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Only original papers will be published. Manuscripts are accepted provided that they have not been published or submitted for publication elsewhere. Papers not following the instructions to authors will not be considered.

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Authors are requested to keep their communications as concise as possible. Footnotes should be avoided.

The manuscript generally should have the following components, which should be presented in the order listed: title, name of the author(s), affiliation(s), abstract, key words, main text, acknowledgements, references, figure captions and tables. Figures/illustrations should be submitted in separate files.

Title should be brief and informative. Within each main section, maximum two levels of sub-headings are available.

The **affiliation** should be as concise as possible, and should include the complete mailing address (including e-mail) of the author(s). The **abstract** should be in (British) English and should not be longer than 250 words. It should clearly and simply summarise the most important results and methods if necessary. Max. 5–10 significant expressions describing the content are used as **key words** (provided by the author).

The text of the papers should be of high stylistic and linguistic standard. It should be written in English with British spelling, or exceptionally in German or Spanish. The section headings, names of the authors cited, Latin names and terms should not be underlined, in italics, in boldface, in small caps or in capitals. In contrast, Latin names of genera, species, infraspecific taxa and plant associations should be in italics (except in the references). Quantities should be expressed in Standard International units. Avoid using tabulators except for tables. Use space before and after all operation signs (e.g., =, +) with equations and definitions, use en dash (width of two hyphens) for minus sign.

References should be detailed in the following order: authors' names and initials, year of publication (in parentheses), colon, title of the article, book or book chapters (the latter two in italics), full stop, space, en dash, space, name of the journal (in italics) as abbreviated in the World List of Scientific Periodicals (4th edn 1963), volume (bold), colon, first and last pages (en dash in between) of the article, and full stop, and the DOI number (if exists) (please check at www.crossref.org/SimpleTextQuery/) e.g.:

Article sample: Kondratyuk, S. Y., Lőkös, L. and Hur, J.-S. (2014b): New lichen-forming and lichenicolous fungi from Ukraine. – *Acta Bot. Hung.* **56**(3–4): 361–368. <http://dx.doi.org/10.1556/ABot.56.2014.3-4.11>

Book chapter sample: Stace, C. A. (1984): *The taxonomic importance of the leaf surface*. – In: Heywood, V. H. and Moore, D. M. (eds): *Current concepts in plant taxonomy*. Systematic Association Special Volume, No. 25. Academic Press, London, pp. 67–94.

Book sample: Heywood, V. H. and Moore, D. M. (eds) (1984): *Current concepts in plant taxonomy*. – Systematic Association Special Volume, No 25. Academic Press, London, 432 pp.

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In-text references should be given as Marschall (1992) or (Marschall 1992), and they should follow the alphabetical order of author's name and year of publication separated by commas (Marschall 1992, 1994, Marschall and Ellenberg 1992, Marschall and Heywood 1960, Marschall *et al.* 1989). When a citation includes more than two authors, e.g. Horvat, Glavac and Ellenberg, the paper should be referred in the text as Horvat *et al.* (in italics). If papers by the same author(s) in the same year are cited, they should be distinguished by the letters, *a*, *b*, *c*, etc., e.g. Marschall (1992*a*, *b*).

References to papers "in press" must mean that the article has been accepted for publication. References to "personal communications" and unpublished works are permitted in the text only: references to papers under preparation or submission are not permissible.

Figures/Illustrations must be restricted to the minimum needed to clarify the text. All photographs, graphs and diagrams should be numbered consecutively in Arabic numerals in the order in which they are referred to in the text. Make sure all abbreviations are consistent from figure to figure and text. All necessary illustrations should be submitted online. Illustrations should not be embedded

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Supply **figures/illustrations** as native file, **preferred formats** are raster images: PSD, TIF, JPEG (only high quality, non-compressed) or vector images (big advantage: resolution independent): AI, CDR, SVG and EPS. Almost all commonly used spreadsheets, statistical and imaging programs allow you to export graphs and images in the requested formats. Normally you can either do a "Save As" or an "Export Images As" action, and select a proper document type, such as EPS or TIFF. For EPS export choose the option "All fonts to be embedded". If your figures and tables were produced in Excel, please submit the original xls(x) files as well.

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Only standard **abbreviations** are allowed. Arbitrary abbreviations and jargon will not be accepted.

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