

***Cryptogamie, Algologie* (online only)**

Instructions to the authors

SCOPE OF THE JOURNAL

Cryptogamie is a fully electronic journal, with a continuous publication stream, devoted to a wide diversity of cryptogamic topics, mainly in the taxonomic-phylogenetic field.

Cryptogamie, Algologie accepts articles on systematics as well as ecology and evolution of any kind of algae (including Cyanobacteria).

Thematic issues may also be published under the responsibility of a guest editor.

GENERAL INFORMATION

The submission of a manuscript to *Cryptogamie, Algologie* implies that it is not being simultaneously offered for publication elsewhere. A copyright assignment form must be signed before the final acceptance. Copyright of the published paper, including illustrations, becomes the property of the journal. Requests to reproduce material from *Cryptogamie, Algologie* should be addressed to the journal.

Nomenclature should follow the most recent editions of the *International Code of Zoological Nomenclature* and the *International Code of Nomenclature for algae, fungi and plants*.

Preservation of type and other specimens should be in accordance with the recommendations of the international codes of nomenclature: all illustrated or described specimens must be registered and deposited in an appropriate permanent institution, with staff and facilities capable of ensuring their conservation and availability for future reference in perpetuity. Their collection numbers, and their location of housing, should be indicated.

Each manuscript will be peer-reviewed by at least two referees.

FORMAT OF THE JOURNAL

Cryptogamie, Algologie is published online since the 1 January 2019 (PDF file on the journal's website). The journal uses the A4 dimensions (21 × 29,7 cm) and will be available via a Print-on-demand system.

SUBMISSION

Manuscripts, and illustrations, conforming strictly to the present instructions should be sent to the journal by email preferentially. The manuscripts should be prepared with double spaced, margins of at least 3 cm and all pages numbered.

Articles submitted by email should be sent: in a PDF version including all the figures, tables and appendices of the article and DOC version including only the text of the article.

Postal submission are also accepted. Manuscripts that do not conform will be returned. To complete these instructions, please refer to a recent issue of *Cryptogamie, Algologie*.

Reviewers. Each author can suggest some names of potential referees for his article. Conflicts of interest can also be indicated.

STRUCTURE AND FORMAT OF THE MANUSCRIPTS

Language. Only manuscripts written in English are considered. Authors not writing in their first language should have manuscripts checked for grammar and syntax by a suitable person before submission.

Structure. Papers are to be written in simple, concise and scientific English and should be organized as follows:

- title in English;
- title in French (exact translation);
- running head;
- first name(s) and surname(s) of author(s), followed by their full professional address(es) and e-mail(s); a corresponding author should also be designated;
- abstract in English, 200-250 words long; include precise differential characters for new taxa;
- résumé in French (exact translation, the journal may provide help for translation);
- key words in English (5 to 10 max.);
- mots clés in French (exact translation, 5 to 10 max.);
- text of the article, in the following order: Introduction, Material and methods, Abbreviations, Systematics/Results,

Discussion, Acknowledgements, References, Legends of figures and tables. Very long papers may include a list of contents; papers dealing with a large number of taxa may include an index;

- acknowledgements, authors are invited to acknowledge the reviewers;
- do not use footnotes.

SYSTEMATIC TREATMENT

- Each systematic description should be arranged as follows: name of the taxon with authors, original reference of the description, taxonomic history, with synonymy, type material, etymology, material examined, type horizon, substrate and/or host, type locality, diagnosis and/or description, remarks; for each new species, a diagnosis *and* a description should be provided; for each existing species, only the diagnosis should be indicated, except if the description has been emended;
- use sp. nov., gen. nov., fam. nov., etc., at each occurrence of a new taxon name; and comb. nov. at each occurrence of a new combination;
- every taxon names cited in the text should be followed, when first mentioned in the text, in the résumé/abstract and (if possible) in the captions of the figures, by its author(s);
- use italics for names of genera and species.

ILLUSTRATIONS

The figures of the articles should be prepared in 17.5 × 22 cm maximum; each figure and its caption should be 238 mm high maximum.

Original figures should be sent with the revised version of the article.

The editorial board pays special attention to the quality and relevance of illustrations.

Line drawings (black and white figures). They should preferably be provided in electronic format (resolution 1200 dpi, TIFF file) or vectorial format (AI or EPS file). Line drawings should be prepared in Indian ink (or identical technics), if not, they will be treated as half-tone figures, and their definition of printing will be reduced to 300 dpi. It is still possible to send the original pictures to the editorial board, that will take in charge their digitalization and send you back the original files at the end of the publication.

Photographs, half-tone or color figures. Electronic files should be provided (resolution 300 dpi in 17,5 cm wide minimum, format TIFF or PSD).

Letters and composition of the plates. For electronic versions of the figures, letters, lines and scales should be indicated on an overlay. If it's not possible, two versions of each figure should be provided: one complete, with all the letters and additionnal elements on it, the other with the picture itself

only. Letters should not be pixellized, not vectorized (letters should stay modifiable).

On the original figures, letters, numbers, etc., have to be indicated on an accompanying overlay, not on the original figure. They will be inserted by the editorial board.

Illustrations can be grouped into composite plates, the elements of which are identified by capital letters (A, B, C, etc.). Plates will be considered as figures and numbered as such. Illustrations should fit one (85 × 220 mm max.) or two columns (175 × 220 mm max.).

