

# North American Fungi

## Instructions to Authors

*North American Fungi* is an on-line, peer-reviewed journal publishing articles relevant to the natural history of fungi in North America, including taxonomy, nomenclature, ecology, and biogeography. Article categories are: Notes, Brief Reports, Full-Length Research Articles, and Reviews.

Manuscripts submitted to *North American Fungi* should not have been published elsewhere previously (except as abstracts). Following acceptance authors are responsible for reformatting manuscripts for publication.

**Taxonomic Novelties:** The International Code of Botanical Nomenclature requires publication of taxonomic novelties by printed matter: “29.1. Publication is effected, under this *Code* (Tokyo), only by distribution of printed matter”. In other words, electronic publication of new names, new combinations, etc. is not permitted. Printed matter that includes taxonomic novelties is considered effectively published if copies are distributed to recognized libraries and taxonomic institutions such as herbaria. *North American Fungi*, as a service to authors, will arrange for printing and distribution of papers including taxonomic novelties as well as subsequent internet publication of the same works. Authors are required to register taxonomic novelties with [Mycobank](#) and to cite assigned MycoBank numbers in the manuscript. Such manuscripts should be prepared and submitted following the procedures used for other manuscripts except that on the manuscript submission form the corresponding author should note that the manuscript contains taxonomic novelties. Once the manuscript is accepted for publication in *North American Fungi* the following steps will be taken by the journal, a) the complete manuscript will be printed exactly as it will appear in the electronic version, b) the paper will be distributed to 15 libraries; the postmark of the printed publication will document the date and time of effective publication, and c) the paper will be posted electronically. The cost of printing and distributing the article will be borne by the author(s); online publication of the pdf version of the article on the *North American Fungi* website will be free of charge.

**Submission:** All manuscripts are submitted to the *North American Fungi* Editor-in-Chief (daglawe@earthlink.net) in electronic format as Microsoft Word document files. Corresponding authors who cannot transmit the manuscript via email may send a diskette, zip disk or CD-R to D.A. Glawe, *North American Fungi*, College of Forest Resources, University of Washington, Box 352100 Seattle, WA 98195-2100. Once the Editor-in-Chief determines that subject matter is appropriate for publication in *North American Fungi*, the manuscript will be forwarded to an Associate Editor to supervise its technical review. If the manuscript does not contain appropriate subject matter for this journal, the corresponding author will be informed.

**Review:** For notes and brief articles, the designated Associate Editor and one anonymous reviewer selected by the Associate Editor will function as reviewers; an additional peer or Associate Editor will be engaged as reviewer in the event of an unclear decision. For full-length *research articles* and *reviews* (including manuscripts compiling nomenclatural or biogeographic information) the Associate Editor will select two anonymous peers as reviewers, with the Associate Editor serving as an additional reviewer in the event of an unclear decision.

Reviewers will be expected to confirm that they will (i) review the manuscript within three weeks of receipt, (ii) use Microsoft Word ‘Track Changes’ from the ‘Tool’ menu to annotate the manuscript, and (iii) complete and return the ‘Reviewer’s Checklist’ (below). If the review is not returned within three weeks, the Associate Editor will notify both reviewer and corresponding author that an alternative reviewer will be chosen.

Reviewers are asked to judge the manuscript as i) acceptable for publication, ii) acceptable for publication following revision, or iii) unacceptable for publication. Manuscripts and reviewer comments will be returned to the corresponding author electronically. When acceptance is contingent on revision, the corresponding author will be expected to return the revised manuscript to the Associate Editor within four weeks, responding in detail to points raised by reviewers. *North American Fungi* will not retain copies of

rejected manuscripts, or copies of manuscripts for which the corresponding author fails to supply revisions in a timely manner.

Corresponding authors may suggest the names of suitable reviewers whom the Associate Editor may approach should there be difficulty finding reviewers expert in the appropriate subject area. The corresponding author also may specify individuals who should not function as reviewers for reasons of conflict of interest or absence of neutrality. Editors of the journal are not required to follow such recommendations.

**Format for submitted manuscripts:** Within Microsoft Word, authors should use Page Setup to specify the standard North American page size of 8 ½ by 11 inches (portrait). All margins (top, bottom, right, and left) should be one inch. Text should be 10-point Georgia, double-spaced. On the first page the title of the manuscript should be followed by names of authors, addresses of authors, abstract and key words. See 'Research article and reviews' and 'Brief articles and notes' for headings. Text should be followed by acknowledgements, literature cited, tables, figure legends and figures. Authors have the option of inserting figures into the Word document or supplying them in the form of jpg attachments to the submission email. Figures (including legends) and tables should fit into a space not exceeding the print area of a single page (9 inches height by 6.5 inches width) or a single column (9 inches by 3.25 inches). Resolution of illustrations should be 144 dpi.

**Format for accepted manuscripts:** When the final content for the manuscript has been agreed upon, authors will prepare the final copy for publication. At this point the author will be supplied with a manuscript template to use in producing the publication copy.

**Elements to submit:** Submit the manuscript via email. In the submission email include the name and contact information (phone, email, fax, and mailing address) for the corresponding author. Attach the following files to the submission email:

- **the Microsoft Word document including the manuscript text;** the name of the file should include the name of the corresponding author (e.g., debary.doc); if desired, figures may be inserted into the text document.

