

INSTRUCTIONS FOR AUTHORS



EDITORIAL POLICY

Manuscripts may be submitted in the form of Research Articles. Research Notes describing new techniques or equipment are welcome; they should include data that illustrate the usefulness of the technique. Reviews are generally solicited, but interested authors are encouraged to contact the Editor-in-Chief. Authors should make appropriate depositions of materials to accession services (e.g., culture collections, herbaria, GenBank, etc.) to permit future work by the scientific community.

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All authors must have materially participated in the research and/or article preparation. Individuals listed as authors must: (1) agree to be listed; (2) have contributed to the research reported; (3) approve the submitted version of the manuscript. The statement that all authors have approved the final article should be true and included in the disclosure.

Conflict of Interest Statement

The corresponding author must inform the editor of any potential conflicts of interest that could influence the authors' interpretation of the data. Examples of potential conflicts of interest are financial support from or connections to pharmaceutical companies, political pressure from interest groups, and academically related issues. In particular, all sources of funding applicable to the study should be explicitly stated.

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MANUSCRIPT PREPARATION

General Requirements

The target length of Research Articles is approximately 10 journal pages (note: estimate 3 typed pages of text for every printed journal page; about 4,000 words). Authors preparing papers in excess of 15 journal pages should contact the Editor-in-Chief first. Research Notes of 1–3 printed pages are acceptable. Use the same general format as that of Research Articles. Review Articles can be up to 20 printed pages and can include several levels of headings.

Manuscripts must be prepared in a 12-point font size and double-spaced throughout (including references, tables and legends) with margins of at least 3 cm all round. Times New Roman, Courier or Helvetica fonts

are preferred. All pages should be numbered serially, with the first page a title page, the second an abstract, followed by the text, references, tables, and legends for figures, in that order. It is also suggested that you number the lines of your manuscript to facilitate the review/editing process. Do not right justify or divide words at the ends of lines. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced when the article is processed. In particular, do not embed “graphically designed” equations or tables, but prepare these using the word processor alone.

The Abstract and Results should be written in past tense, except in the case of descriptions of new species. Latin names of algal species studied should have the taxonomic author(s) of the name listed when first used (but not other species cited from the reference). To find the taxonomic author(s), check the Algaebase Web site (<http://www.algaebase.org>). To see the accepted form of the author's name, please consult with the International Plant Names Index (<http://www.ipni.org/index.html>). Consult the latest issue of the journal for other questions regarding style. New taxa must be established in accordance with the latest International Code of Botanical Nomenclature (for more information on this, see below).

Research Articles

Research Articles should be subdivided into six sections:

INTRODUCTION, MATERIALS AND METHODS, RESULTS (or OBSERVATIONS), DISCUSSION, ACKNOWLEDGEMENTS, and REFERENCES, although this may not be appropriate for some articles (such as some taxonomic papers). To avoid unnecessary errors, authors are strongly advised to use the "spell-check" and "grammar-check" functions of their word processor. Do your very best to use correct English grammar, spelling and punctuation; if you are not a native English speaker, you should have the text edited by someone, as the editors cannot always be expected to carry out major linguistic revision.

Research Articles should be prepared according to the following format:

1. The title page should contain a concise title, the name(s) and address(es) of the author(s), any necessary footnotes, and a short running title suitable for page headings.

• **Title.** Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. The title should have not more than 100 characters (ca. 15 words, 2 lines in print), and 150 characters at most. If the name of an organism is used in the title, an indication of its taxonomic position must be given. Nomenclatural authorities should only be used in titles when nomenclatural changes are being proposed.

• **Author names and affiliations.** Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation

addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript number immediately after the author's name and in front of the appropriate address for identification. Provide a valid address with ZIP or postal number for each affiliation, including the country name.

• **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, as well as post-publication. Ensure that telephone and fax numbers (with country and area code) are provided, in addition to the e-mail address and the complete postal address.

• **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a "Present address" (or "Permanent address") may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main affiliation address. Superscript letters are used for such footnotes.

• **Running title.** Provide a condensed running head with 3 to 6 words.

