

Field Mycology

Editorial guidelines

Preface

Producing *Field Mycology* is a group effort which depends on the cooperation of the editorial team, reviewers, copy-editors, authors and, of course, our readers.

These editorial guidelines have been written to serve as a comprehensive point of reference for journal policies, processes and formatting conventions — to enable everyone involved with the publication to work together effectively. The guidelines have been structured in sections so that users can quickly dip into the parts that are of interest.

We ([the editorial team](#)) don't expect authors to read this whole document and it is not necessary to get all the formatting into *Field Mycology*'s standard style before submitting an article. We can offer help with this through the review and copy-editing process.

If you haven't written for *Field Mycology* before, don't let this document put you off! We welcome submissions from first time authors and can direct you towards sources of support with drafting, if needed.

Comments on and questions about these guidelines are welcome and should be sent to the editorial team c/o fieldmycologyjournal@britmycolsoc.info.

Clare Blencowe, Senior Editor

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1 About the publication

1.1 Aims and scope

Field Mycology is a quarterly publication published by the [British Mycological Society](#), produced by field mycologists, for field mycologists. Our aim is to advance collective knowledge of the wild fungal diversity of the British Isles and share information on the practice of field mycology, catering to all levels of expertise.

We welcome reports of interesting finds and articles on fungal identification, recording, scientific collecting and conservation. *Field Mycology* focuses primarily on the wild fungal diversity of the British Isles, including the United Kingdom, the Republic of Ireland, the Isle of Man, and the Bailiwicks of Guernsey and Jersey (Channel Islands). Reports and examples of the practice of field mycology from elsewhere may also feature, where they are of relevance.

Articles describing taxa which are new to science will only be considered for publication if their holotypes were collected within the British Isles.

Articles should be readable and comprehensible for an informed but non-academic audience. Where possible, articles should be visually engaging with relevant photos and micrographs.

Field Mycology is published in printed magazine format (approximately B5 in size, fixed at 36 pages of content per issue), as well as in an online Open Access journal format. Four issues are published annually.

Views expressed in the publication are not necessarily those of the editorial team or the British Mycological Society. The society is a registered charity (no. 276503).

1.2 Article types

Field Mycology welcomes a broad range of article types, provided that they fall within the scope of the publication and are suitably pitched towards the publication's audience: the field mycology community.

More than 25 years' worth of back-issues are available Open Access (recent issues are on the current publication website <https://fieldmycology.org/>; older issues, up to 2021, are available at <https://www.sciencedirect.com/journal/field-mycology>, through Elsevier). Perusing the back-issues can be a good way to get a sense of the publication and the types of articles we typically publish, including:

'Fungal Portraits', a highly-illustrated regular feature drawing attention to a particular species or suite of species that field mycologists might encounter in the British Isles. We welcome ideas and new guest writers for this feature. A list of species previously featured as 'Fungal Portraits' can be found [here](#) [Excel file download]. Word count: typically 500–1000 words.

Novel or interesting finds, describing collections and observations of fungi from the British Isles with some interesting commentary. Articles written in a narrative, conversational style are welcome, provided they contain the relevant information, such as a clear description of the find. Word count: typically 500–1500 words (up to a maximum of 3000 words).

Articles on difficult-to-identify or under-recorded groups of fungi, providing information for our readers that is difficult to find or access elsewhere. Perhaps including identification

resources or tips for studying (and enjoying) a particular group of species. Word count: typically 1000–2000 words (up to a maximum of 3000 words).

Methods and techniques for the practice of field mycology. Word count: typically 350–1500 words (up to a maximum of 2500).

Explainer articles, introducing some particular facet of field mycology to the readership, to promote shared understanding and encourage the use of available tools and resources. Word count: typically 350–1500 words (up to a maximum of 2500).

Advice for beginners, addressing questions raised by beginners in field mycology, or addressing challenges frequently encountered. Word count: typically 350–1500 words (up to a maximum of 2500 words).

News relating to the practice of field mycology or fungus conservation. Word count: typically 350 to 1500 (up to a maximum of 2500 words).

Obituaries for notable field mycologists. Please consult with the editor if you have thoughts on a potential obituary in *Field Mycology* as these are coordinated by the editorial team in consultation with the British Mycological Society central office. Word count: typically 350 to 700 words, with an image.

