

**The following “additional guidelines for authors” will be enacted by the co-editors of the JOURNAL OF PHYCOLOGY on January 1, 2012**

**Scope:** The *Journal of Phycology* covers a broad spectrum of topics in algal research from the chemical to the biological and from the ecological to the genomic. It is meant to be a premier research journal that highlights major achievements and some of the finest scientific work being performed with the algae. The journal will strive to capture a broad readership beyond that of those who only work directly with algae. The journal will use an expedited review process that will provide immediate online publication for accepted manuscripts. In addition to research articles, the journal will provide its readership with special topic volumes, reviews, minireviews, concepts, perspectives, and features dealing with public policy. The journal will also publish a new type of paper, *Letters*, to accommodate high profile findings. These manuscripts will be very rapidly reviewed, and if accepted, will be published as lead articles that are freely available as open access. *Journal of Phycology* will also provide resources, including diagrams, images and videos for educational purposes. A major goal of *Journal of Phycology* will be to communicate to the general public the importance of algae in their daily lives.

**Submission:** We encourage submission of high quality, novel studies that span all fields of algal research. The papers will be reviewed by experts in the field and a successful submission will have to meet a high standard of excellence: 1) Most importantly, submissions must be original and report novel results that are not simply confirmatory. Whereas rigor of both experimental design and analysis will be demanded, it will not be sufficient to ensure acceptance, 2) When needed, supplementary data should be used to support major conclusions. 3) New gene sequences, phylogenetic alignments, protein structures, and other data must be deposited in NCBI or other public repositories and be linked to an accession number prior to publication. All data presented in the text must be readily accessible to the public upon publication, 4) Statistical analyses, where important, will need to be included, 5) Figures must be high resolution and the text must be written clearly with proper English usage.

Initially, manuscripts will be assessed by the Associate Editors (AE) and Co-editors (CE) to ensure that the submission meets the standards set by journal policy. If a submission is judged to be inappropriate, it will be returned to the authors without review. Declination of a manuscript without review should take no longer than one week.

**Management and Review Process:** The *Journal of Phycology* team is comprised of four CEs, with one serving as a Managing Editor, an Assistant Editor, a group of AEs with expertise in a range of fields in algal research, and a supporting Editorial Board (EB). The CE will shepherd the manuscripts through the review process. Each of the AEs will work with a specific CE. Submitting authors will request three AEs, based on their expertise, as potential managers of their manuscript. The Assistant Editor will send the manuscript to one of the designated AEs, and at the same time it will be sent to the CE associated with that AE. The AE and CE will have access to the manuscript within two days of submission. They will then either decide that the manuscript does not satisfy the criteria of the journal, and the authors will be immediately notified, or if the work warrants review, it will be sent to members of the EB or external reviewers to initiate the

review process. The authors of the manuscript are encouraged to suggest potential reviewers who will be considered by the AE and CE. We are asking all reviewers to complete their review within two weeks of receipt of the manuscript. Our major goal with *Journal of Phycology* is to streamline the review process and finalize decisions on each manuscript within a month of submission.

**New format for Letters:** To provide a platform for the rapid publication of high impact work, *Journal of Phycology* will institute a ‘fast-track’ path under the format of *Letters*. To be considered for publication as a *Letter*, interested authors should send by email a letter of intent (LOI) to the CE of their choice that includes a referenced abstract and a paragraph describing why their work should be considered high impact. The CE will consider the request and, if accepted, the article will be reviewed under the fast-track process. These manuscripts are expected to be no more than 3000 words in length, including figures. An initial decision to review fast-track articles based on the LOI will be made within 2 days and if accepted, the review process will be completed no more than ten days after receipt of the final submission. If the LOI is rejected by the CE, then the author has the option to resubmit the work to *Journal of Phycology* as a standard manuscript. In this case, the author must identify the previous LOI submission and provide evidence in the cover letter that the reasons for rejection as a potential *Letter* have been addressed in the manuscript.

**Acceptance and publication:** Once a manuscript is accepted, it will be immediately sent to the publisher, and within five days of receipt, be made available on-line. The proofs will be sent to the authors within one month and once the corrected proofs are returned, all changes will be included in a new version of the manuscript that will be exchanged for the initial on-line version. This work plan will allow the scientific community to have access to the study and to cite the information almost immediately after the manuscript is accepted. The timing for inclusion of the manuscript in a journal volume will vary, depending on both available space and the content of pending volumes. The CE will be working with the publishers to increase open access to *Journal of Phycology* papers, especially to reviews, minireviews, fast-tracked manuscripts, concepts and perspectives, and features dealing with public policy.