

INSTRUCTIONS TO AUTHORS

The Bryologist is an international journal devoted to all aspects of bryology and lichenology, and we welcome reviews, research papers and short communications from all members of ABLs. Submissions must be original, interesting and informative. All submissions will be subjected to peer review. Authors should submit manuscripts online at The Bryologist Editorial Manager (PeerTrack) website: <http://www.editorialmanager.com/bryologist/>

Collection lists, floristic notes and range extensions will not be accepted for review by The Bryologist. The Editorial Board recommends that all such articles be sent to Evansia or regional journals for consideration.

Full-length taxonomic papers must include these elements to be reviewed for publication:

- A thorough and accurate description of the taxon following standards established for the group (genus).
- High quality illustrations that also depict critical characters (in a single plate).
- A thorough taxonomic discussion that considers all potentially related and similar species, including research on older names.
- A brief statement about inferred distribution and ecology.
- All nomenclatural requirements.

Other information is optional but recommended when appropriate. This can include:

- Molecular data to support the new taxon (tree).
- Producing a new key that includes new taxa or embedding the new taxa into an existing key making a couplet reference.

All full-length research papers, taxonomic and otherwise, must include an engaging and fully researched narrative or storyline contextualized with ample citation of published literature both within and beyond the relevant field. This narrative should be relevant to the study of bryophyte or lichen biology and address a problem, answer a question, explain a process, and ultimately test a hypothesis. Non-taxonomic papers that do not include this information will be rejected without review; taxonomic papers may be recommended for inclusion in a Taxonomic Notes article. In all cases, at least two editors will review submissions and make decisions concerning suitability. Authors are urged to contact the editorial office about suitability, unique content, or difficult problems of presentation.

Authors who wish to submit a memorial or obituary should contact the editorial office before uploading files as short articles (no abstract) in PeerTrack. All requests to publish obituaries will be discussed by the Editorial Board and reviewed before a decision is made. Obituaries will no longer include complete bibliographies of members, only those references that are cited directly in the text. If authors request it, complete bibliographies can be published as online-only supplementary files at BioOne.

Editor contact information is available at BioOne and at PeerTrack/bryologist. Email contact for the journal is: bryologist@peertrack.net

SUBMISSION POLICIES AND PROCEDURES

EITHER THE CORRESPONDING AUTHOR OR AT LEAST ONE OF THE CO-AUTHORS MUST BE A MEMBER OF ABLs. This information will be requested during the submission process and will be checked by the editorial staff.

Corresponding authors must register to use the PeerTrack system. Once registered, authors will be asked to provide contact information for the co-authors and content information about the article. They will then upload the article, including tables, figures and supplemental information, all of which must be in electronic form and formatted according to the instructions provided below. All co-authors will be notified by e-mail when manuscripts are submitted.

Submission categories at PeerTrack

- **Research articles** are full-length articles with a title, abstract, keywords and text usually divided into Introduction, Methods, Results, Discussion and Literature Cited. All full-length articles must contain a fully developed narrative or storyline that makes clear the context and significance of the research.
- **Short Communications** are intended to convey significant results quickly, but in a shortened format with no abstract and no subdivision into text categories. These may describe important new methods or discoveries not suitable for a full-length article.
- **Reviews** include book reviews, research reviews or literature lists. Authors should consult the editorial office if it is not clear which category to choose.
- **Data Papers** are short contributions that publish a coherent set of data that is not simultaneously used for in-depth analysis (in which case it would qualify as a research article), and their associated metadata and/or software. The intention must be to publish data that have not been published elsewhere, including portions of a published research paper, and upon publication can be analyzed without limitations by other researchers. Typical cases include new online data repositories, data from a thesis work that were not used for a published chapter but might be of interest for others, or an annotated broad alignment of sequence data with quality assessment of sequences and labels. Data papers typically contain a description of the dataset and metadata published in the journal itself and the actual data published at BioOne as online supplements or in a publicly accessible database. Suitability of data papers will be assessed by the editors and will be based on scope and data quality; all suitable data papers will undergo strict peer review.
- **Other** can be used for any other type of submission. Authors are urged to contact the editorial office about submissions that do not fall into any of the available categories.

