

## Instructions for authors

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## Editorial Policy

Manuscripts are evaluated by two or three referees, an **Associate Editor** and the **Editor-in-chief**, although if it is obvious that a manuscript does not meet the criteria and standards for publication it may be rejected without being sent out for review. We ask referees to assess the following: (1) **the international significance of the contribution and its scientific merit**; (2) accuracy and logic; (3) the clarity, conciseness, and organisation of the text; and (4) the quality and value of photographs, graphs, and tables, and whether they are properly integrated into the text. Final responsibility for acceptance of all submissions rests with the Editor-in-chief. Papers will normally be published in order of final acceptance. Manuscripts must be prepared according to the following instructions; those that are not may be returned without further consideration. Submissions will be considered in the following categories: Original Research Articles, Research Notes, Phycological Reviews, and Commentaries. *Phycologia* also publishes book reviews, obituaries, letters to the editor, and notices of the International Phycological Society. The Editor-in-chief welcomes suggestions for topics that might be examined in several papers published together in a special section of the Journal.

## Manuscripts

Scientific content is paramount in editorial decisions. That said, your paper is more likely to be accepted and processed quickly if you take care to follow the instructions given below. **Electronic files of manuscripts (MS-Word files for text and tables, and PDF, TIFF or JPEG files for graphics) should be sent as E-mail attachments to the Editor-in-chief (Alan J.K. Millar, E-mail: alan.millar@rbgsyd.nsw.gov.au) ensuring that as few E-mails as possible are sent that encompass the entire manuscript (attachments totalling 4 MB per E-mail). Only small PDF and JPEG files are required for review purposes. High resolution TIFF files will be requested only when the paper is accepted for publication. There is no need to send hard copies or CDs in the mail.** If the manuscript cannot be understood and judged without reference to papers that have been submitted or are in press elsewhere, then **electronic** copies of these papers should be supplied to the editor. The manuscript must be accompanied by a covering letter stating that: (1) the work as submitted (either as a whole or a substantial part of it) has not been published or

accepted for publication, and is not currently being considered for publication elsewhere; (2) all the authors approve its submission and no-one entitled to authorship has been excluded; and (3) the work does not violate the laws of the countries in which it was carried out, including those relating to conservation and animal welfare. All correspondence concerning manuscripts that have joint or multiple authorship will be transacted with whoever is designated as the corresponding author. Contributions should be written clearly and precisely in English. The editorial office uses British spellings and usage (Concise Oxford Dictionary, 10th ed., Oxford University Press) and will amend manuscripts accordingly, but we would be grateful if you do this for us! Latin words and phrases, like *et al.*, *ex*, *in vitro*, *sensu lato*, should be italicized (or underlined), as should the names of species and genera, but not higher taxa. Authors not proficient in English should have their manuscripts checked before submission by a competent English speaker. **Typescript should be double-spaced throughout, including references, tables and figure captions.** Times Roman font in 12-point type is preferred. Text should be aligned flush left, not right justified: hyphens should be used in the manuscript only where they are to appear in the publication. All pages should be numbered serially.

## Original research articles

### Title page

The **title** should be brief but informative. If the name of an alga is used in the title, indicate the class or division to which it belongs (e.g. 'Ultrastructure of *Bellotia eriophorum* (Sporochneales, Phaeophyceae)'), but do not include nomenclatural authorities. The title should be followed by the **names of the authors** (first names spelled in full - no initials) and then **the names and addresses of their institutions**, using superscript numerals 1, 2, etc. as links. The corresponding author should be indicated by \*, with the footnote '\* Corresponding author (person@place.edu.au).' Please also include a fax number; this will not be printed but is for the use of the Editorial Office. Changes of address should be given as footnotes. Suggest a short **running title**, suitable for page headings, and a list of key words in alphabetical order (for indexing).

### Text

Words to appear in italics should be printed as such or underlined. Indent the first line of all paragraphs except those immediately under headings. The complete **scientific name** (Genus, species and authority) should be given for every organism the first time it is mentioned (excluding the Abstract: see below). Authorities should be given in full (with initials if necessary, to avoid ambiguity), not abbreviated (e.g. 'Kützing' not 'Kütz. '); in two- or multi-author strings, use '&', not 'and' or 'et' (e.g. '(Lamarck) Garbary & H.W. Johansen'). Initials are sometimes needed, to distinguish between authors with the same surname; in such cases, please refer to Brummitt R.K. & Powell C.E. (eds) 1992. Authors of plant names. Royal Botanic Gardens, Kew. 732 pp., for the standard forms.

Use metric **measurements in SI units**. If non-SI units have to be used, the SI equivalents should be added in parentheses on first mention. Units should be abbreviated if preceded by numerals: g, ml, s, min, d, mo, yr, mmol, etc. (not followed

by full stops). Use the minus index ( $m^{-1}$ ,  $s^{-1}$ , etc.) except in such cases as 'per frond'. **Numbers** referring to measurements should generally be given as numerals except at the beginning of a sentence. Use '%' not 'per cent'. Express **dates** thus: 30 July 2007 (in tables, lists of specimens, and appendices, abbreviate months to three letters, e.g. Jul.). Standard chemical symbols and abbreviations for chemical names, and abbreviations for procedures and physical parameters may be used if they are concise and widely known in phycology (e.g. ATP, DMSO, EDTA, cDNA, LM, PAR, PSII, Rubisco, SDS-PAGE, SEM, UV, Tris). Standard **statistical** symbols should be used.