2. The ABSTRACT should not be more than 250 words and should be concise, informative and intelligible without reference to the main text. It should indicate the objectives, main results and conclusions of the paper. Do not repeat information in the title or make reference to the literature. Authorities for species names should be included in the abstract only for primarily taxonomic papers. 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. Immediately after the abstract, list 5 to 8 **Key Words** (arranged alphabetically and separated by semicolons), using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, "and" or "of"). Include a section of **Abbreviations** after the keywords. List the abbreviation, followed by its meaning written out in full (e.g., DIN, dissolved inorganic nitrogen). Common abbreviations (e.g., DNA) do not need to be listed. The journal accepts standard abbreviations from the *Journal of Biological Chemistry*. All non-standard abbreviations should be listed alphabetically. The abbreviation is spelled out at first mention in the main text, and thereafter, only the abbreviation/acronym is used.

3. The INTRODUCTION must define the problem within the context of existing knowledge, state the objectives of the work and provide an adequate background; avoid a detailed literature survey or a summary of the results. It should not be a general review of the field, but it should provide essential background for those who are not experts in the particular area.

4. MATERIALS AND METHODS

Describe the methodology used in the study in sufficient detail to allow the work to be reproduced by another scientist. Methods already published should be indicated by a reference, and only relevant modifications should be described. Whenever possible, give sources of materials in detail. If cultures are used, indicate the strain or clone number and the source. If study sites are mentioned, provide latitudes/longitudes. For materials and supplies (including software), indicate the source (company name, city, state, country) on first reference. In addition, list the model number for equipment used, as appropriate. Use metric units (*Système International d'Unités*, SI) and SI style (e.g., $\mu\text{mol photons m}^{-2} \text{ s}^{-1}$, $\mu\text{g L}^{-1}$). For description of laboratory procedures, the terms liter (abbreviated to L) and milliliter (mL) may be used. Do not use dots or full-stops between parts of the term. For more information on this see below.

5. RESULTS

Only results pertinent to the subject may be included. Data must not be repeated in figures and tables. Rationale for undertaking certain aspects of the investigation, methods, techniques, and so on, must be excluded. As far as possible, cite each figure and table in the text in order of presentation (e.g., Figure 1 before Figure 2). When tables or figures are presented, cite only the significant results in the text. Tables of specimens studied or gene sequences used should be placed in supplementary materials. Photographs should only be included if necessary to illustrate results. Include statistical analyses or other indicators to enable assessment of the variance of replicates of the experiments. Names of new taxa must be followed immediately by the Latin description or, preferably, diagnosis (using only essential characters), with citation of holotype. For new combinations, basionyms should be cited in full.

For further guidance on taxonomic papers, please see the web site (http://www.algae.kr/layout_taxonomy).

6. DISCUSSION

This should explore the significance of the results in relation to the problem outlined in the introduction - not repeat them. Reference to illustrative material should be minimal and should be provided only when necessary to emphasize a specific interpretation. A **CONCLUSION** should be added if results and discussion are combined.

7. ACKNOWLEDGEMENTS

This is to be used as necessary to acknowledge the source of financial grants in completing the study. The contribution of colleagues or institutions should also be acknowledged. Thanks to anonymous reviewers are not allowed.

8. REFERENCES

In the text, refer to the author's name (without initial) and year of publication. When reference is made to a work by two authors, both names should be given using "and" (e.g., Lee and Kang 1986); for three or more author names, give the first author followed by "et al." and the year (e.g., Kim et al. 2010). Multiple references must be arranged in chronological order (e.g., Lee and Kang 1986, Kim 1990, Kim et al. 2000*a*, 2000*b*). Only cite articles or books already published or in press, not unpublished work "in preparation". The author is responsible for verifying the accuracy of unpublished citations.

In the list at the end of the paper, references in the **REFERENCES** section should be typed, double-spaced and in alphabetical order, with multiple references by the same author(s) arranged chronologically. If an author's name in the list is also mentioned with co-authors, the following order should be used: publications of the single author, arranged according to publication dates; publications of the same author with one co-author; publications of the author with more than one co-author. Publications by the same author(s) in the same year should be listed as 2000*a*, 2000*b*, etc. For Volume (Vol.) and Bulletin (Bull.), Arabic numerals should be used; the full number of pages should be given in the form of pp. 123-128. Type references flush left with an extra space between citations; they will

