

## ***Mycologia*: Instructions for Authors 2025**

### **Submitting papers**

*Mycologia* receives all manuscript submissions electronically via its Editorial Manager site located at <http://www.editorialmanager.com/mycologia>. Editorial Manager allows rapid submission of original and revised manuscripts, and facilitates the review process and internal communication among authors, editors, and reviewers via a web-based platform. Before using the system, you must register; it is critical to maintain your profile on the system, especially if your email address changes.

Editorial Manager technical support can be accessed at <http://www.editorialmanager.com/robohelp/10.1/index.htm>.

Other questions can be addressed to the Managing Editor, Dr. Brian Shaw, at [mycologia@tamu.edu](mailto:mycologia@tamu.edu) or to any of the Executive Editors.

### **Types of papers published by *Mycologia***

Original Research

Note/Brief Article

Review Article (invited by Review Editor)

Invited Paper (invited by Managing Editor)

*Mycologia* welcomes submissions of research papers, formatted as described below. Short research papers (six manuscript pages or less, such as a note or brief article) may have a combined Results and Discussion section. Review articles are invited by the Review Editor, who will provide instructions.

### **Manuscript guidelines**

*Mycologia* will process initial submissions in a broad range of standard journal formats provided that (i) all data necessary for review are provided in a form available to reviewers. This can be as DATA FILES with the submission, functional URLs in the DATA AVAILABILITY STATEMENT section or both, (ii) the manuscript has continuous line numbers and page numbers and is double-spaced, (iii) all figures are provided in high-resolution image formats and have sufficiently large font sizes to be readable. If authors are asked for revisions or resubmissions, they should then adhere closely to the guidelines provided in this document.

Papers are published in American English (USA). Authors should follow suggestions in the current (8th) edition of *Scientific Style and Format: CSE [Council of Scientific Editors] Manual for Authors, Editors and Publishers*. When in doubt about formatting, style, abbreviations or punctuation, refer to recent issues of *Mycologia*. Authors are urged to have one or more colleagues read and evaluate the manuscript before submitting it.

Please provide a neatly typed electronic file of your manuscript. Double space in all parts, including title, addresses, footnotes, legends, tables, literature citations, etc. Leave at least a 2.5 cm (1 inch) margin on all sides. All text must be left-aligned so that the right margin is uneven (i.e. not right-justified). Add continuous line number and page numbers to your manuscript file. Remove all blank vertical space above or below titles, headings or paragraphs (exception are to separated diagnostic couplets in keys, and to separate individual references in **LITERATURE CITED**). Do not format the blank space between paragraphs or sections; typesetting codes at the Press will produce these. Identify each page (other than the first) with the first author's name and the page number in the top right margin. Do not place page breaks between sections.

The main text should be prepared in Microsoft Word (.doc, docx). Do not submit article files or tables as

PDF files. Although Word files will be automatically converted to PDF format for review, the editable Word file is needed for copy-editing. Manuscripts requiring extensive alterations will be returned to the authors by the Managing Editor for correction.

If English is not your first language, we recommend that you either have the manuscript reviewed by an English-speaking colleague before submission, or that you contract a professional scientific editing service to work with you on the manuscript before submission.

Articles should include the following items in order:

**Short title for running head:** An idea expressed by 3–5 words is recommended. Along with the authors' names, this is printed at the top of each page of the article except the Title page. Together the authors' names and short title should not exceed 60 characters.

**Title:** Please make the title concise but informative. Do not include higher taxonomic ranks (e.g. phylum, order, family) in the title; place these in the abstract or key words. Do not use abbreviations. Include nomenclatural authorities only when their inclusion is critical for conveying information. Capitalize only the first word and proper nouns; the rest of the title should be in lowercase.

**Author name(s) and address(es):** Place all authors' names on one line, citing each relevant address with a lower-case superscript letter. Addresses are listed in one paragraph, beginning with the relevant lower-case superscript, with each address separated by a semi-colon. Provide the email address of the corresponding author in a footnote after the figure legends.

*Mycologia* does not have a formal authorship policy, but recommends the guidelines of the Vancouver Protocol (<http://www.research.mq.edu.au/documents/policies/Vancouver.pdf>). It is the responsibility of the corresponding author to ensure that all authors are contacted before the paper is submitted, and that all authors listed in the submitted manuscript have provided explicit consent to be included as an author. *Mycologia* does not intervene in authorship disputes.