The **Abstract** must not exceed 300 words and should be informative without reference to the remainder of the paper, giving the principal results and conclusions. Remember that the abstract will be seen and read by many more people than the full paper will. If species are mentioned in the abstract but not in the title, indicate the class or division to which they belong. Authorities for taxon names should not be given in the abstract unless the primary purpose of the paper is to clarify nomenclature and the authorship of taxa.

**Introduction:** should outline the essential background for the work and the reasons why it was undertaken. It should be aimed at a general phycological readership.

**Material and methods:** the essential point is to provide enough information about the material, techniques and analysis to enable the work to be repeated. This includes proper documentation of the sources of cultures and plants used in the work. Authors should consider depositing voucher material in an internationally reputable museum or herbarium if there is likely to be any question about its identity. For equipment and supplies not obtained through the major companies, give details of the source (company and address), so that the reader can obtain their specifications by writing to the manufacturer. Explain any special terminology used in the Results.

**Results** (and/or Observations): should state the results in a logical order and draw attention to important details shown in the tables and figures. Use simple English and general phycological terminology wherever possible; avoid obscure terms. In descriptions of morphology, do not repeat the same information unnecessarily under different headings (e.g. under 'LM observations' and also under 'EM observations'). Arrange the figures and tables so that they can, as far as possible, be referred to in order in the text.

**Sequences**, including barcodes, must be lodged with GenBank/EMBL/DDBJ and have their numbers specified in a submitted manuscript.

<http://www.ncbi.nlm.nih.gov/>.

**Barcode sequences** must be lodged in GenBank/EMBL/DDBJ as specified at

<http://www.ncbi.nlm.nih.gov/WebSub/?tool=barcode>.

**New sequences** need to be accompanied by voucher information. Vouchers must be accessible to the scientific community in recognized repositories (herbariums, zoological museums). For population genetic studies vouchers should be deposited of at least one specimen per sampled population. Authors are free to provide information on additional repositories where they wish to lodge their sequences as well.

For **new taxa**, a brief Latin diagnosis using only the essential differential characters is preferable to a long description. Authors not proficient in Latin must have their manuscripts checked before submission by a person skilled in Latin; such people do exist! For the special formats used for taxonomic papers, refer to the website, or to the papers by A.J.K. Millar, or M. Hoppenrath, or K.H. Nicholls in *Phycologia* 39 (2) (2000), or contact the Editors. Long lists of specimens examined are best put in an appendix.

**Discussion:** should evaluate the results in relation to the reasons why the study was undertaken, place the results in the context of other work, and point out their significance.

**Acknowledgements:** be brief and to the point ('We thank . . .').

### Citations

**Citations in the text** should take the form Brown (1995), Smith & Brown (1998a, b), or Brown *et al.* (1996); multiple citations should be ordered chronologically (Brown 1995; Brown *et al.* 1996; Smith & Brown 1998a, b). If you include information gained through 'personal communication', you must demonstrate to the editors that the person cited has agreed to your inclusion of his or her information; or you must provide the editors with an e-mail or fax number for the cited individual. **Citation of papers submitted or in preparation but not accepted are to be treated as 'unpublished observations'; do not list them in the bibliography. Papers in press may be cited.**

In the **References** citations must be typed with double spacing, and must conform as exactly as possible to one of the following styles. Citations should be arranged alphabetically by first author. Within first author: first single-author works by date; next two-author by alphabet then date; finally multiauthor by date only, regardless of the alphabetical sequence of the second and subsequent authors or the total number of authors (for example, Brown, Smith, Evans & McLeod 1993 before Brown, Jones & Smith 1996); this arrangement facilitates cross-reference to the text. Journal titles should be given in full: please double check that the title is correct, since the relationship between the full title and commonly used abbreviations is sometimes counter-intuitive.

- HAWKES M.W. 1990. Reproductive strategies. In: *The biology of the red algae* (Ed. by K.M. Cole & R.G. Sheath), pp. 455–476. Cambridge University Press, New York.
- KRAMMER K. & LANGE-BERTALOT H. 1986. *Bacillariophyceae 1. Teil: Naviculaceae*. In: *Süßwasserflora von Mitteleuropa* (Ed. by H. Ettl, J. Gerloff, H. Heynig & D. Mollenhauer), vol. 2/1. G. Fischer, Stuttgart & New York. 876 pp.
- HOEK C. VAN DEN, MANN D.G. & JAHNS H.M. 1995. *Algae: an introduction to phycology*. Cambridge University Press, Cambridge. 623 pp.
- LOISEAUX-DE GOËR S. 1994. Plastid lineages. *Progress in Phycological Research* 10: 137–177.
- VILLAREAL T.A., ALTABET M.A. & CULVER-RYMSZA K. 1993. Nitrogen transport by vertically migrating diatom mats in the North Pacific Ocean. *Nature (London)* 363: 709–712.