Book reviews are usually commissioned by the editor but do get in touch if you have ideas for a review you'd like to write, or wish to highlight an upcoming mycological publication. Word count: typically 350 to 500 words, i.e. about half a page.

Titbits. If you see an interesting bit of information or a new resource that would be of interest to the field mycology community, but isn't enough to write a whole article about, please feel free to forward it to the editor at fieldmycologyjournal@britmycolsoc.info. It may be possible to work it into an editorial or a short news round-up.

Other articles that don't fit within the categories listed above can also be considered for inclusion in *Field Mycology* if they fall within the scope of the publication. If you are considering writing such an article, you are welcome to contact the editor in advance to check that it is suitable.

Please note that word counts are provided as a guide only. The editor has discretion to accept shorter or longer articles, as befits the subject matter. If you wish to write an article that you expect to be longer than 2500 words, you are advised to consult with the editor first so we can be aware it's coming and plan to accommodate it within the review and publication process.

1.3 Review process

Kingdom *Fungi* is vast and field mycology is an extremely broad subject. Assessing the correctness of submissions which could span all British *Fungi* is a task which goes beyond any one person's expertise. A standard review process for submissions has therefore been introduced, which we have based on how the publication has typically operated in the past.

Field Mycology operates an **open peer review process** for articles with scientific content, such as reports on novel or interesting finds. That means the review process is not anonymous. Reviewers' comments are shared with the editor/s and the author only; and the author is told who has reviewed their submission.

Submissions are initially assessed by the senior editor to determine suitability for publication, based on whether the subject matter falls within the scope of *Field Mycology* and the submission meets basic requirements of the guide for authors. If the submission is deemed suitable, it will typically be sent to a minimum of two reviewers for an independent expert assessment focussing on clarity and correctness of the scientific content.

An editor assesses the reviews and communicates with the author on next steps, providing feedback on the submission with a summary of the reviewers' comments. Copy-editing suggestions might also be provided at this stage, if only minor revisions are required.

What happens next depends on the editor's decision regarding the submission's suitability for publication in *Field Mycology*:

Yes , the article is suitable	The author is informed that the article is accepted and it will proceed to final copy-editing and layout stages.
Yes, with minor revisions , the article should be suitable	The author is asked to make minor revisions, with advice and support from an editor, if required. Articles are usually accepted after minor revision, provided the reviewers' comments are adequately addressed.
Yes, but only with major revisions , the article could be suitable	The author is invited to make major revisions and resubmit, if they wish. Articles go back through the review process after major revisions have been made.
No , the article is not suitable	The author is informed that their article has not been accepted. They are free to do what they like with it, perhaps submit elsewhere.

A graphical summary of the review process can be accessed [here](#) [PDF file download].

Any questions regarding the review process or how to interpret reviewers' comments should be addressed to the editor at fieldmycologyjournal@britmycolsoc.info.

Editors are not involved in making decisions about papers which they have written themselves.

2 Publishing policies

2.1 Copyright and licensing

Copyright is transferred to the British Mycological Society, as the publisher of *Field Mycology*.

Creators of graphical content such as photos retain their copyright through inclusion of the © symbol in captions. Alternatively, creators may choose to use a Creative Commons licence here instead, if they wish (see section 3.9 for more information on figures and how they should be captioned).

Field Mycology is published online under a CC BY-NC-ND 4.0 licence, which is a Creative Commons licence allowing the material to be shared, copied and redistributed provided that appropriate attribution is given, the material is used for non-commercial purposes only, and the

material is not modified (no derivatives). For more information on the terms of the licence see: <https://creativecommons.org/licenses/by-nc-nd/4.0/>.

2.2 Personal data

Names and email addresses entered into the *Field Mycology* website and shared with the editorial team via email will be used exclusively for the stated purposes of this publication and will not be made available for any other purpose or to any other party.

Field Mycology is published by the British Mycological Society. More details on the organisation's privacy policy can be found at <https://www.britmycolsoc.org.uk/privacy.html>.

2.3 Authorship

All authors should have made substantial contributions to at least one of the following: making collections that are being reported on; acquisition of data; analysis and interpretation of data; drafting the article; or making material contributions to the content. All authors must have approved the final version prior to it being submitted.

