



Fungal Biology - Instructions to Authors

INTRODUCTION

Fungal Biology is an international research journal and the flagship journal of the British Mycological Society <http://www.britmycolsoc.org.uk/>

It publishes original contributions in all fields of basic and applied research involving fungi and fungus-like organisms (including filamentous fungi, yeasts, lichen fungi, oomycetes, and slime moulds). These fields include biochemistry, biodeterioration, biotechnology, cell biology, developmental biology, disease control, ecology, environment, evolution, physiology, genetics, genomics, geomycology, insect pathology, medical mycology, molecular genetics, mutualistic interactions, physiology, plant pathology, secondary metabolites, taxonomy and systematics.

Type of papers

Fungal Biology publishes papers reporting original research which make a significant contribution to mycology. Review articles on themes of topical interest will also be considered.

Authors should be aware that the editors of *Fungal Biology* will not enter into pre-submission correspondence as to the suitability of manuscripts for publication.

Page charges

This journal has no page charges.

BEFORE YOU BEGIN

Ethics in Publishing

For information on Ethics in Publishing and Ethical guidelines for journal publication see <http://www.elsevier.com/publishingethics> and <http://www.elsevier.com/ethicalguidelines>.

Conflict of interest

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work. See also <http://www.elsevier.com/conflictsofinterest>.

Submission declaration

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere including electronically in the same form, in English or in any other language, without the written consent of the copyright-holder.

Copyright

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (for more information on this and copyright see <http://www.elsevier.com/copyright>). Acceptance of the agreement will ensure the widest possible dissemination of information. An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations (please consult <http://www.elsevier.com/permissions>). If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases: please consult <http://www.elsevier.com/permissions>.

Retained author rights

As an author you (or your employer or institution) retain certain rights; for details you are referred to: <http://www.elsevier.com/authorsrights>.

Role of the funding source

You are requested to identify who provided financial support for the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the paper for publication. If the funding source(s) had no such involvement then this should be stated. Please see <http://www.elsevier.com/funding>.

Funding body agreements and policies

Elsevier has established agreements and developed policies to allow authors whose articles appear in journals published by Elsevier, to comply with potential manuscript archiving requirements as specified as conditions of their grant awards. To learn more about existing agreements and policies please visit <http://www.elsevier.com/fundingbodies>.

Language and language services

Manuscripts must be written in English. American or British usage is accepted, but not a mixture of these. Authors who require information about language editing and copyediting services pre- and post-submission please visit <http://www.elsevier.com/languageediting> or our customer support site at <http://epsupport.elsevier.com> for more information.

Submission

Submission to this journal is only online through the website <http://ees.elsevier.com/funbio/>. You will be guided stepwise through the creation and uploading of your files. The system automatically converts source files to a single PDF file of the article, which is used in the peerreview process. Please note that even though manuscript source files are converted to PDF files at submission for the review process, the source files are needed for further processing after acceptance. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail.

Referees

Please submit, with the manuscript, the names, addresses and e-mail addresses of up to 3 potential referees. Note that the handling editor retains the sole right to decide whether or not the suggested reviewers are used.

PREPARATION

Use of wordprocessing software

It is important that the file be saved in the native format of the wordprocessor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the wordprocessor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. Do not embed "graphically designed" equations or tables, but prepare these using the wordprocessor's facility. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier: <http://www.elsevier.com/guidepublication>). Do not import the figures into the text file but, instead, indicate their approximate locations directly in the electronic text and on the manuscript. See also the section on Electronic illustrations.

To avoid unnecessary errors you are strongly advised to use the "spell-check" and "grammarcheck" functions of your wordprocessor.

Subdivision - numbered sections

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to "the text". Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Materials and methods

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described. All materials must be available to others. This means that commercial sources must be identified, proprietary materials must be patented prior to publication (so that they can be released), and all cultures, strains or varieties on which the work is based must be deposited in an identified culture collection from which they can be obtained by others.

All sequence data must be deposited in GenBank and all alignments should be deposited in TreeBASE. If requested by the reviewer, alignments should be provided by the author.

For more information on the deposition of material in GenBank, MycoBank and Tree BASE please carefully read the below sections on 'Nomenclature' and 'Accession Numbers.'