**Abstract:** Include an abstract for all articles. The **ABSTRACT** heading is in boldface, all caps, followed by a hard return. Begin the text at the left margin. The abstract should be written as a single paragraph, concisely presenting the salient points of the article. It should stand alone and be informative without reference to the text. Please do not include taxonomic authorities for scientific names or designations such as sp. nov. or comb. nov. in the abstract. Define abbreviations used for gene names or other purposes in the abstract.

**Key words:** Each article must be accompanied by several key words. Key words should supplement the title and should not duplicate title words. Insert key words in alphabetical order immediately after the abstract as a separate paragraph without indentation and the heading **KEY WORDS:** (boldface, all caps).

For manuscripts with taxonomic treatments, *Mycologia* is one of the journals employing a standardized set of key words intended to enable GenBank, MycoBank and PubMed to automatically locate articles with proposals of new taxonomic names (see Schoch et al. 2017: Using standard keywords in publications to facilitate updates of new fungal taxonomic names. *IMA Fungus* 7(2): 70-71). These are the last key words in the list and the format is as follows: **x new taxa** (With x denoting the number of taxa as a digit and "taxa" including all taxa: species, genera, etc.) OR in the case of one new taxon: **1 new taxon**. Name changes, such as new combinations, should be included in the new taxon count. In the case of additional typifications, not related to new species: **x new typifications / 1 new typification**.

**Body text with recommended headings:** Primary headings begin at the left margin, are in boldface and

all caps, and are followed by a hard return. Start second-level headings at the left margin and use only as necessary for clarity, italicized followed by a period and an em dash. Third-level headings also are italicized but indented and followed by a period only. Do not combine **RESULTS** and **DISCUSSION** sections except for brief articles.

- **INTRODUCTION**
- **MATERIALS AND METHODS**
- **RESULTS**
- **TAXONOMY** (in papers with taxonomic treatments)
- **DISCUSSION**
- **DATA AVAILABILITY STATEMENT**
- **ACKNOWLEDGMENTS**
- **LITERATURE CITED**
- **LEGENDS and FOOTNOTES**

### **General rules**

- Use line-number guides (left margin, continuous) on submitted versions intended for peer review.
- *Mycologia* does not indent the first paragraph of a section or subsection; paragraph indents should be consistent throughout the file. Use the tab key or paragraph indent, not multiple spaces. A one-half inch (0.5 inches, 1.27 cm) indent is preferred. Please do not put blank lines between paragraphs.
- Boldface, italic, small caps, subscript and superscript formatting commands should be used. Underlining is normally not used.
- Distinguish among hyphens -, en dashes –, em dashes — and minus signs -. Hyphens are used to join words, such as cerato-ulmin. Use en dashes to indicate numerical or alphabetical ranges. Do not confuse the hyphen and minus sign, - and –, respectively. Use one em dash at the end of secondary headings.
- Never use commas or periods (full stop) within whole numbers, but instead use spaces for integers greater than five digits long (e.g., 1000 or 20 500). Use periods for decimals (e.g., 0.25).
- Callouts to tables should be capitalized (e.g., TABLE 1). Callouts to figures should be capitalized and abbreviated (e.g., FIG. 1, FIGS. 1 and 2). Tables and figures are both designated with Arabic numerals.
- Names of software packages are in all small caps, i.e. without an initial capital letter (e.g. MULPARS, SUMPT, MULTREES, TBR). Version numbers should not be preceded by an abbreviation such as “v.”
- Company names followed by State (for US companies), or Country (for non-US companies) should be included for reagents and technology used in **MATERIALS AND METHODS**. State and province names are spelled out.
- Numbered lists in paragraphs should use lowercase Roman numerals in parentheses, such as (i), (ii), (iii) etc., and should run in a continuous paragraph, rather than appearing as an indented list with hard returns.
- Do not capitalize nouns such as chemical names or methods (e.g., maximum likelihood) that are not proper nouns, except at the beginning of a sentence.
- Do not start a sentence with a punctuated abbreviation. For example, when a Latin binomial begins a sentence, spell out the genus name.
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### **Footnotes**

Avoid footnotes. If used, footnotes to the text should appear in numerical order with numbers as superscripts. Cite them numerically at the end of the article after the legends. Please do not use your word processor's footnote or endnote command. Apart from required institutional statements (e.g., copyright statements required for some government employees), acknowledgements should not occur as footnotes.

