

Instructions for authors

IBEROAMERICAN JOURNAL OF MYCOLOGY, the official journal of the Spanish Mycology Association, considers for publication original articles, reviews, Mycology Forum, editorials, special articles, notes, case reports and letters to the editors. All scientific contributions will be subject to an external anonymous peer review process. Articles published in **IBEROAMERICAN JOURNAL OF MYCOLOGY** are abstracted and indexed in Biological Abstracts, Chemical Abstracts, Current Contents/ISI Web of Science, Excerpta Medica, Index Medicus/Medline/Pub-Med, Scirus and SCOPUS, among others.

1. Submission of Manuscripts.

Manuscripts should be sent electronically to <https://www2.cloud.editorialmanager.com/riam/default2.aspx>, where authors will find all the information required to submit them. With this simple and rapid method the stage of the article can be followed directly, through the web page, for the whole review process. All accepted articles become the permanent property of the **IBEROAMERICAN JOURNAL OF MYCOLOGY** and cannot be wholly or partially reproduced without the permission of the Publisher of the Journal. If the article is published, the authors exclusively transfer to Elsevier España, S.L., the rights to reproduce, distribute, translate and publicly communicate (by any medium or support, including, sound, audiovisual or electronic) of their work. Previously published works or those submitted to another biomedical journal at the same time will not be accepted. Authors not used to writing in English must have their manuscript reviewed by someone who is perfectly fluent in this language. The manuscripts will be rejected if they are not of sufficient linguistic quality.

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2. Types of contributions.

2.1. Original Articles.

These will consist of the following sections: 1) Title, short title (both in English and in Spanish) and the authors names; 2) Centres where the authors are employed; 3) Full name and address, telephone, and e-mail of the author for correspondence; 4) A structured abstract (Background,

Objectives, Methods, Results and Conclusions) of 200 to 250 words (in English and Spanish); 5) Key words (in English and Spanish); 6) Introduction; 7) Material and Methods; 8) Results; 9) Discussion; 10) Acknowledgements; 11) Authors Declaration; 12) Bibliography. All the references included in this section must be quoted numerically [in square brackets] within the text of the manuscript. The references will be in alphabetical order and will follow the guidelines adopted by the International Committee of Medical Journal Editors (**see Section 6**).

2.2 Notes and Case Reports.

These must have a structured abstract (background, objectives, methods, results and conclusions) of approximately 200 words (both in English and Spanish). They will not be divided into sections but must maintain the same structure as in original articles. The text must not be longer than 1000 words, keeping the number of figures and tables to the minimum possible. They will be subjected to the same review process as original articles.

2.3 Reviews and special articles.

Authors who wish to publish a review or a special article must send an abstract and scheme of the contribution to the Executive Editors before preparing the manuscript. These contributions can also be requested by the Editors. Regardless of their origin, these manuscripts will be subjected to the same review process as original articles, case reports and notes.

2.4 Mycology Forum.

These will be short reviews and/or opinion papers on current topics. The Editors will request them from prestigious authors in response to editorial needs.

2.5 Letters to the Editors.

They must not exceed 500 words. They will follow the same format as that used for Notes, with a maximum of 10 references. They will be subjected to the same review process as original articles.

3. Tables and figures.

Each table and each figure will be submitted on a separate page. For the tables, the information in the heading must be clear and enable the data to be understood without the need to refer to the text. The figure footnotes should give sufficient information to be understood without the need to refer to the text and will be on a separate page. The figures must have a sufficient resolution ≥ 300 dots per inch (DPI) to support the loss of detail arising from the editorial process and will be in one of the following formats: EPS, TIFF or JPEG. There must be explanatory notes for all the symbols and abbreviations used in the tables and figures.

4. Nomenclature.

The scientific names of fungi and other microorganisms must follow the recommendations of the **International Code of Nomenclature for Algae, Fungi and Plants**. The names of fungi must appear in italics in the text; the full names will be used at least the first time that they are mentioned. The generic name can be suitably abbreviated in subsequent mentions. The names of the mycoses must be those recommended by the **International Society for Human and Animal Mycology (ISHAM)**. Authors who wish to use alternative names must state the name recommended by ISHAM in parenthesis, when it is first mentioned.