Results

Results should be clear and concise.

Discussion

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on.

Essential title page information

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. **Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.**
- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a "Present address" (or "Permanent address") may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

Abstract

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided. Non-standard or uncommon abbreviations should also be avoided, but if essential they must be defined at their first mention in the abstract itself.

Graphical abstract

A Graphical abstract is optional and should summarize the contents of the paper in a concise, pictorial form designed to capture the attention of a wide readership online. Authors must provide images that clearly represent the work described in the paper. Graphical abstracts should be submitted as a separate file in the online submission system. Maximum image size: 400 × 600 pixels (h × w, recommended size 200 × 500 pixels). Preferred file types: TIFF, EPS, PDF or MS Office files. See <http://www.elsevier.com/graphicalabstracts> for examples.

Research highlights

Research highlights are a short collection of bullet points that convey the core findings of the article. Research highlights are mandatory and should be submitted in a separate file in the online submission system. Please use 'Research highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters per bullet point including spaces). See <http://www.elsevier.com/researchhighlights> for examples.

Keywords

Immediately after the abstract, provide a maximum of six keywords in English, avoiding general and plural terms and multiple concepts (avoid, for example, " and" , " of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Abbreviations

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Mathematical formulae

Present simple formulae in the line of normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Many wordprocessors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

Table footnotes

Indicate each footnote in a Table with a superscript lowercase letter.

Electronic artwork General points

- Make sure you use uniform lettering and sizing of your original artwork.
- Save text in illustrations as "graphics" or enclose the font.
- Only use the following fonts in your illustrations: Arial, Courier, Times, Symbol.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Produce images near to the desired size of the printed version.
- Submit each figure as a separate file.

A detailed guide on electronic artwork is available on our website:

<http://www.elsevier.com/artworkinstructions>

You are urged to visit this site; some excerpts from the detailed information are given here.

Formats

Regardless of the application used, when your electronic artwork is finalised, please "save as" or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS: Vector drawings. Embed the font or save the text as "graphics".

TIFF: color or grayscale photographs (halftones): always use a minimum of 300 dpi.

TIFF: Bitmapped line drawings: use a minimum of 1000 dpi.

TIFF: Combinations bitmapped line/half-tone (color or grayscale): a minimum of 500 dpi is required.

DOC, XLS or PPT: If your electronic artwork is created in any of these Microsoft Office applications please supply "as is". **Please do not:**

- Supply embedded graphics in your wordprocessor (spreadsheet, presentation) document;
- Supply files that are optimised for screen use (like GIF, BMP, PICT, WPG); the resolution is too low;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

Color artwork

Please make sure that artwork files are in an acceptable format (TIFF, EPS or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color on the Web (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version. **For color reproduction in print, you will receive**

information regarding the costs from Elsevier after receipt of your accepted article. Please indicate your preference for color in print or on the Web only. For further information on the preparation of electronic artwork, please see <http://www.elsevier.com/artworkinstructions>. Please note: Because of technical complications which can arise by converting color figures to "gray scale" (for the printed version should you not opt for color in print) please submit in addition usable black and white versions of all the color illustrations.

Figure captions

Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Tables

Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

Magnifications

Magnifications must be indicated by scale bars, and these must show whole numbers and the most appropriate unit or be referred to in the Figure legend.

References

Citation in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Unpublished results and personal communications are not permitted in the reference list, but may be mentioned in the text. Citation of a reference as "in press" implies that the item has been accepted for publication.

Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Data references

This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should

include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

Reference style

Text: All citations in the text should refer to:

1. *Single Author:* the Author's name (without initials, unless there is ambiguity) and the year of publication;
2. *Two Authors:* both Authors' names and the year of publication;
3. *Three or more Authors:* first Author's name followed by "et al." and the year of publication.

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.

Examples: "as demonstrated (Allan 1996a, 1996b, 1999; Allan and Jones 1995). Kramer et al. (2000) have recently shown"

List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same Author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples

Reference to a journal publication:

Van der Geer J, Hanraads JAJ, Lupton RA, 2000. The art of writing a scientific article. *Journal of the Scientific Community* **163**: 51-59.

Reference to a book:

Strunk jr W, White EB, 1979. *The Elements of Style*, 3rd edn. Macmillan, New York.

