

MYCOTAXON

Instructions to Authors — 2012

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Readers who view this file on screen may use the Adobe Reader 'hand' tool to double click on blue text to link directly to the appropriate internet URL or E-mail address. Readers of printed hard copy who need web and e-mail addresses written out in full should consult the list below.

E-mail addresses

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Submission-related documents webpage for:

INSTRUCTIONS TO AUTHORS
MYCOTAXON TEXT TEMPLATES (*formatting guide, legend & table text files*)
EXPERT REVIEWER INSTRUCTIONS & COMMENTS FORMS (*journal papers, weblis pdfs*)
SUBMISSION FORMS (*journal papers, weblis pdfs*)
<http://www.mycotaxon.com/authors/downloads.html>

Internet websites

CROSSREF (*for doi numbers*). www.crossref.org/SimpleTextQuery/
GENBANK. www.ncbi.nih.gov/Genbank/submit.html
INDEX FUNGORUM www.indexfungorum.org/Names/Names.asp
INDEX HERBARIORUM sciweb.nybg.org/science2/IndexHerbariorum.asp
INTERNATIONAL CODE OF BOTANICAL NOMENCLATURE (VIENNA CODE, 2006)
. ibot.sav.sk/icbn/main.htm
INTERNATIONAL PLANT NAMES INDEX www.ipni.org/ipni/query_author.html
MYCOBANK. www.mycobank.org/
MYCOTAXON *home page*. www.mycotaxon.com
MYCOTAXON *author instructions page* . . www.mycotaxon.com/instructions.html
MYCOTAXON ONLINE. www.ingentaconnect.com/content/mtax/mt
MYCOTAXON *weblis page* www.mycotaxon.com/resources/weblis.html
ONLINE ACCESS *instructions page* www.mycotaxon.com/gogreen

MYCOTAXON ON⁺LINE

Instructions for authors — 2012

MYCOTAXON is an international mycological journal devoted to research on the taxonomy and nomenclature of fungi. Publication is open to everyone. Authors are responsible for obtaining *peer reviews* from experts in the field prior to pre-submission of their manuscripts to the **NOMENCLATURE** Editor. The **EDITOR-IN-CHIEF** reviews all expert peer reviews, pre-submission recommendations, and author submissions. The **BOOK REVIEW EDITOR** receives and distributes books for reviews. The **WEBMASTER** maintains the **MYCOTAXON** site, which also hosts author-prepared mycobiotas, and distributes the PDF files prepared by the *Editor-in-Chief* to **INGENTA**, which hosts the journal. Subscriptions, author invoices, and payments are handled by the **BUSINESS MANAGER**.

What is suitable for publication in MYCOTAXON?

MYCOTAXON is restricted to papers on the TAXONOMY AND NOMENCLATURE OF FUNGI. We intend this broadly to include monographic works, reviews of taxonomic groups and/or taxonomic criteria, arguments dealing with specific nomenclatural problems, proceedings of symposia on taxonomic or nomenclatural matters, and mycobiotas providing full taxonomic descriptions. Papers that deal with other mycological disciplines (cytology, ecology, genetics, phylogenetics, physiology, etc.) should be submitted to another journal unless their **PRIMARY FOCUS** is taxonomic. Prospective authors are invited to send a draft to the *Editor-in-Chief* if they doubt the suitability of their manuscripts for publication in the journal or to determine whether a mycobiota focused on regional distributions is better presented as an Internet hosted weblist.

Articles may be of any length and may be published for no charge. However, MYCOTAXON feels strongly that all scientific papers should be immediately available to everyone at no charge. Although we cannot cover our costs by making all papers freely available at the outset, through both **CYBERLIBER** and **INGENTA** we do release all papers to the Internet as open access after two years. Nonetheless, we urge authors who can afford our modest and reasonable fee of \$20/page to pay for immediate "OPEN ACCESS." The only other MYCOTAXON related fees are \$40 for uploading author-prepared regional annotated species lists ("weblists" — see below) and fees for special preparations.

MYCOTAXON reserves the right to reject papers of questionable taxonomic merit or those that do not meet criteria listed in the following instructions. Manuscripts are reviewed in the order received and usually acknowledged within two weeks of receipt. (However, acknowledgments slow during field season or at press time, so submitters are asked to wait **AT LEAST 14** days before sending a letter of inquiry regarding receipt of final submissions and not to send a final submission with attachments more than once.) The *Nomenclature Editor* assigns permanent accession numbers and reviews nomenclature of all submitted text documents. The *Editor-in-Chief* dictates editorial policy and styles, receives and reviews all final submissions, corresponds with expert reviewers and authors, processes text and illustration files into PDF proofs for uploading to the **INGENTA** site, sends proofs to authors for final approval, corrects errors prior to publication, and selects the cover illustration for each volume from among submitted drawings.

Mycobiotas— annotated regional species weblists

During 2004—2010, authors of regional fungal inventories published 1–4 page papers in the MYCOTAXON journal that summarized longer annotated regional species checklists posted on the MYCOTAXON [WEBLISTS](#) page. With the journal's move to on-line publication, there is now no need to summarize a “weblist” also posted online.

Instead, we now require each annotated species list to undergo vigorous and thorough reviews by at least **THREE** experts, one of whom is a native English-speaker. After three experts return favorable reviews on MYCOTAXON's [LIST COMMENTS FORM](#) to the authors and *Editor-in-Chief*, should authors send their mycobiota formatted and sized according to their own preferences to the *Nomenclature Editor* for accessioning and preliminary acceptance. Approved lists (in document or PDF format) are next forwarded with the [LIST SUBMISSION FORM](#) to the *Editor-in-Chief* for final acceptance. Although neither editor reviews weblists as customary for journal papers, they reject those they deem scientifically unsound or poorly prepared.

Authors and titles of new weblists are listed in the next MYCOTAXON, where each is ‘hot-linked’ to the MYCOTAXON weblist page where all approved weblists are posted and can be freely downloaded.

The Mycotaxon weblist upload fee of \$40 covers editorial processing, Internet posting, and maintenance on www.mycotaxon.com. We now also charge \$40 to replace a previously posted species list with an updated and revised version.

Journal manuscript preparation and submission

Authors should type ‘MYCOTAXON + author name + taxon’ or ‘MYCOTAXON + accession number’ on the subject line of all E-mails sent to MYCOTAXON. They should also add the following E-mail addresses to their server's and their own spam-friendly address list:

Dr. Lorelei L. Norvell, MYCOTAXON *Editor-in-Chief*
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Authors and coauthors, who together must create error-free, properly formatted text, should download our Instructions for Authors PDF and ‘Myco2012guide’ document file from our [AUTHOR DOWNLOADS](#) page before preparing a manuscript for MYCOTAXON. Authors who need additional guidance are urged to ask their peer reviewers or the *Editor-in-Chief* for help.

As partial protection against Internet viruses, editors open only E-mail messages with ‘MYCOTAXON’ written somewhere in the subject header, particularly when the sender's address is not yet listed in the MYCOTAXON database.