Genome sequence submission

We publish newly assembled genomes for bryophytes, lichens and lichenicolous fungi as short communications. Mitochondrial and chloroplast genomes are expected to fit this format ideally, but we will also consider publishing complete nrDNA repeats for either bryophytes or lichens, or other genomic data of value to ABLs members. Such submissions should include a title that references the species name and genomic information, a short introduction, description of genome (one figure or table) and references. They will always be reviewed internally by at least two editors and peer-reviewed.

General submission requirements

- All submission files must be in final form—without edits, comments, tracking or inserted elements. This applies also to all revised submissions. Comments to the editors, including responses to reviewers, must be in separate files. Do not include more than one version of each element of a submission (manuscript, tables, figures, supplemental files).
- All image files must be publication quality, generally at least 300 dpi for a two-column page (8.5 × 11 inches, 20.32 × 25.4 cm). Do not imbed images in Word documents.
- Upload all files separately, choosing from the available categories in PeerTrack, manuscript, tables, figures and supplemental files. Include table and figure numbers in the file names.

General manuscript format

- The manuscript should be written in Microsoft Word and uploaded as a Word document.
- Use one inch (2.5 cm) margins all around, and 12 point Arial, Times or Garamond font throughout.
- Text must be double-spaced throughout, including footnotes, figure legends, literature lists and tables. Leave a single (not double) space after periods and other punctuation marks.
- Align on the left and do not apply any Microsoft Word styles to title, header or subtitles. Indent 0.5” throughout.
- All initial submissions must include number lines to facilitate comments by reviewers and editors; revisions may also include number lines to indicate where changes were made.
- Literature Cited followed by figure legends should be at the end of the manuscript.
- Tables should be uploaded as separate files, not as part of the manuscript.
- Figures should be uploaded as individual and separate files (see requirements below), not embedded within the manuscript. All submitted image files should be in final publication-quality form.

Special format notes

- The separation of two numbers, indicating a continuum, should be marked with an en dash (–) and not a hyphen (-).
- The word “Liter” is always abbreviated “L,” along with fractions of liters (mL and μ L).
- When setting off a phrase use em dashes with no spaces (e.g. the man—dressed in white—ran down the street).
- In descriptions, the multiplication sign (\times) should be used rather than the letter x.
- When abbreviating micrometer use the micron symbol μ and not the Greek letter mu (μ).
- When using the symbol for the word beta, use the symbol β and not the German letter β .
- Personal communications should be referred to as “pers. comm.” followed by the date of the communication.
- Longitude and latitude should be formatted with no spaces and with degree ($^{\circ}$) prime ($'$) and double prime ($''$) symbols, followed by compass direction: 107 $^{\circ}$ 46'44"E, 29 $^{\circ}$ 33'02"N

TITLE PAGE

The title should be in Roman bold font and centered at the top of the first page. It should be concise but informative. Except for homonyms, author names should not be in the title. If the title contains a generic name, the family of that genus should be given in parentheses,

immediately following the name. However, do not include higher taxonomic categories, such as Bryophyta, Marchantiophyta, Ascomycota, etc.

Author(s) names should be listed below the title, written in full and formatted with the author(s) names in Roman font (not bold and not in capitals), arranged in consecutive order and centered.

Addresses should follow as a single paragraph below the author name line, in the consecutive order of authors, in italics, and centered. Superscripts should link authors to their address(es). Each address should be preceded by one (or more) superscript(s) as needed in case of multiple authors with multiple affiliations. Current addresses should follow the first address and not be given in a footnote. Superscripts should follow author names and precede address. Identify corresponding author by name and include his/her e-mail address.

Abstract must be in English; if an abstract in another language is included, an English version must follow. The abstract should clearly state the hypothesis being addressed, mention the methodology that is followed, and summarize the main results and the conclusions drawn from them. Except for Latin names, the entire abstract is in Roman type.