5. Authors' Declarations.

The authors must submit a cover letter addressed to the Editorial Committee of the Journal, pointing out the characteristics of the manuscript and its potential importance. This letter must not be included in the same file that contains the manuscript, but must be sent in a separate file in the Attach Files section of the manuscript submission system under the category "Covering Letter". The title of the article must be included and the section in which they wish it to be published. The following information will also be included:

5.1 Originality of the material.

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5.2 Conflict of interests.

A declaration on financial aspects or of any other aspect that could bring about a conflict of interests. When the authors submit a manuscript for publication, they are responsible for revealing all financial and personal relationships which could bias their work. To prevent ambiguity, the authors must expressly declare whether or not there is a conflict of interests, providing additional details if necessary in a letter accompanying the manuscript.

5.3 Authorship.

A declaration that all the authors have read and approved the manuscript and that the requirements of authorship have been met. Each person who is shown as an author of an article must have played an important part in the design and development of this, as well as take the responsibility for its content and, likewise, must approve the definitive version of the article. Thus, in general, the following requisites have to be fulfilled to be an author: to have substantially contributed to the conception and design, or to the acquisition of data, or the analysis or interpretation of the data; to have written the draft of the article or to have critically reviewed its intellectual content, and to have approved the version which is finally going to be published. *IBEROAMERICAN JOURNAL OF MYCOLOGY* declines any responsibility of any possible conflicts arising from the authorship of articles that are published in the Journal.

5.4 Informed consent.

A declaration of the obtaining of the informed consent of the patients. If photographs or patient data are reproduced in the article (including their names, initials, or hospital numbers), these must not permit to identify the subjects.

In all cases, the authors must have obtained the written informed consent of the patient (or parent or guardian if the patient is a minor) which authorises their publication, reproduction and circulation on paper support and in free access format on the Internet in *IBEROAMERICAN JOURNAL OF MYCOLOGY*.

Similarly, it must be declared that the protocols established by the respective health centres have been followed to access the medical records with the aim of preparing the article for the research purposes/presentation in the scientific community.

5.5 Research on human beings.

In all works carried out involving human beings, the authors must indicate whether the procedures and methods employed are adapted to the current ethical standards of the committee responsible for experiments on human beings in their institution and the Helsinki Declaration of the World Medical Association (1964 and subsequent versions).

5.6 Research on animals.

In works carried out with animals, the authors must clearly indicate that the studies have been performed following the recommendations and policies of animal well-being in accordance with authorised guidelines such as the ILAR Guide for the Care and Use of Laboratory Animals of the Institute of Laboratory Animal Research, Commission on Life Sciences, National Research Council.

6. References.

The bibliographic references format must follow the guidelines adopted by the International Committee of Medical Journal Editors (<http://www.icmje.org>) and include the DOI reference. Authors may consult and use, as a model, articles recently published in the Journal.

7. Cultures and peptide and /or nucleotide sequences deposit.

Strains of interest must be deposited in a public access cultures collection. The collection and number of the strain will be quoted in the text. The peptide and/or nucleotide sequence data, described for the first time, will be deposited in a data base, and their GenBank/ EMBL/ DDBJ access number must be included in the manuscript at the time of its final review.

8. Abbreviations.

All abbreviations must be defined, placing them in parentheses the first time they are used.

9. Review Process.

The authors must suggest three reviewers for their work. All articles will be reviewed by, at least, two experts not employed by the Journal. When an article is returned to the author for correspondence so that the appropriate changes may be made, the maximum time period to do this is six weeks. If the reviewed manuscript has not been received within this time, it will be considered as not wanting to continue with the publication process. The changes made to the reviewed manuscript will be clearly marked, and a letter must be attached which accurately responds to all the comments of each one of the reviewers and the executive editor, if there were any.

10. Galley proofs.

The author for correspondence will receive printed proofs which will have to be returned to the editor within 72 hours. At this time, changes must be limited to the correction of spelling mistakes, and grammatical errors, incorrect data or updating information on articles previously in print.

11. Open Access

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