

Botanica Marina: Information for authors

Scope of *Botanica Marina*

The journal publishes contributions from all of the disciplines of marine botany at all levels of biological organisation from subcellular to ecosystem. Subject areas are: marine algal and marine angiosperm systematics, floristics, biogeography, ecology, biochemistry, molecular biology, genetics, chemistry, industrial processes and utilisation; marine mycology and marine microbiology. Original knowledge is disseminated to provide synopses of global or interdisciplinary interest, and to stress aspects of utilisation.

Applied science papers are especially welcome, when they illustrate the application of emerging conceptual issues or promote developing technologies.

Checklists or equivalent manuscripts may be considered for publication only if they contribute new information on taxonomy (e.g., new combinations), ecology or biogeography of more than just local relevance. Checklists should be focused to highlight original information.

Editorial policy

Botanica Marina publishes full-length contributions, short communications, reviews and book reviews in English only. Manuscripts submitted are read critically by at least two referees. The Editor-in-Chief is responsible for all decisions regarding publication. In most cases, a decision will be made in consultation with an Associate Editor.

Botanica Marina is accredited with the International Association for Plant Taxonomy for the registration of new names of algae and fungi (including fossils).

Submissions must be original in that the information is not copyrighted, published or submitted elsewhere, except in abstract form. Scientific originality should be demonstrated by a contribution to knowledge beyond the confirmation state. Originality should relate to more than a particular year, place, taxon or chemical compound.

Contributors must conform to standards of responsible authorship in the following ways:

1. All of the authors must accept responsibility for the entire content of submitted manuscripts. Multi-authored submissions must provide cover letters signed by all co-authors (may be provided by e-mail or fax), plus forms "Responsible authorship" (see below).
2. Authorship is restricted to those who have made a significant contribution to the conceptual design of the work, the execution of the study, data analysis or writing of the manuscript. "Honorary" authorship is strongly discouraged. The cover letter with each submission should show how authors have contributed significantly.
3. The authors must describe safeguards to meet standards of ethical conduct of research (e.g. approval of research protocols by institutional committees).
4. All manuscripts must be free of any kind of prejudice, including gender and racial stereotyping.
5. Excessive "splitting" of work to produce more publications is strongly discouraged.

The journal has a "Forum" section. Authors are invited to write letters to the editor expressing their opinions on hot/difficult scientific issues pertinent to the biology and/or utilisation of marine algae, fungi, other microorganisms and marine angiosperms (e.g., introduction of commercial algal species for farming in exotic locations; or genetic engineering of farmed seaweeds).

There are no special instructions for formatting letters to the editor, except that they must be prepared in MS Word for online submission.

When there is more than one author, each must sign accepting responsibility for the entire content of the letter. Letters may or may not be externally reviewed.

Submission of manuscripts

Manuscripts must be submitted online at:

<http://botmar.edmgr.com>

At this web site, you will find detailed information on allowable document types and file formats. Check carefully before proceeding with submissions. Each manuscript should be accompanied by

a cover letter containing a brief statement by the authors as to the element of novelty upon which they base their request for publication in *Botanica Marina*. Each submission must be accompanied by the journal-specific "Checklist" and form "Responsible authorship" (see below). The authors may indicate the names, full postal addresses, telephone and fax numbers, and e-mail addresses of four impartial potential peer reviewers.

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

Preparation of manuscripts

General format and length

Before submitting a manuscript, authors should check to ensure that the following instructions have been rigorously followed. Manuscripts that differ from the specifications will be returned for correction before review.

The text must be carefully checked for grammatical and typing errors to avoid correction in the proof. All tables and calculations should also be carefully checked. Non-English speakers are strongly encouraged to have their manuscripts checked by a native speaker before submission.

Manuscripts must be prepared in 12-point font size, double-spaced throughout, with a left-hand margin of 4 cm and a right-hand margin of 2 cm for A4 or American letter-sized paper. Do not right justify the text. Full-length papers and reviews should not exceed 30 manuscript pages. Short communications should not exceed 10 manuscript pages.