Keywords should immediately follow the abstract, and include taxonomic categories, field of research (lichen systematics, bryophyte evolution, etc.), geographic focus, (Asia, Macaronesia, etc.) as judged appropriate for insuring recovery of the publication in specific literature searches. Do not include words found in the title.

INTRODUCTION

Begin on new line, flush left. Do not use a caption. The introduction should include all relevant background information about the study, including all pertinent literature. There should be a clear statement of the objectives of the study provided, preferably at the end of the Introduction.

METHODS

Begin on new line, indented. Clearly state all methods used in the study, using subheadings as appropriate.

RESULTS

Begin on new line, indented. Clearly state results of all experiments or procedures used in the study. Provide details of analyses, including statistics, as appropriate. Include specific references to figures or tables by number.

DISCUSSION

Begin on a new line, indented. Provide a discussion of the significance of the results in terms of the objectives of the study and the background literature. Do not cite specifically figures or tabulated data already referenced in the Results.

FIGURES

Size. Design figures with the size of the publication in mind (trim size 8.5 × 11 inches). Phylogenetic trees should include italicized names when possible, unless it jeopardizes clarity. When multiple trees are presented, retain the same font among figures. When composing a plate

with multiple figures, keep edges flush: the margins of the plate should be continuous. The individual images (panes) within a figure should be fitted together and thin white lines should be used to separate the component images.

Scale bars must be applied directly onto the illustrations to indicate magnification.

Numbering figures. Figures are numbered (1, 2, 3,...) sequentially as they are mentioned throughout the article. Figures assembled into plates should be numbered similarly with individual panes within the plate indicated with capital letters in bold font (**Fig. 1A, 1B...**). Letters, numbers, or arrows may be used to indicate features of special interest within figures. Authors should consult current issues of the journal for style.

All figures must be prepared as publication-ready electronic versions and sent as individual files in TIF, PDF, or JPG (not BMP) formats. Upload publication-quality (not low-resolution or embedded) figure files in the original submission. These should be 1200 dpi for line art (including cladograms) and for grayscale figures at least 350 dpi. Color graphics should be at least 300 dpi and in CMYK or RGB mode. Figures should always be produced for a two-column width at the trim size of journal (8.5 × 11 inches). Figures submitted in PowerPoint format are not acceptable, except as supplementary files.

ABLS is currently offering free color for all manuscripts published in *The Bryologist* online at BioOne. If an author uploads color images, these will be included in the published pdfs. This option costs the Society \$75/plate, which is subsidized by ABLs.

TABLES should be in a tabbed format (this includes word processing tables), which means that to get from cell to cell, the tab should be used, not repeated use of the space bar. The “Table layout” in Word is recommended. Tables should be free of the internal grid. They should be uploaded in separate files, numbered sequentially as they appear in the manuscript. Table legends should explain the content of the table fully and should be placed above the table, not included in the table itself. All explanatory material should be in the legend; avoid the use of footnotes.

ABBREVIATIONS in the text are followed by periods except for metric measurements and compass directions.

FOOTNOTES should be avoided except as absolutely necessary in Tables. Such information should be incorporated into the text.

SCIENTIFIC NAMES

The first time a scientific name is mentioned in a taxonomic/systematic article (not including the abstract), it includes an author citation. Subsequent use of the name (except possibly in tables) should not re-cite the author. Authority names should NOT be included in ecological, physiological, and other non-systematic articles. However, it may be appropriate to cite a reference indicating what nomenclature is being followed. Authors should be abbreviated following Brummitt and Powell’s *Authors of Plant Names* (Brummitt, R. K. & C. E. Powell (eds.). 1992. *Authors of Plant Names*. Royal Botanic Gardens, Kew). For authors of bryophyte

names, this information is available as an online database at <http://www.ipni.org/ipni/authorsearchpage.do>. For authors of fungal names, this information is available as an online database through Index Fungorum at <http://www.indexfungorum.org/Names/AuthorsOfFungalNames.asp>.