Reference to a chapter in an edited book:

Yarrow D, 1998. Methods for the isolation, maintenance and identification of yeasts. In:

Kurtzman CP, Fell JW (eds), *The Yeasts: a Taxonomic Study*, 4th edn. Elsevier, Amsterdam, pp. 77-100.

Video data

Elsevier accepts video material and animation sequences to support and enhance your scientific research. Authors who have video or animation files that they wish to submit with their article are strongly encouraged to include these within the body of the article. This can be done in the same way as a figure or table by referring to the video or animation content and noting in the body text where it should be placed. All submitted files should be properly labeled so that they directly relate to the video file's content. In order to ensure that your video or animation material is directly usable, please provide the files in one of our recommended file formats with a maximum size of 10 MB. Video and animation files supplied will be published online in the electronic version of your article in Elsevier Web products, including ScienceDirect: <http://www.sciencedirect.com>. Please supply 'stills' with your files: you can choose any frame from the video or animation or make a separate image. These will be used instead of standard icons and will personalize the link to your video data. For more detailed instructions please visit our video instruction pages at <http://www.elsevier.com/artworkinstructions>. Note: since video and animation cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content.

AudioSlides

The journal encourages authors to create an AudioSlides presentation with their published article.

AudioSlides are brief, webinar-style presentations that are shown next to the online article on ScienceDirect. This gives authors the opportunity to summarize their research in their own words and to help readers understand what the paper is about. More information and examples are available at <http://www.elsevier.com/audioslides>. Authors of this journal will automatically receive an invitation email to create an AudioSlides presentation after acceptance of their paper.

Supplementary data

Elsevier accepts electronic supplementary material to support and enhance your scientific research. Supplementary files offer the author additional possibilities to publish supporting applications, high-resolution images, background datasets, sound clips and more. Supplementary files supplied will be published online alongside the electronic version of your article in Elsevier Web products, including ScienceDirect: <http://www.sciencedirect.com>. In order to ensure that your submitted material is directly usable, please provide the data in one of our recommended file formats. Authors should submit the material in electronic format together with the article and supply a concise and descriptive caption for each file. For more

detailed instructions please visit our artwork instruction pages at <http://www.elsevier.com/artworkinstructions>.

Research data

This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project.

Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. If you are sharing data in one of these ways, you are encouraged to cite the data in your manuscript and reference list. Please refer to the “References” section for more information about data citation. For more information on depositing, sharing and using research data and other relevant research materials, visit the research data page:

<https://www.elsevier.com/authors/journal-authors/research-data>.

Data linking

If you have made your research data available in a data repository, you can link your article directly to the dataset. Elsevier collaborates with a number of repositories to link articles on ScienceDirect with relevant repositories, giving readers access to underlying data that gives them a better understanding of the research described.

There are different ways to link your datasets to your article.

When available, you can directly link your dataset to your article by providing the relevant information in the submission system. For more information, visit the database linking page:

<https://www.elsevier.com/databaselinking>.

For supported data repositories a repository banner will automatically appear next to your published article on ScienceDirect: <https://www.elsevier.com/books-and-journals/enrichments/data-base-linking/supported-data-repositories> .

In addition, you can link to relevant data or entities through identifiers within the text of your manuscript, using the following format: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN).

Mendeley Data

This journal supports Mendeley Data, enabling you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. Before submitting your article, you can deposit the relevant datasets to *Mendeley Data*. Please include the DOI of the deposited dataset(s) in your main manuscript file. The datasets will be listed and directly accessible to readers next to your published article online.

For more information, visit the Mendeley Data for journals page:

<http://www.elsevier.com/books-and-journals/enrichments/mendeley-data-for-journals>.

Data statement

To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution.

If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential. The statement will appear with your published article on ScienceDirect. For more information, visit the Data statement page: <http://www.elsevier.com/books-and-journals/enrichments/data-profile>.

Nomenclature

Taxonomy

Any formal taxonomic material should be placed in a separate section, preceding the Discussion. This includes the introduction of new scientific names, diagnoses and descriptions, typifications, keys, nomenclatural discussions, and lists of specimens or cultures examined. See below for further information on the presentation of specialist taxonomic information.