### **Abbreviations**

Abbreviations follow CSE style manual. Commonly used abbreviations include:

- time—y, mo, wk, d, h, min, s;
- months— first three letters, e.g. Jan, Feb, Mar, Apr, May, Jun, Jul;
  - Format for dates: 1 Jan 1999, 31 Jul 2022
- volume—L, mL,  $\mu$ L;
- size—km, m, cm, mm,  $\mu$ m, nm;
- mass—kg, g, mg,  $\mu$ g, ng;
- concentration in molarity—M, mM,  $\mu$ M, nM, pM—differs from molecular amounts—mol, mmol,  $\mu$ mol, pmol;
- distinguish *g* (grams) from *g* (force of gravity) with italics for the latter;
- temperature—C as 28 C, not 28°C, use the degree symbol only for angular measures, latitude and longitude;
- probability — *P* (uppercase italics);
- statistics— *F*, *t*,  $\chi$ ;
- molecular and cellular biology— nuc, mt, DNA, RNA, rDNA, mRNA, rRNA, tRNA, ATP, GFP, PCR.

Notice that periods are not used for standard abbreviations (e.g., DNA). Exceptions are FIG., FIGS. Spell out state or province names (e.g. California not CA; Ontario not ON).

Consult the CSE manual for abbreviations of chemicals, chromosomes, enzymes, genes, plasmids etc.

### **Marks and symbols**

- In mathematical equations, brackets enclose parentheses. Whenever possible, avoid using parentheses inside of parentheses in the article text.
- Use the prime symbol ', as in 5' or 3' for DNA/RNA sequences; do not use an apostrophe', an accent or a right single quotation mark'.
- Single prime ' also denotes minutes and double prime " denotes seconds in latitude and longitude.
- Use the multiplication symbol  $\times$  in equations; do not use the letter x.

### **Scientific names**

Italicize only generic, infrageneric (subgenus, section), specific and infraspecific taxa.

Citation of nomenclatural authorities for taxa is optional. For taxonomic papers, nomenclatural authorities should be used when required for clarity, but their use is otherwise at the discretion of the author and editors. If they are used, authors should be cited for all specific and infraspecific taxa, except forma speciales, but should be given only when first used in the text or in a table. If authors for taxa are cited in a table, do not repeat them in the text. For abbreviations of authors' names, please follow Kirk PM, Ansell AE. 1992. *Authors of fungal names. Index of Fungi supplement*, and the update available online at <http://www.indexfungorum.org/AuthorsOfFungalNames.htm>

### **New taxa, keys and formal descriptions**

Mycologia welcomes articles comprising major taxonomic revisions, but will consider articles focused primarily on new taxon descriptions only when the editors agree that they meet these criteria: (i) the

descriptions, illustrations and phylogenetic analyses match or advance the state of the art for the taxonomic group; (ii) distinct phylogenetic analyses are given for multiple loci (note that nuc rDNA segments are all part of a single locus, and single phylograms of concatenated multilocus data are discouraged); (iii) taxa are based on more than one collection or gathering (i.e., not multiple isolations from a single sample); (iv) taxonomic data are supported by a discussion of biological relevance or additional data that provide a biological context (e.g., pathogenicity tests, physiological data, etc.). Exceptions may be made in special cases, such as for rare but important taxa (please contact Executive Editors with inquiries).

Taxonomic novelties should be listed separately under the **TAXONOMY** heading. Place names of new taxa flush-left in bold italic face font, followed by nomenclatural authority(-ies) and status (e.g. sp. nov., stat. nov., comb. nov.) in regular font. The MycoBank registration number should be added on the line directly below the name of new taxon thus, "MycoBank: MB123456". (*Mycologia* strongly prefers but does not insist on MycoBank registration to those from other registration databases.) This is followed by a paragraph with the heading *Typification:*, which includes information about the **holotype**, **lectotype** or **neotype** of the taxon, following the format given below under "Citing collections". Separate information on the different kinds of types into different sentences. If appropriate, follow the type information with a separate sentence identifying the ex-type culture. This can be followed with a separate sentence indicating GenBank accession numbers for DNA sequences derived from the type.

The *Typification* paragraph should be followed with a brief but descriptive English diagnosis in paragraph form, generally fewer than 10 lines long. This diagnosis lists diagnostic characters, i.e. those that distinguish the taxon from other similar taxa.

