

## Instructions for Authors

All manuscripts must be submitted online using the following Allen Press web site:  
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### Editorial Policy

Two or more referees, an Associate Editor and the Editor-in-Chief usually review each manuscript. However, if a manuscript fails to meet the criteria and standards for *Phycologia*, it may be rejected without review. Referees evaluate the following: (1) international significance and scientific merit, (2) accuracy and logic, (3) clarity, conciseness, and organisation, and (4) quality, value and integration of photographs, graphs, and tables. The Editor-in-Chief makes the final decision for all submissions. Manuscripts must be prepared according to journal instructions. *Phycologia* publishes papers in the following categories: Original Research Article, Research Note, Phycological Review, and Commentary. *Phycologia* also publishes book reviews, obituaries, letters to the editor, and notices for the International Phycological Society.

### *Phycologia* Style and Grammar

Contributions should be written clearly and precisely in English (British spellings and usage according to the Concise Oxford Dictionary, 10th ed., Oxford University Press). Latin words and phrases, like *et al.*, *ex*, *in vitro*, *sensu lato*, should be italicized, as should the names of species and genera. Authors not proficient in English should have their manuscripts checked by a competent English speaker before submission.

Typescript should be double-spaced throughout, including references, tables and figure captions. Times New 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. The complete scientific name and authority should be given for every organism the first time it is mentioned (excluding the Abstract) (e.g. *Chromulina nebulosa* Cienkowski or *Lobophora variegata* (J.V. Lamouroux) Womersley *ex* Oliveira). Authorities should be given in full, with initials if necessary to avoid ambiguity (see <http://www.ipni.org/index.html>). Authorities should not be abbreviated (e.g. ‘Kützing’ not ‘Kütz.’); in two- or multi-author strings, use

'&', not 'and' or 'et' (e.g. (Lamarck) Garbary & H.W. Johansen). Use initials to distinguish between authors with the same surname. 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). Papers in press may be cited. Papers submitted or in preparation are to be treated as personal communication. For personal communications, please provide the editors with proof that the person has agreed to your inclusion of his/her unpublished information.

Use metric measurements (SI units). Units should be abbreviated if preceded by numerals: g, ml, s, min, d, mo, yr, mM, etc. (not followed by full stops). Use the minus index ( $m^{-1}$ ,  $s^{-1}$ , etc.) except in such cases like 'per frond'. Numbers greater than nine should be given as numerals except at the beginning of a sentence. Use '%' not 'percent'. Express dates thus: 30 July 2007. In tables and lists of specimens, abbreviate months to three letters, e.g. Jul. Standard chemical symbols and abbreviations 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). Use standard symbols and abbreviations for genes (e.g. *rbcL*, *psaA*) but if referring to rRNA then specify genome source when first used or when necessary for clarity (e.g. nuclear-encoded SSU rRNA). Standard statistical symbols should be used.

## I. 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. *Platychrysis moestrupii* sp. nov. (Prymnesiophyceae), but do not include nomenclatural authorities. The title should be followed by the names of the authors and then by 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)." Changes of address should be given as footnotes. Authors must list key words in alphabetical order (for indexing); note that title words need not be repeated as key words because the title is indexed. Authors may suggest a short running title.

**Abstract:** This must be 350 words or less, written in past tense. It must be informative, giving the principal results and conclusions. 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:** This should introduce the topic, include background information, and give a brief explanation for why the study was undertaken.

**Material and Methods:** This must provide enough information about the materials, techniques and analyses so that the work could be repeated. Proper documentation is required for cultures and plants used in the study. Cultures must be deposited and available in public collections, or the authors must specifically state that they will provide cultures to other scientists. Voucher material must be deposited in an internationally reputable herbarium or museum. The source (company, address) must be provided for equipment and supplies not obtained through the major companies. Explain any special terminology used in the Results.

**Results:** The Results should be written in past tense. Present the findings in a logical order and draw attention to important details shown in the tables and figures. Figures and tables must be arranged in the order that they appear in the text (e.g. Fig. 1 must be referenced before Fig. 2). Do not repeat information unnecessarily under different headings (e.g. under *LM observations* and then also under *EM observations*). For new taxonomic descriptions, please use a brief diagnosis using only the essential differential characters. Molecular sequences, including DNA barcodes, must be deposited with GenBank/EMBL/DDBJ and the submitted manuscript must include accession numbers. Please see <http://www.ncbi.nlm.nih.gov/> and <http://www.ncbi.nlm.nih.gov/WebSub/?tool=barcode>. Molecular sequences must be tied to vouchers or culture strains whenever possible. Vouchers and cultures should be accessible to the scientific community in recognized repositories (e.g., public culture collections, herbariums, zoological museums). For population genetic studies, vouchers should be deposited for at least one specimen per sampled population.

**Discussion:** This section should evaluate the significance of the results with regard to the study purpose and within the context of related studies. Please do not repeat text provided in earlier sections.

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

**References:** Citations should be arranged alphabetically by author and date. If there are multi-author citations, then arrange them by first author and date (Brown, Smith, Evans & McLeod 1993 before Brown, Jones & Smith 1996). Use small caps for author names. Journal titles must be full titles. See examples below:

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.

HEALTH CARE FINANCING ADMINISTRATION. 2004. New statistics at a glance. Available at: <http://www.hcfa.gov/stats/stathili.htm> (2 December 1996).

