

# **Author's guidelines**

## **General policy**

Sydowia publishes contributions (reports of original research and reviews) relevant to fungal taxonomy, systematics, evolution, structure, development, ecology, pathology (plants, animals, humans), and biotechnological applications. The official journal language is English. An abstract of no more than 200 words is mandatory for each paper. Submission of a manuscript to the Executive Editor 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.

From 2012 onwards the articles are also available online. Authors can choose open access making freely available their articles by paying an open access publication fee (see below under page charges).

## **Manuscript preparation**

A proper and quick processing of your manuscript requires a clean manuscript regarding both its scientific content and its formal presentation. Detailed information on the layout/style conventions recommended for Sydowia is given in the attached file 'Sydowia\_Manuscript\_Template.DOC'. When in doubt as for the presentation of special items, please refer to papers recently published in Sydowia.

## **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.

## **Submission of manuscripts**

Please submit your manuscript electronically as e-mail attachments, or, if the files are too large, on an IBM PC-DOS compatible disk/CD by mail. Submission of hard copies will only be accepted in exceptional cases, when authors have no appropriate electronic facilities. In the latter case, contact the editor before submission (irmgard.greilhuber@univie.ac.at or see address below).

Manuscripts, which are not prepared according to our editorial requirements (see SYDOWIA\_Manuscript\_Template.doc) or containing tables and/or figures/plates not fitting the page format (18.5 cm x 12 cm) will be rejected.

## **Electronic submission guidelines**

### **First submission:**

The following files are required:

1. Name\_letter.pdf (covering letter)
2. Name\_manuscript.pdf (full manuscript; not larger than 1.5 MB)
3. Name\_text.doc (or Name\_text.rtf) (text without illustrations)

NOTES: Each file name starts with the name of the corresponding author.

1. A covering letter must be submitted as part of the online submission process, stating on behalf of all authors that the work has not been published and is not being considered for publication elsewhere. Please, **suggest potential reviewers** (full names and e-mail addresses) who have not seen the manuscript before submission; do not include the covering letter in the body of the manuscript.

2. A PDF file containing the full, properly structured/formatted manuscript (text **including tables and figures/plates**, each starting on a separate page). (See SYDOWIA\_Manuscript\_Template.doc).
3. A MS-Word file with the extension 'DOC' or 'RTF' with the **text (including MS Word tables)** of your manuscript only. This allows electronic remarks and/or corrections by reviewers and editors.

Send all files as e-mail attachments to:

irmgard.greilhuber@univie.ac.at

If the files are too large, send a PC-DOS compatible CD to:

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### **Submission of revised manuscripts:**

After a careful revision of your paper, you are required to resubmit the following, separate files:

1. Name\_letter.pdf (with your comments on the revision)
2. Name\_revised\_text.doc (or \*.rtf) (text without illustrations)
3. Name\_figure1.tif (each figure as separate TIF-File)  
Name\_figure2.tif

NOTES: In order to avoid unnecessary delays, authors should verify the completeness and correct display of text and figures on their PC prior to submission. The collective size of all files may not exceed 10 MB.

**Figures/plates:** Line drawings in black and white must have a resolution of **1200 dpi (TIF-format)**; colour and/or grey-scale figures/plates must have a resolution of **300 dpi (TIF-format)**.

### **Page charges – Reprints**

No charge is made by Sydowia for publication, except for open access publishing and/or colour plates. But authors will be asked to pay for an excessive number of figures, or for excessive alterations to agreed scripts at the proof stage. Open access publication fee is Euro 20,- per page published (authors of long manuscripts may eventually ask for reduction). Colour pages (4-colored) cost Euro 735 (+ 10 % VAT) per single page, and Euro 1085 (+ 10 % VAT) per double page. A PDF of the printed article is provided to the authors free of charge. Hardcopy reprints can be ordered at the time of receipt of the galley proofs.

If you have additional questions regarding printing and price of coloured illustrations, please contact the publisher directly ([huebl.elisabeth@berger.at](mailto:huebl.elisabeth@berger.at)) (<http://www.berger.at/index.php?id=20&L=1>).

### **The manuscript – General requirements**

Manuscripts should be concise and consistent in style, spelling, and use of abbreviations. Generally, the main text in the manuscript, including legends to illustrations, should be written in Times New Roman, 12 pt, double-spaced throughout. Latin names of genera and species must be italicised. Hyphenation must be avoided throughout (switch off automatic hyphenation). No special formatting other than bold face or italic should be used.

All pages should be numbered in the upper right corner of each page, including tables and legends. In addition to the page number, state the name of the first author on each page. For the benefit of reviewers, manuscripts should also include line numbers: restart line numbering on every page. (Use the line numbering option in MS Word).

