

Notulae algarum

<http://www.notulaealgarum.org>



Instructions for Prospective Authors

Notulae algarum is an **on-line only** publication published by AlgaeBase and, as the title suggests, is intended for brief notes of 1-4 pages, generally on nomenclatural and taxonomic matters that pertain to any aspect of algae. Papers will be published in PDF format immediately upon acceptance. Submitted manuscripts should not be previously published or submitted elsewhere for publication.

Notulae algarum is intended to meet the requirements for effective publication to validate new names as prescribed in Art. 29 of the current *International Code of Nomenclature for algae, fungi and plants* (the Code hereafter), particularly as its requirements related to on-line publication.

Editorial Policy

The Editor and, if necessary, a member or members of the Editorial Board (see the list at <http://www.notulaealgarum.org>) will review each manuscript. Manuscripts should be prepared according to journal instructions; those that do not meet these may be returned for revision prior to review. Following the style of an appropriate manuscript that has already been published on-line is advised. A template is provided at [http://www.notulaealgarum.org/documents/Notulae algarum Word Template.dotx](http://www.notulaealgarum.org/documents/Notulae%20algarum%20Word%20Template.dotx).

Manuscripts

Submissions should conform to these requirements (preferably use the Word template provided):

- Contributions should be written clearly and precisely in English with British spellings. Use “s” words and not “z” words (e.g., “organise” not “organize”).
- Headings such as “Introduction”, “Results” and “References” are not to be used.
- The text should be in Times New Roman font in 12-point type. **Single spacing** should be employed and the lines should not be numbered.
- Text should be aligned **flush left**, and should not be right justified (like this document); hyphens should be used in the manuscript only where they are to appear in the publication and should not be used to split words at the ends of lines. Long dashes (known as “em” dashes) should be avoided as they do not show up consistently in PDFs.
- Latin words and phrases, like *et al.*, *in vitro*, *sensu lato*, should be italicised, as should the names of species and genera. But not “ex” or “in” in nomenclatural authorities.

- The complete scientific name and nomenclatural authority should be given for every organism (e.g., *Gonatozygon kinahanii* (W.Archer) Rabenhorst or *Phyllophora crispa* (Hudson) P.S.Dixon). Use AlgaeBase as the source for authorities if in doubt, although you may wish to point out erroneous entries. In all cases, nomenclatural authorities should not be abbreviated (e.g. ‘Kützing’ not ‘Kütz.’); and initials should be used if necessary to avoid ambiguity between authors with the same surname (see <http://www.ipni.org>); for authorities in two- or multi-author strings, use the ampersand ‘&’, not ‘and’ or ‘et’ [e.g. (Lamarck) Garbary & H.W.Johansen.]
- Do not indent the first line of paragraphs; instead leave a **single** line-space between paragraphs
- An **Abstract** is not required except for longer articles, but is at the author’s discretion. There is no need for a heading “Abstract”.
- **References** should be in the same style as those in AlgaeBase and, if in doubt, should be copied and pasted from there. Do not use capitals for authors. Journal abbreviations must not be used and the titles of journal should be accurate and traceable. There is no need for a heading “References”.
- Manuscripts must be checked carefully for references to ensure that all citations are listed in the references.
- Great care should be taken with nomenclatural papers to follow the rules and to cite the relevant Article numbers of the current [Melbourne] ICN Code where necessary. An on-line version of the Code is available at <http://www.iapt-taxon.org/nomen> and the Code should be consulted carefully to ensure that such papers are entirely in accordance with its provisions. Cite the code as “ICN Art. NN (Melbourne Code).”
- Particular care is necessary in the introduction of new names that the rules of the Code are scrupulously followed.
- Herbarium abbreviations should be used from Index Herbariorum and should be in Bold type followed by the herbarium reference (e.g., **GALW** 012334)
- Figures and other illustrations should be incorporated into the text ready for publication.
- All illustrated manuscripts should be accompanied by separate **tiffs** of the original illustrations in plate form with all lettering and other material in place.

Submission

Manuscripts should be submitted (by e-mail only) to the Editor, Michael Guiry, at michael.guiry@nuigalway.ie as a Word document (preferably .docx) with all necessary illustrations already labelled and **fully incorporated** into the Word file. Do not submit separate image files.