Manuscript template: Full title must be in sentence case

**Abstract:** This document is a template for use by authors sending manuscripts to the *Turkish Journal of Biodiversity*. The title of the manuscript must be written in lower case except for the first word and proper nouns. Author names must be given in full, with surnames (family names) all in capitals. Author addresses must be given in English in the following order: Department, Faculty, University, City, Country, with numbers in superscript after each author name to indicate his/her address. Footnotes must not be used for addresses. The corresponding author’s email address must be clearly given, marked with an asterisk. The abstract must not be longer than 300 words and must clearly emphasise the objective of the study, experimental procedure(s), key results, and conclusions.

The manuscript’s title and abstract must not contain mathematical formulae. The abstract must not contain any reference citations. Please provide 3–10 key words or phrases that will be useful for retrieval and indexing. The key words must be separated by commas and should not include acronyms. Key words should not be a virtual copy of the title.

**Key words:** Molecular ecosystem, instructions for authors, manuscript template

1. INTRODUCTION

The Introduction should argue the case for the study, outlining only essential background, and should not include the findings or the conclusions. It should not be a review of the subject area, but should finish with a clear statement of the question being addressed.

* 1. Manuscript content

Authors should use this template when preparing a manuscript for submission to the *Turkish Journal of Biodiversity*. The manuscript should be written in Microsoft Word. The text in the relevant sections of the template can be replaced by typing or copying and pasting, or the Styles given in the template can be used. Styles can be applied to selected sections of the text as shown in the Figure.



**Figure.** Styles.

Research articles should be divided into the sections listed below. Principal sections should be numbered consecutively (1. Introduction, 2. Materials and methods, etc.) and subsections should be numbered 1.1., 1.2., etc. Do not number the Acknowledgements or References sections. The total number of double-spaced pages of the Abstract, Introduction, Materials and methods, Results, Discussion, and References (with figures and tables) excluding supplements (floristic lists, distribution maps, descriptions, DNA sequences, etc.) must not exceed 60 pages. Research notes and review articles must not exceed 12 and 60 pages, respectively, in total.

Manuscripts must be written in English and Turkish. Contributors who are not native English or Turkish speakers are strongly advised to ensure that a colleague fluent in the English or Turkish language or a professional language editor has reviewed their manuscript. Repetitive use of long sentences and passive voice should be avoided. It is strongly recommended that the text be run through computer spelling and grammar programs. Either British or American spelling is acceptable but must be consistent throughout.

All manuscripts are checked for their compliance with the Instructions for Authors. Manuscripts not complying with the instructions will not be submitted to referees for evaluation.

Manuscripts must be double-spaced with 3-cm margins on all sides of the page, in Times New Roman font size 12. Every page of the manuscript, including the title page, references, tables, etc., should be numbered. The manuscript must also have line numbers starting with 1 on each consecutive page.

* 1. Symbols, units, and abbreviations

In general, the journal follows the conventions of *Scientific Style and Format, The CSE Manual for Authors, Editors, and Publishers*, Council of Science Editors, Reston, VA, USA (7th ed.). If symbols such as ×, µ, η, or ν are used, they should be added using the Symbol menu of Word. Degree symbols (°) must be used from the Symbol menu, not superscripted letter o or number 0. Multiplication symbols must be used (×), not the letter x. Spaces must be inserted between numbers and units (e.g., 3 kg) and between numbers and mathematical symbols (+, –, ×, =, <, >), but not between numbers and percent symbols (e.g., 45%). Please use SI units. All abbreviations and acronyms should be defined at first mention. Latin terms such as et al., in vitro, or in situ should not be italicised. Use hectare instead of acre or decare.

Italicisation: Generic names and all ranks below are italicised. Book and journal titles are also in italics, as well as diagnoses in Latin and Latin abbreviations (such as sp. nov., comb. nov., nom. illeg., et al.). “subsp.”, “ser.”, “var.”, “cv.” and “f.” (for forma or filius) are not italicised, nor are names above the rank of genus. The abbreviation “ssp.” should be avoided and replaced by “subsp.” (for subspecies) to prevent confusion with the abbreviation spp. (= species in plural). As a general rule abbreviations are discouraged.

Deposition of voucher specimens and GenBank numbers: Authors of new taxa are required to deposit type specimens in national or international public museums or collections, preferably ones listed in the Index Herbariorum that are provided with a corresponding acronym. Authors are also advised to request registration numbers of deposited sequences in GenBank in advance of the submission of papers to avoid unnecessary delay of publication. Descriptions of species can also be linked to other sources such as the Encyclopedia of Life. For fungi MycoBank numbers need to be provided.

* 1. Reference citations

References should be cited in the text by the last name(s) of the author(s) and year of publication as shown in the Table.

