

# ***Mycologia Balcanica***

## **Instructions to authors**

Revised: 28 March 2007

*Mycologia Balcanica* is an international mycological journal. It publishes papers on all aspects of the fungi, including slime-moulds, chromistan-, and lichen-forming fungi, with an emphasis to the Balkan Peninsula and the Mediterranean region. Mycological contributions to other countries or territories are also welcome.

The publication in *Mycologia Balcanica* is open to all mycologists. One volume is published annually, comprising three fascicles of A4 format and quality paper for excellent prints of photos. Only articles written in English are accepted.

Papers appropriate for the journal should fall into one of the following categories:

- (1) full length articles, reporting original and well-documented research;
- (2) notes or brief articles, reporting short original research results, timely novel findings or new techniques;
- (3) checklists;
- (4) invited papers;
- (5) reviews.

All manuscripts should be submitted to the Editor-in-Chief (e-mail address: [cmdenchev@yahoo.co.uk](mailto:cmdenchev@yahoo.co.uk))

Authors should consult the Editor-in-Chief before submitting a review manuscript.

Submission of a manuscript for consideration by *Mycologia Balcanica* indicates that the authors have neither previously published nor are simultaneously submitting substantially the same material in another journal or book. In case of multiple authorship, the corresponding author must confirm by a letter that all authors have read and approved the manuscript. All authors must sign this letter.

The articles will be published in the approximate order of their acceptance.

No page charges will apply for papers up to 20 manuscript pages.

## Manuscript preparation

1. Manuscripts for FULL LENGTH ARTICLES should include the following items in this order:
  - Category of the manuscript;
  - Title of the paper;
  - Name(s) of the author(s);
  - Address(es) of the author(s) (when more than one, indicate authors' addresses with superscript numbers);
  - Corresponding author's name, address, e-mail address, and telephone and fax numbers;
  - Number of text pages, number of figures, and number of tables;
  - Abstract not exceeding 250 words;
  - Key words;
  - Main text;
  - References;
  - Figures;
  - Figure legends;
  - Table(s), including title(s);
  - Notes to the Editor-in-Chief.
2. Manuscripts for NOTES, BRIEF ARTICLES or CHECKLISTS should include items for full length articles, but primary headings such as 'Introduction', 'Results', 'Discussion', etc. should be omitted, and the abstract should not exceed 150 words.
3. Submit your manuscript, incl. tables and figures, as **electronic files** and sent them as attachment files through e-mail or on a computer disc by air mail. The electronic file of the text should be created with *Microsoft Word*. Number all pages in the top right margin.
4. All parts of the manuscript should be prepared using 1.5 lines line spacing (30 lines per page) with margins of 2.5 cm. All text must be in 12p size fonts and left aligned (not justified) so that the right margin is uneven. Primary headings should be flush left.
5. **Title.** – The title should be as short and informative as possible. Write the title in **bold**, and capitalize only the first word and the proper nouns. Use *italics* only for the genus and species names. Omit names of authors of taxa except when necessary to avoid uncertainty. Only the affiliation to families or orders should be mentioned in the title. When the article is part of a series, a number should be added to the title, and reference to the series or to a previous article should be made.
6. **Abstract.** – The abstract should be written as a single paragraph starting with the word '**Abstract.**' (in bold). Do not use any abbreviations, and do not include authorities for taxa (unless they are necessary to distinguish homonyms).
7. **Key words.** – List in alphabetical order no more than 8 words or phrases. Identify by the phrase '**Key words:**' (note: in **bold**) beginning at the left margin.
8. **Main text.** – The material must generally be divided into the following sections, although exceptions and additions might be necessary as some papers are not best presented in this form: **Introduction, Materials and Methods, Results, Discussion** (or **Results and**

**Discussion), Acknowledgements.** Other headings, such as **Taxonomy, Enumeration of the species**, etc., as well as secondary headings may be used if necessary for clarity of text organization. Write all main headings in **bold**. Vernacular names, e.g., a basidiomycete, several ascomycetes, the agarics, both gasteromycetes, etc., should not start with a capital letter. All tables and illustrations must be referred to in the text in the order presented.