- **if submitting figures separate from the Word document, attach a separate jpg file for each figure plate;** the name of each should include the name of the corresponding author and a number that corresponds to the sequence of plates cited in the manuscript (e.g., debary1.jpg, debary2.jpg, debary3.jpg, etc).
- **a completed copy of the manuscript submission form.**

**Research articles and reviews:** *Research article subdivisions* include title, name(s) and affiliation(s) of author(s), abstract, key words, introduction, materials and methods, results, discussion, acknowledgements, literature cited (see **example**). Appendices are encouraged for lengthy DNA or RNA sequences or long lists of specimens examined in original research papers. *Review subdivisions* are title, name(s) and affiliation(s) of author(s), abstract, introduction and further other subheadings as needed. There is no set limit on length of articles or reviews. The Editors, however, reserve the right to request authors to shorten portions of manuscripts when deemed appropriate.

**Brief articles and notes:** *Brief articles* are four or fewer pages in length, including one page of tables and illustrations. Brief article subdivisions include title, name(s) and affiliation(s) of author(s), abstract, key words, introduction, materials and methods, results and discussion, acknowledgements and literature cited. *Notes* are limited to a one-page maximum, including title, authors, authors' affiliations, key words, text, and literature cited, but with a second page permitted for tables, figures and figure legends.

For formats for cited literature, tables, figure legends and other aspects see a recently posted manuscript of the appropriate category (research article, review, note, etc. Note that names of periodicals and titles of books or proceedings are written in full. Taxonomic author citations should be given only once, usually the first time a species (or, when appropriate, another taxon) is mentioned in the text, or in a summary table. Author citations may be written in full, or, if abbreviated, following either Farr et al. (1989, *Fungi on Plants and Plant Products in the United States*, APS Press) or Kirk (2003, [Authors of Fungal Names](#), CABI Bioscience). Herbaria may be written in full or abbreviated following according to Holmgren et al. (1990, [Index](#)

[Herbariorum](#), 8th ed., New York Botanical Garden.

Culture collection names may be written in full or abbreviated according to Jong et al. (1996, *ATCC Filamentous Fungi*, 19th ed.). Names of genera and species should be in italics. Authors are encouraged to cite specimen numbers from herbaria or culture collections. Nucleic acid sequences must be deposited with a recognized depository such as GenBank before a manuscript can be accepted for publication.

### **Citing personal communications or unpublished observations**

Cite these parenthetically in text, e.g. (J. Kuhn, unpublished) or (O. Brefeld, personal communication)

### **Example Styles for Literature Cited**

- Journal titles are given in full, without abbreviation, except that an initial "The" may be omitted.
- Authors are listed alphabetically by family name, then chronologically.
- Authors initials precede the family name, except for the first author.
- Separate the last author with the word "and" not preceded by a comma.
- Leave a space between the author(s) initials.
- References to books by major publishers need not include a location. Minor publishers should be cited with a location.

### **Journal Articles**

Bonar, L. 1971. A new *Mycocalicium* on scarred sequoia in California. *Madroño* 21:62–69.

Takamatsu, S. 2004. Phylogeny and evolution of the powdery mildew fungi (Erysiphales, Ascomycota) inferred from nuclear ribosomal DNA sequences. *Mycoscience* 45: 147-157. <http://dx.doi.org/10.1007/s10267-003-0159-3>

### **Books**

Alexopoulos, C. J. 1962. *Introductory Mycology*. 2<sup>nd</sup> Edition. John Wiley and Sons, New York.

Braun, U. 1995. *The Powdery Mildews of Europe*. Gustav Fischer Verlag, Jena.

McCune, B. and L. Geiser. 1997. *Macrolichens of the Pacific Northwest*. Oregon State University Press, Corvallis.

### **Book Chapters**

Peterson, D. L. and M. J. Arbaugh. 1992. Mixed conifer forests of the Sierra Nevada. Pp. 433-459 in: Olson, R. K., D. Binkley and M. Bohn, eds. *The Response of Western Forests to Air Pollution*. Springer-Verlag, New York.

### **Symposium Proceedings**

Ammirati, J. F. and G. A. Laursen. 1982. Cortinarii from Alaskan Arctic Tundra. Pp. 282-315 in: Laursen, G. A. and J.F. Ammirati, eds. *Arctic and Alpine Mycology. The First International Symposium on Arcto-Alpine Mycology*. Barrow, Alaska. University of Washington Press, Seattle.

### **Theses and Dissertations**

Antoine, M. E. 2001. *Ecophysiology of the Cyanolichen Lobaria oregana*. M.S. Thesis, Oregon State University, Corvallis.

Martin, E. P. 2005. *Lichen Response to the Environment and Forest Structure in the western Cascades of Oregon*. Ph.D. Dissertation. Oregon State University, Corvallis.

### **Web Sites**

Sharnoff, S. and R. Rosentreter. 1998. *Lichen use by wildlife in North America*. Retrieved December 2005, from web site: *Lichens of North America*. <http://www.lichen.com/fauna.html>

### **Review Criteria**

It may be helpful to authors to know that reviewers are asked to assess manuscripts using the following checklist:

- Is the information in the manuscript noteworthy and original?
- Is the manuscript appropriate for publication in *North American Fungi*?
- Were appropriate experimental procedures and data analysis used?
- Are experiments well designed and carried out?
- Are observations made with sufficient care and interpretations supported by documented evidence?
- Are conclusions adequately supported by the work presented?
- Are illustrations, figures, graphs, or tables necessary and of sufficient quality for publication?
- Is appropriate literature cited?