

Notulae algarum

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Instructions for Prospective Authors

Notulae algarum is an **online only** publication published by [AlgaeBase](#) and, as the title suggests, is intended for brief notes of 1-4 pages on nomenclatural and taxonomic matters that pertain to any aspect of algae. Papers will be published in PDF format with an ISBN number 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

All submissions to *Notulae Algarum* are peer-reviewed by at least two independent assessors after consultation with the Editorial Board. Upon receipt of reports, decisions are made whether to accept/reject or to return the manuscript for revision. Final decisions on publication are made by the Editor and are non-negotiable.

Manuscripts should be prepared according to the instructions below; 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 [here](#).

Once published, the PDF becomes the “version of record” and cannot be changed. Errors can be noted in a corrigendum, which will appear with the original publication.

Manuscripts

Submissions should conform to these requirements (you must 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, such as *sp. nov.*, *comb. nov.*, *nom. nov.* *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 in accordance with Code usage. Commonly used abbreviations such as “e.g.” and “viz” should not be italicised.
- The complete scientific name and nomenclatural authority should be given for each 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 [Shenzhen] ICN Code where necessary. An on-line version of the Code is available [here](#) 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 (Shenzhen 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* which is available online [here](#) and should be in **bold** type followed by the herbarium reference (e.g., **GALW** 012334)
- Illustrations should be included in the manuscript in plate form with all lettering in place. Do not submit separate image files. Plates can be placed in a new Word “section” and the text can be “run” from the initial section to a third section to allow the plate to stand alone.

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.