Where submissions have two or more authors, those authors should appoint a corresponding author to communicate with the editor during the submission and review process.

All authors must be listed in the article and their contact details (email addresses) must be provided with the submission. Whether the author's affiliation and contact details are published with the article is a matter of choice for each author, and preferences should be indicated on the submission (see section 4.2).

All authors are expected to be accountable for all aspects of the work.

2.4 Originality of submissions

Submissions to *Field Mycology* should be of the author's own original work, not published previously and not under consideration for publication elsewhere.

It may sometimes be appropriate to reproduce in *Field Mycology* articles or other features that have been (or are being) published elsewhere. Where this is the case, the piece should be sent to the editor with details of where else it has been published, so that all necessary permissions can be sought for reproduction and appropriate credit given.

2.5 Collection data

When reporting fungal observations, the collection data is important and valuable information that should underpin the article. The editors strongly recommend that collection data and voucher specimens are lodged in suitable repositories prior to submission, and referenced appropriately within the article, e.g.

Fungal records data, including photographs of the collection, can be submitted to the [Fungal Records Database of Britain and Ireland](#) (or a suitable alternative records database) and referenced using the Record ID.

DNA sequence data can be deposited in [GenBank](#) (or a suitable alternative repository) and referenced using the appropriate accession number.

Voucher specimens may be accepted for accessioning in an institutional collection, such as The Fungarium at RBG Kew, subject to the institution's collection policy. Once accessioned, voucher specimens can be referenced using a catalogue or collection number.

The following institutions are open to the possibility of accessioning voucher specimens relating to finds that are reported in *Field Mycology*:

Institution	Contact
Royal Botanic Gardens, Kew	fungarium@kew.org
Royal Botanic Garden Edinburgh	herbarium@rbge.org.uk
National Museum Wales	https://museum.wales/curatorial/natural-sciences/botany/
National Botanic Gardens of Ireland	botanicscentre@opw.ie

Other regional and local institutions maintain fungal collections and may be interested in accessioning your voucher specimens.

What to do with fungal records data and voucher specimens is ultimately a matter for the recorder / collector to decide.

2.6 Use of images

Authors must ensure permission has been obtained to use images, and images are correctly credited, before submission. (See section 3.10 for instructions on how to credit images.)

2.7 Acknowledgements

Including acknowledgements is optional in *Field Mycology* articles. Any acknowledgements should be included in a separate section at the end of the article, before the references. When acknowledgements appear, they are typically brief, given the magazine-style format of the publication. You may choose to include acknowledgements to individuals or organisations who:

- provided help or guidance in relation to production of the work.
- assisted with data collection or analysis.
- provided help with language, writing or proofreading.
- provided funding which enabled the work.

If the article is reporting DNA sequence data that was obtained through the British Mycological Society's fungus barcoding programme, this should be mentioned in the acknowledgements.

2.8 Supplementary materials

Publishing of supplementary materials, alongside articles published on the website, is possible. Please contact the editor if you would like to explore the option of using this facility to share files which would otherwise be unavailable to readers.

2.9 Corrections

The editors endeavour to avoid the need for corrections through proactive strategies including introduction of a formalised review process as well as careful proofreading.

The corresponding author is sent a draft layout of their article prior to publication, and we ask that they scrutinise this closely to check for errors.

Mistakes can happen. If you spot a material error in *Field Mycology*, please bring this to the attention of the editor by emailing fieldmycologyjournal@britmycolsoc.info.

2.10 Use of AI

Readers of *Field Mycology* want to read about real life observations of fungi made by real life field mycologists. The use of generative AI to produce images or written content for *Field Mycology* is therefore not permitted.

The editors of *Field Mycology* recognise that AI-assisted technologies are increasingly present in the tools that we all use to handle images, text, data and information (whether we want them or not). It is therefore more important than ever that authors are responsible and accountable for the contents of their work; be mindful of whether the tools they are using in the course of their work incorporate AI-assisted technologies; and use them cautiously.

3 Writing and formatting

3.1 General guidance

Please consider the audience that you are writing for – the field mycology community – and compose your article with an appropriate tone and clear structure. Focus on making the piece informative and engaging through your choice of words and images. You may wish to consider asking a fellow field mycologist to read your article before submission, to get feedback on whether they can follow the structure and key points of your article.

