



Writing an article: a proposed guide

This guide is designed to produce the **best presentation of a species**. The content will remain the preserve of the author despite the advice and examples suggested for the different parts of a paper. The theme of the paper should cover one or more of the following criteria:

- a species, not previously, or poorly documented (macro or microscopically);
- a new species for a country;
- a species considered to be rare (to be argued);
- a recently rediscovered forgotten or 'ghost' species;
- a new approach to a species considered to be critical;
- a known species, but presented with new characteristics;
- a species moved to another genus.

The editorial committee can offer help and advice with any paper you would like to publish in our journal. You may also be guided by articles written by your colleagues.

Advice can also be found in the document "[Rules for authors](#)" which describes the Ascomycete.org editorial requirements.

FORMATTING

The requirements have been listed in the "Rules for authors" document. A sophisticated format is not required; your paper will be reformatted for editorial purposes. The chosen font must be easy to read.

WRITING

The title

The title should be quite short and provide a concise description of the subject and taxonomic group. For example, it's not necessary to cite the full authors' citation.

Examples:



A walk in the Lavours marshes

Discovery of *Ophiocordyceps dermapterigena* (Z.Q. Liang, A.Y. Liu & M.H. Liu) G.H. Sung, J.M. Sung, Hywel-Jones & Spatafora



Ascomycete (Fungi) inventory on the Lavours marshes (France, Ain)

Discovery of *Ophiocordyceps dermapterigena* (Hypocreales) in New Guinea

Summary

Provide an abstract summarizing the important aspects of the paper; it may include some of the conclusions.

Examples:



Description and illustration of *Peziza monterivicola*.



Description and illustration of *Peziza monterivicola*, a species lately described from Switzerland and Montenegro, collected in France. Details on the species phenology and ecology are given.

Keywords

Use words describing the content of the paper; it is not necessary to cite the words used in the title.

Introduction

Explain the reasons for writing this paper, its purpose, and whether you are presenting any new information (see the criteria proposed in this guide's introduction).

Material and methods

Describe the nature of the studied material (living or dried collections) and the methods used. Include the list of reagents, the statistical methods, special terms and abbreviations, and the optical equipment used, i.e. a full description of the methodology so that it may be repeated.

Examples:



The microscopic observations were done at the highest possible magnification, in water or in KOH and other reagents.



The microscopic observations were done with an optical microscope at the highest possible magnification (100× immersion lens) in water (living material) or in 5% KOH (dried material). The following reagents were used: Melzer reagent to check the ascus amyloidity and Cotton Blue in lactic acid to observe the ornamentation of the spores.

Taxonomy

<Species name> <authors>, <Reference> (<year>).

Give the scientific name of the species, the authors and the publication reference (the abbreviated form) along with the year of publication. Databases such as Mycobank can be helpful but it's also useful to check the references in the appropriate papers. The Internet also provides sources of abbreviations for references, e.g. Harvard University's [Index of Botanical Publications](#). Abbreviations may vary between countries or languages. If in doubt, do not use abbreviations.

Basionym: <Species name> <authors>, <Reference> (<year>).

Whenever appropriate, the original species citation is given in the same format as above.

Examples:



Annulohypoxyton michelianum (Cesati & De Notaris) Ju, Rogers & Hsieh, *Mycologia*, 97: 859 (2005).

Basionym: *Hypoxyton michelianum* Cesati & De Notaris



Annulohypoxyton michelianum (Ces. & De Not.) Y.M. Ju, J.D. Rogers & H.M. Hsieh, *Mycologia*, 97 (4): 859 (2005).

Basionym: *Hypoxyton michelianum* Ces. & De Not., *Comment. Soc. Crittog. Ital.*, 1: 199 (1863).

Synonymy: if necessary, give a list of synonyms (with the same format as above). It is useful to cite the author's name for the synonym, with the reference. If a cited reference refers to the International Code on Nomenclature (for example to explain the validity of a name), please fully cite

this Code reference either abbreviated (e.g. ICN Melbourne 2012), or with the authors' corresponding names (e.g. McNeill *et al.*, 2012).