Step 1— Peer Review (Experts E-mail comments to authors and [EDITOR-IN-CHIEF](#))

AUTHORS send formatted manuscript text & graphics files with the MYCOTAXON instruction PDF and the reviewer [COMMENTS FORM](#) to **TWO** experts for pre-submission peer review.

PEER REVIEWERS, who evaluate science, grammar, and appearance of manuscripts sent to them for review, may request to see at least one author revision before completing their evaluations. They should E-mail both revisions and comments on the expert review COMMENT FORM directly to both authors and MYCOTAXON *Editor-in-Chief*; annotated hard copy should be returned only to the authors.

Step 2— First submission to the NOMENCLATURE EDITOR

AUTHORS send revised, formatted text files (all body, table, and figure caption text WITHOUT artwork) with their peer reviewer E-mail addresses (REQUIRED) to the *Nomenclature Editor*, who (1) assigns the MYCOTAXON accession number and (2) returns revised text files with a list of needed corrections to the authors and *Editor-in-Chief*. AUTHORS correct the text files, consulting their PEER REVIEWERS when necessary.

Step 3— Final submission to the EDITOR-IN-CHIEF

AUTHORS send ONLY the following author-prepared attachments:

- A. MYCOTAXON **SUBMISSION FORM** (REQUIRED) in document file format (PDF format not acceptable) containing full and complete author responses to EACH of the 18 required items;
- B. 1–3 TEXT-ONLY FILES, including
 - (1) a BODY text-only file (REQUIRED) (remove masthead, tables, figures, figure captions, footnotes, instructions/review comments, embedded hyperlinks, empty paragraph lines, and turn off editorial tracking);
 - (2) a LEGEND text-only file containing all figure captions and any footnotes (give placement instructions for illustrations); and
 - (3) a TABLE text-only file with title and footnotes (placement instructions required);
- C. ART PLATES in JPG or TIF (LZW compression) format with 300 dpi resolution for photos and 900 dpi grayscale for line art; and
- D. (OPTIONAL) MANUSCRIPT PREVIEW (PDF, MSWord) with embedded artwork or spacing to show preferred placement for artwork and tables.

Step 4—Editorial review and press-preparation by the EDITOR-IN-CHIEF

Acknowledgements and preliminary editorial revisions are sent to all reviewers and coauthors, usually within 2 weeks after final submission. After final scientific and grammatical editorial review, the *Editor-in-Chief* either notifies both coauthors and reviewers regarding ACCEPTANCE or REJECTION or requests additional revision.

AUTHORS of accepted papers are asked to approve the editorial files or return final revisions. The *Editor-in-Chief* will E-mail a PDF proof for final inspection to all coauthors shortly before publication deadline. Any outstanding fees must be sent to the **Business Manager** after final PDF approval but prior to publication.

Guide to text formatting

Experienced authors should have little difficulty preparing text files for MYCOTAXON, although we do ask for author assistance in formatting styles. The following pages provide sufficient detail to help students and less experienced authors properly format the text files required for MYCOTAXON review and submission. All authors will benefit by reading our guidelines before preparing a manuscript for MYCOTAXON submission.

Text must conform to the following specifications

Title, author address, abstract, key words, body text, figure legend, new species text, acknowledgment, & literature-cited elements must adhere to all requirements. Our sample manuscript (pp. 15–20) illustrates typical formats common to “new species” papers.

The **Myco2012guide** document formatted for US letter sized paper [MARGINS = 5.25 cm top/bottom, 5.3 cm side; TEXT AREA = 11 × 17.5 cm], displays the MYCOTAXON banner and general styles on the first page, followed by detailed formatting instructions. All MYCOTAXON journal input text files use the same document setting.

FONTS— All except stand-alone titles (serif): TIMES OR TIMES NEW ROMAN [“TIMES/TNR”]; stand-alone titles (sans serif): ARIAL OR HELVETICA [“ARIAL/HELV”]. Special characters not available in the above fonts (α , β , μ , \times , \equiv) should be selected from the SYMBOLS menu. Use italicized letters to indicate averages (\bar{x} = mean) in mathematical expressions. See p. 14 for a description of fonts converted in final processing.

PARAGRAPHS— Lines MUST be single-spaced. Authors should use PARAGRAPH FORMAT MENU options to separate paragraphs or indent first lines as explained below. (Files containing double returns to space paragraphs or paragraphs indented using the tab key will be returned for reformatting.)

Required formats

- **Title.** FONT— Arial 11-pt bold, sentence (not upper or title) case; PARAGRAPH— hanging (0.5) indent, left aligned. SPECIAL— Set Latin scientific names in bold italic. Titles may not exceed three lines. Author citations are permitted ONLY to clarify homonyms. Abbreviate genus names after the first use, but otherwise avoid abbreviations. Use arabic (not roman) numerals.
- **Author names.** FONT— Times 10-pt regular, ‘SMALL CAPS’, title case; PARAGRAPH— no indent, left aligned. SPECIAL— Given names and/or initials precede surnames. Separate authors with commas except for ‘&’ before the last author name. SPECIAL— Link authors to institutions and E-mail using supcase numbers.
- **Postal address(es).** FONT— Times 8-pt italic; PARAGRAPH— hanging (0.5) indent, left aligned; PLACEMENT (if over 1 line)— *1st line*: institution; *2nd line*: city, code, country.
- **E-mail address(es).** FONT— Times 8-pt [CORRESPONDENCE TO regular, small caps]; address italic; PARAGRAPH— hanging (0.5) indent, left aligned; PLACEMENT— below all postal addresses. SPECIAL— Designate corresponding author(s) with *.
- **Abstract & Key words.** FONT— Times 8-pt with regular small caps (ABSTRACT; KEY WORDS) or regular/italic as needed (em-dash, paragraph text). PARAGRAPH: 1 cm right margin, no indent, left justified.

ABSTRACT— Briefly summarize results, citing all new taxa without authorities (unless needed to differentiate homonyms) and not exceeding 15 lines. English abstracts are required, but one abstract in another language is permitted for longer articles.

KEY WORDS— Limit to five key words or phrases; do not repeat terms already used in the title or abstract. Separate terms with commas, capitalize only the first letters of proper nouns, and do not end the list with a full stop.

- **Subheadings** (stand-alone). PARAGRAPHS— no indent, left aligned, 6–12 pts above (Introduction 24 pts above); FONTS— PRIMARY: Arial 9-pt bold/bold italic; SECONDARY: Arial 8-pt bold/bold italic; TAXONOMIC (Times, 0.5 cm hanging indent, tab right set to

11 cm): Latin name—10-pt bold italic, remaining line 9-pt with authority in regular, ‘**nom./sp./gen./comb. nov.**’ in bold, and PL./FIG. in regular small caps tabbed to right margin (The term ‘plate’ is preferred.)