3.2 Language policy

Field Mycology is published in English. Standard reference texts used by the editors for English language, spellings and usage include:

- The Chambers Dictionary;
- Fowler's Dictionary of Modern English Usage (4th edition) edited by Jeremy Butterfield.

3.3 Manuscript format

Articles should be submitted in editable Microsoft Word -compatible format (.doc or .docx). If you have prepared your document in alternative word processing software such as Libre Office or Pages, please select Word format in the file type list, when you come to save the document for submission. This is necessary to facilitate the review and copy-editing stages of the publication process.

The editor will use raw text and separate image files to lay out the article in the publishing software, so we request that you draft the text of the article with minimal formatting.

A basic article template can be downloaded from [here](#) [Word document download].

3.4 Text formatting

Use a single space after full stop.

Use just a single return after each paragraph. Don't add extra returns to create white space between paragraphs.

3.5 Image file format and labelling

All images that you wish to be included as figures within your article should be provided as separate image file attachments (.JPG or .PNG). 300 dpi resolution is sufficient for publication.

Label your image files with file names that correspond to how the figures are referred to in the text. These can be abbreviated to "Fig 1", etc., provided that the full captions are included within the text of the article, with correct photo credit information. It is recommended to avoid the use of full stops in filenames, because full stops are used in separating the base file name from the file extension, e.g. "Fig 1.jpg", and having full stops elsewhere in the filename can occasionally cause problems.

If you want to feature multiple images in one figure, you can send these as separate images along with instructions for how you want them to appear. The editor will put them together during layout.

3.6 Headings

Use sentence-case (i.e. only capitalise the first word of the heading and any other proper nouns).

3.7 Abstract

Abstracts are optional. They can be included at the author's discretion.

The benefits of abstracts are both for the reader, to make the key points in longer articles more accessible, and to act as additional metadata for the online journal – making it easier for future readers to search for and find your work.

Abstracts should be concise and not exceed 150 words.

3.8 Keywords

Field Mycology does not currently use a keywords system in the online publication.

If authors wish to provide keywords with their manuscript, they will be included in the article metadata in the online journal. Keywords are not included in the article PDF / magazine.

3.9 Tables

Tables should be submitted as editable text, in the same file as your article, and numbered sequentially as Table 1, Table 2, etc.

Given that *Field Mycology* is also published in magazine format, please be judicious in your use of tables and consider readability at the size they will be published in the magazine, where they will be a maximum of 143 mm wide.

3.10 Figures

All figures should be cited within the text, like this: (Fig. 1) or (Fig. 1 & 2).

Please consider the readability of figures at the size they will be published in the magazine:

- column-width figures are printed at a width of 68 mm.
- page-width figures are printed at a width of 143 mm.

For figures illustrating fungal morphology, including micrographs, it is recommended to include a scale bar (or a recognisable item, for scale) to assist the reader in interpreting the image.

You should include written captions for figures in the same document as your article manuscript. The format for captions is:

Fig. 1. Description of the figure. Photograph © Photographer.

Creative Commons licence abbreviations can be used instead of the © symbol, where appropriate. For example, if the image is your own but you wish to dedicate it to the public domain and waive all rights under copyright law, you can do this using the CC0 licence. For more information on Creative Commons licensing see: <https://creativecommons.org/share-your-work/cclicenses/>.

Image credit information should be provided for all images, even if the images are your own and you don't personally care about getting credit. This is necessary to avoid accidentally missing out image credits during the laying out process.

See section 3.5 above for information on image file format and labelling.

3.11 Phylogenetic trees

Phylogenetic trees (phylograms) can be a concise way of presenting an interpretation of DNA sequence data and can usefully illustrate the position of one or more species of interest in relation to close relatives.

Phylograms should be prepared specifically for the article and designed to be readable at the size they will be published in the magazine. As with other figures, phylograms must be supplied as separate image files in JPG or PNG format with a resolution of at least 300 dpi.

The maximum space that can be devoted to a diagram is approximately 143 × 190 mm, allowing space for an explanatory caption.

More guidance on producing phylogenetic trees, including links to useful resources and tools, can be found in [supplementary guidance on producing DNA-derived phylogenetic trees for *Field Mycology* articles](#).