be formatted properly at the press. The name of the journal should be abbreviated according to the *World List of Scientific Periodicals* and the selection according to *Abbreviated Titles of Biological Journals* issued by the Biological Council or the *Biosis Serial Sources*, which is published each December and is available in most libraries (or go to <http://www.library.uq.edu.au/faqs/endnote/biosciences.txt>). If in doubt about any journal abbreviation, write out the 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. The titles of publications in non-Latin alphabets should be transliterated, and a notation such as "(in Korean)" or "(in Greek, with English abstract)" should be added. Work accepted for publication but not yet published should be referred to as "in press". References concerning unpublished data and "personal communications" should not be cited in the reference list but may be mentioned in the text. All publications cited in the text should be presented in a list of references following the text of the manuscript. The manuscript should be carefully checked to ensure that the spelling of author's names and dates are exactly the same in the text as in the reference list.

The style to be used for references is as follows:

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Kim, K. H. & Lee, I. K. 2000. Mixed-phase reproduction in *Antithamnion sparsum* Tokida (Ceramiaceae, Rhodophyta) from Korea. *Algae* 15:183-193.

Mann, H., Mann, S. & Fyfe, W. S. 1987. Aragonite crystals in *Spirogyra* sp. (Chlorophyta). *J. Phycol.* 23:506-509.

Articles from books, conference reports, symposium proceedings, etc.

Give the title of the chapter, the editor(s) and title of the volume, the publisher and place of the publisher (not the location where the conference was held), and the pages of the chapter. The date cited must be the year of publication (not the year in which the conference was held).

Example :

Sheath, R. G. & Hambrook, J. A. 1990. Freshwater ecology. In Cole, K. M. & Sheath, R. G. (Eds.) *Biology of the Red Algae*. Cambridge University Press, Cambridge, pp. 423-453.

Conover, J. T. & Sieburth, J. McN. 1966. Effect of tannins excreted from Phaeophyta on planktonic animal survival in tide pools. In Young, E. G. & McLachlan, J. L. (Eds.) *Proc. 5th Int. Seaweed Symp.*, Pergamon Press, Oxford, pp. 99-100.

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Write the title of the book in lower case, and give the publisher, place of publication and pages. In the case of a book series, give the series editor as well.

Example :

van den Hoek, C., Mann, D. G. & Jahns, H. M. 1995. *Algae: an introduction to phycology*. Cambridge University Press, Cambridge, 623 pp.

Dissertations

Write the title in lower case, 'MS / PhD thesis / dissertation', and give the university and its location.

Example :

Boo, S. M. 1985. A systematic study on six tribes of eramiaceae (Rhodophyta, Ceramiales) in Korea. Ph.D. dissertation, Seoul National University, Seoul, Korea, 446 pp.

9. Tables

Authors should take notice of the limitations set by the size and layout of the journal. Large tables should be avoided. Reversing columns and rows will often reduce the dimensions of a table. If many data are to be presented, an attempt should be made to divide them over two or more tables. Tables should be created using the Table function in the word processor (rather than using tabs). Tables should have a descriptive title at the top of each table. The title and table of contents must be double-spaced throughout, in 12-point font, and on a separate numbered page. Tables should be numbered consecutively with Arabic numerals according to their sequence in the text. The text should include references to all tables. Tables should not include vertical lines or shading; if either is essential, the material must be submitted as a figure for direct reproduction. Column headings should be brief, with units in parentheses. Tables and their captions should be self-explanatory; e.g., abbreviations and acronyms must be defined again. Any explanation essential to understanding the table should be given as a footnote at the bottom of the table, not in the heading. Include in the footnotes all non-standard abbreviations used and enough information for the table to be understood without undue recourse to the text. For table footnotes, use superscripted lower case letters (^a, ^b, ^c) rather than symbols or numbers; asterisks (*, **, ***) can be used to indicate statistical significance. These can be applied in the case of figures. Statistical measures such as SD or SEM should be identified in the headings. If a table

provides data on biological species, its legend should begin with the full Latin name of that species.

