

## Instructions to authors, version valid from Vol. 73 (2021)

**Preparation of manuscripts.** Manuscripts are submitted preferentially in British English, exceptionally in German or French. Each manuscript must include an abstract (in English, German or French) and a maximum of ten key words. The paper is followed by an abstract in Czech (or Slovak). For foreign authors, the journal is responsible for the translation of abstracts into Czech. Text files are to be written in MS Word, RTF or Open Document format, tables in the same format or MS Excel, and graphs in MS Excel, PDF or an image format in high resolution (just as illustrations, see below). **Avoid any special type of text formatting except for italic and bold options.**

**Illustrations and tables.** All tables, photographs and figures with their legends should be self-explanatory. Legends to the figures must be written at the end of the text file. Colour images (digital files, slides, paper photographs, paintings) are accepted. Line drawings and photographs of microstructures must be provided with a scale bar. All illustrations should be submitted either as the *original drawing and one clear copy* or as *high resolution graphic files* (TIFF, JPG or PDF). The dimension of any figure should not exceed 180 × 260 mm in size (or the digital equivalent in a resolution of 300 dpi). Illustrations should be referred to in the text, e.g. "... spore size (Fig. 1)", "... as shown in Fig. 2", "... Figs. 1–5", etc. If line drawings are scanned, set the resolution to 1200 dpi. *Line drawings* should be sent in EPS, CDR or PDF format. *Plates* (labelled as Fig. 1, etc.) consisting of more photographs (labelled by small capitals: a, b, c, etc.) should be submitted either as one high-resolution (300 dpi) TIFF, JPG, PPT or PDF file, or as separate original graphic files for each figure (1a, 1b, 1c, etc.) together with a PPT or PDF preview of the entire table. In this case, the final table will be completed by the Czech Mycology DTP studio according to the preview.

**Nomenclature.** Latin names should conform to the current version of the Nomenclatural Code (<http://www.iapt-taxon.org/nomen/main.php>). Author abbreviations must be written according to the Authors of Fungal Names list on the Index Fungorum web page (<http://www.indexfungorum.org/>). New taxa must be substantiated by an English or Latin diagnosis and a description including a reference to the public herbarium where the type specimen is deposited. Authors are asked to use only acronyms listed in the Index Herbariorum (<http://sweetgum.nybg.org/science/ih/>). Latin names of taxa (species, genera, families, orders, etc.) and syntaxa must be written in italics. Mycobank, Index Fungorum or Faces of Fungi accession numbers are required for nomenclatural novelties.

**Voucher specimens.** Voucher specimens stored in public herbaria or strains deposited in public culture collections must be cited in all kinds of contributions where applicable. GenBank, EMBL or DDBJ sequence accession numbers are required in molecular studies.

**References.** References must be listed in alphabetical order by the surname of the first author in the following format (examples).

Moravec J. (1984): Two new species of *Coprobria* and taxonomic remarks on the genera *Cheilymenia* and *Coprobria* (Discomycetes, *Pezizales*). – *Česká Mykol.* 38: 146–155. (**Journal article**)

Antonín V., Komínková S. (2010): Helmovka přeútlá (*Mycena adscendens*) – vzácná nebo přehlížená houba? [*Mycena adscendens* – a rare or overlooked fungus?]. – *Mykol. Listy* 114: 9–14. [in Czech] (**Journal article in local language**)

Ryvarden L. (1978): The *Polyporaceae* of North Europe, Vol. 2. *Inonotus – Tyromyces*. – Fungiflora, Oslo. (**Book**)

Tommerup I.C., Kuek C., Malajczuk N. (1987): Ectomycorrhizal inoculum production and utilization in Australia. – In: Sylvia D.M., Hung L.L., Graham J.H., eds., Proceedings of the 7<sup>th</sup> North American conference on mycorrhizae, pp. 93–295, Gainesville. (**Book chapter, abstract, article in proceedings**)

Holec J., Suková M. (on-line): New fungal taxa described by Josef Velenovský. –

<http://katalogy.nm.cz/opac/houby/index.php> [accessed 16 May 2006] (**Data from the Internet, with authors' names but without year of publication**)

Anonymus (2005): Rödlistade arter i Sverige 2005. – <http://www.artdata.slu.se/rodlista/> [accessed 16 May 2006] (**Data from the Internet, without authors' names but with year of publication**)

References in the text should be in one of the following formats: Moravec (1984), (Moravec 1984), or Kühner et Romagnesi (1974). In the case of three or more authors, use the form Tommerup et al. (1987). When citing more than one source, the citations in the text should be ordered by year of publication, starting with the oldest one.

**Submission.** Send all files directly to the managing editor ([editor@czechmycology.org](mailto:editor@czechmycology.org)). The size of enclosed files should not exceed 10 MB per e-mail message. If you have more files, send them in separate messages. For large files, use submission via internet services like <http://www.uschovna.cz/en/> or alternative servers.

**Manuscript review.** All manuscripts will be reviewed by two experts and one member of the Editorial Board. The authors are informed about acceptance, rejection or necessary revisions to the manuscript within three months. If a manuscript is returned for revision, the authors must submit a revised version within one month. Authors should preferably have their English texts approved by a native English speaker. The Editorial Board provides for final language correction.

**Proof corrections, reprints.** Proofs of the paper will be sent to the authors via e-mail as a PDF file (if another way of sending is required, please contact the managing editor). If not returned within two weeks, proof correction will be carried out by the editor. The principal author will receive the final PDF file free of charge. Paper reprints (30 copies) can be ordered separately at cost price (print + postage). The invoice for payment will be sent before publication.

**Correspondence.** All correspondence concerning the journal should be sent to the following address: [editor@czechmycology.org](mailto:editor@czechmycology.org) (Czech Mycology, Department of Botany and Zoology, Faculty of Science, Masaryk University, Kotlářská 2, CZ-611 37 Brno, Czech Republic. Phone: +420 549 494 474).