

# PHYTON – Instructions for Contributors

**General information.** Original papers from all fields of plant sciences will be considered for publication in PHYTON. As a rule, PHYTON is issued half-yearly, with two issues (fascicles) forming one volume. The recommended deadlines for manuscript submission are 31 March (for Fasc. 1) and 30 September (for Fasc. 2). However, it is sometimes inevitable that a volume is published as a single, thicker issue, especially if manuscripts are mainly submitted in the second half of the year.

**Instant online publication.** From volume 57 onwards, all articles are also published *instant online* and can be purchased via the shopping website of the publisher (<<http://www.verlag-berger.at/e-books/phyton.html>>). On the first page of every article, the date/year of the online publication (headline and full citation in the summary) and, subsequently, of the publication of the printed volume/issue (foot-note) are indicated explicitly.

**Special issues.** Voluminous single contributions exceeding 100 pages and equally comprehensive collections of papers concentrating on a particular subject (e.g. proceedings) can still be printed as special issues of PHYTON. But please note that the publisher will usually require pre-financing by the author(s) or editor(s) of such a contribution. In return you will get excellent printing and paper quality

**Manuscript submission.** All manuscripts should be submitted, preferably as e-mail attachments, to the **managing editor** ([christian.scheuer@uni-graz.at](mailto:christian.scheuer@uni-graz.at)), who will confirm receipt and forward every manuscript to a corresponding editor in the PHYTON team. The corresponding editor will usually consult two expert reviewers and will finally decide on acceptance, as well as on corrections and alterations of the manuscript thought to be advisable.

If the files are too large, the manuscript can also be transferred by a “file service”, or sent to the managing editor on a USB flash drive, or (if inevitable) on an IBM PC-DOS compatible CD:

Managing Editor PHYTON  
Holteigasse 6  
8010 Graz  
Austria, Europe

## General requirements:

- Manuscripts submitted to PHYTON must present new and important research findings that have not been published or submitted for publication elsewhere.
- By submitting a manuscript the author expresses his agreement to transfer all rights of reproduction of any kind, translations and distribution.
- All research contributions are published in English. The authors alone bear full responsibility for the form and contents of their contributions. The text must be accurate and the language correct.
- The authors must ensure that the manuscript does not infringe copyrights or property rights. The editors of PHYTON will not bear any responsibility in issues of copyright infringement.

Any manuscript submitted will usually include the following items:

1. **Covering letter:** This letter must be provided as a **separate** document, stating on behalf of all authors that the work has not been published before and is not being considered for publication elsewhere.  
Please feel free to suggest potential reviewers (full names and e-mail addresses) who have not seen the manuscript before submission.

2. **Manuscript** in MS-Word format (extension DOC/DOCX or RTF): This file must contain the text plus figure captions (legends) inserted at the end of the text, after the 'References' (but no illustrations). Please make sure that you indicated the suitable positions for all tables and illustrations in the text. See the template-like text under <[phyton-ms-template-for-word.docx](#)>. (We recommend to add an identical copy of your manuscript in PDF format.)  
**N.B.:** Although this is not mandatory, especially the reviewers will be pleased to receive an additional, fully structured and illustrated version of the manuscript in PDF format, with all tables, illustrations and captions inserted in their appropriate position in the manuscript.
3. **Tables** fitting the printing area (17.0 x 23.2 cm) can be inserted after the figure captions at the end of the manuscript file. If they are submitted separately, please note that you should use the word processing (MS-Word) tools for preparing the tables, do not copy tables from different formats directly into the text file.  
Large, complicated tables (e.g. in vegetation science) can be submitted as MS-Excel files (extension XLS or XLSX). We recommend to add an identical copy of every large Excel table in PDF format, also as a reference for the printer and reviewers.
4. **Illustrations** (figures, graphics) as separate files in JPG or TIF/TIFF format. Authors are also encouraged to arrange photo plates themselves (printing area: 17.0 x 23.2 cm).

As a rule, the contributions should not exceed 24 printed pages. If a paper exceeds this limit, the authors are requested to obtain the editors' consent in advance. Provided that it does not go too far beyond the capacity of the forthcoming volume (about 240 printed pages) we will do our best to enable publication (but see also the 'Special issues' option above).

Before submitting your manuscript, it may be very helpful to consult a recent issue or offprint of PHYTON (starting with volume 57). However, here are some basic instructions to follow (see also the template-like text under <[phyton-ms-template-for-word.docx](#)>).

- The title of the paper must be concise but informative, describing the subject of the contribution as well as possible.
- The authors' preferred given names must be spelled in full, while additional given names (usually a middle name) can be abbreviated. The authors' affiliations and address(es) should be placed in a foot-note on the first page of the manuscript.
- The manuscript must be written in 'Standard' format, flush left or justified, with pagination (top right) and line numbers.
- Do not use macros, special paragraph formats, or hyphenation. Please disable automatic hyphenation when typing your manuscript! It may also be helpful to disable automatic language recognition or the respective automatic correcting features.
- Use Times New Roman 12 pt for normal print and 10 pt for small print.
- The first line of every paragraph is indented (0.5 cm).
- The disposition of the paper sections should be in agreement with common use. The main chapters are numbered, at least as 1. Introduction, 2. Materials and Methods, 3. Results, 4. Discussion. These main headings are printed in **bold**. The last headings ('Acknowledgements' and 'References') are not numbered.
- Latin names of taxa of all taxonomic ranks must be given in *italics*.
- Latin names of syntaxa (scientific names of plant communities) are not italicized.
- NAMES of authors of publications cited in the text, nomenclatural authorities of taxa, and names of any other persons mentioned in the text (also in the 'Acknowledgements') must be given in SMALL CAPITALS.

- These rules for typesetting also apply for the reference list at the end of your manuscript.
- Keep the printing area in mind when you prepare tables and illustrations. Starting with volume 57, we changed to a larger format, and the printing area is now 17.0 x 23.2 cm, with two columns 8.2 cm wide. Authors are also encouraged to arrange photo plates themselves or to make detailed suggestions how their photos, drawings and diagrams should be arranged.
- Use the word processing (MS-Word) tools for preparing the tables, do not copy tables from different formats directly into the text file.
- Magnification or reduction should be indicated by a scale bar in the figure. Do not indicate magnification or reduction factors in the figure captions.
- Mind the resolution of your photos (minimum 300 dpi), and of your graphics and line drawings (minimum 600 dpi).

**Galley proofs.** The authors are requested to correct the proofs carefully and to return them within two weeks to the managing editor. As a rule, only misprints and typographic errors should be corrected. The cost of alterations in the text exceeding 10 % of the setting must be charged to the author. It is assumed that the imprimatur is given with the return of the proofs.

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