposium], city/town, date. Pp. 55–64. Publisher, City. (In Chinese)

or

Author, B. 2010. [Title of article]. – In: A.B. Editor (ed.). Title of congress or symposium, city/town, date. Pp. 55–64. Publisher, City. (In Chinese)

(viii) Abstracts of an international congress or symposium (as exception, see the remark in Art. 11):

Author, A.D. & Author, B. 2011. Title of abstract. – In: A.B. Editor & F.G. Editor (eds). Title of Abstracts of congress or symposium, city/town, date. P. 44. Publisher, City.

(ix) Thesis:

Author, A. 2011. Title of thesis. PhD thesis. University/Institute, City.

12. **Tables.** – Tables should be prepared in a separate file and numbered with Arabic numerals (e.g. **Table 1.** ...) in the order in which they are cited in the text as '(Table 1)'. They must have brief, concise titles and legends that will make the general meaning of the table comprehensible. The titles should be placed at the top of the tables. Explanatory footnotes may be placed below the table, written with **superscript lowercase letters** (not Arabic numerals). **Omit vertical separation lines.** The maximum size of a full page table is **13.5 × 19.5 cm**. All abbreviations must be explained in the legends. Distinguish between a nil result (0 or –, in contrast to +) and missing result (NA or blank space) (NA = not available).

13. **Illustrations.**

- Prepare as many figures as necessary for the best demonstration of the results or descriptions.
- Figures are acceptable in one of the following **formats: psd** [Photoshop + layers] 300 dpi, **tiff** 300 dpi, **jpeg** 300 dpi, maximum quality; for drawings 600–1200 dpi.
- Designate all illustrations (photographs, graphs, diagrams, line drawings) as figures (abbreviations: Fig., Figs) and numbered with Arabic numerals. Cite in the text as 'Fig. 1', 'Figs 2, 3' or 'Figs 1–3'. A plate of drawings or photographs may be treated as one figure (separate parts of this figure may be identified by **lower case letters** for each

element which must be cited in the text as ‘Fig. 1a’) or as several figures with each figure numbered consecutively.

- All figures should have a legend. The legends of all figures in the article should be written consecutively **on a separate page**, at the end of the manuscript.
- Figures must be submitted as electronic files. Submit all figures in their final size. The maximum size of a full page figure is **13.5 × 19.5 cm**, including space for the legend (in filling a page to the full depth, space should be left for the legend).
- Actual sizes in line drawings should be indicated by bars drawn on the figures. Photographs should include a scale line. For all figures the bar scale is given in the legend, not on the figure. Do not write magnifications such as ×4, or ×1250, in the figure caption. The Publisher reserves the right to reduce or enlarge some figures.
- Any signs and letters in the illustration must be large enough to be read without any problems. Hand-written signs and letters are not accepted.
- Figures for reproduction in colour are acceptable.

14. **Scientific names.**

- The names of all taxa must be written in *italics*.
- Authority names of all fungal taxa must be cited when used the first time. Abbreviations of the authority names should follow Kirk & Ansell (1992) or <http://www.indexfungorum.org/Names/AuthorsOfFungalNames.asp>. A generic name followed by a specific epithet should be written in full at first mention; subsequently it may be abbreviated to its capitalised initial letter, provided that no ambiguity results.
- In the lists of synonyms, abbreviations of the names of journals should follow *Botanico-Periodicum-Huntianum* or http://kiki.huh.harvard.edu/databases/publication_index.html.
- When citing author names of plants, they should be properly abbreviated according to The International Plant Names Index (<http://www.ipni.org/ipni/authorsearchpage.do>).