In accordance with the changes made in the International Code of Botanical Nomenclature at the St Louis Congress in 1999, author citations of scientific names are not used in *Fungal Biology* unless the papers are taxonomic or nomenclatural. Further, in those cases author citations are only used where either the date of publication of the name, or the full bibliographic reference to the place of original publication is given. Where only the year is given, it is not placed in parenthesis and the reference is not given in full in the list of References (details can be located through the Index Fungorum database if required).

Author citations for the names of host plants, insects and other organisms mentioned are not given under any circumstances.

Scientific names of all ranks are placed in italic type (e.g. *Ascomycota*, *Boletales*, *Fungi*, *Glomaceae*), as in the International Code of Botanical Nomenclature. For consistency, this practice is followed for all groups of organisms in *Fungal Biology*, including those covered by the International Code of Zoological Nomenclature. Names not used as formal scientific ones are placed in regular type and do not start with a capital letter (e.g. ascomycetes, basidiomycetes, fungi, penicillia, pyrenomycetes). Names of cultivars (cultivated varieties) of cultivated plants are not placed in italic type but prefixed by 'cv.' without single inverted commas (e.g. *Triticum aestivale* cv. Golden Ear). Names of hybrids are indicated by a multiplication sign in Roman type immediately in front of the hybrid genus or specific name, with no space (e.g. *Melampsoraxcolumbiana*).

When first used in the paper, and at the start of each new section, the genus name is to be given in full. Where the name is repeated, the genus name is abbreviated to its initial letter (e.g. *Chaetomium globosum* to *C. globosum*) except at the start of a new sentence.

Common names of fungi and hosts should not be capitalised or placed in quotation marks, and where available follow standard lists of common names or ones used in quarantine or conservation legislation (e.g. British Society for Plant Pathology, 1984; Stace, *New Flora of the British Isles*, 1991; Holden, *Recommended English Names for Fungi in the UK*, 2003).

Voucher Material

Voucher material includes cultures, slides and related preparation, and herbarium specimens.

In order for the researchers to verify results reported in the journal, voucher material must be both permanently preserved and accessible. Dried reference specimens, slides, and (or) living cultures should be deposited in a public institution, for example ones recognised in the *Index Herborum* or the World Directory of Collections of Cultures of Microorganisms. Where a large number of collections was used, the deposit of a representative selection of strains is acceptable. Deposited materials should be indicated by the accepted acronym for the collection, followed by the accession number allocated to the strain (e.g. CBS116947). In the case of living cultures, where technically feasible these should be cryopreserved in liquid nitrogen or lyophilized.

Information as to the country of origin, state or province, locality, substrate or associated organism (e.g. insect host), date, and the name of the isolator/collector should be provided as a minimum requirement.

Molecular Data

Fungal Biology discourages the inclusion of extensive sets of sequence data or alignments, but requires (as also stated above in the 'Material and Methods' section) that newly generated sequences and alignments are deposited in publicly available databases such as GenBank or TreeBASE prior to publication. The accession numbers allocated to sequences and alignments by such databases must be included in contributions, but may be added at the final revision stage. However, many referees wish to check sequence data and alignments during the review process, so if those generated in the paper are not already publicly available, authors should include these as supplementary material when making their submission. Many terms and methods used in molecular studies are now so well established and familiar that they need not be spelled out in full even at first mention, but referred to by abbreviations or acronym.

New scientific names

These are placed in bold Roman type, followed by the author citation in normal type, and then an indication of the rank or transfer in bold (e.g. **sp.nov.**; **comb.nov.**) as shown in Fig. 1.

Following 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 name, and the actual numbers can be added in proof if not already secured. This registration became a condition of publication of all new scientific names in the journal on 1 January 2007.

Note that in the spirit of the current International Code of Botanical Nomenclature, it is not the policy of *Fungal Biology* to publish papers introducing new formal names for the anamorphs of already described teleomorphic fungi. Further, authors are expected to use the full provisions of the Code, as revised in Vienna in 2005, to avoid the unnecessary creation of new names in pleomorphic fungi.

The derivation of new scientific names is to be given before the diagnosis description in 1-2 lines starting with 'Etym.:'. Latin diagnoses should be brief and concentrate on the characters differentiating the new taxon from others. Latin descriptions that are merely translations of the English description included are not acceptable.