9. **Materials and Methods.** – All methods and materials should be described in detail, or references to published materials and/or methods should be provided. Modifications of published methods should be described. Sources of reagents, supplies, and equipment should be indicated in parentheses (company, city, country). If the equipment has been modified or newly constructed by the authors a detailed instruction has to be described. Add the list of used non-standard abbreviations in an alphabetical manner.
  
10. **Acknowledgements.** – They should be brief and should precede the references. The source of any financial support received for the work being published must be included in this section.
  
11. **References.**
  - All references in the text, except the cases mentioned below, must also be listed under ‘References’ and vice versa.
  - Only published or those being accepted for publication should be included. Accepted but not yet published ones are listed with the mention ‘(in press)’ after the author(s) name(s), when the year is known, or after the journal title, when the date is not yet known. Manuscripts which were submitted but not yet accepted have to be mentioned only in the text with the addition of ‘(subm.)’ or ‘(unpubl.)’. A personal information provided by anybody should be avoided except in some critical cases where this information may be cited only in the text as ‘A.B. Johnson (pers. comm.)’ or ‘(A.B. Johnson, pers. comm.)’ regardless whether provided orally or in a letter. Citation of abstracts of meetings should be avoided except only in critical cases and only if they are published in an abstract book with Publisher and City indicated. This kind of information may be cited in the text as ‘Johnson (2001, abstr.)’ or ‘(Johnson 2001, abstr.)’, and added to the reference list.
  - References in the text should be cited by author-date system. Single author: Johnson (1990) or (Johnson 1990), two authors: Johnson & Ricker (2002) or (Johnson & Ricker 2002), more than two authors: Johnson *et al.* (2000) or (Johnson *et al.* 2000). Several references by the same author/s published in the same year: Johnson (1990a, b) or (Johnson 1990a, b).
  - References in the text, should be cited in chronological not in alphabetical order.
  - Where it is desirable to refer to a particular page, a colon is used: Johnson (2001: 44) or (Johnson 2001: 44).
  - The titles of the periodicals must not be abbreviated, provide the full titles.
  - Titles of papers in languages other than English, German, French, Spanish and Italian should be translated into English and surrounded by square brackets. In addition, the original language should be indicated at the end of the reference, such as (In Bulgarian).
  - Examples of citations used in *Mycologia Balcanica* are given below. The references included in the list should match in all respects the examples below.

## References

### (i) Articles in journals and monograph series:

- Author, A. 2004. Title of article. – *Mycological Research* **108**: 1112-1121.  
 Author, A. & Author, L. 2003. Title of article. – *Fungal Diversity* **8**: 1222-1234.  
 Author, A. & Author, M. 2001. [Title of article]. – *Journal* **7**: 155-165. (In Russian)  
 Author, A., Author, D. & Author, E. 1999. Title of article. – *Journal* **5**: 14-16.  
 Author, A., Author, C. & Author, D. 2000. Title of article. – *Journal* **6**: 16-18.  
 Author, A., Author, B. & Author, C. 2002a. Title of article. – *Journal* **8**: 10-12.  
 Author, A., Author, B. & Author, C. 2002b. Title of article. – *Journal* **8**: 104-116.  
 Author, B.D. 1997. Title of article. – *Journal of Plant Pathology* **11**(4): 421-424.  
 Author, D.E. 1959. Title of a monograph. – *Beiträge zur Kryptogamenflora der Schweiz* **12**: 1-1407.  
 Author, F. 1897. Title of article. – *Journal* **21**: 133-144 + Pls II-IV.  
 Author, G. 2003. Title of article. – *Journal* **9**. In press.  
 Author, H. In press. Title of article. – *Mycologia Balcanica*.