A paragraph on *Etymology* follows the diagnosis, explaining the origin of the name proposed for the new taxon.

Full descriptions provide a complete description of the organism. In descriptions, record measurements as length by width (or diam); place exceptional dimensions in parentheses: (10–)12–15(–16.5) × 5–6.5 µm. Note that measurements made by light microscopy should be **rounded off to the nearest 0.5 µm** to conform with resolution limitations imposed by the Abbe limit. *Mycologia* strongly prefers that microscopic measurements of spores and spore-producing structures include a statistical measure of variability, e.g. standard error, standard deviation, confidence ranges, etc.

Authors are expected to deposit voucher specimens in publicly accessible collections and to cite them appropriately. Failure to do so might delay review and publication. For ex-type and other critical cultures, we recommend deposit in two independent public culture collections when possible.

For previously described taxa, it is unnecessary to include the MycoBank number or an explanation of the etymology. It can be helpful to include a *Typification* paragraph if you have examined authentic material to validate your application of the taxonomic concept presented. If a new type (lectotype, neotype, or epitype) is designated, please include a MycoBank Typification (MBT) number. A typical example follows:

***Phialocephala nodosa*** J.B. Tanney & B. Douglas, sp. nov.  
MycoBank: MB811718

FIGS. 2, 30–S, 6

*Typification:* CANADA. NEW BRUNSWICK: Alma, Fundy National Park, Maple Grove trail (45.58178 –64.98633), from decaying *Acer saccharum* branch, 17 Jul 2014, J.B. Tanney NB-475 (**holotype** DAOM 628553). Ex-type culture DAOMC 250115. GenBank: ITS = KP768357; *RPB1*=KP965537.

*Etymology:* *nodosa* (Latin), knotty, referring to the appearance of microsclerotia produced in culture.

### ***Citing collections***

This standard format should be used:

*Other specimens examined*: COUNTRY. STATE/PROVINCE: city/town, locality, map coordinates, elevation, substrate, date (e.g. 10 Aug 1995), *collector name and collection number* (in italic font) (**isotype**, etc., if appropriate. Herbarium Code: Herbarium Accession Number).

Names and addresses of the major collections where specimens or cultures are accessioned are often included in MATERIALS AND METHODS.

Please use the standard recommended abbreviations for herbaria listed by: Thiers B. [continuously updated]. Index herbariorum: a global directory of public herbaria and associated staff. New York Botanical Garden's Virtual Herbarium [<http://sweetgum.nybg.org/ih/>].

Long lists of *Material examined* in taxonomic papers may be most appropriately included as a Supplementary Table.

### ***Keys***

Type titles for keys in all caps. Keys must be dichotomous, with couplets numbered by Arabic numerals. Each paragraph begins at the left margin, with a blank line between couplets. Put taxon names or navigation numbers flush right at the end of each string of text. It is not necessary to put dots or periods to fill the empty parts of the line; these will be added during type-setting. Normally keys with four or fewer couplets will be set in one column and keys of five or more couplets will be set across two columns. An example of a submitted key follows.

#### KEY TO FUNGAL SPECIES ON A SUBSTRATE

- |   |                    |
|---|--------------------|
| 1. Spores short, generally < 25 µm long                   | 2                  |
| 1'. Spores long, generally > 25 µm long                   | 3                  |
| 2. Basidiomes pale brown, branched; basidia 15–20 µm long | <i>Z. westonii</i> |
| 2'. Basidiomes green, unbranched; basidia 15–20 µm long   | <i>Z. shearii</i>  |

### ***Gene nomenclature***

Names of protein-coding genes must be italicized. The definition of a gene as well as the abbreviation for a segment of the ribosomal RNA loci (rDNA) must be given in full in the first occurrence in the **ABSTRACT** and separately in its first occurrence in the manuscript. A standard form for gene nomenclature should be adopted, similar to what is commonly used as a community of practice for the same or related species. Common formats are *abcD*, *abc1* or *ABC1* (always italicized). Genes must be distinguished from the proteins that they encode (e.g.  $\alpha$ -tubulin is a protein, not a gene; an  $\alpha$ -tubulin gene could be named something like *TBA1*.) It is ill-advised to name a gene identically to the protein it encodes because there are often paralogs (sometimes discovered later) for different isoforms of the protein (e.g. paralogs of  $\alpha$ -tubulin genes could be named *TBA1* and *TBA2*.) Ribosomal RNA gene (rDNA) segments should be defined specifically according to location (e.g. nuc or mt), the RNA molecule they encode (e.g. 18S, 28S, 5.8S or 5S but NOT SSU or LSU), and the portion or domains of those regions used in the analyses (e.g. approx. 5' 600 bp, or D1–D2 domains of nuc 28S rDNA). Segments spanning internal transcribed spacer regions should be specified in first occurrence as nuc rDNA ITS1-5.8S-ITS2 (ITS) and abbreviated ITS thereafter.

