

## INSTRUCTIONS FOR AUTHORS

Version 12.03.2014

1. Peer reviewed journal *Novosti Sistematiki Nizshikh Rasteniy* (official name in Latin: *Novitates Systematicae Plantarum non Vascularium*, in English: *News of Systematics of non Vascular Plants*) publishes results of original studies on different aspects of systematics, taxonomy, taxonomic diversity, morphology, ecology and geography of algae, fungi, lichens and bryophytes. The submitted manuscript must have considerable novelty and contain new data not published previously (see pdf file: *Topics to check before submission of manuscript*).

2. Manuscripts are submitted via e-mail only. **Submitting the manuscript, the author confirms that his relationships with co-authors and third parties are settled.**

3. Manuscripts are accompanied by the **Copyright agreement** (see pdf file: *Copyright agreement*). When a manuscript is prepared by several authors, the Copyright agreement must be signed by every author. Manuscripts and scanned Copyright agreements must be sent to **nsnr@mail.ru**. Files should be named with the surname of the first author (e.g., ivanov-text.doc, ivanov-fig1.tif, etc.) written in letters of the Latin alphabet.

4. Manuscripts must be fully prepared for publication and checked for language and the following rules. Numerous technical and orthographic errors preclude sending a manuscript to reviewers. Authors of such manuscripts will be requested to improve and resubmit their papers. English editing is the responsibility of the author(s).

6. The decision on publication of submitted manuscripts is made by the Editorial Board based on the evaluation by reviewers and the scientific novelty of the work. The Editorial Board retains the right to make the editorial corrections of submitted manuscripts. When corrections of the author's manuscript are required, the corrected version of the manuscript must be returned as specified by the Editorial Board; otherwise the manuscript will be considered as newly submitted for the next volume of the journal.

7. The annual journal «*Novosti Sistematiki Nizshikh Rasteniy*» is a royalty-free journal. Authors are not charged for the publication of submitted manuscripts.

### 8. Preparation of manuscript

8.1. The Journal publishes papers in Russian or English. Manuscripts must be fully prepared for publication and checked for language and the following rules. Numerous technical and orthographic errors preclude sending the paper to reviewers; authors will be requested to improve and resubmit their manuscripts. English editing is the responsibility of the author(s). Linguistically correct English or Latin descriptions of new taxa with certain definition of differential characters are required. Careful attention must be paid to special symbols and letters.

8.2. Manuscripts (incl. tables, references and figure legends) should not exceed 40 000 symbols with spaces. Larger manuscripts are accepted only as an exception, after consideration by the Editor-in-Chief and the decision of the Editorial Board.

8.3. The text in English must be written in simple and understandable phrases and preferably revised by a native English speaker.

### Structure of manuscripts in English

Part I (in English): 1) title, 2) author(s) name(s), 3) author(s) postal and email address(es), 4) abstract, 5) keywords.

Part II (in Russian): 6) название статьи – title in Russian, 7) фамилии авторов – transliterated author(s) initial(s) and surname(s), 8) почтовый и электронный адреса – author(s) postal and e-mail address(es), 9) резюме на русском языке – abstract in Russian, 10) ключевые слова на русском языке – keywords in Russian.

Part III (in English): 11) text of the manuscript in English.

Part IV: References: 12) references in English, and 13) список «Литература» на русском языке – list of references in both Russian and English (when there are references in Cyrillic).

Part V: Figure legends (if present).

8.4.1 **Title:** use lower case letters (never use CapsLock!), font Times New Roman, 14 pt, no indentation (see pdf file: *Example for preparation of manuscript*). The title must be short and precisely reflecting the content of the paper. Names of taxa in title are provided in Latin with the definition of their higher taxonomic rank in brackets. The title in English is in bold, in Russian - in regular font.

8.4.2. **Name(s) and surname of author(s):** first name full, middle initial(s), use lower case letters (never use CapsLock!), font Times New Roman, 12 pt, bold for English, regular for Russian, text left justified, no indentation (see pdf file: *Example for preparation of manuscript*).

8.4.3 **Author(s) address(es):** font Times New Roman, 9 pt, only left margin justified, no indentation. The address should include the full name of organization and e-mail addresses. In the case of several authors, use upper case numbers for their names and addresses (see pdf file: *Example for preparation of manuscript*).

8.4.4. **Abstract in English (Резюме — Résumé in Russian):** single paragraph, Times New Roman, 11pt, left margin justified, no indentation, separated from addresses by one blank line. Both Abstract and Résumé must contain all main stages, main results and conclusions of the work, and be concise. The résumé should have all the necessary information in Russian for comprehension of work. The abstract in English and Résumé prepared disregarding these rules are grounds for rejecting the manuscript.