3.12 Taxonomic names

Scientific names should have an initial capital and be italicised at all taxonomic ranks, e.g.

- *Amanita muscaria* (Species)
- *Amanita* (Genus)
- *Agaricaceae* (Family)
- *Agaricales* (Order)

- *Agaricomycetes* (Class)
- *Basidiomycota* (Phylum)

If the full name has already been given, the genus can be abbreviated to the initial letter (capitalised), e.g. *A. muscaria*, in the rest of the article.

The editorial team recognises the following resources for authoritative information on taxonomic names:

- Taxonomic names for fungi: [Index Fungorum](#) / [Species Fungorum](#)
- Taxonomic names for plants: [International Plant Names Index \(IPNI\)](#)

Authors may, at their own discretion, use other resources and recognise other authorities for taxonomic names. Where this is the case, this should be explained within the text of the article.

Any article devoted to a little-known species should include the taxonomic authority after the species name, but only for the first instance of the name appearing in the article. The name of the taxonomic authority should be written as it appears in the taxon's current name in [Index Fungorum](#).

3.13 Common names

Where taxa have common names, the editorial team recommends including them in this format: *Amanita muscaria* (Fly Agaric).

The editorial team recognises the following resource for common names of fungi, in a British context:

- Recommended English names for fungi, compiled and agreed by a BMS working party: <https://www.britmycolsoc.org.uk/english-names.html>

Field Mycology follows the convention adopted in the BMS list of English Names for Fungi of capitalising recognised common names.

Common names of plants can be checked using:

- BSBI Online Plant Atlas 2000 <https://plantatlas2020.org/atlas>
- RBG Kew's Plants of the World Online (POWO) <https://powo.science.kew.org/>

The author may use their discretion in deciding whether to use scientific names and common names for associated plant hosts, habitats, etc., depending on the context and style of article, e.g. usually 'oak' rather than *Quercus*, but '*Quercus robur* (Pedunculate Oak)' if referring to a particular associated species.

3.14 Dates and numbers

Dates should be written as DD Month YYYY, e.g. 19 February 2025. This can be abbreviated to DD Mon. YYYY, e.g. 19 Feb. 2025, if writing a list with dates in.

Numbers should be written with a comma between thousands, e.g. 1,000.

In the context of a sentence, numbers one to ten to be expressed in words, and 11 onwards in numerals (does not apply to dates, measurements, addresses, book and volume titles, etc.).

Authors are encouraged to use their discretion in applying this rule, as readability is the primary consideration. Also use ‘hundred’, ‘thousand’ etc. where the exact number is not an issue.

Ranges should be indicated with an en dash (not a hyphen) in between the numbers, with no spaces, e.g. 1–4.

3.15 Reporting spore measurements

Use this standard format, with en dashes to indicate range and a multiplication sign separating width and length:

$$(33\text{--})50\text{--}110 \times (19\text{--})22\text{--}25(\text{--}27) \mu\text{m}$$

3.16 Reporting locations

Authors may use their discretion in deciding how to report the locations of finds, depending on context, but British locations should normally include a vice-county.

Vice-county can be abbreviated to “vc” plus the number, e.g. “vc14”. A list of British vice-counties can be found at: <https://www.brc.ac.uk/article/british-vice-counties/>.

It is helpful to include a grid reference when reporting on novel or notable finds. You can find information on grid references on the Ordnance Survey website: <https://osmaps.com/discover/guides/beginners-guide-to-grid-references/>.

3.17 Reporting on finds ‘new to Britain’

Establishing whether a find is ‘new to Britain’ is a complicated business. It often requires consideration of the taxonomic and nomenclatural situation, which could have affected ‘what people have called things’ before, as well as examination of fungal records datasets and (potentially) interpretation of DNA sequence data.

The situation with fungal records in the British Isles – where they are stored and how to access them – is complex. An overview can be found in the [Natural England Research Report \(NECR650\): Data Flows of UK Fungal Data Records](#) (Amy *et al.*, 2025). When preparing articles in which the status of a particular species in the British Isles is relevant, authors are encouraged to consider multiple sources of fungal records data for context, alongside the [Fungal Records Database of Britain and Ireland \(FRDBI\)](#). Authors should use their own discretion as to which sources of data are relevant for their purposes.