• **Basic (running) text.** FONT—Times 10-pt [9-pt in Materials & methods, Acknowledgments] regular/italic as needed (no bold); PARAGRAPH— set FORMAT>PARAGRAPH menu: left justified, indented by 0.5 cm . SPECIAL—TABLE & PLATE/FIG. references in ‘small caps.’

SPECIAL—Place abbreviations or other procedural summary as the second paragraph of the INTRODUCTION or in a separate MATERIALS & METHODS section. Abbreviate generic names having the same first letter by using 2-letter abbreviations. Italics are REQUIRED and exclusively reserved for Latin names (of ALL taxa from FORM to KINGDOM) and the Latin diagnosis; do not italicize common Latin abbreviations (e.g., i.e., et al., etc.) or book/journal titles. Cite taxonomic authorities ONCE only: in formal species treatments, nomenclators, or tables (preferred) or where first cited. In nomenclators cite previously misidentified taxa as ‘misapplied,’ NOT ‘sensu “author”’.

Consult the current **INTERNATIONAL CODE OF BOTANICAL NOMENCLATURE** when describing new taxa or proposing new combinations. Author citations MUST follow either the **INTERNATIONAL PLANT NAMES INDEX** or **INDEX FUNGORUM**. See sample manuscript (pp. 15–20) for further information.

• **Subordinated text** (e.g., MYCOBANK & GENBANK numbers, nomenclators, diagnoses [never to exceed 5-lines], holotype information, etymologies, and examined specimens). FONT—Times, 8-pt; PARAGRAPH— left justified block, both margins indented 1 cm. SPECIAL—Latin diagnostic text in italics except for scientific names in roman font; elsewhere only Latin scientific names in italics. Consult **INDEX HERBARIORUM** for herbarium/collection acronyms. Authors describing new taxa MUST cite accurate herbarium acronyms and numbers and deposit new names in **MYCOBANK** or another recognized repository, sequence data in **GENBANK**, type specimens in an official public herbarium, and ex-type strains in a public culture collection.

SPECIAL— MYCOTAXON requires that authors acknowledge peer reviewers in the final (9-pt) Acknowledgments section; the title stands in 8-pt Arial bold.

• **Literature cited.** FONT— Times, 8-pt, regular/italic (only for taxonomic names); PARAGRAPH— left justified with 0.7 cm hanging indent, single spaced, 10-pt leading. REQUIRED— All references must be cited in the main text. Follow a consistent citation style throughout. Alphabetize according to surnames; substitute initials (no periods after initials) for given names. Place surnames before initials, separate individual author names+initials by commas with no ‘&’ or ‘and’ before the final author name. Use only one space between words and after full stops. To standardize journal abbreviations, see **BOTANICO-PERIODICO-HUNTIANUM** (BPH: Lawrence & al. 1968), **BOTANICO-PERIODICO-HUNTIANUM/SUPPLEMENTUM** (BPH/s: Bridson 1991, 2004), **TAXONOMIC LITERATURE**, (TL2: Stafleu & Cowan 1976-2000), and **SUPPLEMENTS TO TAXONOMIC LITERATURE** (Stafleu & Mennenga 1992-2008). See sample manuscript for examples. Find reference DOI numbers with **CROSSREF**. [See **Myc2012guide** for DOI instructions.]

One to four individual text files needed for MYCOTAXON final submission

Authors must submit accurate and correctly formatted text-only files ready for immediate proof conversion. The three MYCOTAXON submission text file types are BODY, LEGEND, and TABLE; templates are posted on the MYCOTAXON **DOWNLOADS PAGE**.

Optional is the **MASTER TEXT FILE**, which combines body, legend, and table text into one file for review by peer experts and the *Nomenclature Editor*. The MYCOTAXON banner, legends, tables, footnotes, and breaks & empty spaces for graphics are added to indicate the approximate appearance of the final publication.

No **TEXT FILE** should contain ANY drawings, photos, or other illustrative material. Authors wishing to insert illustrations into a master file for peer review are asked to REMOVE them before sending it to the *Nomenclature Editor* for accession and review.

The **BODY TEXT FILE** should show all formatted manuscript text (but NOT legends and tables). The **LEGEND TEXT FILE** contains all formatted figure caption (& footnote) text. The **TABLE TEXT FILE** contains all formatted tables with table titles and footnotes. The body text file contains only text intended for publication, but both legend and table text files must inform the *Editor-in-Chief* where to place artwork and figure captions, footnotes (if present), and tables in the final publication. Text frames should NEVER be used in any MYCOTAXON final submission text file.

Body text-only file [Label file with **ACCESSION NUMBER**+‘body’ (e.g., 11-117body)]

Download the MYCOTAXON **GUIDE** from the MYCOTAXON website for instructions and formatting requirements. Prepare text as follows:

REVEAL FORMATTING — Select ‘reveal’ formatting option in MSWord using the **VIEW>REVEAL FORMATTING** pathway in the menu bar. Click to reveal these symbols: → (right arrows indicating **TAB STOPS**), ↶ (broken left arrows indicating **LINE BREAKS**), ¶ (backwards ‘P’s indicating **PARAGRAPH** ends), and • • • (dots indicating spaces, with one dot per *space*). [These helpful guides are visible only on screen and only when you set MSWord to ‘reveal’ on your computer.]

REMOVE EMPTY LINES AND DOUBLE SPACING — Revealed formatting helps authors make certain that every paragraph symbol is preceded by text. Empty lines, which result whenever the return is keyed twice after a paragraph return, interfere with PDF conversion and MUST be removed. Reset all paragraphs to ‘single space’ as manuscripts submitted with double or 1.5 line spacing are automatically rejected.

FORMATTING PARAGRAPHS— In MSWORD select **FORMAT** (menu bar), select **PARAGRAPH** to set margins, first line indents, amount of space above (and below) paragraphs, line spacing, font leading, and tab key options. Mycotaxon’s two most frequent paragraph types are ‘indented’ and (only within individual species treatments) ‘block’:

TO FORMAT PARAGRAPHS WITH INDENTED FIRST LINES: Under **-INDENTATION-SPECIAL:** select **(FIRST LINE)**. Type **0.5 cm** into the **BY:** box and type **[0]** in the **-SPACING-BEFORE** box. Click **OK**. [Here, each keyboard **RETURN** sets a new indented paragraph directly below the previous.] Indented paragraphs are used after subheadings and initial block paragraphs (within taxonomic treatments).

TO FORMAT BLOCK PARAGRAPHS: Under **-INDENTATION-SPECIAL:** select **(NONE)** to keep first line flush with margin. To set paragraph spacing, type **[6]** (or **[3]**) in the **-SPACING-BEFORE** box. Click **OK**. [Thereafter, each **RETURN** sets a new block paragraph 6 points below the previous block paragraph.] Block paragraphs stand within the taxonomic description sections.