For taxonomic citations in the text, literature is to be abbreviated following the standard forms used in BPH (Botanico-Periodicum-Huntianum) and TL-II (Taxonomic Literature, 2nd edition). All words in the title should be capitalized even if they are not capitalized in BPH or TL-2. BPH is the standard reference for titles of serials (journals) and is available as an online database at <https://huntbot.org/bph/>. TL-II is the standard reference for titles of books and is available as an online database at <https://www.sil.si.edu/DigitalCollections/tl-2/search.cfm>. Works that do not appear in BPH or TL-2 should not be abbreviated and instead should be spelled out in full. Note that in the Literature Cited section, journal titles are always written out in full rather than abbreviated.

Examples:

Botryolepraria lesdainii (Hue) Canals, Hern.-Mar., Gómez-Bolea & Llimona, *Lichenologist* 29(4): 340 (1997)

Lobaria pulmonaria (L.) Hoffm., *Deutschl. Fl., Zweiter Theil*: 146 (1796)[1795]

SPECIMEN CITATIONS

Citation of specimens must be concise and internally consistent within the manuscript. Do not provide long detailed lists of specimens; instead, briefly state representative specimens or distribution maps, or both. Geographic names are arranged in strict order of decreasing political magnitude; collectors are cited by family and first initials. Cite only a single specimen per smallest political or geographical unit.

Habitat data are summarized in the text and are not included in lists of specimens. Herbarium designations are those of Index Herbariorum, available online as a database <http://sweetgum.nybg.org/science/ih/>. For studies relying on a large number of specimens, and if these are databased, include a reference of the database in the Materials and Methods section of the manuscript. If a study relies on specimen data downloaded from GBIF, or another online repository, cite the DOI assigned to the dataset by that organization in the Materials and Methods section of the manuscript.

When formatting specimen citations, note the following:

- The country is given in all capitals. Examples: CANADA, MEXICO, U.S.A.
- The state, territory, province or other second level political subdivision is given in all small capitals except for the first letter. Examples: ALABAMA, NEWFOUNDLAND AND LABRADOR, YUKON. [small caps]
- The third level political subdivision (typically counties in the United States) is given as normal text with the type of subdivision specified if it is part of the proper name (e.g., County = Co., Borough = Borough, District = Distr., Municipality = Mun., Parish = Parish, Township = Twp.). Examples: Calcasieu Parish, Fairbanks North Star Borough, Minganie Regional County Municipality, Yuba Co.

- When known, the substrate should be succinctly stated. Examples: on *Abies*, on schist in overhang.
- The date is given in roman print, with day first and month given as three letters, as follows: 12 Mar. 1999, Mar. 1999, or 1999 depending on the degree of information available with the specimen.
- The collector's name (first initial(s) followed by last name) and collection number are all italicized. Two collectors are given using an ampersand; number following the first author. Three or more collectors are denoted by the use of "et al." following the first collector's name. Examples: *W.R. Buck 12842, R.T. McMullin 8255 & I.M. Brodo, J.C. Lendemer et al. 56652*
- Herbarium abbreviations are given in lower case small capitals, in alphabetical order.

Examples of specimen citations:

U.S.A. MISSOURI: [small caps] Barry Co., Mark Twain National Forest, Piney Creek Wilderness Area, 10 Nov. 1998, *R.S. Egan 14906* (ASU, CONN, OMA, SBBG [all in small caps]).

MEXICO. CHIHUAHUA: [small caps] small mountain SW and above reservoir on Río San Pedro, on acidic rock, 16 Jul. 1994, *T.H. Nash 36165* (ASU, WIS [all in small caps]).

Authors of manuscripts based upon author-collected specimens must have legally collected the specimens. Permitting authorities should be included in the acknowledgements, and when appropriate a permit reference identifier may be included. Evidence of collections made without proper authorization or where the collector has violated conditions upon which the permission was given will result in manuscripts being rejected prior to review. The editors reserve the right to request proof of authorization.

DESCRIPTIONS AND DIAGNOSES

All new taxa must include a diagnosis (all italics) following the name and a description following the type block. Following Hassemer et al. (2020, *Taxon* 69(1): 1–4), authors should produce short diagnoses that distinguish the taxon from similar or related taxa, not reproduce the description. The description should be a complete and thorough statement of all anatomical, morphological, chemical and molecular characteristics of the taxon in question.