### (ii) Books – full citations:

- Author, A.A. & Author, B. 2001. Title of book. Publisher, City.  
 Author, B.C. 2000. Title of book. Vol. **1**. Publisher, City.  
 Author, D. 2001. Title of book. 2<sup>nd</sup> edn. Publisher, City.  
 Editor, B.F. & Editor, A. [eds] 1991-2002. Title of book. Vols **1-5**. Publisher, City.

### (iii) Books – part citations:

- Author, A.A. & Author, B.E.D. 2001. Title of book, pp. 311-422. Publisher, City.  
 Editor, B. [ed.] 2000. Title of book. Vol. **2**. Pp. 101-202. Publisher, City.

### (iv) Books – chapters:

- Author, A. & Author, D. 2003. Title of chapter. – In: A. Editor & B. Editor [eds]. Title of book. Vol. **2**. Pp. 22-44. Publisher, City.  
 Author, D. & Author, A. 2000. Title of chapter. – In: B. Editor & A. Editor [eds]. Title of book. 2<sup>nd</sup> edn. Pp. 444-555. Publisher, City.  
 Author, E.G. 2001. Title of chapter. – In: A.B. Editor [ed.]. Title of book, pp. 122-188. Publisher, City.

### (v) Proceedings of an international congress or symposium:

- Author, A. & Author, B. 2001. Title of article. – In: A.B. Editor [ed.]. Title of congress or symposium, city/town, date. Pp. 45-50. Publisher, City.  
 Author, B. 2001. [Title of article]. – In: A.B. Editor [ed.]. [Title of congress or symposium], city/town, date. Pp. 45-50. Publisher, City. (In Bulgarian)  
 or  
 Author, B. 2001. [Title of article]. – In: A.B. Editor [ed.]. Title of congress or symposium, city/town, date. Pp. 45-50. Publisher, City. (In Bulgarian)

### (vi) Abstracts of an international congress or symposium (as exception, see the remark in Art. 11):

- Author, A.D. & Author, B. 2003. Title of abstract. – In: A.B. Editor & D.F.G. Editor [eds]. Title of Abstracts of congress or symposium, city/town, date. P. 44. Publisher, City.

### (vii) Thesis:

Author, A. 2003. Title of thesis. PhD thesis. University/Institute, City.

12. **Tables.** – Tables should be printed on separate manuscript pages and numbered with Arabic numerals (e.g. **Table 1.** ...) in the order in which they are cited in the text as '(Tab. 1)'. They must have brief, concise titles and legends that will make the general meaning of the table comprehensible. The titles should be placed at the top of the tables. Explanatory footnotes may be placed below the table, written with superscript lowercase letters (not Arabic numerals). Omit vertical separation lines. The maximum size of a one-column table is 8.2 × 23.0 cm or of the full page table is 17.0 × 23.0 cm. All abbreviations must be explained in the legends. Distinguish between a nil result (0 or –, in contrast to +) and missing result (NA or blank space) (NA = not available).

13. **Illustrations.**

- Prepare as many figures as necessary for the best demonstration of the results or descriptions.
- Figures are acceptable in one of the following formats: psd [Photoshop + layers] 300 dpi; tiff 300 dpi; jpeg 300 dpi, maximum quality; for drawings 600-1200 dpi.
- Designate all illustrations (photographs, graphs, diagrams, line drawings) as figures (abbreviations: Fig., Figs) and numbered with Arabic numerals (e.g. Fig. 1; Figs 3-5). A plate of drawings or photographs may be treated as one figure (separate parts of this figure may be identified by lower case letters for each element which must cited in the text as 'Figs 1a, 3b', etc.) or as several figures with each figure numbered consecutively.
- All figures should have a legend. The legends of all figures in the article should be written consecutively on a separate sheet.
- Submit all figures in their final size. The maximum size of a one-column figure is 8.2 × 23.0 cm, and the full page figure is 17.0 × 23.0 cm. In filling a single column or page to the full depth, space should be left for the legend. Actual sizes in line drawings should be indicated by bars drawn on, or affixed to the figures. Photographs should include a scale line or bar directly on the print. For all figures the bar scale is given in the legend, not on the figure. Do not write magnifications such as ×4, or ×1250, in the figure caption. The publisher reserves the right to reduce or enlarge some figures.
- Any signs and letters in the illustration must be large enough to be read without any problems. Hand-written signs and letters are not accepted.
- Figures for reproduction in colour are acceptable, but the extra cost (**Euro 57** for each colour page) must be covered by the author(s).

