***Notulae algarum***

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**Instructions for Prospective Authors**

*Notulae algarum* is **an online only** publication published by [AlgaeBase](http://www.algaebase.org/) and, as the title suggests, is intended for **brief** notes, mostly of 1 or 2 pages, on nomenclatural or 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.

Longer manuscripts require payment of a €10 [page charge](https://www.notulaealgarum.org/pagecharges.php) per page for pages over two. So, for example, publication of a 10-page paper will cost €80, payable prior to publication, but a 3-page paper will cost €10, both at the discretion of the Editor.

*Notulae Algarum* is intended to meet the requirements for effective publication to validate new names as prescribed in Arts 29 and 30 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 not 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](http://www.notulaealgarum.com/documents/template/Notulae%20Algarum%20Template.docx).

Once published on-line, the PDF becomes the “Version of Record” as defined by the ICN and cannot be changed. Errors can be noted in a Corrigendum, which will appear *with* the original publication, but with a separate and later effective date of 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” vs “organize”).
* Headings such as “Introduction”, Materials & Methods”, “Results” and “References” are *not* to be used.
* The text should be entirely in Times New Roman font in 12-point type. **Single spacing** should be employed and the lines should *not* be numbered and spellchecked in Word’s “UK English”.
* Text should be aligned **flush left** and should not 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.
* Latin words and phrases, such as *sp. nov., comb. nov., nom. nov.*, *in vitro, sensu lato*, *infra* (below), *supra* (above), *ante* (before) and *post* (after) should be italicised, as should the names of species and genera. But **not** “ex” or “in” in nomenclatural authorities in accordance with current Code usage. Commonly used abbreviations such as “i.e.”, “e.g.” and “viz” should not be italicised and should be used without a comma. *Et alia* (and others) should be rendered as “& al.” and should not be italicised.
* The complete scientific name and nomenclatural authority should be given for each organism [e.g. *Gonatozygon kinahanii* (W.Archer) Rabenhorstor *Phyllophora crispa* (Hudson) P.S.Dixon]. Use AlgaeBase as the source for authorities if in doubt, although you may wish to point out anomalous or incorrect entries. In all cases, nomenclatural authorities must not 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](http://www.ipni.org/)); for authorities in two- or multi-author strings, use the ampersand “&”, not “and” or ‘*et*’ [e.g. “(J.V.Lamouroux) Brodie & L.M.Irvine”]
* Do not indent the first line of paragraphs; instead leave a **single** line-space between paragraphs
* An **Abstract** is not required.
* **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 should not be used, and the titles of journal should be accurate and traceable. Do not use the headings “References” or “Bibliography”.
* Manuscripts must be checked carefully for references to ensure that all citations are listed in the references and that references included are cited in the text.
* Great care should be taken with nomenclatural papers to follow the rules and to cite the relevant Article numbers of the current [Madrid] ICN Code where necessary. An on-line version of the Code is available [here](http://www.iapt-taxon.org/nomen/main.php) 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 (Madrid Code, Turland *& al*. 2018)” initially and thereafter as “Art. NN”.
* The Recommendations of the ICN should also be followed as closely as possible.
* Care is necessary in the introduction of new names that the rules and recommendations of the Code are scrupulously followed, particularly those of Arts 60 and 61.
* If the manuscript includes new taxa, types or nomenclatural acts at any rank it is required (by this journal) voluntarily to register the novelties with **PhycoBank**, the registration system for algae (https://www.phycobank.org/). Please contact the PhycoBank curation team (curation@phycobank.org) to get PhycoBank identifier(s). Registration will be finalised shortly after publication.
* Herbarium abbreviations should be used from *Index Herbariorum* which is available online [here](http://sweetgum.nybg.org/science/ih) and should be in **bold** type followed by the herbarium reference (e.g. **BM** 000012334)
* Illustrations should be included in the manuscript in plate form (labelled sequentially numerically, **not** with A, B, C, etc.) with all lettering and legends in place and if very large use the “compress” feature of Word to reduce them. Please 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. Please compress the size of plates as much as possible without reducing the clarity. There is guide to this for both Microsoft and Mac [here](https://www.howtogeek.com/681448/how-to-compress-images-in-microsoft-word/).
* Dashes and Hyphens:
1. Hyphen, shortest (for names and compound modifiers) e.g. “part-time workers”, “Horst Lange-Bertalot”.
2. En dash, medium (for size, pages and birth/death ranges) e.g., 20–30 µm wide; Jerome Donesthorpe Guiry (1915–1979); *Notulae Algarum* 180: 1–4.
3. Em dash, longest (for setting off clauses, generally for emphasis, sadly not much used in science) e.g., “you are the cousin—the only cousin—who came to my wedding.”

**Submission**

Manuscripts should be submitted (**by e-mail only**) to the Editor, Michael Guiry, at michael.guiry@algaebase.org as a Word document (preferably .docx) with all necessary illustrations already labelled and **fully incorporated** into the Word file.

Most recent revision: 20 January 2025