

Sydowia General Author 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. *Sydowia* publishes the *Fungal Systematics and Evolution* (FUSE) series, which addresses the “fusion” between phenotypic data and molecular genetic data. Contributions are wide in scope—including new species, interesting observations of previously known species, newly introduced sexual–asexual connections and taxonomic consequences following the One Fungus = One Name (1F1N) principle, epitypification of previously described species, and the use of phylogenetic data to resolve the placement of known taxa. Authors who wish to contribute to the next part in this series have to follow the specific FUSE Author Instructions ([PDF-Link](#) [WORD-Link](#)), which are an addition to *Sydowia*’s General Author Guidelines. Submissions for FUSE should be e-mailed to Danny Haelewaters (danny.haelewaters@gmail.com).

For all other manuscripts, an abstract of no more than 200 words is mandatory. Submission of a manuscript to the Editor implies that the results have not been published or submitted for publication elsewhere, except as an abstract. When the authors are in doubt about the suitability of their manuscript for *Sydowia*, they should consult with Editor before submitting the manuscript.

Since 2012, *Sydowia* provides authors the option to publish open access. Authors can choose open access making freely available, by paying an open access publication fee of EUR 25.00/page. *Note*: all articles in the FUSE series are published open access. Funding to cover OA costs for FUSE papers should be sought for but is not mandatory.

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 found here in the template document, ‘*Sydowia_Manuscript_Template_2020.doc*’ ([PDF-Link](#) [WORD-Link](#)). When in doubt regarding the presentation of specific 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. The authors must ensure that the manuscript does not infringe copyrights or property rights. The Editor of *Sydowia* will not bear any responsibility in issues of copyright infringement.

Review of manuscripts

All manuscripts are reviewed by two reviewers and a member of the Editorial Board. In case of doubt, the right to consult additional experts is reserved to the Editor. *Sydowia* will only accept manuscripts that are in accord with the General Author Guidelines.

Submission of manuscripts

Please submit your manuscript electronically as e-mail attachments, or using an online file-sender service if the files are too large, to the Editor, Irmgard Greilhuber (irmgard.greilhuber@univie.ac.at). Manuscripts that are not prepared according to our editorial requirements (see template document, 'Sydowia_Manuscript_Template_2020.doc') or containing tables and/or figures or plates not fitting the page format [maximum printable area: 219 mm × 82 mm (1 column), 219 × 170 mm (2 columns)] will be returned to the corresponding author.

Electronic submission guidelines

First submission: Three files are required, each file name starting with the surname of the corresponding author. Send all files as e-mail attachments to irmgard.greilhuber@univie.ac.at. If the files are too large, use an online file-sender service or an upload drive.

1. Surname_letter.pdf (covering letter)
2. Surname_manuscript.pdf (full manuscript)
3. Surname_text.doc (or *.docx) (text without illustrations)

A cover letter must be submitted as part of the submission process, stating on behalf of all authors that the work has not been published and is not being considered for publication elsewhere. Corresponding authors are requested to **suggest three**

potential reviewers (full names, affiliations, and e-mail addresses) who have not seen the manuscript prior to submission. Please do not include your cover letter in the body of the manuscript.

A PDF file containing the full, properly structured/formatted manuscript (text **including tables and figures/plates**). See *Sydowia_Manuscript_Template_2020.doc* for layout instructions.

A MS Word file with the **text (including MS Word tables)** of your manuscript only. This allows electronic remarks and/or corrections by reviewers and editors.

Submission of revised manuscripts: After a careful revision of your paper, authors are required to resubmit the following separate files:

1. Surname_letter.pdf (covering letter)
2. Surname_revised_text.doc (or *.docx) (text without illustrations)
3. Name_figure1.tif (each figure as separate TIF file)
Name_figure2.tif

In order to avoid unnecessary delays, authors should verify the completeness and correct display of text and figures on their PC prior to submission. Necessary resolution of figures: Line drawings in black and white must have a resolution of **1200 dpi** (TIF format); colour and/or grey-scale figures must have a resolution of at least **600 dpi** (TIF format).

Page charges – Reprints

No charge is made by *Sydowia* for publication, except for open access publishing or an excessive number of colour plates. The open access fee is EUR 25.00/page (authors of long manuscripts may ask for reduction). A PDF of the printed article is provided to the authors free of charge. Hard-copy reprints can be ordered at the time of receipt of the galley proofs.

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, and double-spaced throughout. Latin names of genera and species must be italicised. 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 include line numbers; use continuous line numbering throughout the manuscript.