14. **Scientific names.** – The names of all taxa must be written in *italics*. Authority names of all taxa must be cited when used the first time. Abbreviations of the authority names should follow Kirk & Ansell (1992) or <http://www.speciesfungorum.org/AuthorsOfFungalNames.htm>. A generic name followed by a specific epithet should be written in full at first mention; subsequently it may be abbreviated to its capitalised initial letter, provided that no ambiguity results. In the taxonomic citation paragraphs abbreviations of the names of journals and periodicals should follow *B-P-H Botanico-Periodicum-Huntianum*, published by the Hunt Institute in 1968, and/or Bridson & Smith (1991).

15. **Symbols, abbreviations, values, measurements.**

- In general, the measurements should be given in units recommended by the International Unit System (SI) metric system, except for 'liter' (and its abbreviation) and 'ml'. When non-SI units are used, they must be adequately explained to avoid ambiguity. Italicize only absorbency (*A*) and gravitational acceleration (*g*). The plural

forms of abbreviated units should not be formed by adding ‘-s’. Use always a space to separate figures given from the units measured (e.g. ‘5  $\mu\text{m}$ ’ not ‘5 $\mu\text{m}$ ’, ‘24  $^{\circ}\text{C}$ ’, not ‘24 $^{\circ}\text{C}$ ’), except some abbreviations for numbers, i.e. ‘K’ and ‘M’ (e.g., 2K = 2000).

- The most important unit abbreviations are the following:
  - length – nm,  $\mu\text{m}$ , mm, cm, m
  - mass – pg, ng,  $\mu\text{g}$ , mg, g, kg
  - amount of substance – nmol,  $\mu\text{mol}$ , mmol, mol
  - molar concentration –  $\mu\text{M}$ , mM, M
  - area –  $\text{mm}^2$ ,  $\text{cm}^2$ ,  $\text{m}^2$
  - volume –  $\mu\text{l}$ , ml, l,  $\text{cm}^3$ ,  $\text{m}^3$
  - time – s, min, h (the time of day should be given in terms of the 24 h clock (e.g. 14.00 h not 2.0 p.m.))
  - temperature –  $^{\circ}\text{C}$ , K
  - light – J, lx, lm, W
  - molecular weight – Da, kDa
- Other commonly used abbreviations and contractions which may be used in manuscripts without definition are the following:
  - about – *ca* (*circa*)
  - altitude, elevation above sea level – alt.
  - approximately – approx.
  - at the place cited – l.c. (*loco citato*)
  - average – av.
  - boiling point – b.p.
  - calculated – calc.
  - coefficient – coeff.
  - combination, new – *comb. nov.* (*combinatio nova*)
  - compare – cf. (*confer*)
  - concentrated – conc.
  - concentracion – concn.
  - constant – const.
  - Correlation coefficient – *r*
  - cultivar(s) – cv. (cvs)
  - cultivated – cult. (*cultis*)
  - degrees of freedom – D.F.
  - deoxyribonucleic acid – DNA
  - diameter – diam
  - district – distr.
  - dry weight – DW
  - edition – edn
  - editor(s) – ed. (eds)
  - *et alia* – *et al.*
  - Figure(s) – Fig. (Figs)
  - for example – e.g. (*exempli gratia*)
  - forma (as taxonomic category) – f.
  - fresh weight – FW
  - (of) gardens – hort. (*hortorum*)
  - genus, new – *gen. nov.*
  - Greenwich Mean Time – GMT
  - herbarium – herb.
  - height – ht