LINE BREAKS— Authors should use line breaks **ONLY** to force a title onto 2 lines at the appropriate spot or author addresses into appropriate segments; elsewhere line breaks interfere with text flow during PDF conversion and are prohibited. View all text files with

the formatting revealed to locate and delete all other line breaks before final submission. In MSWORD: press SHIFT + RETURN simultaneously to force text onto the next line. (Line breaks appear in MSWORD® as left-turning arrows at the right margin.)

DO NOT USE SECTION OR PAGE BREAKS — Section or page breaks are ONLY permitted to separate tables of different orientations in a TABLE text file. Authors who have inserted section and page breaks to distribute text properly around figures & tables MUST eliminate them and be CERTAIN to re-establish the uninterrupted paragraph text flow prior to final submission.

TAB KEY SETTINGS — Paragraphs should NEVER be indented using the tab key! The only tab stops permitted in MYCOTAXON body and legend text files are the 11-cm right tab stop used to force text to the right margin and one left tab for use after numbers to align text after numbers in species keys). In MYCOTAXON'S MSWORD template files:

To open the TAB FORMAT WINDOW: Click the TABS . . . box at the lower left in the FORMAT>PARAGRAPH window.

To REMOVE tab stops: Click CLEAR *or* CLEAR ALL, and then OK to close the tab window.

To force text to right margin (for KEY LEADS & FIGURE REFERENCES): Type 11 cm in the TAB STOP POSITION box. Click SET, then OK to close window.

To set leader dots between KEY ENTRIES and KEY LEADS: Set right tab to 11 cm as above but click 2... under —LEADER— before setting and closing the tab format window. [NEVER type full stops or spaces between entries and leads in taxonomic keys, as they will disappear during PDF conversion.]

WORD SPACING — Computers are not typewriters! Only one space should stand between words and sentences. Use FIND & REPLACE ALL to replace all double spaces with single spaces before final submission. NEVER use expanded or condensed font settings.

Legend text-only file [Label file with ACCESSION NUMBER+'legend' (e.g., 11-117legend)]

Download the **LEGEND** text template from the MYCOTAXON website; follow the instructions [All text will be 8-pt]. For each illustration/footnote, type the page legend (caption/footnote) page on the top line, and then the legend (or footnote) text on the next. Format all legends in 8-pt TIMES/TNR regular or italic (scientific names), with 'PLATE' ('FIG.') in small caps.

After adding all instructions and captions/footnotes, remove all other headings and instructions. ONLY placement instructions and caption/footnote legend text belong in the legend text file — NO artwork or text frames.

(Place instruction above legend. Sample: Insert PLATE 1 + legend on p. 3)

Table text-only file [Label file with ACCESSION NUMBER+'table' (e.g., 11-117table)]

Download the **TABLE** text file and follow the instructions. Place ALL tables (with title and footnotes) into this file. For each table, place instructions (Arial 8-pt) on the top line, followed by the Table title (Times, 9-pt, 1 cm hanging indent, left aligned), table (7-pt Times regular/italic), and footnotes (7-pt, 0.5 cm hanging, left aligned). (Table titles stand above, not below, tables. Tables should never be enclosed in text frames.)

After adding all instructions and titles, tables, and footnotes, remove all other headings and instructions.

(Place instruction above table title. Sample: Insert TABLE 1 on p. 2)

Master text file [For submission to Nomenclature Editor, label file with *first* author name+‘_master’ (e.g., “Li_master”). The nomenclatural review will be returned with the accession number_nomEd. Remove the ‘nomEd’ prior to final submission and label text-only files as shown above.]

For pre-submission reviews, after removing ALL text (except for the Mycotaxon banner) from the MYCOTAXON GUIDE., copy text from the body/legend/table files into the empty file and adjust so that the text is distributed as you want the final manuscript to appear; artwork and graphs may be added for peer review, but only text-based illustrations should be sent to the *Nomenclature Editor*. Empty lines may be used to replace art work and so indicate the intended length of the published paper.

Authors may include master text files (with or without illustrations) in their final submission to aid final PDF conversion; however, as the *Nomenclature Editor* always copies the *Editor-in-Chief* when returning annotated master files, authors are asked NOT to submit master text files without artwork a second time during final submission.

Illustration preparation & guidelines

Illustrations are best distributed throughout the paper (usually on the right hand page) above or facing the first important text reference or grouped to aid species comparisons. Assemble individual photos and drawings into plates so that each plate spans the 11-cm wide text area; full page plates may not exceed 11 × 17.5 cm.

Authors should adjust the contrast or color of each individual photo BEFORE assembling an illustration plate. To ensure the highest quality, authors should combine photos and line art figures within one plate only after checking the quality of each individual photo or drawing.

NEVER place outside borders around illustration plates. Individual photographs within plates may be juxtaposed without separations (preferred) or separated by a NARROW ≤ 1 mm white/black band. Drawings appear best without lines separating individual figures and with elements arranged around an identifying figure number.

The *Editor-in-Chief*, who sets plates into the press proof based on author suggestions and text flow, places legends (captions) either below illustrations or (when room is lacking) at the bottom of the page *facing* full-page illustrations.

Photos (color, grayscale) and line art (drawings, phylotrees, graphs)

Authors should submit digital files produced by high quality digital photos or digital scans of original artwork or film-based photos. All submitted art work should be sent in jpg format; most art should span the page (11 cm). Both color and grayscale (‘black & white’) photos must have a 300 dpi resolution (/11 cm), but only color photos may be submitted in color (RGB) mode. Line art (drawings/graphs) must be submitted in grayscale mode, unless a drawing or graph is intended to display color. Black & white drawings without shading are best in bitmap mode with 900 dpi resolution. When ABSOLUTELY NECESSARY, art work *may* be submitted in PDF, power point, or MSWord picture format, but authors must first merge all numbers and annotations into the picture plate and flatten the image. (Insertion of scales, numbers, and arrows are usually best handled in photographic software applications.) NEVER include figure captions (legends) in a plate; ALWAYS submit captions separately in the LEGEND TEXT FILE.

Labeling

Title all graphic files (JPG, TIF) with the FIRST author name+ACCESSION number+PLATE number (e.g., **guo11-117pl2**). The label itself should contain no spaces, underlines, or dots, except for the dot placed by an application directly before the file extension (e.g., change '**guo_11-117 pl.2.jpg**' to the above example by deleting the unnecessary underline, space, and dot after 'pl.').

Final notes about digital images

The *Editor-in-Chief* cannot improve the quality of a bad image, and substandard images will be rejected. Although authors should submit as clear and clean an image as possible, remember that in science, reality supersedes beauty. Do NOT 'over-photoshop' or otherwise distort images. Authors should note in their 'Materials & methods' section when bubbles, spots, and other artifacts have been removed from images.

ALWAYS retain digital files in their original format and edit ONLY TIF-formatted copies. (Compressed JPGs lose resolution each time a file is edited; uncompressed TIFs are the least damaged by editing. The Editor-in-Chief will accept TIF-formatted images, provided LZW compression is used to reduce the size.)

Resolution of a low-resolution file cannot be increased by simply typing in a higher dpi. Authors with low-resolution files MUST either photograph or scan the objects again or decrease their image to a smaller size.