For basidiomycetes – authors should refer to the Checklist of British and Irish Basidiomycota (Legon & Henrici, 2005). A snapshot of the subsequent updates to this Checklist can be found in [Ainsworth & Henrici \(2026\)](#).

For ascomycetes – if the name is not already available for use in FRDBI, potential authors should contact the editor before submitting articles. The editor will initiate the necessary consultation with an expert in ascomycetes of the British Isles.

3.18 Latin phrases in text

Latin phrases in text should be italicised, such as, *in situ*.

“*et al.*” (meaning ‘and others’) should be with a full stop at the end.

Exceptions to this rule include “e.g.” (meaning ‘for example’), “i.e.” (meaning ‘that is’) and “etc.”, which are in every-day usage and should therefore not be italicised.

3.19 Websites

When referring to or citing a website, include the full web address as it appears in the address bar of an internet browser, including the prefix, e.g. <https://fieldmycology.org/>.

3.20 Footnotes

Authors should put what they want to say into the body of the article and avoid the use of footnotes.

If a footnote must be added, use the ‘Insert Footnote’ option in Word (or equivalent word processing software) so it is clear the text is a footnote and where it links back to in the text.

3.21 References

References should be cited within the text of the article like this: “(Henrici, 2000)”, or like this, “... as reported by Henrici (2000)”. If multiple authors are being cited, they should be separated with a semi-colon, like this: “(Henrici, 2000; Ainsworth & Liimatainen, 2019)”.

The reference list should go at the end of the article, listing all (and only) references that are cited within the text.

If a referenced article has a DOI, you should include the DOI with the reference, like this:

“Henrici, A. (2000). An introduction to corticioid fungi. *Field Mycology*, 1(1), 12–19. [https://doi.org/10.1016/S1468-1641\(10\)60009-6](https://doi.org/10.1016/S1468-1641(10)60009-6)”

DOIs are digital object identifiers which serve as a permanent link to the published content. We are using them because they help people find the articles being referenced. You can find more information about DOIs here: <https://www.doi.org/the-identifier/what-is-a-doi/>.

Reference linking is an obligation of our membership of Crossref (<https://www.crossref.org/membership/terms/>) – authors’ help in fulfilling this obligation by finding the DOIs for references, where they are available, will be much appreciated.

Example *Field Mycology* style references are provided below:

Article

Almaraz, T., Roux, C., Maumont, S. & Durrieu, G. (2002). Phylogenetic relationships among smut fungi parasitizing dicotyledons based on ITS sequence analysis. *Mycological Research*, 106(5), 541–548. <https://doi.org/10.1017/S0953756202006019>

Website

British Mycological Society (2025). *Recommended English names for fungi (May 2025)*. Retrieved 12 January 2026, from <https://www.britmycolsoc.org.uk/resources/english-names>

Report

Anon. (2010). Lost life: England's lost and threatened species, (NE233). Natural England.
<https://publications.naturalengland.org.uk/publication/32023>

Book

Legon, N.W. & Henrici, A. (2005). *Checklist of the British & Irish Basidiomycota*. RBG Kew. UK.

Chapter in a book

Piepenbring, M. (2004). Comparative morphology of galls formed by smut fungi and discussion of generic concepts. In Agerer, R., Piepenbring, M. & Blanz, P. (Eds.), *Frontiers in Basidiomycote Mycology* (pp. 117–164). IHW-Verlag. Germany.


The style that *Field Mycology* uses for references is closely aligned to APA Style, with some minor differences to adapt it to our needs, circumstances and language policy (Section 3.2)¹. Comprehensive guidelines on APA Style can be found here: <https://apastyle.apa.org/style-grammar-guidelines/references/examples#textual-works>.

If you use Google Scholar (<https://scholar.google.com/>) you can often grab the reference by clicking on the “Cite” link, and copy-pasting the APA option, e.g..

[CITATION] An introduction to corticioid fungi

A Henrici - Field Mycology, 2000 - Elsevier

• This is an all-the-year-round subject. Prime sites for corticioids are the undersides of large logs. These will only be found unrewarding during long periods of drought. • Collections do ...