8.4.5. **Keywords (Ключевые слова Russian):** font Times New Roman, 11 pt, left justified, no indentation, up to 10 words (set expressions) in alphabetical order, geographical names should be included, reflecting the main aspects of the work (object of study, Latin name, methods of investigation, field of study, geographical and/or administrative regions).

8.4.6. **Text of manuscript:** font Times New Roman, 12 pt, left margin justified, indent 1 cm, segregated from Keywords by a blank line, no hyphenation or tabulation (see pdf file: *Example for preparation of manuscript*).

**Text needs to be clear and separated into the following chapters:**

- Brief introduction and purpose of study
- Material and methods
- Results
- Discussion
- Conclusions
- Acknowledgements

**Certain definitions of locations** for all records with a listing of their geographical coordinates are required.

**Names of the administrative region** of the Russian Federation in English and Russian are provided in accordance with the Constitution of the Russian Federation: <http://constitution.ru/en/10003000-04.htm>

**Latin names of plants and fungi** are listed according to the most recent nomenclatural changes with respective references.

Author abbreviations should follow <http://www.ipni.org/ipni/authorsearchpage.do>, <http://www.indexfungorum.org/authorsoffungalnames.htm>

**Descriptions of new taxa** should rely on the last edition of the International Code of Nomenclature for algae, fungi, and plants: <http://www.iapt-taxon.org/nomen/main.php?page=title>

Manuscripts must be annotated by **references to specimens examined** (when it is possible to preserve and keep the object of study at the herbarium). These references must be concise and contain information for the identification of a specimen in the herbarium. In cases of extensive lists of specimens, the lists of selected specimens examined are required.

## Abbreviations

**Dimensions** are abbreviated as follows:  $\mu\text{m}$ , mm, km,  $\text{km}^2$ , diam., alt. Multiplication sign « $\times$ » is spaced like this (8)10–12.5(15)  $\times$  (3)4.6–5.3(7)  $\mu\text{m}$ .

**Herbarium acronyms** must follow the Index Herbariorum, <http://sweetgum.nybg.org/ih/>

Only **common abbreviations** are acceptable. All **other abbreviations** need to be explained when first mentioned.

## Formatting

Font Times New Roman, 12 pt (except addresses, abstracts, keywords and references).

1.5 line spacing.

Upper, lower, left and right margins – 2.5 cm.

Pages must have continuous numbering.

The Latin names of infraspecific taxa, species and genera (except authors and the abbreviations such as var., aff. or cf.) in the text (except taxa treated in annotated lists and references) and tables must be *in italics*.

The Latin names of species, genera and families treated in annotated lists are **in bold**, in comments to them – *in italics*.

In all cases (*initials and abbreviations included*) **after full stop and other stops a space must occur**, if stops are not situated side by side.

Double, triple and multiple spaces, tabulator signs, automatic numbering and other “**extra**” **formatting** as well as use of spaces between letters instead of sparse spacing in terms and words that need to be emphasized are **not allowed**.

**Decimal fractions** must be written with a point (0.1), not a comma (0,1).

**Dates** should be given as follows: day.month.year (in Arabic numerals), e.g. 02.08.1997.

**Variation in dimensional characters** (including page numbers in References) should be given with an *en dash* “–”, (20)25–30, not with a hyphen or an em dash; note that no space should be near the en dash in this case.

An *Em dash* “—” may be used in the text, with a space before and after this sign.

**Measurements are written** as (20)25–30  $\times$  (25)30–40  $\mu\text{m}$ , with a space before and after the sign “ $\times$ ”.

Never use CapsLock. When necessary use the option ALL CAPITALS.

Use «et» between author’s names of taxa; never use & [see pdf file: *Example of annotated list*].

**Square brackets** are used for synonyms in annotated lists and as outer brackets when a text fragment in round brackets is inside.

**Order of nomenclature citations** (see pdf file: *Preparation of nomenclature citations*).

**References** are provided **in Latin font only**. Surnames in *Cyrillic* that were published without transliteration are transliterated according to the transliteration accepted by the author in other published works, and if such transliteration is unknown — according to the transliteration of the author’s surname in the description of new taxa: <http://www.ipni.org/ipni/authorsearchpage.do> for plants and <http://www.indexfungorum.org/authorsoffungalnames.htm> for fungi or, if the author is not included in abovementioned databases, — according to the scheme of transliteration given below.