Cover selection

MYCOTAXON selects volume covers from among drawings submitted for papers published within each volume. Therefore, we ask that authors acknowledge artists in their acknowledgments and on the submissions form so that the artist's name can appear on the cover. Authors should also note on the submissions form when a drawing has been published elsewhere and so should not be considered for cover display.

Review and submission

Manuscript identification

ACCESSION NUMBERS—The *Nomenclature Editor* assigns a permanent number to a manuscript after receiving text files accompanied by an E-mail message citing title, authors, and reviewers + E-mail addresses (REQUIRED). Authors should ALWAYS use this number to label files and in all correspondence until rejection or publication. Accession numbers identify both year and accession order (e.g., 12-117 = the 117th manuscript received in 2012) and are needed to prevent confusion and unnecessary delay.

SUBMISSION TRACKING— The *Editor-in-Chief* files expert reviews first in temporary ['author + subject'] folders. After the *Nomenclature Editor* assigns a formal number, the manuscript and accompanying files are tracked ONLY by accession number. Submitting authors are asked to label all files following the guidelines on pp. 7–9 & 11 and to be certain to delete authors, taxon names, and '_NomEd' from previous file labels to prevent confusion during final submission. Approved manuscripts are placed in volumes based on the date when all required files have been received by the *Editor-in-Chief*.

Avoid publication delays!

THE FOLLOWING MAY RESULT IN REJECTION OR REQUEST FOR REVISIONS.

SPELLING AND GRAMMATICAL ERRORS— ALL coauthors must proof text and artwork for errors before sending manuscripts out for review; grammar and spell checkers are

also helpful. Non-native English-speaking authors **MUST** ask someone fluent in English to proof all text prior to peer/nomenclatural review and again before final submission. The required Latin or English new taxon diagnoses must be **BRIEF** and not exceed 5 lines. (Diagnoses list only key characters separating a proposed new taxon from the most closely related described taxa, type paragraphs specify type collections, and the full English technical description provides all taxonomic characters.)

ITALICS & UNDERLINE— Reserve *italics* **ONLY** for scientific names. All Latin taxonomic names and diagnoses **MUST** be italicized, but common Latin terms (e.g., et al., etc.) and reference titles must be in regular font. **NEVER** underline text intended for publication.

SYMBOLS— Insert diacritical marks and symbols (e.g., ä, ñ, μ, ×, ≡) with special keystroke combinations or using the ‘symbols’ menu. When possible, select symbols from the corresponding text font; in Word insert ‘μ’ via the **INSERT > SYMBOL > TIMES** pathway.

PUNCTUATION— Do **NOT** end any heading with a **FULL STOP** (period or ‘dot’). Place single punctuation marks (e.g., commas, full stops) in the same font style (italics, regular) as the word immediately before it. However, paired marks (e.g., parentheses, square brackets, quotation marks, em-dashes) stay in the same font style, **EVEN** when preceded by or enclosing differently styled text. With the exception of the **SANCTIONING COLON** (e.g., Fr. : Fr.), **NO** space stands between a ‘single’ punctuation mark and the preceding text. Likewise, no space stands between a paired mark (e.g., parentheses) and the enclosed text. Finally, only **ONE** space follows a full stop at the end of a sentence.

DEACTIVATE HYPERLINKS— Text files containing active hyperlinks are unacceptable and will be returned to the authors for repair. (It is better to type in text yourself rather than to copy & paste from the Internet, which often carries unseen hyperlinks with it.)

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** (used to separate word elements) may appear in midline after **PDF** conversion. (In final **PDF** proofs, this constitutes an author error that will not be corrected.) 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.

NOMENCLATURE DEPOSIT REQUIRED FOR ALL NEW NAMES— **MYCOBANK** is one recognized nomenclatural depository that ensures that a new name has not been previously published, protects a proposed name until publication, and displays type descriptions thereafter. To deposit a new name, an author logs onto **MYCOBANK** and follows the instructions there prior to final submission to the *Editor-in-Chief*. Authors should write the MycoBank number under the name of their newly proposed taxon in 8-pt font between the name and diagnosis as shown in the sample manuscript.

GENBANK DEPOSIT REQUIRED FOR ALL SEQUENCES—Place GenBank numbers in 8-pt font after the holotype specimen (for new taxa) or within the Specimens examined sections as needed.

DOI NUMBERS REQUIRED FOR CROSSREF LINKED REFERENCES—Place DOI numbers at the end of every Literature cited reference already listed in **CROSSREF**. Not all references have numbers.

Peer review

MYCOTAXON is unusual among scientific journals in that authors obtain their own peer reviews BEFORE submission by contacting two scientific experts in their field outside the senior author's home institution. (When uncertain whom to approach, authors may send title+abstract to the **EDITOR-IN-CHIEF** for a list of suitable reviewers.) Although the MYCOTAXON *Editor-in-Chief* and *Nomenclature Editor* review every manuscript and request expert assistance when needed, English grammar, nomenclature, & author citations MUST be checked THOROUGHLY by both experts BEFORE submitting any text files to the *Nomenclatural Editor*. (At least one author or reviewer should be a native English speaker.) Authors thank peer reviewers in their manuscripts, and the *Editor-in-Chief* acknowledges all reviewers in the volume's free access cover & editorial section.

Authors should send each expert the REVIEWER GUIDELINES & **COMMENT FORM**, this **AUTHOR INSTRUCTION** PDF, text files (either separate BODY/LEGEND/TABLE files or a single MASTER TEXT FILE), and illustrations (either as individual JPG files or embedded within a master text file). Experts may request revisions from the authors before E-mailing their review and review form with comments to the authors AND *Editor-in-Chief*. [MYCOTAXON no longer accepts comment forms forwarded by authors.]

After revising the manuscript according to reviewer suggestions, the authors are ready to send their final formatted text files to the *Nomenclature Editor*.

Nomenclatural review

Authors E-mail their revised text files and text-based illustrations (e.g., phylogenies) with reviewer names and E-mail addresses to the **NOMENCLATURE EDITOR**. Place “[First author name] (*taxon*) for MYCOTAXON review” [e.g., “Guo & al. (*Septobasidium*) for MYCOTAXON review”] on the message subject line. The *Nomenclature Editor* will assign the accession number, check that nomenclature follows CODE and author citation standards, and advise when a manuscript is ready for final submission by sending revised files and a list of corrections to the authors and *Editor-in-Chief*.

Final submission

Final submission is complete on the date when all files have been received by the **EDITOR-IN-CHIEF**. The following MUST be on file at MYCOTAXON before final editorial review begins:

REQUIRED PRELIMINARY FILES —

TWO EXPERT PEER REVIEWS (manuscript revisions, comments in comment forms)

[Sent to the *EIC* only by reviewers];

NOMENCLATURE REVIEW [Sent to the *EIC* only by the *Nomenclature Editor*].