## Figure Captions

**The citation of herbarium vouchers, microscope slides, cultures or SEM stubbs in the captions from which each image was taken is essential. Good scientific research has to be verifiable and so each figure must have a voucher associated with it and listed in the caption whenever possible.** This may be difficult for microalgae, but certainly not for SEM stubs that can be labelled and archived for future examination. The culture number to specimens/cells or image came from is feasible to cite. The microscope slide on which the specimen(s) was mounted could also be cited. See Millar & Kraft [2005: *Phycologia* 44(5): 305-311] and Ballantine & Ruiz [2005: *Phycologia* 44(5): 328-334] for good citation of images.

**Tables and Figures** must be cited in the text. Each table should be on a separate page. Number tables consecutively with Arabic numerals and give a brief title at the top of each table. Table contents must be double-spaced throughout. Column headings and descriptive matter in tables should be brief. Place explanations in footnotes, not in the title; for footnote indicators, use superscript numerals 1, 2, etc. Vertical lines should not be used within tables.

**Figures**, whether line drawings or photographs, must be numbered consecutively in Arabic numerals of consistent size and should be referred to in order in the text. Figures should be cited in the text thus: Fig. 1, Figs 1, 2, Figs 1–3, (Fig. 1), (Figs 1, 2), (Figs 1–3, 11–13), etc. Figures must be distinguished by numbers rather than by letters: Figs 1–3, not Fig. 1a, 1b, 1c, and full-page groups of figures must not be referred to as plates. Figure numbers should not be circled.

The maximum length for a full-page figure or group of figures is 234 mm, but this has to accommodate the legend as well as the figures: please remember to allow sufficient space for the legend! Figures should be designed to fit the width of either one or both columns (86 mm or 179 mm). The scale must be indicated by a simple vertical or horizontal bar; its size should be indicated in the legend, not on the figure itself. All terms, abbreviations and symbols should correspond to those used in the text. Labels must be consistent in size and style throughout. Computer-drawn figures and graphs will be accepted only if they are of high quality. Lines and lettering should be bold enough to permit reduction to half or two-thirds.

Electronically produced halftones should be at 300– 350 dpi in TIFF or JPEG format; for other specifications for electronically submitted figures, visit <http://www.allenpress.com>. Individual figures within a group should be squared accurately and arranged with their edges abutting, with no spaces between them; the Press will insert a fine line between each photograph. A small strip at the margin of each photograph will therefore be lost and you should bear this in mind when positioning scale bars and labels. Photographs should plainly show essential features and use no more space than necessary. SEM photographs should be presented in such a way (usually with the axis of tilt horizontal in the photograph) that the scale bar can be used meaningfully. All photographs must be submitted for same-sized reproduction and must be equal in width to one or two columns of printed text (86 mm or 179 mm). Letters and numerals must be between 2 and 4 mm high. **Colour photographs may be printed at the expense of the author after consultation with the Editor-in-chief. One colour plate is \$US1000, the second and additional plates are \$US750 each. Hence two colour plates = \$US1750, three plates =**

**\$US2500, etc. In circumstances where colour is essential to the scientific merit of the paper and the authors can demonstrate absolute poverty, the EIC may waive or reduce these charges.**

### **Research notes, commentaries, reviews**

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**Psychological Reviews** can be short or long and are authoritative reviews of a topic of wide psychological interest. All three types of paper require an Abstract, which should be very brief for Research Notes. Authors contemplating the preparation of reviews or commentaries should contact the Editor-in-chief. For Research Notes, Commentaries and Reviews, use the same general format as for research articles, except for the headings, where greater flexibility is possible. While the peer review process generally ensures scientific accuracy, if you read something published in *Psychologia* that you feel is incorrect or misleading, write a “Letter to the Editor” pointing out the error with your own scientific justification. Such a letter will be considered for publication in an issue as soon as possible after that which contained the error.

### **Revised manuscript and disk**

Once your manuscript has been reviewed by two or three referees, the Associate Editor assigned to your paper will return your manuscript with the referees reports and their own considered opinions on how the paper should be revised. Taking all these comments into consideration, the revised manuscript must be resubmitted to the **Associate Editor** who will then make a decision on its acceptability for publication. **Associate Editors** will then forward your manuscript to the **Editor-in-chief**, with their recommendation to publish. Before doing so, they may sometimes make stylistic or other changes to your manuscript, and further changes may be made in the editorial office. In most cases, you will be given the opportunity to approve these changes before the manuscript is sent to press. It is very important that you check the changes carefully since alterations in proof are expensive and any changes apart from printers’ and copy-editors’ errors will be charged to authors. **Authors should pay particular attention to the tables and figure captions, especially citation of vouchers (as mentioned above).**

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