### ***Specimens and molecular sequence data***

For taxonomic papers, authors are expected to deposit voucher specimens and cultures in public herbaria and culture collections, citing these in the paper. For ecological papers, authors are strongly encouraged to deposit representative specimens or cultures to enhance reproducibility of their work.

International conventions such as the Convention on Biological Diversity (CBD), and protocols such as the Nagoya Protocol, regulate the transferal of biological resources across international borders. Such resources may include living or dead specimens, living cultures, and in some cases DNA extracts. As the designated repositories for such resources, biological collections often require a signed Material Transfer Agreement and may require informed consent for research to be performed (e.g. before DNA extraction can be attempted from an herbarium specimen). Authors are expected to conform with all relevant regulations, nationally and internationally, and may be requested to provide documentation demonstrating compliance by reviewers, editors, or the publisher prior to publication.

Molecular sequence data, such as gene or rDNA sequences, genome sequences, metagenomic sequences etc. must be deposited in a public molecular sequence repository that is part of the International Nucleotide Sequence Database Collaboration (INSDC), normally GenBank, and accession numbers cited in the text, supplementary material, or on figures of phylogenetic trees. Large molecular datasets, such as complete genome sequences or metagenomic sequence datasets, must be deposited at GenBank or similar repositories (see <http://www.nature.com/sdata/policies/repositories>), and accession numbers cited.

*Mycologia* will not publish nucleic acid sequences or sequence alignments other than short or unique sequences or novel primers developed and validated in the published work

Electronic alignment files must be provided for review. Authors are required to deposit sequence alignments in a public database (e.g., github) and cite the accession number(s) in the DATA AVAILABILITY section. The deposited alignments must be in nexus, phylip or concatenated fasta (with gaps) and include properly formatted relevant tree files. An acceptable alternative is to provide each alignment and tree file in a SUPPLEMENTARY FILE, which will be hosted on Taylor & Francis' figshare platform (<https://tandf.figshare.com/umyc>) and cite the file in the DATA AVAILABILITY section.

Authors publishing papers that focus on ecological data sets are encouraged to deposit metadata or ecological data to permanent repositories such as Dryad (<http://datadryad.org/>) or similar repositories. Archiving data sets, supplements, or other information solely on websites of the author(s) or similar is strongly discouraged because it is much less stable than deposition in long-term, formal repositories.

*Mycologia* will not contribute to costs associated with data archiving.

### ***Structural and biochemical data***

Authors are expected to deposit subcellular structural data or biochemical data into appropriate databases (e.g. AFTOL Structural and Biochemical Database; ChemSpider or SciFinder for chemical structures).

### ***Literature cited***

Please see full reference guide:

[https://www.tandf.co.uk//journals/authors/style/reference/tf\\_USCSEB.pdf](https://www.tandf.co.uk//journals/authors/style/reference/tf_USCSEB.pdf).

### ***Tables***

Keep tables to a minimum. Before constructing a table, determine whether the data might be better treated in narrative form in the text; almost all short tables can be put in such form. Tables are

submitted as separate files. Tables are numbered in Arabic numerals, and the word(s) Table (or Supplementary Table) will be placed at the left margin. The title follows in paragraph form, double-spaced. The title for each table must be a single sentence; if further explanation is required footnotes should be used. Footnotes in tables use superscript lowercase letters. Lengthy descriptions of tabular material should not be in footnotes to tables, but should be incorporated into the relevant text. Omit vertical lines from the body of the table.

Excel file formats are acceptable for submission of tables.

See a recent issue of *Mycologia* for examples of formatting and the use of horizontal lines.

Tables that contain lists of specimens, cultures, DNA sequence accession numbers, and similar information may be included in the main text. For such tables that would fill more than two printed pages, authors should consider instead including the table as Supplementary Material, or separating the data representing newly derived DNA sequences from data for sequences from other studies into different tables, with the latter placed in Supplementary Material.