REQUIRED FINAL SUBMISSION FILES (sent only by the authors)—

One BODY TEXT FILE [*label*: “[accession number]body”, e.g. “11-117body”];

One LEGEND TEXT FILE (if needed) [*label*: “[accession number]legend”, e.g., “11-117legend”];

One TABLE TEXT FILE (if needed) [*label*: “[accession number]table” e.g., “11-117table”];

One MYCOTAXON SUBMISSION FORM (filled in completely, no omissions permitted) [*label*: “[first author name][accession number]final” e.g., “guo11-117final”]

JPG / TIF art plate files (if needed) [*label*: “[first author][accession number]pl#” e.g., “guo11-117pl2”] (Large files may be uploaded to an independent server for downloading by the *Editor-in-Chief*, or sent via CD.

OPTIONAL PREVIEW FILE

PDF or document file containing footnotes, legends, tables with/without inserted artwork

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- All text files are formatted for US letter sized paper [MARGINS = 5.25 cm top/bottom, 5.3 cm side; TEXT & ILLUSTRATION AREA = 11 × 17.5 cm]
- FONTS (very important) and PARAGRAPHS conform to MYCOTAXON requirements.
- The LEGEND TEXT file contains **ONLY** figure captions and footnotes, each accompanied by an instruction telling on which page(s) to place plate and caption.
- All tables are placed together in one TABLE TEXT file.
- The BODY TEXT file contains **NO** empty paragraph lines, tabbed indents, line breaks (main titles and addresses excepted), graphics files, placement directions, legends, tables, or footnotes. The 'dummy' MYCOTAXON banner has been REMOVED.
- The TITLE is in Arial 11-pt **bold** (Latin names in **bold italics**), sentence-case, and does not end in a full stop (abbreviations excepted). Taxonomic authorities are not included.
- Manuscript AUTHOR NAMES [Times 10-pt roman 'SMALL CAPS'] are aligned left; multiple authors linked to address information using superscript numbers.
- ADDRESSES [Times 8-pt *italic*] are short, aligned left with 0.5 cm hanging indents.
- CORRESPONDENCE TO: [Times 8-pt roman 'SMALL CAPS'] E-MAIL ADDRESSES [Times 8-pt *italic*] are aligned left with a 0.5 cm hanging indent.
- ABSTRACT and KEY WORDS [Times 8-pt regular 'SMALL CAPS'] are left justified with 1 cm-indented right margins. *Latin names* in *italic*; remaining text in roman. Only taxonomic authorities needed to differentiate homonyms are present. Key words (≤ 5 terms, separated by commas, only proper nouns with initial upper case) do not repeat title or abstract terms.
- **ALL** text is single-spaced [OR set to 10/11/12 pts for 8/9/10-pt font paragraphs respectively by typing '10/11/12' following the FORMAT>PARAGRAPH>LINE SPACING>EXACTLY pathway.]
- LATIN SCIENTIFIC NAMES at all taxonomic levels (up through kingdom) are *italicized*.
- AUTHOR CITATIONS conform to IPNI or INDEX FUNGORUM, occur only once for each taxon, and have been checked by at least one peer reviewer and the Nomenclature Editor.
- MYCOBANK / GENBANK numbers are included when new names / sequences are cited.
- No commas stand between author names and publication year in TEXT REFERENCES.
- LITERATURE CITED references [8-pt Times roman/*italic*] are justified left with a 0.5 cm hanging indent, follow a consistent style, conform to MYCOTAXON guidelines, and include doi numbers if available from CROSSREF.

• Illustrations

- GRAPHICS do not exceed 11 cm × 17.5 cm but do span the text area width (11 cm).
- DIGITAL PHOTOS [resolution at 300 dpi/11 cm] and LINE DRAWINGS, PHYLOTREES, & GRAPHS [resolution at 900 dpi/11 cm] are JPG (or LZW-compressed TIF) formatted in GRAYSCALE (if no color desired) or RGB (for color) mode.
- LEGENDS (figure captions) are separate from art files.
- The corresponding author has retained back correspondence and DATED BACKUP FILES.

• Files received by Editor-in-Chief and authors prior to final submission

- PEER REVIEW COMMENT FORMS and manuscript revisions as sent by 2–3 expert reviewers.
- NOMENCLATURE REVIEW as sent by the Nomenclature Review Editor.

• Final submission items [##-### = manuscript Mycotaxon accession number]

- Final BODY TEXT FILE labeled '##-###body'.
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After receiving author approval, the *Editor-in-Chief* combines text and graphics in ADOBE INDESIGN® before generating publication PDFs sent to authors for proofing and final approval. MYCOTAXON now corrects only conversion errors prior to publication and no longer will correct author errors at publication time. ‘Author errors’ — mistakes present in submitted files discovered after conversion — will be listed free of charge in the Errata of the following volume, provided the proper corrections form is returned.

Both authors and readers are invited to notify the *Editor-in-Chief* of published errors; MYCOTAXON lists, free of charge, corrections of all published errors in the Errata.

The sample manuscript

The following pages (p. 15–20) contain instructions and examples in text formatted as a ‘typical’ new taxon paper with a diagnosis, holotype information, etymology, technical descriptions, specimens examined, commentary, keys, artwork, table, acknowledgments, and literature cited sections following 2012 MYCOTAXON requirements.

For such a manuscript, authors would have submitted several input files comprising 3 peer-reviewed text-only files using TIMES/ARIAL fonts and two JPG art files. The *Editor-in-Chief* would then import all input files into ADOBE INDESIGN, convert fonts to MINION PRO/MYRIAD PRO publication fonts, impose final style adjustments, and integrate text and illustrations before converting the complete manuscript into the PDF file to be published on [MYCOTAXON online](#).

A word about the *Minion Pro* and *Myriad Pro* font families

MYCOTAXON requires TIMES/TIMES NEW ROMAN and ARIAL/HELVETICA fonts for final submission. The *Editor-in-Chief* converts these to MINION PRO and MYRIAD PRO, complementary font families that resemble the fonts used by the authors but which offer a greater range of styles and increased legibility in the 7- to 11-pt size range.

The following illustrates the differences in appearance between author-submitted and MYCOTAXON publication fonts:

Serif	<i>This is an example of text displayed in Times.</i> <i>This is an example of text displayed in Minion Pro.</i>
Sans-serif	<i>This is an example of text displayed in Arial.</i> <i>This is an example of text displayed in Myriad Pro.</i>

MYCOTAXON

Volume 119, pp. 15–20

January–December 2012

DOI: 10.5248/119.15

Agaricales of the Outer Hebrides

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ABSTRACT— Authors may format abstract text in Times 8-pt regular or *italic*. The terms ‘abstract’ or ‘key words’ are displayed in ‘small caps.’ The Latin name *Coprinus comatus* is properly displayed in italics without author citation. Additional guidelines and suggestions for each section are provided in the appropriate sections below.