RYNEARSON T.A., LIN E.O. & ARMBRUST E.V. 2008. Metapopulation structure in the planktonic diatom *Ditylum brightwellii* (Bacillariophyceae). *Protist*  
DOI:10.1016/j.protis.2008.10.003.

GUIRY M.D. & GUIRY G.M. 2012. AlgaeBase. World-wide electronic publication, National University of Ireland, Galway. <http://www.algaebase.org>; searched on 13 January 2012.

**Tables:** Each table should be on a separate page. Tables must be numbered consecutively with Arabic numerals. Please provide a brief title for 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:** Please number figures consecutively using Arabic numerals (e.g. Fig. 1, Fig. 2); do not use letters (e.g., not Fig. 1a or Fig. 2B). Figure numbers must be of consistent size throughout the manuscript. Figures must be in the order that they appear in the text. Within the text, figures should be abbreviated: Fig. 1, Figs 1, 2, Figs 1–3, (Fig. 1), (Figs 1, 2), (Figs 1–3, 11–13), etc. Full-page groups of figures (a plate) must not be referred to as a plate in the text; please refer to these by figure numbers (e.g. Figs 1–6). Figure numbers must not be circled. Use only a scale bar; do not place size information above the scale bar. The maximum page length is 234 mm, but this length must also accommodate the legend. Figures should be designed to fit the width of either one or both columns (86 mm or 179 mm). Individual figures within a group should be squared accurately and arranged with their edges abutting (i.e. no spaces between them). Allen Press will insert a fine line between each photograph, and therefore a small marginal strip of each photograph will be lost; please bear this in mind when positioning figure numbers, scale bars and labels. Letters and numerals used in labeling must be between 2 and 4 mm high. Photographs should plainly show essential features and use no more space than necessary. SEM photographs should be presented in such a way that the scale bar is interpreted meaningfully (usually with the axis of tilt horizontal in the photograph). All photographs must be submitted for same-sized reproduction and should be equal in width to one or two columns of printed text (86 mm or 179 mm).

Electronically produced halftones must be at least 300– 350 dpi in TIFF or JPEG format; for other specifications for electronically submitted figures, visit <http://www.allenpress.com> and the site <http://figchecker.allenpress.com/cgi-bin/upload.cgi>. Colour photographs are usually published at the expense of the author. The first colour plate costs \$US550 (\$US500 for IPS financial members), and each additional colour plate costs \$US450 (\$US400 for IPS members). Authors may choose online-only colour for plates at a cost of \$75 per plate. Supplemental online-only colour figures are free.

**Figure Legends:** Authors must cite the herbarium voucher, microscope slide, culture strain, SEM stub, etc., from which each image was taken. A simple bar must indicate the image scale, and the scale bar size must be indicated in the legend, not on the figure itself (e.g. Scale bar = 250  $\mu\text{m}$ .). All terms, abbreviations and symbols should correspond to those used in the text.

**Supplementary Tables and Figures:** *Phycologia* publishes supplementary materials online only. The material must be important and relevant to the printed article, but it will be published online only due to print page restrictions and costs. Editors and reviewers may recommend transfer of figures and tables from the manuscript to supplementary publication. Supplementary documents should be separate from the main manuscript, and the documents or files should be clearly designated (e.g. Table S1, Fig. S25). Supplementary figures must have the legend incorporated as part of the figure. References that pertain only to supplementary materials should be included with the relevant supplementary material. Supplementary materials are not copyedited or typeset; they will appear exactly as submitted.

## II. Commentaries, Letters, Obituaries, Research Notes, Phycological Reviews

A Commentary offers opportunity for phycological debate and discussion. The Editor may invite responses to a commentary, and he/she may coordinate commentaries from different authors (e.g. contrasting views of controversial subjects). An Abstract is required for longer commentaries, but the remaining structure is flexible. Letters to the Editor may be accepted if they point out an error in scientific accuracy, incorrect or misleading information or similar corrections that have been missed by the peer review process. Obituaries are occasionally printed for well-known phycologists who have died. The phycologist should have been a member of the International Phycological Society. Research Notes are one to four printed pages. The Abstract should be brief. Headings are not used, but there should be introductory sentences, methods (if appropriate) and so forth. Citations, tables and figures follow the style described above. Phycological Reviews may be short or long, but they must be authoritative and written on a topic that is of wide phycological interest.

## III. Revised Manuscript

Following review and revision (if required), please submit your final manuscript. The Associate Editor, Editor-in-Chief and Allen Press may make grammatical, stylistic or other changes to your manuscript. Allen Press will send you a PDF proof of your article, and you will be given an opportunity to approve these changes. It is important that you check these changes because alterations to proofs are expensive and will be charged to the authors (excluding printer and copy editor errors). Please note that Allen Press also charges for queries directed to the corresponding author. Authors should pay particular attention to tables and figure legends. Proofs are sent in PDF format to the corresponding author. They should be checked and returned to the Managing Editor (Alaina Webster, Email: [awebster@allenpress.com](mailto:awebster@allenpress.com)) **within five days of receipt**. If proofs are not returned promptly, the article will be published without the author's corrections. Please note that no manuscripts will be published until the copyright release form is received by the Editor-in-Chief and any colour page charges are paid to Allen Press. Authors will receive an email with instructions for ordering hard copy reprints. Corresponding authors will receive a PDF of their article at no charge.