

## Instructions to authors

### Reviewing

Articles submitted for publication are reviewed by the editorial board and by one or two referees. The final decision on acceptance or rejection of the manuscript is taken by the editorial board. Manuscripts not prepared according to the instructions to authors may be returned for correction prior to review.

### Format

Manuscripts must be submitted as paper copy in triplicate in A4 format, double-spaced, typed on one side only, font Times New Roman-12pt, with margins of at least 2.5 cm and all pages numbered. The final revised version of the text must be submitted in paper as well as electronic form. Text files should be sent as a Word document. Figures produced with a graphics software, as well as drawings, should be sent as TIFF or EPS files. The manuscript should be entirely typed in ordinary type, without capitals or underlining. In any case, do not split the text into columns, hyphenate, insert figures or tables in the body of the electronic version of the text. Authors should use I.U.S. symbols and abbreviations consistent with international recommendations. Fractions should be typed as «7/25» or «(a + b)/c».

### Structure

- Papers are to be written in simple, correct and concise French, German or English;
- manuscripts should be organized as follows:

#### First page :

- a brief title;
- a suggested running head (no more than 50 characters);
- name(s) and first name(s) of author(s), followed by their full address(es) and, if possible, e-mail;
- address of corresponding author in the case of several authors;
- the sentence : « This manuscript has not been submitted elsewhere »

#### Second page :

- abstracts in English and in French or German, each 200-800 words long;
- a list of keywords (maximum 5);

#### Starting on the third page :

- text of the article, in the following order: Introduction, Abbreviations used, Material and methods, Results and/or Observations, Discussion, Acknowledgements, References. The arrangement of the parts “Results / Observations” and “Discussion” may be modulated according to the length and subject of the article; very long papers may include a table of contents;
- the used nomenclature must follow the most recent codes of nomenclature. Taxon names must be stated with author name at least once at the first mention. At subsequent mentions of the same taxon, or other taxa of the same genus, the genus name may

be abbreviated (*Rosa canina* L. to *R. canina*). Use italicized words only for taxa of generic and sub-generic ranks;

- references to publications should be indicated as MÜLLER (1987), MÜLLER & WEBER (1987), (MÜLLER *et al.*, 1987), (MÜLLER, 1987; MÜLLER *et al.*, 1987), (MÜLLER, 1987: 23) or (MÜLLER, 1987: 23-26);

- references to illustrations and tables should be indicated as follows: (Fig. 1), (Fig. 2a-d), (Figs 3; 6), (Figs 3-5; Tab. 2); for German texts use Abb. instead of Fig.;

- footnotes are not allowed.

### Tables and figures

Copies of all figures and tables should be included with the manuscript. They can be either included in the text at the correct locations with their legends or referenced in the text and included as annexes.

The editorial board will pay special attention to the quality and relevance of illustrations. Colored illustrations are accepted where appropriate and necessary.

Line drawings must be in Indian ink or high quality laser printouts; high contrast photographs are required.

Illustrations can be grouped into composite plates the elements of which are identified by letters (a, b, c...). Plates are not placed at the end of the article: they will be considered as figures and numbered as such. A scale bar is required for each figure, when appropriate. No diagram or table is to exceed one page; longer tables should be divided. Digitized illustrations are accepted if the resolution is at least of 600 dpi (for black and white figures) or 1200 dpi (for photographs). Table titles and figure captions should include enough information to be understood without undue recourse to the text. Figure captions must be grouped at the end of the manuscript, before the figures, and should not be printed with the figures. Tables and figures must be numbered with Arabic numerals and their position should be clearly indicated in the margin of the body of the text.

### References

The bibliography must list all the publications cited in the text. The full reference list must be sorted in alphabetical order, with references of the same author(s) being listed in chronological order. Do abbreviate journal names according to the 'World list of scientific journals'. References must appear as follows :

METTING B. & LÜTZEN J. (1985). The systematics and ecology of soil algae. *Bot. Rev.* **47**: 195-312.

MARSHALL C.R. (1987). Lungfish: phylogeny and parsimony, in BERNIS W.E., BURGGREN W.W. & KEMP N.E. (eds), *The Biology and Evolution of Lungfishes*. *J. Morphol.* **1**: 151-152.

PRESCOTT D., KORN W. & KOHN A.J. (1995). *The Algae: a Review*. Koeltz Science, Koenigstein, 517 p.

SCHWANER T.D. (1985). Population structure of cyanobacteria on off-shore islands of South Australia: 35-46, in GRIBBS G., SHONE R. & EHMANN H. (eds), *Biology of Australasian Algae*. Surrey Beatty and Sons, Sydney.

### **Proofs**

Proofs will be sent to the author (or the corresponding author) for correction and must be returned within two weeks.

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