Use upper and lower case for headings and names. Do not use the ampersand (&) between names (with the exception of company names). References within the text body are quoted by the author name and year system and, if necessary, by page number(s). If the reference consists of three or more author names, the first name is followed by et al.

Font marking/Dimensions and units

italics are used for Latin (though not for standard abbreviations like et al., i.e., ca., vs.), names of periodicals and volume, titles of books in references and certain parts of chemical formulas.

SMALL CAPITALS are used for M (molar) or N (normal).

The metric system must be used (with the exception of nautical mile = one minute of latitude). SI units are required. Compound units are given with the proper exponent without a point (period), e.g., $\text{gO}_2 \text{g}^{-1} \text{dw h}^{-1}$.

Nomenclature

Authors are asked to follow the recommendations of the CBE Style Manual (Council of Biological Editors, Committee on Form and Style, American Institute of Biological Sciences, Washington, D.C., U.S.A.).

The recommendations of the

- International Union of Pure and Applied Chemistry (IUPAC),
 - International Union of Biochemistry (IUB),
 - International Code of Botanical Nomenclature,
 - Système International d'Unités (SI),
 - American National Standard for the Abbreviation of Titles of Periodicals,
 - World List of Scientific Periodicals
- are binding.

Structure of the text body

General. Full-length papers should be organised into Title page, Abstract, Keywords, list of non-standard Abbreviations, Introduction, Materials and methods, Results, Discussion and Conclusion, Acknowledgements, References, Tables, and Figure legends.

Short communications should be subdivided into Abstract, Keywords, list of non-standard Abbreviations, and a single section of main text without headings. Experimental procedures should be described in legends to figures or footnotes to tables. Acknowledgements and References should be presented as in full-length papers.

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Title page. The title page should contain a concise title, the name(s) of author(s), the complete postal address(es), e-mail addresses and/or fax numbers, and a running title of maximum 50 characters. Footnotes may be added on this page only.

Abstract/Keywords/Abbreviations. A concise abstract of maximum 200 words for full-length papers and reviews, or maximum 100 words for short communications should be on the second page. The content of the title must not be repeated. Do not give authorities for species/genus names in the abstract. Begin the abstract by stating the scientific question of concern. Explain the methods used to tackle the question. The results should be outlined briefly and put into a concise broad perspective.

Up to 5 keywords, specific of the article, are to be listed after the abstract.

The journal accepts standard *Journal of Biological Chemistry* abbreviations. All non-standard abbreviations should be listed alphabetically (e.g.: DIN, dissolved inorganic nitrogen;) after the keywords. In the text body, the abbreviation is spelled out at first mention. Thereafter, only these abbreviations are to be used.

Introduction. The introduction must define the problem within the context of existing knowledge. Ensure that those not working in your particular field are able to understand the objectives of the work.

Materials and methods. Be as concise as possible, but with sufficient detail to enable others to repeat your work. All Latin binomials should have the correct authorities quoted at their first citation (but not in the abstract) or at some convenient point such as a list of species.

Results. Only material pertinent to the subject may be included. Data must not be repeated in figures and tables.

Discussion and Conclusion. This part should interpret the results in relation to the problem outlined in the introduction. The discussion should place the results within the context of the broad scientific discipline of the study. A conclusion should be added if results and discussion are combined.

Acknowledgements. Acknowledgements may be used to credit support.

References. The reference section must contain an alphabetical list of all published works cited in the text body, tables or in figure legends. Only the initials of the first author's name are placed behind the surname (family name). Repeated names in consecutive references are typed out in full. All works in the list of references must have author, date, title, full details of publication and page numbers. When referring to a thesis, the name of the institution from where it is available must be given. Titles of theses should not be italicised. Abbreviate journal titles according to the World List of Scientific Periodicals. If a journal is not within the World List, use the same abbreviation procedure. In case of uncertainty, write out a journal title in full. The number of a fascicle in brackets after the volume number should be given only if the volume is not paginated consecutively. National origin of a journal is to be provided only in cases of possible confusion. Citation of transliterated or translated titles must include an indication of the original language, e.g. (in Russian).

