

***Bibliotheca Phycologica* -Instructions to Authors**

Bibliotheca Phycologica publishes monographic studies in the fields of taxonomy, systematics and ecology of algae (exclusive of diatoms) from all over the world. Manuscripts are accepted in English, German, French and Spanish. They are printed from pdf-files submitted by the author.

Manuscripts intended for publication in *Bibliotheca Phycologica* should be submitted to the publisher

Gebrüder Borntraeger Verlagsbuchhandlung, Science Publishers
Johannesstrasse 3A
70176 Stuttgart, Germany

With acceptance and publication of manuscripts the exclusive copyright for every language and country is transferred to the publishers. The copyright covers the exclusive right to reproduce and distribute the article including reprints, microfilm or any other reproductions and translations.

It is recommended to send information about the contents, the length of the contribution, the number of tables and figures and a few pages of the text before completing the manuscript. The publisher will provide you with detailed and specific instructions for preparing the manuscript.

The publisher will forward your information to one of the editors:

Prof. Dr. Ludwig Kies
Institut für Allgemeine Botanik
der Universität Hamburg
Ohnhorststrasse 18
22609 Hamburg, Germany
l.kies@botanik.uni-hamburg.de
(manuscripts on freshwater algae)

Prof. Dr. R. Schnetter
Botanisches Institut I der
Justus-Liebig-Universität Gießen
Senckenbergstrasse 17-21
35390 Giessen, Germany
reinhard.schnetter@bot1.bio-uni-giessen.de
(manuscripts on marine algae)

Manuscripts will be reviewed by one of the editors who may forward it to a second referee before acceptance. Following acceptance for publication a final paper version of the manuscript, single-sided is to be sent to the publisher.

Authors will receive 25 complimentary copies and may purchase additional copies from the publisher at author's discount of 50%.

Preparation of the manuscript

Use a word-processor, Times 12pt for the text. Please take into account the final printing area of 11 cm x 19 cm including page numbers. Your text, including figures, drawings and tables will be reduced to this size. Writing area (page numbers included) should be 14 x 24 cm, that means margins on camera-ready pages (DIN A4 paper) are as follows: top margin 3 cm, bottom margins 4 cm, left margin 3,5 cm, right margin 3,5 cm, page numbers included.

Manuscripts submitted in MS Word Format shall show the line numbers to activate line numbering. Please enable: File/page setup/page layout: Show line numbers. Line numbering: Continuous/Begin with line 1.

As soon as your contribution was accepted in its final form please prepare a pdf-file and send this file (all figures included) together with a paper version to the publisher.

All manuscripts must have a *Table of Contents* and an English *Summary*. Taxonomic works should contain an index to taxa. Latin names of taxa at the rank of genus or below should be typeset in italics; do not use underlining. Headings of chapters and sections are in boldface and should not be numbered. In taxonomic treatments homotypic synonyms should be grouped in single paragraphs together with the citation of the type specimen. Start typescript

with page 3; the page numbers 1-2 are reserved for the title pages. Page numbers are typeset either centered at the top of every page or at the left (even) or right (uneven pages) margin.

Line drawings or photographs can be placed within the text. If possible, please, place several photographs together on one complete page. Plates are also possible.

After reduction, all inscriptions and tables must be easily readable and should not be smaller than 1.5 mm (capital letter's size). Digital versions of illustrations have to be converted to .tif or .eps files and need checking for sufficient quality in this format prior to submission. Line drawings should be stored at 1200 dpi, whereas b/w halftones should be saved at 600 dpi final size. The digital version has to be accompanied by a high-quality printout in difficult cases. Illustrations are to be numbered consecutively. The scale of illustrations is indicated directly on the illustration, using scale bars. Figure captions are to appear below the illustration or on the opposite page. Captions of tables, however, must be placed at the top of tables.

Please write all citations in the same way. For abbreviations of journals please use the World List of abbreviations, if possible. Please also look for the recommendations for abbreviations of author's names of algae in Brummit, R. K. & Powell, C. E. (1992): Authors of Plant Names, Royal Botanic Gardens, Kew.

08.2009