References to illustrations and tables should be indicated as follows: (Fig. 1), (Fig. 2A, D), (Fig. 2A-C), (Figs 3; 6), (Figs 3-5), (Table 1);

Captions of illustrations, on a separate sheet, should include abbreviations and scale values (e.g., Scale bar: 1 cm).

Scale bar. A scale bar is required for each figure.

Fonts. All lettering is to be in Helvetica or Arial font, 10- or 8-point body.

Tables and appendices. Tables should be provided in Excel format (XLS) or Word (DOC), and should be prepared in the format of the journal (175 × 238 mm max). Long tables and appendices may be published on the website of the journal as additional documents, with the agreement of the author, and linked from the electronic version of the article.

BIBLIOGRAPHIC REFERENCES AND IDENTIFIERS

Stylesheets of the journal. Zotero and EndNote stylesheets are available at the following addresses:

Zotero: <https://www.zotero.org/styles/cryptogamie-algologie>
Endnote: <https://sciencepress.mnhn.fr/sites/default/files/fichierspublis/periodiques/styles/cryptogamie-algologie.ens>

Presentation of the references. In the main text, references to authors, in lower case, should be presented without a comma before the year, as follows: Smith (2001), Smith (2001, 2002), (Smith 2001), (Smith 2001; Jones 2002), Smith (2001: 1; 2003: 5), Smith (2001: fig. 2).

Authors of taxa are indicated without date, e.g. *Laurencia intricata* J.V.Lamouroux.

Journal names should not be abbreviated. References related to the forenames of authors of scientific names should not be included, except if additional bibliographic information are provided in the same time (pages, plates, etc.).

References should be presented, in alphabetical order, as follows:

ALBA D. M., DELSON E., CARNEVALE G., COLOMBERO S., DELFINO M., PAVIA M. & PAVIA G. 2014. — First joint record of *Mesopithecus* and cf. *Macaca* in the Miocene of Europe. *Journal of Human Evolution* 67: 1-18. <https://doi.org/10.1016/j.jhevol.2013.11.001>

DENISON R. H. 1978. — Placodermi, in SCHULTZE H. P. (ed.), *Handbook of Paleoichthyology*. Volume 2. Gustav Fischer, Stuttgart, 128 p.

MARSHALL C. R. 1987. — Lungfish: phylogeny and parsimony, in BEMIS W. E., BURGGREN W. W. & KEMP N. E. (eds), *The biology and evolution of lungfishes*. *Journal of Morphology* 1: 151-162.

SCHULTZE H. P. & ARSENAULT M. 1985. — The panderichthyid fish *Elpistostege*: a close relative to tetrapods? *Paleontology* 28: 293-309.

Other examples, and a more precise description of the bibliography rules of the journal, are described in the document: <https://sciencepress.mnhn.fr/sites/default/files/fichierspublicis/periodiques/styles/bibliography-bibliographie-museum-journals.pdf>

Small caps. Small capitals applied to surnames in article references can be ignored by authors: they will be applied by the editorial team during the preparation of the article. Thus, authors may present the references in the following manner:

Schultze H. P. & Arsenault M. 1985. — The panderichthyid fish *Elpistostege*: a close relative to tetrapods? *Paleontology* 28: 293-309.

Digital identifiers. Authors must deposit strains or other materials in scientific collections (e.g., culture collections, herbaria, etc.) All molecular sequence data must be deposited in GenBank or a related database (EMBL, DDBJ) after acceptance.

The DOI (Digital Object Identifier) of bibliographical references is indicated whenever possible. The addition of a permanent URL to content hosted on BHL (Biodiversity Heritage Library, <http://www.biodiversitylibrary.org>) is also encouraged.

Examples of publications. Examples of publications can be provided to the authors on request to the editorial board:

synonymy lists, bibliography, lists of material examined, organization of the figure plates, etc. Previous articles, already published, are available on the website of the journal, and should be used as extend examples of our publications.

REVISED VERSION

Revised manuscripts should be sent to the editorial board with a rebuttal of the modifications applied, or not, on the text. The document should mention the reasons of the rejection of some modifications). The revision tracking system of the software used to prepare the article can also be used.

PROOFS

Proofs will be sent in PDF format to the corresponding author for correction and must be returned within eight days. Authors will be charged for excessive corrections.

A high definition PDF file of the article will be available on the journal website the day of publication. Authors will be able to order printed versions of their article via a Print-on-demand system.

DISTRIBUTION

Cryptogamie, *Algologie* articles are fully available free of charge on the journal website (<https://sciencepress.mnhn.fr/en/periodiques/algologie>) in PDF format.

Digital versions of the articles are also distributed through the BioOne portal (<https://www.bioone.org>), to which more than 2500 universities have subscribed. It provides *Cryptogamie*, *Algologie* greater international exposure.

Muséum national d'Histoire naturelle,
Service des Publications scientifiques,
Cryptogamie, Algologie
case postale 41, 57 rue Cuvier, 75231 Paris cedex 05 (France)
Phone: (33) (0)1 40 79 38 08
Fax: (33) (0)1 40 79 38 40
Email: algo@cryptogamie.com
<https://sciencepress.mnhn.fr/en/periodiques/algologie>