All references cited in the manuscript must appear in the list of references at the end and all references listed in the reference list must be cited in the manuscript. When multiple references are cited in the same sentence, the citations must appear in chronological order from oldest to newest.

|  |  |
| --- | --- |
| Type of reference | Examples of citations in English or in Turkish |
| Reference with 1 author | (Eminağaoğlu, 2018) |
| According to Eminağaoğlu (2018)Eminağaoğlu (2018)’e göre |
| Reference with 2 authors | (Eminağaoğlu & Yüksel, 2017)(Eminağaoğlu & Yüksel, 2017) |
| Reference with 3 or more authors | (Eminağaoğlu et al., 2012)(Eminağaoğlu vd., 2012)(Eminagaoglu, Yuksel et al., 2015)Eminagaoglu, Yuksel vd., 2015)(Eminağaoğlu, Yuksel, Begen et al., 2015)(Eminağaoğlu, Yuksel, Begen vd., 2015) |
| References by the same author(s) in the same year | (Eminağaoğlu et al., 2015a, 2015b)(Eminağaoğlu vd., 2015a, 2015b) |
| Multiple references cited in the same sentence | (Eminağaoğlu, 2018; Eminağaoğlu et al., 2012; Eminağaoğlu et al., 2015a, 2015b)(Eminağaoğlu, 2018; Eminağaoğlu vd., 2012; Eminağaoğlu vd., 2015a, 2015b) |

**Table.** How to cite references.

1. MATERIAL AND METHODS

Please provide concise but complete information about the materials and the analytical and statistical procedures used. This part should be as clear as possible to enable other scientists to repeat the research presented. Brand names and company locations should be supplied for all mentioned equipment, instruments, chemicals, etc.

1. RESULTS

The same data or information given in a Table must not be repeated in a Figure and vice versa. It is not acceptable to repeat extensively the numbers from Tables in the text or to give lengthy explanations of Tables or Figures.

* 1. Tables and figures

All illustrations (photographs, drawings, graphs, etc.), not including tables, must be labelled “Figure”. Figures must be submitted both in the manuscript and as separate files. All tables and figures must have a caption and/or legend and be numbered (e.g., Table 1, Figure 2), unless there is only one table or figure, in which case it should be labelled “Table” or “Figure” with no numbering. Captions must be written in sentence case (e.g., Macroscopic appearance of the samples.). The font used in the figures should be Times New Roman. If symbols such as ×, μ, η, or ν are used, they should be added using the Symbol menu of Word.

All tables and figures must be numbered consecutively as they are referred to in the text. Please refer to tables and figures with capitalisation and unabbreviated (e.g., “As shown in Figure 2…”, and not “Fig. 2” or “figure 2”). The tables and figures themselves should be given at the end of the text only, after the references, not in the running text.

The resolution of images should not be less than 118 pixels/cm when width is set to 16 cm. Images must be scanned at 1200 dpi resolution and submitted in jpeg or tiff format.

Graphs and diagrams must be drawn with a line weight between 0.5 and 1 point. Graphs and diagrams with a line weight of less than 0.5 point or more than 1 point are not accepted. Scanned or photocopied graphs and diagrams are not accepted.

Charts must be prepared in 2 dimensions unless required by the data used. Charts unnecessarily prepared in 3 dimensions are not accepted.

Figures that are charts, diagrams, or drawings must be submitted in a modifiable format, i.e. our graphics personnel should be able to modify them. Therefore, if the program with which the figure is drawn has a “save as” option, it must be saved as \*.ai or \*.pdf. If the “save as” option does not include these extensions, the figure must be copied and pasted into a blank Microsoft Word document as an editable object. It must not be pasted as an image file (tiff, jpeg, or eps) unless it is a photograph. Tables and figures, including caption, title, column heads, and footnotes, must not exceed 16 × 20 cm and should be no smaller than 8 cm in width. For all tables, please use Word’s “Create Table” feature, with no tabbed text or tables created with spaces and drawn lines.

Tables must be clearly typed, each on a separate sheet, and double-spaced. Tables may be continued on another sheet if necessary, but the dimensions stated above still apply.

1. DISCUSSION

Statements from the Introduction and Results sections should not be repeated here. The final paragraph should highlight the main conclusions of the study. The Results and Discussion sections may be combined.

Acknowledgement and/or disclaimers, if any

Names of funding organisations should be written in full.

REFERENCES

Do not include personal communications, unpublished data, or other unpublished materials as references, although such material may be inserted (in parentheses) in the text. If the author of a reference is an organisation or corporation, use its name in the reference list (using an abbreviation in the citation, if appropriate); do not use “Anonymous”. In the case of publications in languages other than English, the published English title should be provided if one exists, with an annotation such as “(article in Turkish with an abstract in English)”. If the publication was not published with an English title, provide the original title only; do not provide a self-translation.

References should be listed alphabetically at the end of the text without numbering. All authors should be included in reference lists unless there are 10 or more, in which case only the first 10 should be given, followed by ‘et al.’. The manuscript should be checked carefully to ensure that the spellings of the authors’ names and the years are exactly the same in the text as given in the reference list.

The references must be written in APA References Style. <http://www.apastyle.org/>