In the course of use of the abovementioned databases, it is necessary to remember that the author’s transliteration of a surname may be different from that listed below. Therefore in such cases it is necessary to keep in mind different schemes of transliteration, taking into account that the Cyrillic letter «c» in open syllable may be transliterated as «s» or «ss» and «e» as «ye» or «je», «я» may be transliterated as «ja» or «ya», «кс» as «ks» or «x», «ч» as «ch», «тч» or «cz», «ш» as «sh» or «sch», «щ» as «shch» or «sch», etc.

## Accepted scheme of transliteration

а — a	к — k	х — kh
б — b	л — l	ц — ts
в — v	м — m	ч — ch
г — g	н — n	ш — sh
д — d	о — o	щ — shch
е — e, ye	п — p	ъ — not transliterated
ё — e, ye	р — r	ы — y
ж — zh	с — s	ь — not transliterated
з — z	т — t	э — e
и — i	у — u	ю — yu
й — y	ф — f	я — ya

**Transliteration of the names of periodicals and their abbreviations** must follow the Hunt Institute of Botanical Documentation Data Base (BPHOnline):

[http://fmhibd.library.cmu.edu/fmi/iwp/cgi?-db=BPH\\_Online&-loadframes](http://fmhibd.library.cmu.edu/fmi/iwp/cgi?-db=BPH_Online&-loadframes)

**9. References** are listed as shown in the pdf file: *Example for preparation of manuscript*). In case of references in Cyrillic, the list «Литература» follows the list «References».

### Guide for writing the references in the list «References»

For papers not written in English, provide notes like this (In Russ.) or (In Russ. with Engl. abstract).

**Articles in periodicals** (*names of the periodicals in italics*, titles in Russian always transliterated).

Afonina O. M. 2011. The first record of *Leptodontium flexifolium* (Pottiaceae, Bryophyta) for Arctic Alaska. *Novosti Sist. Nizsh. Rast.* 45: 267–275. (In Russ. with Engl. abstract).

Andreev M. P., Afonina O. M., Potemkin A. D. 1993. Bryophytes and lichens of the Komsomolets and Bolshevik islands (The Severnaya Zemlya Archipelago). *Bot. Zhurn.* 78(2): 69–79. (In Russ.).

Rassadina K. A. 1949. Species et formae novae *Cetraria*. *Bot. Mater. Otd. Sporov. Rast. Bot. Inst. Komarova Akad. Nauk S. S. S. R.* 6(1-6): 9-14. (In Russ. and Latin).

#### Journal articles with DOI

Devos N., Renner M. A. M., Gradstein R., Shaw A. J., Laenen B., Vanderpoorten A. 2011. Evolution of sexual systems, dispersal strategies and habitat selection in the liverwort genus *Radula*. *New Phytol.* 192: 225–236. doi: 10.1111/j.1469-8137.2011.03783.x

**Books, chapters or articles in books** (transliterated title of monograph and volume *in italics*)

Grossheim A. A. 1940. *Flora Kavkaza, T. 2* [Flora of Caucasus, Vol. 2]. Baku: 284 p. (In Russ.).

Frey W., Stech M., Fisher M. 2009. *Syllabus of plant families: Adolf Engler's Syllabus der Pflanzenfamilien. Pt. 3. Bryophytes and seedless vascular plants*. Stuttgart: 419 p.

International Code of Botanical Nomenclature (Vienna Code). 2006. Liechtenstein: xviii+568 p. (Russ. ed.: *Mezhdunarodnyy kodeks botanicheskoy nomenklatury (Venskiy kodeks)*. 2009. Moscow, St. Petersburg: 282 p.).

*Krasnaya kniga prirody Leningradskoy oblasti. T. 2. Rasteniya i griby* [Red data book of nature of the Leningrad region. Vol. 2. Plants and fungi]. 2000. St. Petersburg: 672 p. (In Russ. and Engl.).

Kurbatova L. E. 2000. *Ortotrikhum karlikovyy Orthotrichum pumilum Sw. Krasnaya kniga prirody Leningradskoy oblasti. T. 2. Rasteniya i griby* [Red data book of nature of the Leningrad region. Vol. 2. Plants and fungi]. St. Petersburg: 325. (In Russ. and Engl.).

- Opredelitel lishaynikov Rossii, Vyp. 6* [Handbook of the lichens of Russia, Issue 6]. 1996. St. Petersburg: 203 p. (In Russ.).
- Potemkin A. D., Sofronova E. V. 2009. *Pechenochniki i antocerotovye Rossii, T. 1* [Liverworts and hornworts of Russia, Vol. 1]. St. Petersburg; Yakutsk: 368 p. (In Russ. and Engl.).