The use of paragraphs starting with italicised topic heads such as '*Anamorph:*', '*Host range:*', '*Distribution:*', '*Nomenclature:*', or '*Observations:*' is encouraged.

Basionyms

The basionyms of new combinations are indicated below the formal transfer after the line with the MycoBank number, and on a new line starting with 'Basionym'; this must include the full bibliographic details of the place of publication of the basionym (see Figure 1B).

Synonyms

In formal taxonomic presentations, synonyms should be listed in order of date, and grouped as that homotypic (obligate, nomenclatural) synonyms occur together. Each should appear on a new line, with any over-run indented (see Figure 1A), and the type details can be placed immediately after the appropriate name or under *Specimens examined* at the end of the account of that fungus.

'≡' and '=' are not to be used in presentations of lists of synonyms.

The place of publication of scientific names given in the body of the paper must be abbreviated, following Stafelu & Cowans's *Taxonomic Literature* (for books), and any of *Botanico Periodicum Huntianum* or *The World List of Scientific Periodicals* or the *Catalogue of Scientific Periodicals in the British Museum (Natural History)* for journals.

Contrary to the general practice in the journal, abbreviations of authors' names are always to be cited after scientific names in formal presentations of synonymy. Abbreviations must follow the system used in the *Index Fungorum* database (available free on the internet). If an author's name is not in the database, the surname should be given in full, and also full initials if there is a different person with the surname already in the system (in some cases forenames are spelled out in full to avoid confusion).

The use of ':' to indicate the sanctioned status of a name in author citations is not recommended, but should always be employed after the full bibliographic reference to the place of publication of a name. The ':' is only correctly used before a 'Fr.' Or 'Pers.' and has a space either side (i.e. 'Bolt. : Fr.' not 'Bolt.: Fr.') as shown in Figure 1A. Note that in some cases 'ex' may also be correct in the same position where the name was not validly published by the first indicated author.

Where epitypes, neotypes or lectotypes are being designated for the first time, the phrase '***lectotypus hic designatus***' (or with a different prefix depending on the kind of type) should appear in bold italic type after the citation of the name or specimen being selected as the nomenclatural type. This is not necessary where taxa are being described for the first time and a holotype (and any isotypes) is being designated.

Keys

Keys are presented at full-page width and must be strictly dichotomous. The characters in each half of a couplet must match, though supplementary information may also be added where a taxon keys out. The number of the couplet from which a particular point was reached is indicated in parenthesis, turn-overs are indented, and there is a line space between each couplet. Taxon names are printed in bold Roman where they key out, and without the generic name if the key relates only to species in the same genus. An example of an extract from a key is shown in Figure 2.

Fig 1 – Examples of presentation of taxonomic information.

(A) Synonymy. (B) New combination. (C) New species.

A

Xerocomus parasiticus (Bull.) Quél., *Fl. Mycol.*: 418 (1888).

Synonyms: *Boletus parasiticus* Bull., *Herb. Fr.*: 371 (1790) : Fr., *Syst. Mycol.* **1**: 389 (1821).

Pseudoboletus parasiticus (Bull.) Šutara, *eská Mykol.* **45**: 2 (1991).

B

Colletogloeopsis zuluense (M.J. Wingf., Crous & T.A. Court) M.N. Cortinas, M.J.

Wingf. & Crous, **comb. nov.**

Basionym: *Coniothyrium zuluense* M.J. Wingf., Crous & T.A. Court, *Mycopathologia* **136**: 142 (1997).

C

Chaetosphaeria tortuosa Réblová, Seifert & G.P. White, **sp. nov.**

MycoBank No.: MB497232 MycoBank

No.: MB492056 **Fig 2** – Extract from a

portion of a dichotomous key.