10. Figures

Line drawings, diagrams and photographs should be planned so that after reduction they will fit within either the width of one column (8 cm) or two columns (17 cm), and be no more than 25 cm in length. Normally, only previously unpublished illustrations are acceptable. Figures should be numbered in Arabic numerals consecutively as they are mentioned in the text (Fig. 1), (Figs 2 & 3), (Figs 1-4), etc. Each figure should be submitted as a separate Tagged Image Format (TIFF), Encapsulated PostScript (EPS) or MS Office files created at a resolution of 300 dpi (or 600 dpi for combination images). In the case of very large files, Joint Photographic Experts Group (JPEG) or Graphics Interchange Format (GIF) files may be submitted initially. Do not import the figures into the text file, but, instead, indicate their approximate locations directly on the manuscript. Combination images, or images that contain both line artwork (vector graphics) and halftones or photographs (bitmap graphics), must be supplied at a higher resolution to prevent image quality loss in the bitmap graphics, such as in the symbol keys. Please do not attempt to increase the resolution of a lower resolution figure by resaving it at 300 dpi or higher. The result may be pixilated or grainy images and poor text quality. Photographs (halftones) will not be reduced or enlarged; thus, they must be printed to fit in one column or two columns in width and be no more than 18–20 cm (8 inches) in length so that the legend will fit on the same page as the illustration. Plan line drawings and graphs to fit these dimensions after reduction, and with all lines, symbols and lettering bold enough to permit 1/2 to 2/3 reduction in size; many line drawings are reduced to the width of a single column. All terms, abbreviations, and symbols should correspond to those used in the text of the paper. It is preferable to include a symbol key on line drawings. Component figures within a plate should be labeled with letters, not numbers and should not be encircled (e.g., a, b, c, not 1, 2, 3, ①, ②, ③). Only use the following fonts in your illustrations: Arial, Courier, Times, Symbol. Do not use two shades of gray in histograms.

Color photographs may be printed at the expense of the author after consultation with the Editor-in-Chief.

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Additional material of importance to an article may be included for possible publication on the ALGAE website (<http://www.e-algae.org>) as an electronic supplement. This might include overlong tables or appendices and will be linked from the online article. Materials should be submitted as a file(s) separate from the main manuscript document. Tables and figures should be numbered S1, S2, etc.

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Submitted manuscripts are reviewed by the Editor-in-Chief and an Associate Editor for conformity to the editorial policy and to the style of the journal. Papers meeting these requirements will be critically evaluated by at least two referees. The decision regarding acceptance, revision or rejection of a manuscript is the responsibility of the Associate Editors and the Editor-in-Chief, with the Editor-in-Chief assuming final responsibility. The Editor-in-Chief or Associate Editor will correspond with the designated author. It is the corresponding author's responsibility to communicate to the other authors any changes made to the manuscript in revision, and to ensure that all authors are aware of the contents of the paper.

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NOMENCLATURE AND UNITS

Genus and Species Names

Genus and species names must be in italics. Generic names should only be abbreviated when immediately preceded in the text by the mention of the same species or another of the same genus. When referring to a species, do not use the genus name alone, unless you have previously defined it that way; be precise when using 'sp.' (singular) and 'spp.' (plural). All Latin binomials should be followed by the authorities in full, e.g. (J.E. Smith) Setchell & N.L. Gardner, when first used in the title or text (but not in the abstract), unless a large number of names with authorities are grouped in a table. To find the taxonomic author(s), check the Algaebase Web site (<http://www.algaebase.org>).

Equations and Units

Use standard SI units. Compound units are given with the proper exponent without a period (e.g., $\text{gO}_2 \text{ g}^{-1} \text{ dw h}^{-1}$). Relations or concentrations (e.g., mg per l) must be given as 'mg l⁻¹' (not mg/l). Variables are usually italicized (except for Greek letters). Italicization should be consistent in normal, superscript and subscripted text. Leave one blank space on either side of '=', '>', \pm etc. where these denote equalities or inequalities. SI (metric) units must be used. Leave a space between numerals and their units (e.g., 10 mm). Example: 'p < 0.05, r² = 0.879' (not 'p<0.05, r²=0.879'); but: 'we studied organisms of size <0.5 μm '.

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Particularly good photographs that pertain to a paper being submitted will be considered for use on the cover page. Submit the image file(s) (300 dpi or better resolution, TIFF or EPS format) with the final copy of the manuscript, preferably scaleable to a 12.7 x 17.8 cm (5 x 7 inch) format. Include a brief legend for the inside front cover (send as a separate Word document). See the inside cover of a recent issue for the legend format.

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