**Proceedings and abstracts** (title of proceedings or abstract book *in italics*; when the title is in Cyrillic, only its translation in square brackets)

- Ivanov A. E. 1980. To the study of lichen flora of Krasnye Gory. *Nizshie Rasteniya SSSR: Tezisy dokladov Vsesoyuznogo Soveshchaniya «Izuchenie i ispolzovanie nizshikh rasteniy* [Abstr. All-USSR meeting “Study and use of non vascular plants”]. Petrozavodsk: 139–141. (In Russ.).
- Sedelnikova N. V. 1990. [Lichens]. *Flora Salairskogo kryazha* [Flora of Salair Mountain Ridge]. Novosibirsk: 23–98. (In Russ.).
- Shestakova A. A. 2004. Some ecological and caenotical peculiarities of bryophytes of South Taiga forests of Nizhniy Novgorod Trans-Volga territory. *Strukturno-funktsionalnaya organizatsiya i dinamika lesov: Materialy Vserossiyskoy konferentsii* [Structural and functional organization and dynamics of forests: Proc. All-Russ. Conf.]. Krasnoyarsk: 227–229. (In Russ.).

**Dissertations (theses) and synopses of dissertations**

- Afonina O. M. 2000. *Brioflora Chukotki*. Dokt. Diss. [Bryoflora of Chukotka. Doct. Diss.] St. Petersburg: 385 p. (In Russ.).
- Leisso T. N. 1994. *Pochvennye mikromitsety alpiyskogo poyasa Severnogo Kavkaza*. Avtoref. Kand. Diss. [Soil micromycetes of alpine belt of North Caucasus. Synopsis Cand. Diss.]. Moscow: 34 p. (In Russ.).

**Internet sources**

- Author A. YEAR. *Title of website, database or other resources*, Publisher name and location (if indicated), number of pages (if known). <http://xxx.xxx.xxx/> (Date of access, if present). For example:
- IUCN. 2010. *The IUCN red list of threatened species*, version 2010.4. IUCN Red List Unit, Cambridge U.K. <http://www.iucnredlist.org/> (accessed: 19 May 2011).
- Index Fungorum. 2008–2011. <http://www.indexfungorum.org>
- Tropicos.org. Missouri Botanical Garden. 27 Feb 2014 <http://www.tropicos.org>
- Knapp S., McNeill J., Turland N. J. 2011. Changes to publication requirements made at the XVIII International Botanical Congress in Melbourne — what does e-publication mean for you? *MycoKeys*. 1: 21–27. <http://www.pensoft.net/journals/mycokeys/article/1961/>

**Software**

- Google Earth, 2013.
- Nokia N70-5. 2006. Version 1.0.
- LORAX (LORAX Consultores, S.A. de C.V.). 2008. Programa de manejo de la erosión costera en la celda litoral III de la Bahía de Todos Santos, Baja California, México (ProMEC-III). 4a ed. Ensenada, B.C.
- Okolodkov Y. B., Okolodkov B. Y. 2003. Aquatic non-indigenous species unintentionally introduced. Data Base in MS ACCESS 2000. Version 1.0. Universidad Autónoma Metropolitana, Unidad Iztapalapa. México, D.F., México.

**Guide to description of references in the list «Литература»**

**Articles in periodicals** (periodicals *in italics*)

- [Afonina] Афонина О. М. 2011. Первая находка *Leptodontium flexifolium* (Pottiaceae, Bryophyta) в Арктической Аляске. *Новости сист. низш. раст.* 45: 267–275.
- Godfrey J. D., Godfrey G. A. 1980. *Frullania hattoriana*, a new hepatic from British Columbia, Canada. *J. Hattori Bot. Lab.* 48: 321–327.
- Hentschel J., Konrat M. J. von, Pócs T., Schäfer-Verwimp A., Shaw A. J., Schneider H., Heinrichs J. 2009. Molecular insights into the phylogeny and subgeneric classification of *Frullania* (Frullaniaceae, Porellales). *Mol. Phylogenet. Evol.* 52: 142–156.
- [Rassadina] Рассадина К. А. 1949. Новые виды и формы *Cetraria*. *Ботан. мат. Отд. споровых растений БИН АН СССР.* 6(1-6): 9–14.

