

Checklist for submission of manuscripts to *Botanica Marina*

Each submission must be accompanied by this checklist filled in by the author(s). Manuscripts submitted without checklist will be returned. Before you prepare a manuscript, read carefully through the checklist and consult the latest "Information for authors" at www.degruyter.com/journals/bm. Thank you.

Cover letter and form "Responsible authorship"

- 1. Cover letter is to include the form "Responsible authorship" (see below), i.e.,
 - a) cover letter includes signatures of all authors accepting responsibility for entire contents of manuscript. Second and other authors may sign separately and/or submit by fax or e-mail;
 - b) cover letter indicates significant contributions of all authors to the work.
- 2. Cover letter indicates novelty of the work. Originality/novelty relates to more than a particular year, place, taxon or chemical compound (i.e., contribution is beyond the confirmation state).
- 3. Cover letter may indicate names/addresses/fax/e-mail addresses of up to 4 impartial potential peer reviewers.

Submissions

Manuscript has been submitted online at:

<http://botmar.edmgr.com>

Please note: Authors without access to high speed internet, please contact the Editorial Office for immediate assistance.

General manuscript requirements

- 1. Manuscript typed double-spaced, 12-point font size with a left-hand margin of 4 cm and a right-hand margin of 2 cm on one side of A4-sized or American letter-sized paper.
- 2. Text body is not justified on the right side.
- 3. Manuscript does not exceed 30 pages for full journal papers, or 10 pages for short communications.
- 4. References in text body are quoted with the author name/year system. The ampersand is not used between names (use "and" instead). When 3 or more authors are cited, use the name of the first author, followed by et al.
- 5. All citations in the text body are in the list of references at the end.
- 6. All figures and tables are cited, in the correct order, in the text body.
- 7. Only SI units are used (with the exception of nautical mile). Units of salinity are psu (not parts per thousand). Use lower case letters for units whenever possible (e.g., kg, ml, cm, psu).
- 8. Italics used for Latin words (though not for standard abbreviations like et al., i.e., ca., vs.), names of journals and volume numbers, titles of books in the reference list and certain parts of chemical formulas.
- 9. List of references is formatted **exactly** according to the journal model shown in the latest "Information for authors" in each issue or at www.degruyter.com/journals/bm.
- 10. All references in the list are cited in the text body.
- 11. All species names are cited with authorities at first mention in the text (but not in the Abstract) or in a summarising table. Authors are requested to check for latest taxonomic changes.
- 12. At first mention of species within a new paragraph, full name of genus and species are given. Thereafter within paragraphs, the genus name may be abbreviated to a single letter, providing there is no possibility of confusion among genera. When a paper deals with a single species, the first two words of the figure and table legends should be the genus and species name.
- 13. Company name, city and country information are supplied for each supplier of reagents or instrumentation at first mention.
- 14. "Approximately" and "maximum" are not abbreviated.
- 15. The English has been checked by a native speaker (yes / no).
- 16. The latest "Information for authors" have been checked before submission.

Structuring text/figure legends/figures/tables

Full-length papers

- 1. Title page includes: title; authors' first names and family names and full postal addresses; e-mail address of corresponding author and/or fax number; running title (maximum 50 characters).
- 2. Abstract on separate page. Maximum of 200 words. Do not give authorities for species names in Abstract. Do not use phrases "is discussed" or "will be discussed" without indicating outcome of discussion. Abstract includes aims, results and conclusions.
- 3. On Abstract page, list up to 5 keywords specific to the article (not "marine", not "botany") in alphabetical order.
- 4. List all non-standard abbreviations on Abstract page in alphabetical order.
- 5. After the Abstract, the text body is structured into Introduction, Materials and methods, Results, Discussion, Conclusion (if required) Acknowledgements (if required) and References with content following the guidelines in the "Information for authors".
- 6. Hierarchy of subsections in the text body must be clear.
- 7. First-order headings (e.g., **Materials and methods**) and second-order headings are in bold without capitalising main words (e.g., **Location and sampling sites**); third-order headings bold headers plus 1 tab. Thereafter, text runs on.
- 8. The list of references is on pages separate from remainder of the text body.
- 9. Figure legends are in a list on pages separate from the remainder of the text body and the figures themselves.
- 10. All figure legends are "stand-alone", allowing interpretation with minimal reference to the text. Genus/species names in full, if appropriate, are mentioned in the legend immediately following the figure numbers.
- 11. Figures are numbered with Arabic numerals.
- 12. Figures are sized accordingly for one or two columns (see "Information for authors").
- 13. Graphs use cross-hatching or patterning instead of grey scales. Grey-scale definition is lost in printing.
- 14. Lettering on figures is consistent in font and size as these are not changed by the typesetters. Lettering always starts with a capital letter, thereafter only lower cases are used.
- 15. All tables on separate pages with heading above and footnotes and explanatory material beneath each table.
- 16. All tables are "stand-alone", allowing interpretation with minimal reference to the text. Genus/species names, if appropriate, are mentioned in the legend immediately following the table numbers.
- 17. Tables are numbered with Arabic numerals

Short communications

- 1. Subdivided into Abstract, Keywords, list of non-standard Abbreviations, and a single section of main text without subdivision.
- 2. Experimental procedures described in legends to figures or footnotes to tables.
- 3. Otherwise, follow checklist for full-length communications.