### **Figures**

Plan figures to use the full one- or two-column width. Figures must be designed to fit a maximum of 8.2 cm (3.25 inches, one column) or 17.1 cm (6.75 inches, two columns) wide by 23.4 cm (9.25 inches) high, including space for the legend after reduction. Cover dimensions are 18.3 × 21.2 cm. To ensure optimal reproduction, files for figures preferably should be formatted at actual size and not require reduction. Figures should be sufficiently less than the maximum page height so that the legend can be placed on the same page.

The minimum resolution for photographic images is 300 dpi, sized for the final print dimensions; 600 dpi is preferred. Line drawings should be scanned at 600–1200 dpi with two bit color (i.e. just black and white, not grayscale).

Designate all photographs, phylogenetic trees, graphs, and drawings as Figures (abbreviate FIG., FIGS.) and number consecutively in Arabic numerals. Plates and figures should be planned so that the figures are numbered consecutively in the order they appear in the text to allow proper placement in the published paper.

A plate of drawings or photographs is treated as one figure with letters for each element. The use of capital letters is highly recommended for readability. Numbers and letters for figures, graphs and drawings should be approximately the same style and size as those in the text of *Mycologia* (i.e. 12 point). We recommend a san serif font such as Arial for figure lettering. Do not place letters or numbers on figures that have only one element. If words are used directly on figures, use uppercase and lowercase, not all capitals. See recent issue of *Mycologia* for examples of formats commonly used for different kinds of figures.

**Legends.** Type figure legends consecutively in paragraph form on a separate page after **LITERATURE CITED**. Begin at the left margin with the title “Figure” followed by an Arabic numeral, both in boldface, followed by a period. A title for the figure in normal text usually follows. Each element of the figure is described using a normal font letter followed by a period, and then a description of the relevant aspects of the image. Elements highlighted by arrows or other symbols on the figure can then be described. Specimen or culture numbers should be included in parenthesis after this description, followed by a period. Following the description of individual elements, explanations of statistical results, special symbols, etc. should be included as necessary. Scale bars are described using the text, “Bar =” followed by the measurement unit indicated by the scale bar. For example:

**Figure 4.** Title of figure if necessary. A. Structure of fungus (specimen or culture number). B–K. Several other structures of other fungi. Bar = 1 mm.

**Figure 5.** Phylogenies based on aligned sequences of A. ITS, B. *BENA*, and C. *CALM*, of *Talaromyces* section *Talaromyces* showing relationships among species with ampulliform phialides and rough walled conidia. Strains belonging to new species are indicated in bold. Support in nodes is indicated by thickened branches when bootstrap values are  $\geq 80\%$  and posterior probabilities are  $\geq 0.95$ . An asterisk (\*) indicates 100% bootstrap or 1.00 posterior probabilities; a minus sign (–) indicates support values lower than 80% bootstrap or 0.95 posterior probability; <sup>T</sup> indicates ex-type strains.

*Graphs.* Individual graphs often will be reduced to one column. Omit horizontal lines, gridlines and all background shading from graphs. Label both axes, preferably with a sans serif font sizes to appear at ca. 10–12 point font when printed. Multiple graphs with the same x-axis may be stacked vertically with only the bottom x-axis labeled. If the y-axis is the same for a set of stacked graphs the axis label should be centered vertically on the group of graphs.

*Phylogenetic trees.* Phylogenetic trees should use a sans serif font for taxon labels. Latin names of all taxa and the genus rank and below must be in italics; higher ranks are in normal font. Sequences derived from types should be designated with boldface font, or with an abbreviation such as T, ET (=ex-type), NT (=neotype), etc. in boldface, if boldface symbols are used for other emphasis in the figure. Do not put more than 80 lines of text on one tree if the taxon labels are intended to be legible. Please use the vertical spacing feature of your tree drawing software to minimize the appearance of blank lines between taxon labels; the appearance should be consistent with single spaced text. Tree figures provided in vector formats (see below) will reproduce more clearly than bit-map formats. Branches can be thickened to illustrate findings/results and this should be explained in the legend. Unnamed environmental sequences can be included in trees if they are relevant to the taxa being discussed or to the research question. In these cases GenBank accession numbers and other relevant information should be included to maximize information content.

*File formats.* Acceptable formats for figures are EPS, PDF, JPG, TIF, GIF, PNG and PSD, but see below. For final versions of bit-map figures, the file format preferred by the publisher is TIF without layers.