**Books, chapters or articles in books** (title of monograph and volume *in italics*)

- [Grossheim] Гроссгейм А. А. 1940. *Флора Кавказа, Т. 2.* Баку: 284 с.
- [Krasnaya... ] *Красная книга природы Ленинградской области. Т. 2. Растения и грибы.* 2000. СПб: 672 р.
- [Kurbatova] Курбатова Л. Е. 2000. Ортотрихум карликовый *Orthotrichum pumilum* Sw. *Красная книга природы Ленинградской области. Т. 2. Растения и грибы.* СПб: 325.
- [Mezhdunarodnuu...] *Международный кодекс ботанической номенклатуры (Венский кодекс).* — Пер. с англ. 2009. М., СПб.: 282 с.
- [Opredelitel...] *Определитель лишайников России. Вып. 6.* 1996. СПб.: 203 с.
- [Potemkin, Sofronova] Потёмкин А. Д., Софронова Е. В. 2009. *Печеночники и антропоцетовые России. Т. 1.* СПб.; Якутск: 368 с.
- Purvis O. W., Coppins B. J., Hawksworth D. L., James P. W., Moore D. M. 1992. *The lichen flora of Great Britain and Ireland.* London: 493 р.

**Proceedings and abstracts** (title of proceedings or abstract book *in italics*)

- [Ivanov] Иванов А. Е. 1980. К изучению флоры лишайников Красных гор. *Низшие растения СССР: Тез. докл. Всесоюз. совещ. «Изучение и использование низших растений».* Петрозаводск: 139–141.
- [Sedelnikova] Седельникова Н. В. 1990. Лишайники. *Флора Салаирского края.* Новосибирск: 23–98.
- [Shestakova] Шестакова А. А. 2004. Некоторые эколого-ценотические особенности мохообразных южнотаежных лесов Нижегородского Заволжья. *Структурно-функциональная организация и динамика лесов: Матер. Всерос. конф.* Красноярск: 227–229.

**Dissertations and synopses of dissertations**

- [Afonina] Афонина О. М. 2000. *Бриофлора Чукотки.* Дис. ... докт. биол. наук. СПб.: 385 с.
- [Leisso] Леиссо Т. Н. 1994. *Почвенные микромицеты альпийского пояса Северного Кавказа.* Автореф. дис. ... канд. биол. наук. М.: 34 с.

9. **Tables** should be made with the program Word for Windows. Tables should be numbered according to the order of their citation in text. All tables must be cited in the text (e.g., Table 2). Contents of tables should be self-explanatory. All abbreviations in a table should be explained in its annotation. Some text in tables is recommended to make the content of the article clear. No repetition of table content in the text is allowed.

10. **Illustrations** (drawings, diagrams, maps, graphs, photographs) must be of high quality and ready for publication. All illustrations must be cited. Illustrations in the text are cited as figures and have Arabic numerals (e.g., Fig. 3), illustrations in separate plates are cited as plates and have Roman numerals (e.g., Pl. IV). Numbers of illustrations should correspond to the order of their citation in the text. When an illustration is single, its number is not mentioned. Separate

figures in Plates are marked in Regular Arabic numerals, their details are in *lower case letters in italics*. References to separate figures and their details are provided in italics after their numbers (Fig. 3, 2a; Pl. IV, 3b). Scale bars should be provided for illustrations of studied objects and maps.

**Illustrations** are accepted in JPG or TIF **format**. The name of the file must uniformly define the number of the illustration and the paper attribution (e.g., IvanovFig5.jpg). No spaces in the file name are needed. Illustration width should not exceed 11 cm (2600 pixels). Accepted image resolution is 600 pixels per inch. Scanning of graphs must be made in bitmap image mode, and of other types of illustrations in grayscale image mode. Subsequent changes in image mode lead to the loss of image quality and are not acceptable.

**The printed size of illustrations** must correspond to their published size. All symbols in illustrations should be explained in their legend. Figure legends must correspond to references in the text.

**Maps** should have distinct contours and should be not overloaded with information. Large-scale maps should be provided with a coordinate grid, an indication of large settlements and/or names of physiographic objects.

**Figure legend** must follow reference list(s) at the end of manuscript.

11. Manuscripts with materials on new and critical records must be accompanied by their specimens for the herbarium of the Komarov Botanical Institute (LE). The specimens should be sent to:

*The Editorial Board of «Novitates Systematicae Plantarum non Vascularium»  
Laboratory of Lichenology and Bryology  
Komarov Botanical Institute  
2 Prof. Popov Str., St. Petersburg  
197376 Russian Federation*