3(2) Conidia 3-septate 4

Conidia 0-septate 5

4(3) Phialides arising singly, terminal on 1–3-septate metulae; phialide apex strongly curved downwards away from the main stipe; conidia 16–26 x 3–

4.5 µm; Phialophora-like synanamorph; ascospores fusiform, 3-septate,

21–29 x 4–5.5(–6) µm; asci (100–)115–150 x 8.5–11.5 µm

..... glauca

Phialides arising in groups of 2–9, the cluster having a digitate appearance,

terminal or lateral on short, branched or unbranched metulae; phialide

apex straight or curved very gently; conidia 18–25 x 3.5–4 µm; ascospores

fusiform, 3-septate, 19–24 x 5–6 µm; asci (110–)120–133(–

145) x 12–14 µm tortuosa

Specimen citations

Details of specimens and cultures examined are grouped at the end of species accounts and printed in smaller type. The information should be organized in the following way: *Specimen examined: United Kingdom: South Devon* (V.C. 3): Slapton, Slapton Ley National Nature Reserve, 'The Causeway', 20(SX)/821442, alt. 10 m, on thallus of *Parmelia sulcata* on *Salix* sp., 25 Jun. 1974, *D. L. Hawksworth* 3762 (IMI 186831 - holotype of *Cornutispora lichenicola*).

Material from different countries is arranged alphabetically by country, with a separating bold 'd' between records from different countries. Different states or counties within a country are separated by a '.', and material from the same state or county is separated by a ';'. Citations of holotype collections of newly described species are to be arranged in the same way, but are placed immediately after the Latin diagnosis.

Submission checklist

It is hoped that this list will be useful during the final checking of an article prior to sending it to the journal's Editor for review. Please consult this Guide for Authors for further details of any item.

Ensure that the following items are present:

One Author designated as corresponding Author:

- E-mail address
- Full postal address
- Telephone and fax numbers

All necessary files have been uploaded

- Keywords

- All Figure captions
- All Tables (including title, description, footnotes)

Further considerations

- Manuscript has been "spellchecked" and "grammar-checked"
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Web)
- Color figures are clearly marked as being intended for color reproduction on the Web (free of charge) and in print or to be reproduced in color on the Web (free of charge) and in black-and-white in print
- If only color on the Web is required, black and white versions of the figures are also supplied for printing purposes

For any further information please visit our customer support site at

<http://epsupport.elsevier.com>.

AFTER ACCEPTANCE

Use of the Digital Object Identifier

The Digital Object Identifier (DOI) may be used to cite and link to electronic documents. The DOI consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon the initial electronic publication. The assigned DOI never changes. Therefore, it is an ideal medium for citing a document, particularly 'Articles in press' because they have not yet received their full bibliographic information. The correct format for citing a DOI is shown as follows (example taken from a document in the journal *Physics Letters B*):

doi:10.1016/j.physletb.2003.10.071

When you use the DOI to create URL hyperlinks to documents on the web, they are guaranteed never to change.

Proofs

One set of page proofs (as PDF files) will be sent by e-mail to the corresponding author (if we do not have an e-mail address then paper proofs will be sent by post) or, a link will be provided in the e-mail so that authors can download the files themselves. Elsevier now provides authors with PDF proofs which can be annotated; for this you will need to download Adobe Reader version 7 (or higher) available free from

<http://www.adobe.com/products/acrobat/readstep2.html>. Instructions on how to annotate PDF files will accompany the proofs (also given online). The exact system requirements are given at the Adobe site:

<http://www.adobe.com/products/acrobat/acrrsystemreqs.html#70win>.

If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the Query Form) and return them to Elsevier in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any

other comments (including replies to the Query Form) on a printout of your proof and return by fax, or scan the pages and e-mail, or by post. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Journal Office. We will do everything possible to get your article published quickly and accurately. Therefore, it is important to ensure that all of your corrections are sent back to us in one communication: please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility. Note that Elsevier may proceed with the publication of your article if no response is received.

Offprints

The corresponding author, at no cost, will be provided with a PDF file of the article via e-mail. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. The PDF file is a watermarked version of the published article and includes a cover sheet with the journal cover image and a disclaimer outlining the terms and conditions of use.

AUTHOR INQUIRIES

For inquiries relating to the submission of articles (including electronic submission where available) please visit this journal's homepage. You can track accepted articles at <http://www.elsevier.com/trackarticle> and set up e-mail alerts to inform you of when an article's status has changed. Also accessible from here is information on copyright, frequently asked questions and more. Contact details for questions arising after acceptance of an article, especially those relating to proofs, will be provided by the publisher.