

MYCOTAXON

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Penultimate revisions

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Revised *Mycotaxon* formatting guidelines

A complete set of the newly revised *Mycotaxon* guidelines will be published in the 2004 October-December issue, 90(2), and posted on www.mycotaxon.com. The new guidelines will condense protocols already covered in *Mycotaxon* 88: 515-526, *Mycotaxon* 89(1): covers 2-3, *Mycotaxon* 89(2): 521, and our website. Below are the most important formatting requirements.

Fonts (General) – Authors **must** obtain permission to use fonts other than Arial [Helvetica], Times [Times New Roman], or Courier (limited to tables where alignment is essential, as in presenting sequence data). Symbol characters (α , β , μm ,) should be inserted using the SYMBOLS menu when preparing text in Times New Roman.

Paragraph settings (General) – Authors are encouraged to format paragraphs rather than insert spacer lines or use tab keys to indent (e.g., set spacing at 6-points before, indent first lines by ~1 cm, use hanging indents for literature cited). A formatted MSWord shell setting forth *Mycotaxon*-approved styles is available from the Editor.

The following formats are now required.

Title – *Font*: Arial, 11-point, Bold, **sentence** (not upper or title) case; *Paragraph*: no period (dot) at the end (unless ending with an abbreviation), no indent, center aligned.

Author names – *Font*: Times, 10-point, Roman (regular), Large & small capital; *Paragraph*: no indent, center aligned.

Address information – *Font*: Times, 9-point, Italic; *Paragraph*: no indent, center aligned, no periods at line ends; *Placement*: Email address on top line; Institution/Street on middle line/s; City, Code, Country on bottom line.

Abstract & Key Words headers – *Font*: Arial, 8-point, Bold; *Placement*: on first line preceding text.

Abstract paragraph and Key words list – *Font*: Times, 8-point; *Paragraph*: margins indented ~1cm, no first line indent, fully justified; no period at end of Key words list.

Primary stand-alone subheadings – *Font*: Arial 10-point, Bold/Bold Italic; *Paragraph*: no indent, center aligned.

Secondary stand-alone subheadings – *Font*: Times 10-point, Bold/Bold Italic; *Paragraph*: no indent, left aligned.

Basic Text – *Font*: Times 9- (preferred) or 10-point; *Paragraph*: fully justified (preferred).

Subordinated text – *Font*: Times, 8-point (9-point optional when basic text in 10-point; 7-point optional: preferred in large tables but discouraged in Acknowledgements and Literature cited sections).

Literature cited – *Font*: Times, 8- or 9-point; *Paragraph*: Hanging indent, no line spaces between entries.

Latin scientific names for all taxa up to and including order – *Fonts*: Italic (in the version of the font and style of the sentence or heading containing that name).

Tables – Due to the difficulty of importing complex tables into In-Design, tables are now treated as graphics files. Those submitting MSWord or Rich Text Format electronic manuscripts are asked to submit all but the simplest tables as stand alone EPS or document files during final submission.

Graphic file size – Print resolution in the final publication is 300 dpi and the maximum final print area for a graphic is 11cm wide, 17.5 cm long (without legend). Format high-resolution final graphics files between 300 dpi (line drawings) and 600 dpi (halftone plates). TIF, EPS, and table files should all be scaled to fit the final print area (not page) size.

Submission protocols

Email – Due to increased junk email, authors should always include “Mycotaxon” followed by an appropriate short manuscript title in the email subject header. Authors using spam filters should add <editor@mycotaxon.com> and <llnorvell@pnw-ms.com> to their list of permitted incoming addresses.

Presubmission – When *Mycotaxon* resumes its four volume/year publication schedule in 2005, it will no longer be possible for the Editor-in-Chief to fine-tune each manuscript during the pre-submission period. Authors submitting electronic files for pre-approval are expected to send fully formatted, print-ready electronic files and to implement requested changes themselves. Users of Adobe PageMaker or In Design are encouraged to submit files formatted in those applications. PDF files accompanied by fully formatted MSWord or Rich Text Format files (with graphics removed) can also be used during pre-submission. Those wishing to submit print-quality Adobe PDF files during final submission must be able to insert the masthead font and page numbers after final manuscript approval. Pre-flighting all such files before final submission with Sheridan Press is encouraged.

Final submission is not final until the Editor-in-Chief has received (i) ONE (and only* one) manuscript hard copy with all plates, line drawings, and tables in place, (ii) a cover letter citing title, number of pages, number of graphics, and addresses (especially email) for **all** coauthors and **both** peer reviewers, and (iii) checklists and comments from two peer-reviewers. (Peer-reviewers may email their reviews to the Editor-in-Chief.)

*Authors who submit only print-ready hard copy must **also** submit (i) one print-ready manuscript with half-tone plates omitted but with line drawings and tables included and (ii) separate film-based photographic plates and other items requiring press processing.

Electronic files (which may be sent as email attachments) must include (i) a fully-formatted print-ready document file with graphics (including tables) omitted, (ii) separate high resolution TIF or EPS files for each line drawing, phylogree, or halftone, and (iii) DOC, RTF, or EPS files for each table.