Description

Describe the macroscopic and microscopic characters of the species in appropriate terms comprehensible to the majority of readers, taking care to avoid obscure terms and jargon.

Collection(s) studied

Provide a list of collections studied and their locations in the following order: country, region/province, department, town, locality, coordinates (whenever possible, give the data in an internationally recognized format, for example latitude/longitude expressed in degrees, minutes, seconds), altitude, collector, determiner (if different), date of collection, herbarium reference and depository location. In case of a referenced institution, cite the official code (cf. [Index Herbariorum](#)), otherwise use the expression 'personal herbarium'. The absence of preserved material may result in the rejection of the article. For collections of cultures and DNA sequences please also cite the reference and depository location.

Natural habitat, ecology, phenology

Provide data on environment, substrate ... i.e. ecological data and collection period. If you do not have any idea of the species ecology, give the data for each studied collection (see above paragraph).

The known distribution

The global, continental or regional geographical distribution can be given according to your own knowledge. Whenever possible cite the bibliographic sources.

Comments

As appropriate, provide information about your own collections.

Discussion

Discuss such items as species taxonomy, the main differences between morphological similar species, characteristics, geographical and conservation status (e.g. new in the country), historical context (not seen since...), nomenclatural aspects... i.e. any characteristic useful to improve the knowledge and understanding of a species. Use bibliographic references to support your arguments.

Acknowledgments

Provide a list of people and organizations that have supported your work. We recommend that you ask a suitably qualified person to review your paper before submission.

Bibliography

Include a list of the papers used during your work and quoted (and only these) in your paper. Authors must be cited in alphabetic order and their publications in chronological order (publishing years). Please do not abbreviate the titles of the journals as this makes it more difficult to locate the corresponding papers. More details are available and can be downloaded at Ascomycete.org "[Rules for authors](#)".

Examples:



Seaver F.J. 1961. The North American cup-fungi (operculates).

Saccardo P.A. 1889. Sylloge Fungorum 8.

Moravec J. 1986. A new species and two new combinations in the genus *Sowerbyella*. *Mycologia Helvetica*, 2: 99.

Van Vooren N. et al. 2011. First record of *Otidea caeruleopruinosa* Harmaja (Ascomycota, Pezizales) in the Iberian Peninsula. *Ascomycete.org*, 3: 43-46.



Moravec J. 1986. A new species and two new combinations in the genus *Sowerbyella*. *Mycologia Helvetica*, 2: 93-102.

Saccardo P.A. 1889. *Sylloge Fungorum omnium hucusque cognitorum*. Vol. 8. Patavii.

Seaver F.J. 1928. *The North American cup-fungi (operculates)*. Reprint 1961. New York, Hafner Publishing Company.

Van Vooren N., Olariaga I. & Tabarés M. 2011. First record of *Otidea caeruleopruinosa* Harmaja (Ascomycota, *Pezizales*) in the Iberian Peninsula. *Ascomycete.org*, 3 (2): 43-46.



If you are not writing in your native language, we recommend that you ask someone proficient in the language to review your paper.

ILLUSTRATIONS

Illustrations are an important part of the presentation. Special attention should be given to the selection of good pictures or drawings as this will help with the acceptance of your paper, especially where there is good documentary evidence to support your presentation.

Please choose well contrasted and characteristic pictures of the described species. If you do not use any picture editing software to resize, improve the contrast... you can submit the original JPEG image files. For optimum quality, the image format should enable 300 dpi resolution.

Illustration of microscopic elements should include a scale bar placed near the illustrated element (avoid overlapping). In case of a plate with several pictures or drawings, give a caption for each element and authors' corresponding names.

Whenever a plate, a drawing or a picture is reproduced from another publication, cite the publication details in full. For recently published work, the author's permission is required.