KEY WORDS— author guidelines, *Chrysomphalina*, mushrooms, taxonomy, no period

Introduction

This demonstration manuscript is acceptably formatted for publication in MYCOTAXON. Main title, abstract, subheading, primary text, figure legend, and subordinated text formats are formatted exactly as they should be in text submitted for formal peer and editorial review and follow the requirements explained in full in our **MYCOTAXON WORD GUIDE**. Briefly introduce your subject by citing significant background observations and documenting research observations, stressing recent discoveries. The Latin name, *Coprinus comatus* (O.F. Müll.) Gray, is italicized as required. Its authority appears for the first (and ONLY) time and conforms to author citation standards. SMALL CAPS are used to emphasize terms within paragraphs and NO TEXT is underlined.

Present necessary abbreviations and other procedural data either as a second paragraph or in a separate ‘Materials & methods’ section. Differentiate between generic names having the same first letter by abbreviating the less frequently cited genus with the first two letters of the genus name.

Materials & methods

Formatting notes

This section (in 9-pt) briefly summarizes basic protocols and materials, defines abbreviations, introduces features used in technical descriptions, and provides

necessary references for detailed protocols. Here and elsewhere, separate individual text references using commas (Author1 2005, Author2 1864, Author3 et al. 1588), but do not place commas between the author and first date. Semicolons are used when one author has more than one publication following the name (Author1 1941, 1984, 2001; Author2 2005; Author3 2009). Sample paragraphs follow.

Specimen collection and examination, macrochemical tests, DNA extractions, PCR amplification of the ITS1+5.8S+ITS2 rDNA region (henceforth referred to as the ITS region), restriction digests and mapping, and phenetic and cladistic analyses using NTSYS (Rohlf 1993) and Phylip (Felsenstein 1995) were conducted using protocols outlined by Aesop (1998ab, 2000).

General non-standardized color names in lower case are followed by color references in 'small caps'. Capitalized Ridgway (1912) colors are abbreviated with a slash '/' or parentheses separating modifiers of the same base color: MIKADO /MARS BROWN = MIKADO BROWN, MARS BROWN; (PALE) PINKISH CINNAMON = PALE PINKISH CINNAMON, PINKISH CINNAMON. Munsell (1976) alphanumeric color ranges are enclosed in brackets: [2.5Y 6-8/1-4]. Measurements of anatomical characters were taken from tissues rehydrated in 6% aqueous KOH unless otherwise noted. Ranges enclosed in parentheses accompany mean basidiospore dimensions with standard deviations. 'L+ll/cm' refers to the number of lamellae + lamellulae per cm at the pileus edge.

Herbaria abbreviations follow Thiers (2012). Geographical coordinates were obtained from maps or from the Yale Peabody Museum of Natural History GNIS database (YALE). Separate dates are not given for date-based numbered collections: LLN1920516-02 = Norvell, May 16, 1992, collection 2. Collector abbreviations include LLN (Norvell), AHS (Smith), and HDT (Thiers). Vegetation abbreviations include GASH (*Gaultheria shallon*), TSHE (*Tsuga heterophylla*).

Taxonomy

Manuscriptea optima Farmington & A. Bowmer sp. nov.

PL. 1-2

MYCOBANK 987654

DIAGNOSIS: The required 1-5 line English (preferred) or Latin diagnosis lists only main characters separating a taxon from its closest relative. It precedes the type and etymology sections; all three are fully justified with 1-cm margins and set in 8-pt Times.

TYPE: 'Mushroom Corners' (39°20'28"N 123°46'W), Jackson SF (Mendocino Co.), California, U.S.A. in needle duff under mature 2nd growth *Pinus contorta* LLN1921116-58 w HDT (HOLOTYPE-WTU, ISOTYPES-SFSU DAOM). [Holotype MUST be designated.]

ETYMOLOGY: from the Latin *optimus* = superlative of *bonus* ('good')

BASIDIOMES small, rigid; pilei umbonate, viscid, glabrous, cucumber-colored; young lamellae chartreuse; stipes bulbous, red. BASIDIOSPORES purple in mass, (6.5-)7-8(-9) × (3.5-)4-4.5(-5) μm, limoniform, smooth, green in KOH; CHEILOCYSTIDIA abundant, metuloid; PILEIPELLIS with a thin yellow suprapellis composed of narrow hyphae spirally encrusted with green pigments overlying a thick blue subpellis; CLAMP CONNECTIONS absent. TISSUES inert to arsenic.

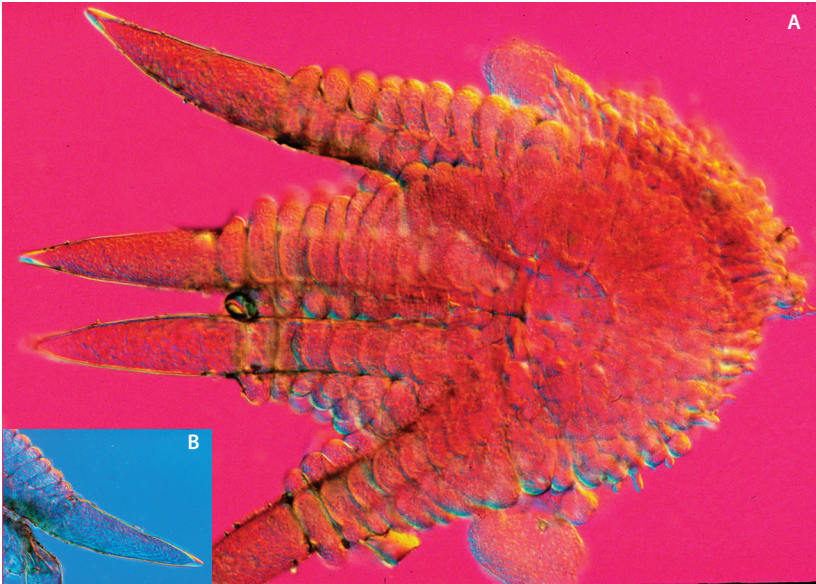


PLATE 1. *Valdensia paradoxa* conidiophore (Norvell, unpub.). Authors prepare and annotate plates themselves. Submit color (RGB mode) or grayscale plates in JPEG format with 300-dpi resolution for a 11 cm width. The legend and plate are submitted separately as legend text and JPEG photo files. All figure captions appear in 8-pt font.

In the technical description, authors may separate individual character descriptions using semi-colons or periods (be consistent!) but should end each paragraph with a full stop (period or dot). The use of one format style for all character ‘names’ (below in SUBCAPS) helps readers find terms when needed.

The three paragraphs below illustrate macroscopical, microscopical, and ecological character sets for a new species paper. Semicolons separate sample character titles (in SUBCAPS) and associated descriptors within paragraphs. [**Bold** is reserved for stand-alone titles & headings and holotype/new species data.] The first two paragraphs each represent one long sentence, so only the first letter stands in upper case. DIMENSIONS (MICROCHARACTERS) use en-dashes between range data and a multiplication symbol instead of Times ‘x’; no space stands between range and outlier data (in parentheses). The ECOLOGY paragraph separates characters with full stops, an acceptable alternative.