## Layout and headings

In '**Sydowia\_Manuscript\_Template. DOC**' the required layout is demonstrated. The title should be short but accurate: avoid generic titles such as "Notes on *Cortinarius* IV". The text should commence with an abstract (max. 200 words) followed by up to five keywords (do not repeat words from the title). Do not use any heading for the introduction. Usually a paper will have following headings: 'Materials and Methods', 'Results', 'Discussion', 'Acknowledgments', and 'References'. Other headings, however, can be used depending on the kind of manuscript presented (e.g. 'Taxonomy' instead of 'Results'). Subheadings (second and higher order headings) are flush left in plain text (no bold, italics, or underline). Foot-notes in the text should be avoided whenever possible.

**D a t e s** – The currently accepted format for the citation of dates in *Sydowia* is (examples): 1 Jan 2005, 9 May 2005 (no period after number of day, first three letters of month, year).

**U n i t s** – Measurement results should be given in metric system units according to the SI unit rules and style conventions:

(<http://physics.nist.gov/cuu/Units/checklist.html>)

**S p e l l i n g** – Both American and British spelling are accepted. The authors, however, are urged to be consistent in their use.

**Q u o t a t i o n m a r k s** – Double quotes (" ") are used in general for quotations (e.g. the authors reported that "Pigmentation of apothecia varies with environmental parameters."). Single quotes ( ' ') should be used to signify (technical) terms or character strings (e.g. "...the term 'medulla' is used ...") when it improves the understanding of the text.

**S c i e n t i f i c n a m e s** – Only names of genera or species will be italicised. Names of authorities should be abbreviated:

see <http://www.indexfungorum.org/Names/AuthorsOfFungalNames.asp>

Names of two collaborating authors should be linked by ampersand (&). The authorities of scientific names are given in the title or the abstract of the paper only if absolutely necessary (e.g. "On *Rosellinia abscondita* Rehm *non* Tassi"). But authors of scientific names must be given the first time a name appears in the main text.

## Tables and legends

Prepare tables with the table format feature of your word processor and ensure that each data entry is in its own cell; **do not use tabs, spaces, or graphics boxes**. Tables and figures should be arranged to fit the format of Sydowia (18.5 cm x 12 cm) or the width of the page (12 cm). Tables (cited in the text with 'Tab.' or 'Tabs.')

should be typed on separate pages following the text and numbered according to their appearance in the text. Footnotes in tables should be indicated by letters or asterisks. Distinguish between the value zero (0.00) and missing results (n. d. = no data). 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 (scanned with **300 dpi**) and black and white drawings (**1200 dpi**) should be prepared with good contrast. Whenever possible, compose a plate of figures with no space between them, and number the figures consecutively in Arabic numbers. Single figures or plates must fit the printing block size of **18.5 x 12 cm**. The insertion of a **scale bar** on each illustration to indicate magnification is required. Please use the same magnification as far as possible. Put each plate or single figure on a separate page (without legend).

## Descriptions of taxa

Strict adherence to the International Code of Botanical Nomenclature is required. A Latin diagnosis must be provided. The new taxon must be adequately illustrated and clearly delimited from similar taxa. The type specimen of a new taxon must be deposited in a public mycological collection (herbarium). DNA sequences must be deposited in **GenBank** or EMBL, and **accession numbers** must be provided.

After the acceptance of a paper with new scientific names, authors must register the names in MycoBank and obtain **MycoBank numbers** for each new name (see <http://www.MycoBank.org>). These are to be given immediately below the new name (see 'Template.doc'), and the actual numbers can be added in proof if not

already secured. **Registration in MycoBank is a condition of publication of all new scientific names in SYDOWIA from 1 June 2008:**

<http://www.mycobank.org/DefaultPage.aspx>

For the presentation of the descriptions, please refer to recent issues of *Sydowia*.

### **Citation of herbaria**

The acronyms given in *Index Herbariorum*, not preceded by 'Herb.', must be used. (<http://sciweb.nybg.org/science2/IndexHerbariorum.asp>)

### **References**

All citations should be listed alphabetically in the 'References'. In the text, authors should be cited chronologically (Name 1948, Name & Name 1966, Name *et al.* 2005). Capitalisation of author's names should be avoided. Full citations are listed at the end of the paper (see 'Template.doc').

If references are quoted as 'In press', the relevant manuscript(s) should also be attached.

### **Galley proofs and reprints**

Galley proofs will be sent as PDF files to the corresponding author by email. **They must be checked and returned within five working days.** Faxing only the relevant pages of corrected proofs will help to accelerate the process. The proof stage is not the time to make extensive corrections, additions, or deletions. The costs of excessive changes will be charged to the authors. The proofs will be checked for typographical errors and deviations from the manuscript by two members of the Editorial Board. If the proofs with your corrections are not returned in time, 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.

A PDF of the printed article is provided to the authors free of charge.. Printed reprints may be ordered at the time of receipt of the galley proofs. The reprint order form must be returned to the Executive Editor (not to 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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