File formats with image compression (GIF, JPG) are suitable for review drafts of manuscripts, but should be used with caution for publication. PNG format is a lossless bit-map format that is compressed and is preferable to JPG for digital photographs.

A figure that is initially prepared with drawing tools in PowerPoint, Adobe Illustrator, or similar programs should be saved in one of the vector formats, EPS or PDF; if saved in a raster (bit-mapped) format such as JPG, GIF, TIF or PSD, resolution problems may arise that are difficult or impossible to address. Files cannot be converted acceptably from raster to vector formats.

Microsoft PowerPoint (PPT) files cannot be used for figures or plates. Please convert figures prepared as PPT files to one of the formats listed above.

Illustrations may be in color in the online version but grayscale in the print publication. Color should be used in print-publication only when it is essential to convey scientific information; please understand that the majority of users of *Mycologia* read the journal on-line, and that the print run is mostly archived in libraries. Please do not use color-coding for phylogenetic trees or other graphics that include text if black and white symbols can be used as effectively. Please save graphics that are intended for grayscale halftone print publication as 256 grayscale files, not as color (CMYK or RGB) files. Papers containing color

figures for print publication are subject to additional charges of \$350 per color page. Authors who are members of the Mycological Society of America may have the color charges for the first plate waived at the discretion of the Executive Editors.

### **Supplementary data**

Supplementary data are published online only as files independent from, but linked to, the on-line pdf article. Supplementary data are considered Open Access by the publisher, and thus freely accessible to all who would like to read them.

Legends for Supplementary file should be included in a separate MS-Word .doc file.

Long tables of specimens, cultures, and DNA sequence accession numbers (more than 2 printed pages) should be presented as a Supplementary table and not included in the text of the article. Long lists of *Material examined* in taxonomic papers also may be most appropriately included as a Supplementary table.

Individual gene trees that support multigene phylogenetic analyses, or photographic images or line drawings to support taxonomic descriptions or image analyses, etc. may be included as Supplementary figures.

Pending acceptance, please remove supplementary figures and supplementary table legends from the revised text of the manuscript. Add titles to all supplementary tables. Include legends for supplementary figures in a separate word doc and upload separately from the revised manuscript doc. Taylor & Francis will place the supplementary figure legends on the supplementary figures.

Note that supplementary data are published on-line as received without additional layout by the publisher.

### Submission checklist

This checklist highlights the main formatting requirements for a manuscript submitted to *Mycologia*. Please do not submit this checklist with the manuscript. It is for your convenience only.

Register and submit manuscripts here: <http://www.editorialmanager.com/mycologia>

- Manuscript double spaced with 1 inch (2.5 cm) margins in .doc or .rtf format. No page breaks. Line numbering on for convenience of reviewers.
- Title does not include nomenclatural authorities or higher taxonomic names. Short running title provided.
- Authors names and addresses conform to expected format. Email address of corresponding author is included. All authors have provided consent.
- ABSTRACT** consists of one paragraph. Nomenclatural authorities are not included.
- KEY WORDS** are provided and do not repeat words in title. New taxon and typification keywords included.
- References in text are cited chronologically, separated by semicolons.
- Abbreviations for scientific units conform to CSE style.
- Nomenclatural authorities are used in text only in taxonomic papers.

- For nomenclatural novelties (new or recombined taxa), MycoBank registration numbers are provided, typification is clearly documented, and etymology is explained.
- Specimens and cultures examined conform to guidelines.
- Gene designations and abbreviations conform to guidelines.
- New DNA sequences are submitted to GenBank and accession numbers are included.
- Alignments are uploaded as DATA FILE for reviewers.
- Alignments submitted to an online data repository (e.g., github) and study number(s) included, or alignments and tree files uploaded with the manuscript submission as a supplemental file to be hosted on Taylor & Francis' figshare platform. Accession numbers or callouts to SUPPLEMENTARY files are included in the DATA AVAILABILITY STATEMENT section.
- Literature is cited using complete names for journals
- EndNote or Reference Manager codes are removed from file.
- Figures and tables are numbered with Arabic numerals according to order of citation in text.
- Figure files are formatted at appropriate dimensions, dpi and saved in acceptable file format.
- Figure legends conform to Mycologia format.
- Supplementary tables and figures are cited in text. Supplementary figure legends are in a separate .doc file.
- Double check that your email address is correct in Editorial Manager.