In taxonomic mycobiotas where no new species are named, distribution data is placed after specimens examined in a

MACROCHARACTERS — PILEUS convex, 35 mm diam, viscid, chartreuse; CONTEXT flabby; ODOR dusty; TASTE rotten; LAMELLAE free, veined; ANNULUS absent; STIPE terete, rigid, 120 × 10–20 mm, fibrillose, brilliant blue.

MICROCHARACTERS — BASIDIOSPORES 4.9–7 × 3–4(5) μm; CHEILOCYSTIDIA tibiiform, capitulate; PLEUROCYSTIDIA absent; BASIDIA 9-spored; PILEIPELLIS a

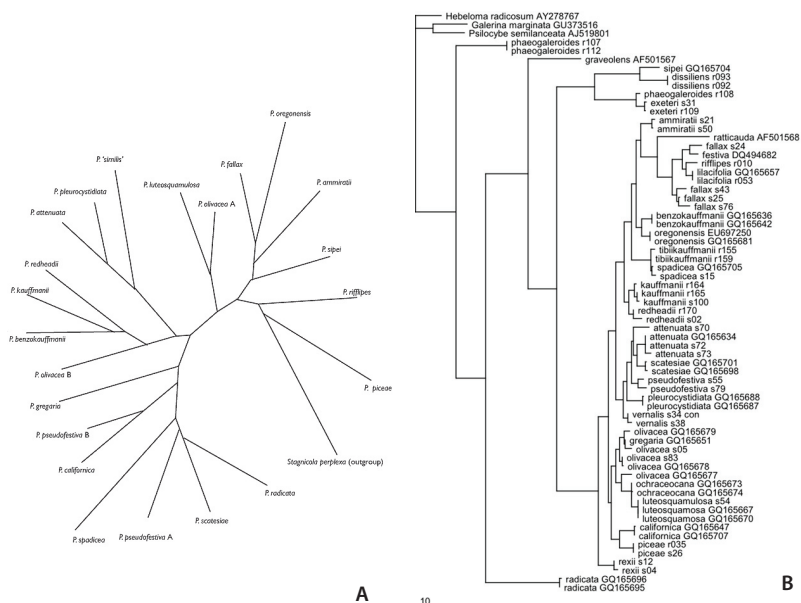


PLATE 2. Comparison of unrooted (A) and rooted (B) phylogenies (from Norvell 1998 [A], Norvell & al. 2010 [B]). Submit all line drawings, phylogenies, and graphs in JPG format, grayscale mode, with 900-dpi resolution for an 11 cm width. The drawing plate and legend are submitted as separate JPG and document files.

trichoderm composed of narrow hyphae $30\text{--}40 \times 2\text{--}4 \mu\text{m}$; CLAMP CONNECTIONS present at all septa.

ECOLOGY & DISTRIBUTION — Gregarious in sandy soil under pine (*Pinus contorta*) and tan oak (*Lithocarpus densifolius*). July. Uncommon, and known from 13 sites (36 collections) in coastal lowlands in California and Oregon.

ADDITIONAL SPECIMEN EXAMINED — UNITED STATES. OREGON: Lane Co., Florence ($124^{\circ}5'55''\text{W } 43^{\circ}58'58''\text{N}$): 4.VII.1939 AHS3055 w FSipe (MICH 31143 as *M. bonaria*).

COMMENTS—A final discussion section compares related taxa and addresses nomenclatural or taxonomic concerns. It may comprise only a few sentences or contain several paragraphs. This section contains text references (Sisyphus 1930), which should not be included in the technical descriptive paragraphs.

Traditionally, 'Comments' are read first by those who wish to identify specimens without wading through the more densely worded technical text. Commentary text should be the most clearly written and carefully edited in the paper. Authors should compare all similar species within the genus, explain any nomenclatural inconsistencies, and provide historical or other facts that will make the new taxon more interesting and memorable.

Authors should indent the first line of each succeeding paragraph and not separate the paragraphs with a space; the indent replaces the space separation.

Key to *Chrysomphalina* species of North America

The following 'American style' key (adapted from Norvell et al. 1994) presents parallel primary key choices (in 9-pt font) and sets supplementary text (in parentheses) under the species entry. Numbers after each first couplet lead refer to earlier leads — particularly helpful in longer keys.

- 1a. Basidiomes typically uniformly orange-colored; young pileus margin fringed by hair-like concolorous scales *C. aurantiaca*
(context & pellis concolorous; only yellow to rosy orange pigments present)
- 1b. Basidiomes typically bicolored; pileus (sub)glabrous or, if scaly, with darker scales confined to the central region 2
(pileipellis typically darker than context; both intracellular brownish/greenish fuscous & yellow/orange pigments present)
- 2a (1b). Basidiomes bright greenish-yellow when young, intensifying or fading in age but never showing orange hues; tramal cells often femur-like in age; basidiospores with broadly rounded ends *C. grossula*
- 2b. Basidiomes never greenish and only with orange, pinkish, or yellow tints; tramal cells rarely femur-like; basidiospores elongated with many slightly tapered toward the apex 3
- 3a (2b). Pileipellis lacking dark scales on disc *C. chrysophylla* var. *hoffmanii*
- 3b. Pileipellis with distinct dark scales on disc and inner margin 4
- 4a (3b). Basidiomes with orange to orange-yellow tints; no pink to salmon hues present *C. chrysophylla* var. *chrysophylla*
- 4b. Basidiomes with pink-orange or salmon hues ... *C. chrysophylla* var. *salmonispora*

TABLE 1. *Phaeocollybia* sections sensu Singer 1970, 1986

SECTION	CHEILOCYSTIDIA	SPORE LENGTH (µm)	CLAMPS
<i>Phaeocollybia</i>	clavate to cylindrical	> 6.5	absent
<i>Subattenuatae</i>	variable, non-capitate	> 6.5	present
<i>Versicolores</i>	acute or apically capitate	> 6.5	absent
<i>Radicatae</i>	(sub)capitate	< 6.5	present
<i>Microspora</i>	variable; often clavate/cylindrical	< 6.5	absent

This sample table was prepared in a separate TABLE TEXT FILE in Times (with 9-pt title and 7-pt subheadings (column in SMALL CAPS, row in *italics*), entries, and footnote). 7-pt, which is the SMALLEST font size permitted in MYCOTAXON, is ideal for tables.

Acknowledgments

Colleagues, herbarium curators, technical assistance, governmental agencies owning field stations, grants and other financial support, and peer reviewers are thanked or cited here. Text stands in 9-pt Times and the paragraph is left justified and single-spaced.

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NOTE: Consult the MYCOTAXON 'Myco2012guide' document file for proper formatting of the LITERATURE CITED and to learn how to obtain and format DOI numbers required for all references that have them (books and older papers may lack them).

Remember that all text references must be included in the LITERATURE CITED, and all references in this section must also be cited somewhere in the text.