- hydrogen ion, minus log concentration – pH (plural pH values)
  - in a broad sense – s. lat. (*sensu lato*)
  - in correspondence – in litt. (*in litteris*)
  - in a narrow sense – s. str. (*sensu stricto*)
  - in the work cited – op. cit. (*opere citato*)
  - Internal transcribed spacer – ITS
  - light microscope – LM
  - log to base 10 – log
  - log to base e (natural log) – ln
  - maximum – max.
  - maximum velocity –  $V_{\max}$
  - messenger ribonucleic acid – mRNA
  - Michaelis constant –  $K_m$
  - million – M
  - million years – Myr
  - minimum – min.
  - minute – min
  - molecular weight – mol. wt
  - name, new – *nom. nov.*
  - nicotinamide adenosine dinucleotide – NAD
  - not seen – n.v. (*non visus*)
  - number – no. (*numero*)
  - observed – obs.
  - page, pages – p., pp.
  - per cent – %
  - preparation – prep.
  - radius – r
  - ribonucleic acid – RNA
  - ribosomal ribonucleic acid – rRNA
  - scanning electron microscopy – SEM
  - special form – f. sp.
  - species – sp., spp. (plural)
  - species, new – *sp. nov.*
  - standard deviation – SD
  - standard error of mean – SEM
  - subspecies – subsp., subspp. (plural)
  - that is – i.e. (*id est*)
  - thousand – K
  - temperature – temp.
  - transmission electron microscopy – TEM
  - variety – var.
  - volume(s) – vol. (vols)
  - weight – wt
  - Enzyme nomenclature has to refer to international standards.
16. **Dates.** – Names of months are given in full in the main text in the form: 1 January 2003. The names of months in dates included either in lists of specimens examined or in Tables should be abbreviated to the first three letters, e.g. Jan, Feb, Mar, Jun, etc.
17. **Numbers and measurements.**
- For decimal values a point and not a comma is used, e.g. ‘3.5’ not ‘3,5’.

- Numbers of up to four digits should be spelt like 758 or 4579, but those of five or more like 57 894 or 256 000. The use of K and M to indicate thousands and millions, respectively, is acceptable; these are used with no space after the number as ‘2.5K’ for 2500.
  - Measurements of structures should be recorded as length by width (or diameter). Authors are encouraged to give the measurement in this form: ‘(8–) 12-18 (–23) × 6-8 (–10) μm (*n* = 150)’ where the figures within parentheses are the extreme ranges, and *n* = 150 is the number of measured objects. Indicate mean values, standard deviation, etc. separately.
  - Decimal values for percentages in the case of large structure are mostly valueless and should be rounded up or down to the appropriate, significant figures: 56.84 % to 56.8 %.
18. **Keys.** – Dichotomous keys are preferred. Complex of features should be segregated by a semicolon, e.g. characteristics of ascocarps; of ascospores; of hyphae; etc.
19. **Description of new taxa.**
- Authors are responsible for the accuracy of the Latin description or diagnosis and the Editor does not check them. Consult a Latin scholar. Before describing a new taxon consult the ‘International Code of Botanical Nomenclature’ (Greuter *et al.* 2000 or <http://www.bgbm.fu-berlin.de/iapt/nomenclature/code/SaintLouis/0001ICSLContents.htm>).
  - The type specimens of new taxa must be deposited in public herbaria where they are permanently preserved and accessible to other researchers. The herbaria must be cited by their official acronyms, as given in Holmgren *et al.* (1990) and/or “Holmgren & Holmgren. Index Herbariorum: <http://www.nybg.org/bsci/ih/ih.html>”.
20. **Citing collections.** – Lists of studied collections must be arranged geographically or alphabetically with respect to countries; when citing specimens from the same country, geographically or floristic region arrangements may be preferred (e.g. for Bulgarian specimens following the 20 known floristic regions). Where available, the floristic region, map coordinates, and elevation should be included. The following is an example of a complete citation:

*Specimens examined:* **BULGARIA:** Black Sea Coast: Distr. Dobrich, Bolata Dere near the Cape Kaliakra, 43°22’ N, 28°28’ E, alt. *ca* 2 m, 22 Sep 1998, D. Mitev (SOMF 25 228).