MOLECULAR DATA AND CHARACTER MATRICES

All molecular data used in analyses must be identified by an appropriate repository accession number (in most cases this is obtained from NCBI/GenBank). Newly generated DNA sequences must also be linked to specimen voucher and the herbarium where the voucher is deposited. Sequence alignments and matrices of characters used for phylogenetic inference must be deposited as supplemental files at BioOne, at TreeBASE (<http://www.treebase.org>), or some other suitable online depository, and the accession number or link must be provided before acceptance of the manuscript.

NEW FUNGAL NAMES AND TYPIFICATIONS

Descriptions of new taxa and proposals of new names of lichenized and lichenicolous fungi at all ranks must be accompanied by the MycoBank (or other registry) registration number. Newly

proposed typifications of previously published names (i.e., epi-, lecto-, or neotypifications) must also be accompanied by the MycoBank (or other registry) registration number. Users of MycoBank can obtain these numbers when registering the name or typification at <http://www.mycobank.org/>. Registration of a new name or typification should be done only after a manuscript has been accepted for publication.

LITERATURE CITED

In the text, citations must be presented in strict alphabetical order, with each reference separated by semi-colons, and each different reference by the same author separated by a comma, e.g., (Allen 1980; Rowe 1970, 1979; Sawyer et al. 1999a,b; Wyatt 1910).

In the Literature Cited section of manuscripts, names of authors and titles of articles must be given exactly as in the original publication, except that initials are always used for the given names of authors. Journal titles are given in full (i.e., never in abbreviated form), except that an initial "The" may be omitted (except "The Bryologist" that is written in full).

Authors are listed alphabetically by family name, then chronologically. The author(s) last names should be in Roman font. Leave a space between the author(s) initials. For example:

Adams, C. D. 1990. Title of article. Name of Journal 103: 1–10.

Adams, W. L. 1920. Title of article. Name of Journal 13: 33–77.

Adams, W. L. & F. R. Baker. 1982. Title of chapter. Pages 000–000. In: J. D. Baker (ed.), Title of Book. Publisher, City of Publication.

Adams, W. L., F. R. Baker & G. A. Abner. 1980. Title of Book. Publisher, City of Publication.

SUPPLEMENTARY FILES

Tables, figures or other supplementary information may be submitted within PeerTrack as supplementary information that will appear online at BioOne. Published papers will include a reference to these files, and the files will include a citation with page numbers linking them to the original paper. The editors may request that authors include especially long tables or lists as supplementary information; memorials/obituaries will include bibliographic information as supplementary files.

EDITING AND PRINTING

All authors will be asked by the editors to approve copy-edited manuscripts before they are sent to the printer. Proofs produced from these approved manuscripts are sent directly to the corresponding author as an e-mail attachment. These must be corrected immediately and returned electronically to the editors. Proofs not returned promptly will be corrected by the editors. Authors are permitted four changes to proofs without charge. Resetting due to more than four author corrections (other than the printer's error) is chargeable to the author.

CHARGES

Authors are not charged page charges for any submission published in *The Bryologist* or any files uploaded as Supplementary Material in BioOne. Authors are permitted four corrections to proofs not assignable to the editor or the printer; more than four author corrections are subject to charges. There is no charge for online color figures. Any publication charges to authors will be assessed after the issue is printed and mailed. If authors request that their papers be published with open access at BioOne, there is a one-time processing charge assessed for this (see below).

ONLINE PUBLICATION OF ACCEPTED ARTICLES AT BIOONE

All accepted articles in *The Bryologist* will be published online in the final version of record at [BioOne](#) as soon as they are ready, without waiting for the issue contents to be complete. This means that the latest articles are added continuously, each one final, paginated and showing a date of publication. No changes can be made to articles once they appear in BioOne. All ABLs members who subscribe to *The Bryologist* can obtain online [BioOne](#) access to the journal from Allen Press by contacting helpdesk@allenpress.com

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