15. **Symbols, abbreviations, values, measurements.**

- Insert diacritical marks and symbols (e.g., ä, á, µ, ×, ≡, ≥) via the ‘symbols’ menu.
- Use regular font for abbreviations derived from the Latin or Greek (for example: ca, et al., i.e., e.g., op. cit., s. str.).
- In general, the measurements should be given in units recommended by the International Unit System (SI) metric system, except for ‘liter’ (and its abbreviation) and ‘ml’. When non-SI units are used, they must be adequately explained to avoid ambiguity. Italicize only absorbency (*A*) and gravitational acceleration (*g*). The plural forms of abbreviated units should not be formed by adding ‘-s’. Use always a space to separate figures given from the units measured (e.g. ‘5 µm’ not ‘5µm’, ‘24 °C’, not ‘24°C’), except some abbreviations for numbers, i.e. ‘K’ and ‘M’ (e.g., 2K = 2000).
- The most important unit abbreviations are the following:
 - length – nm, µm, mm, cm, m
 - mass – pg, ng, µg, mg, g, kg
 - amount of substance – nmol, µmol, mmol, mol
 - molar concentration – µM, mM, M
 - area – mm², cm², m²
 - volume – µl, ml, l, cm³, m³
 - time – s, min, h (the time of day should be given in terms of the 24 h clock (e.g. 14.00 h not 2.0 p.m.))
 - temperature – °C, K
 - light – J, lx, lm, W
 - molecular weight – Da, kDa

- Other commonly used abbreviations and contractions which may be used in manuscripts without definition are the following:
 - about – ca (*circa*)
 - altitude, elevation above sea level – alt.
 - approximately – approx.
 - at the place cited – l.c. (*loco citato*)
 - average – av.
 - boiling point – b.p.
 - calculated – calc.
 - coefficient – coeff.
 - combination, new – *comb. nov.* (*combinatio nova*)
 - compare – cf. (*confer*)
 - concentrated – conc.
 - concentracion – concn.
 - constant – const.
 - Correlation coefficient – *r*
 - cultivar(s) – cv. (cvs)
 - cultivated – cult. (*cultis*)
 - degrees of freedom – D.F.
 - deoxyribonucleic acid – DNA
 - diameter – diam
 - district – distr.
 - dry weight – DW
 - edition – edn
 - editor(s) – ed. (eds)
 - *et alia* – et al.
 - Figure(s) – Fig. (Figs)
 - for example – e.g. (*exempli gratia*)
 - forma (as taxonomic category) – f.
 - fresh weight – FW
 - (of) gardens – hort. (*hortorum*)
 - genus, new – *gen. nov.*
 - Greenwich Mean Time – GMT
 - herbarium – herb.
 - height – ht
 - hydrogen ion, minus log concentration – pH (plural pH values)
 - in a broad sense – s. lat. (*sensu lato*)
 - in correspondence – in litt. (*in litteris*)
 - in a narrow sense – s. str. (*sensu stricto*)
 - in the work cited – op. cit. (*opere citato*)
 - Internal transcribed spacer – ITS
 - light microscope – LM
 - log to base 10 – log
 - log to base e (natural log) – ln
 - maximum – max.
 - maximum velocity – V_{\max}
 - messenger ribonucleic acid – mRNA
 - Michaelis constant – K_m
 - million – M
 - million years – Myr

- minimum – min.
- minute – min
- molecular weight – mol. wt
- name, new – *nom. nov.*
- nicotinamide adenosine dinucleotide – NAD
- not seen – n.v. (*non visus*)
- number – no. (*numero*)
- observed – obs.
- page, pages – p., pp.
- per cent – %
- preparation – prep.
- radius – r
- ribonucleic acid – RNA
- ribosomal ribonucleic acid – rRNA
- scanning electron microscopy – SEM
- special form – f. sp.
- species – sp., spp. (plural)
- species, new – *sp. nov.*
- standard deviation – SD
- standard error of mean – SEM
- subspecies – subsp., subsp. (plural)
- that is – i.e. (*id est*)
- thousand – K
- temperature – temp.
- transmission electron microscopy – TEM
- variety – var.
- volume(s) – vol. (vols)
- weight – wt
- Enzyme nomenclature has to refer to international standards.

16. **Dates.** – Names of months are given in full in the main text in the form: 1 January 2010. The names of months in dates included either in lists of specimens examined or in Tables should be abbreviated to the first three letters (e.g., Jan, Feb, Mar, Jun).

17. **Numbers and measurements.**

- For decimal values a point and not a comma is used, e.g. ‘3.5’ not ‘3,5’.
- Numbers of up to four digits should be spelt like 758 or 4579, but those of five or more like 57 894 or 256 000. Never use commas within numbers.
- Measurements of structures should be recorded as length by width (or diameter). Authors are encouraged to give the measurement in this form: ‘(8–)12–18(–23) × 6–8(–10) μm (n = 50)’ where the figures within parentheses are the extreme ranges, and n = 50 is the number of measured objects. Indicate mean values, standard deviation, etc. separately.
- Decimal values for percentages in the case of large structure are mostly valueless and should be rounded up or down to the appropriate, significant figures: 56.84 % to 56.8 %.