Please note the following bibliographical examples:

* Articles in journals:

Thake, B., L. Herfort, M. Randone and G. Hill. 2003. Susceptibility of the invasive seaweed *Caulerpa taxifolia* to ionic aluminium. *Bot. Mar.* 46: 17–23.

* Books:

Sze, P. 1998. *A biology of the algae*. 3rd edition. WCB/McGraw-Hill, Boston. pp. 278.

* Articles/Chapters in books:

Uden, N. van and J.W. Fell. 1968. Marine yeasts. In: (M.R. Droop and E.F. Ferguson Wood, eds) *Advances in microbiology of the sea*. Academic Press, London. pp. 167–201.

Figures. Figures must be numbered in Arabic numerals consecutively as they are mentioned in the text. Legends of figures must be typed together as a list on a separate page. The size of the figure, its lettering and its lines, must be carefully considered. Figures will be reduced as far as possible, preferably either to the width of one column (80 mm) or two columns (165 mm). The length of a column is 252 mm. The size of a letter in a reduced figure should be about 2 mm high. For a figure that is to be re-

duced to 1/4 of its size, lines of 0.5 to 0.8 mm and 12 to 16 point bold or medium bold letters are recommended.

Magnifications should be given as bar lines in the figure and defined in the legend. Photographic illustrations may be mounted as plates, but must be clearly marked with the figure number and divided by white lines not more than 2 mm wide.

When drawing bar graphs, use patterning instead of grey scales. Lettering of all figures should be uniform in style.

Do not embed figures within the text body of submitted manuscripts. Submit figures separately.

Photographs must be of good contrast as there is a loss of contrast in printing. The printing of coloured photographs is possible on request. To partially offset the cost of production, colour figures will be printed with the following charges to the author: € 350.00 for the first illustration and € 250.00 for each subsequent illustration in one article.

Electronically submitted figures should be provided in a generic graphics format as pointed out at <http://botmar.edmgr.com> (link "Supported file formats"). For reproduction, high resolution images (minimum 600 d.p.i) are required

Tables. Tables are numbered in Arabic numerals followed by the title. Additional explanations should go underneath the table. Footnotes are referenced by superscript numbers. No vertical lines will be printed. The maximum width of a printed table is 60 characters in 1 column, 125 characters in two columns, and 190 characters in broadside.

Each table should be printed on a separate manuscript page with its legend.

Processing of manuscripts

Reviewing/Revised manuscripts

Submitted papers will be reviewed independently by at least two peers selected either by the Editor-in-Chief, or by an Associate Editor. The corresponding author will be informed directly by the Editor-in-Chief when a decision has been made on manuscript acceptability. Papers subject to revision must be returned within three months (two months if a Short Communication) after the author has been notified of the decision. Revised manuscripts must also be submitted online at <http://botmar.edmgr.com> Please note: Authors without access to high speed internet, please contact the Editorial Office for immediate assistance.

Manuscripts accepted for publication

For typesetting of accepted manuscripts, a Microsoft Word document containing the final text must be submitted. In this final version, adherence to the guidelines given above is a strict requirement. For reproduction, figures must be saved as separate files; only TIFF or EPS formats are acceptable. Please check the final file of the article carefully because spelling mistakes, inconsistencies and errors will be faithfully translated into the typeset version.

Proofs/Copyright Transfer Statement

After typesetting, the corresponding authors will receive proofs of their manuscripts. The proofs should be carefully checked for printer's errors. Changes other than printer's errors will be charged at cost. With the proof, the author receives a copyright transfer statement to be signed by the author. The proofs and the copyright transfer statement should be returned immediately.

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