Layout and headings

The required layout is shown in the following template document: ‘Sydowia_Manuscript_Template_2020.doc’. The title should be short but accurate: avoid generic titles such as “Notes on *Cortinarius* IV.” The text should begin with an abstract of a maximum of 200 words, followed by up to five keywords (not repeating words from the title). State if new taxa or types are included. Do not use a heading for the introduction. A typical *Sydowia* paper will have the following headings: Materials and methods, Results, Discussion, Acknowledgements, and References. Subheadings can be used depending on the kind of manuscript presented (second and higher order headings for, e.g., taxonomy, molecular work, blast results, phylogenetic results, et cetera), and should be in Times New Roman pt. 12 (no bold, italics, or underline). Footnotes in the text should be avoided.

Dates. – The currently accepted format for the citation of dates in *Sydowia* is as follows: 1 Jan 2005, 9 May 2019 (no period after number of day, first three letters of month or fully spelled out, year).

Units. – 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>.

Spelling. – Both American and British spelling are accepted. Authors must be consistent in their use throughout the manuscript.

Quotation marks. – Double quotes (“ ”) are used in general for quotations (e.g., the authors reported that “[p]igmentation of apothecia varies with environmental parameters.”). Single quotes (‘ ’) should be used to signify (technical) terms or character strings when it improves the understanding of the text (e.g., “...the term ‘medulla’ is used...”).

Scientific names. – Only names of genera or species will be italicised. Names of two collaborating authors should be linked by an 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”). In the main text, authors of scientific names must be given the first time a name appears.

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 should be formatted to fit the maximum printable area: 219 mm × 82 mm (1 column), 219 × 170 mm (2 columns). Tables are cited in the text with ‘Tab.’ or ‘Tabs.’ Tables should be provided on separate pages following the References section 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). All tables must be referred to in the text.

Illustrations

Only high-quality illustrations are accepted. Photographs (minimum **600 dpi**) and black and white drawings (**1200 dpi**) should be prepared with good contrast. Illustrations (photographs, drawings, composite plates, phylogenetic trees) should be numbered consecutively in Arabic numbers. Individual figures in a composite plate should be numbered with letters (a, b, c, ...). Single illustrations must fit the maximum printable area: 219 mm × 82 mm (1 column), 219 × 170 mm (2 columns). The insertion of a **scale bar** on each illustration to indicate magnification is required (be consistent in composite plates). Please use the same magnification when possible. Illustrations are cited in the text with ‘Fig.’ or ‘Figs.’ Legends for illustrations must be provided on a separate page following the References section. All illustrations must be provided in the main text file following the legends (one illustration/page). The size of illustrations in the main text should be reduced by using the ‘Compress Pictures’ tool in MS Word. All illustrations should also be submitted as individual, high-quality TIF files.

Descriptions of taxa

Strict adherence to the International Code of Nomenclature for algae, fungi, and plants (ICN) is required. A diagnosis may be presented, highlighting the differences to the most similar species. The new taxon must be adequately illustrated and clearly delimited from similar and closely related taxa. The type specimen of a new taxon must be deposited in a

public fungarium. DNA sequences must be deposited in an open-access database (e.g., NCBI GenBank, European Nucleotide Archive) and **accession numbers** must be provided.

Authors must register new scientific names or new typifications in one of three repositories accepted by the Nomenclature Committee for Fungi (NCF)—Mycobank, Index Fungorum, or Fungal Names—and obtain **accession numbers** for each new name or type. These are to be given immediately below the new name (see ‘Sydowia_Manuscript_Template_2020.doc’), and the actual numbers can be added in proof if not already secured. Authors are responsible for releasing fungal names after publications.

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

Citation of herbaria

The acronyms given in Index Herbariorum have to be used (<http://sweetgum.nybg.org/science/ih/>).

Authors of newly introduced taxa

Authors of introduced taxa (author surnames or abbreviations) must be according to the International Plant Names Index (IPNI 2019, <https://www.ipni.org/>) or the Index Fungorum *Authors of Fungal Names* list (<http://www.indexfungorum.org/Names/AuthorsOfFungalNames.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). Do not italicise ‘et al.’ Standard capitalisation of author's names should be avoided. Full citations are listed at the end of the paper. See *Sydowia*'s template document for layout instructions, ‘Sydowia_Manuscript_Template_2020.doc’ ([PDF-Link](#) [WORD-Link](#)).

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 e-mail. **These must be checked and returned within five working days**, if not stated otherwise. The proof stage is not the time to make extensive corrections, additions, or deletions. The proofs will be checked for typographical errors and deviations from the manuscript by members of

the Editorial Board. If the proofs with your corrections are not returned in time, only the corrections made by Editorial Board 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 Editor (not to the Publisher).

Correspondence

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

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