18. **Keys.** – Dichotomous keys are preferred. Complex of features should be segregated by a semicolon, e.g. characteristics of ascomata; of ascospores; of hyphae; etc.

19. **Description of new taxa.**

- Before describing a new taxon **consult the *International Code of Nomenclature for algae, fungi, and plants* (Melbourne Code)**.
- Publication of all new fungal names (incl. names of organisms treated as fungi) requires the citation of a unique identifier issued by a recognized repository (e.g. MycoBank, <http://www.mycobank.org/>).
- The type specimens of new taxa must be deposited in public herbaria where they are permanently preserved and accessible to other researchers. The herbaria must be cited by their official acronyms, as given in *Index Herbariorum* (<http://sweetgum.nybg.org/ih/>).
- The symbol ≡ should be used to indicate a homotypic (also called a nomenclatural) synonym, which is a synonym based on the same type. The symbol = should be used to indicate a heterotypic (also called a taxonomic) synonym, which is a synonym based on a different type.
- For publication of a new combination, the basionym must be cited with a clear and direct reference to its place of valid publication (journal title and volume or book title, page where protologue begins, and date).
≡ *Genus epithet* Author, Journal 24: 121, 2004 (basionym).
- All new taxa, new combinations, and new synonyms must be recorded in the abstract.

20. **Citing collections.** – Lists of studied collections must be arranged geographically or alphabetically with respect to countries. Where available, map coordinates, elevation, and collection number should be included. Standard recommended abbreviations for herbaria must be used. The following are examples of a complete citation:

Specimen examined — On **Substratum**: **COUNTRY**, STATE/PROVINCE, city/town, locality, map coordinates, elevation, date (e.g., 23 Jul 2011), collector, collector number (herbarium acronym and specimen number).

or

Specimen examined: **COUNTRY**, STATE/PROVINCE: city/town, locality, map coordinates, elevation, **Substratum**, date (e.g., 23 Jul 2011), collector, collector number (herbarium acronym and specimen number).

21. **Molecular sequence data.** – Molecular sequence data must be deposited in a molecular sequence repository (EMBL, <http://www.ebi.ac.uk>; GenBank, <http://www.ncbi.nlm.nih.gov/Genbank/>, etc.) and the accession numbers must be cited in the paper. Authors are also expected to deposit sequence alignments in TreeBASE (<http://www.treebase.org/>) or other public databases.

22. **Punctuation.**

- Use regular font for abbreviations derived from the Latin or Greek (for example: ca, et al., i.e., e.g., op. cit., s. str.).
- Do not end any heading with a full stop.
- A punctuation mark (e.g., comma, full stop) takes the same face as the word immediately before it (exceptions are the cases of parentheses, square brackets, quotation marks, em-dashes), i.e., if a word before a comma, colon, or full stop is in italic, the respective punctuation mark must be also in italic.
- With the exception of the sanctioning colon (e.g., Fr. : Fr.), no space stands between a ‘single’ punctuation mark and the preceding text.

- No space stands between a paired mark (e.g., parentheses) and the enclosed text.
 - The hyphen, en-dash, and em-dash have different uses. Do not hyphenate long words in text files to break at line end, as the hyphen may appear in midline after pdf conversion. Hyphens are used to join words (e.g., ‘yellow-green’) but never between adjectives (not ‘yellowish-green’). They are not used where a prefix is involved (e.g. ‘coevolution’ not ‘co-evolution’). The longer en-dash (–) is used (with spaces) for ‘minus’ in mathematical notations and (without spaces) in range expressions. The longest em-dash (—) replaces colons in lists or is used for emphatic terms or phrases that would be — otherwise — enclosed in parentheses or brackets or separated by commas.
 - Single quotes (‘...’) should be used throughout for quotations or to indicate colloquialism or doubt; double quotes (“...”) should only be used for a quotation within a quotation.
 - Brackets should be used in the following order: {level 3 [level 2 (level 1)]}.
23. **Hyperlinks.** – Text files containing active hyperlinks are unacceptable and will be returned to the authors for repair.

When in doubt about manuscript editing matters, the authors are urged to consult the Editor-in-Chief or the latest issue of the journal.