21. **Punctuation.**

- Single quotes (‘...’) should be used throughout for quotations or to indicate colloquialism or doubt; double quotes (“...”) should only be used for a quotation within a quotation.
- Hyphens should be used only where two nouns are joined, and never between adjectives (e.g. ‘yellow-green’ not ‘yellow green’, ‘yellowish green’ not ‘yellowish-green’). They are not used where a prefix is involved (e.g. ‘coevolution’ not ‘co-evolution’).

When in doubt about manuscript editing matters, the authors are urged to consult the Editor-in-Chief or the latest issue of the journal.

## Referees, acceptance, proofs, offprints

1. **Referees.** – When a manuscript is submitted to the Editor-in-Chief, it is given a manuscript number (always refer to this number in communications with the Editor). Submitted manuscripts will be evaluated by the members of the Editorial Board or another qualified referee. The authors are encouraged to nominate up to 3 potential referees with particular expertise in the manuscript subject area. The mycologists named

must not be member(s) of the staff of the author(s) institution. The Editor-in-Chief may or may not use these specialists in deciding to whom the paper should be referred.

## 2. Acceptance, proofs, offprints.

- The Editors reserve the right to edit manuscripts for clarity of expression and to conform to the journal style.
- After the review process the corresponding author will be informed about acceptance of the manuscript and possibly be asked to answer some questions of the referee. In other cases suggestions for changes will be made, and the corresponding author will be sent a set of manuscript and review.
- When the manuscript is returned to the corresponding author for modification, the revised manuscript, figures, and tables, together with a computer disc with the final versions of the text, tables, and figure legends should be returned to the Editor-in-Chief within three months; otherwise, the manuscript will be considered to have been withdrawn.
- The corresponding author will receive proofs once.
- Please read the proofs and send them back within one week after receipt. Only typographical errors might be improved.
- Articles will be published in the approximate order of their acceptance. The accepted date will be the day when the Editor-in-Chief has judged it to be publishable after the completion of the reviewing process.
- Manuscripts accepted for publication will not be returned to the authors. However, the photographs and line drawings will be returned after publication at the author's request.
- For each article **50 free of cost offprints** are provided. These will be despatched to the corresponding author. Further reprints can be ordered when the corrected proof is returned; they will be billed at cost.

## References

- Bridson, G.D.R. & Smith, E.R. [eds] 1991. B-P-H/S Botanico-Periodicum-Huntianum/Supplementum. Hunt Institute for Botanical Documentation, Pittsburgh.
- Greuter, W., Barrie, F.R., Burdet, H.M., Demoulin, V., Filguerias, T.S., McNeill, J., Nicolson, D.H., Silva, P.C., Skog, J.E., Trehane, P., Turland, N.J. & Hawksworth, D.L. 2000. International code of botanical nomenclature (Saint Louis Code). – *Regnum Vegetabile* **138**: I-XVIII + 1-474.
- Holmgren, P.K., Holmgren, N.H. & Barnett, L.C., eds. 1990. Index Herbariorum. Part I. The herbaria of the World. 8<sup>th</sup> edn. – *Regnum Vegetabile* **120**: 1-693.
- Kirk, P.M. & Ansell, A.E. 1992. Authors of fungal names. A list of authors of scientific names of fungi, with recommended standard forms of their names, including abbreviations. Index of Fungi Supplement. CAB International, Wallingford.