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Auto-generation of references using Google Scholar or reference management software (such as [Mendeley](#) or [Zotero](#)) is useful but not perfect, so please also review text and formatting of references by eye, before submitting. For example, when using the Google Scholar option, references are retrieved in plain text – italics for taxa and journal names will need to be added in manuscript, and an en dash (“–”) should be used to separate page numbers, rather than a hyphen (“-”).

Titles of articles and books should be written as close to verbatim as possible, i.e. using exactly the same words as appear in the title of the article or on the cover of the book. It may sometimes be necessary to make edits, either for comprehension (e.g. adding punctuation to separate multiple ‘layers’ in a title), or to align with the *Field Mycology* referencing style (e.g. putting titles in sentence case, with only initial letters and proper nouns capitalised). If the text is edited, this should be indicated with use of “[sic]”. Authors are not expected to deal with this level of nuance in reference formatting: the editors can deal with this at the copy-editing stage.

Submissions should be made with the full lists of authors included in references. In the case of papers with a great many authors, the editors may use their discretion to shorten the list of

¹ For example, *Field Mycology* style differs from APA style in (a) including place of publication for books; (b) allowing author lists to be abbreviated (at copy-editing stage); (c) not having a comma before “&” in author lists.

authors to the first few + “*et al.*”, at the copy-editing stage, so that content can be sensibly accommodated within the *Field Mycology* format (described in section 1.1).

3.22 Author affiliations and contact details

Author affiliations and contact details (if authors wish to share this information) should be listed at the end of the manuscript. It is up to the authors to decide what information they wish to share. The publication can accommodate any of the following:

- Simple place, e.g. county, city or town name. This can be useful to disambiguate the author from others with a similar name. This is the minimum requirement, if not providing any of the other information listed below.
- Group or institution that the author is affiliated to + address (optional)
- Email address (optional)
- ORCID (optional)

ORCID stands for Open Researcher and Contributor ID and serves as a unique identifier for individuals engaged in research and scholarship. For more information see: <https://info.orcid.org/what-is-orcid/>. If authors wish to provide an ORCID, please include the full URL, e.g. <https://orcid.org/0009-0004-9588-2866>.

Please be aware that, as *Field Mycology* is published Open Access, whatever information authors choose to share will be permanently accessible and discoverable on the internet.

4 Submission and review process

4.1 Before you submit

If you wish to seek editorial guidance on a draft version of your article, before submitting it, you are welcome to submit a pre-submission enquiry.

In this case, please write in the subject line of your email: “PRE-SUBMISSION ENQUIRY: article title”.

4.2 Making your submission

When you are satisfied that you have a final version of your article, which has been approved by all authors, email it to fieldmycologyjournal@britmycolsoc.info.

If the submission has multiple authors, please provide us with email addresses for all authors. There is a form you can use for capturing this [here](#) [Word document download]. It is the responsibility of the corresponding author to ensure consent to share any personal information (e.g. personal email address) has been obtained.

Images can be sent as email attachments (up to 20 MB) or via a file transfer service (such as <https://wetransfer.com/>) if they are too big to email.

In the subject line please write: “SUBMISSION: article title”.

4.3 What happens after submission

What happens after submission depends on the type of article being submitted.

Articles with scientific content are put through the review process, as described in section 1.3. Depending on when your submission arrives in the *Field Mycology* publication cycle, it can take up to three months to go through the review process.

Other types of articles, such as news pieces and book reviews, are reviewed by the editor and, if deemed suitable for publication, proceed directly to the copy-editing stage.

4.4 Copy-editing

Once an article has been accepted, it goes through a final copy-editing stage to ensure it fully meets the writing and formatting guidelines (as outlined in section 3, above).

The editor may make minor copy-editing changes, e.g. to correct spellings, grammar or formatting, without consulting with the author. However, if there is ambiguity about the intended meaning of the text, the editor may consult with the corresponding author during the copy-editing stage, to ensure that corrections are improving the article and meet with the author's approval.

4.5 Laying out

The editor will exercise their discretion in relation to where images are placed within the article, subject to space and layout considerations.

Once the article is fully laid out, a draft layout will be sent to the corresponding author for checking, along with a description of any copy-editing changes that have been made.

There may be questions for the corresponding author at this stage, e.g. to check that the text and figures are laid out as they wished.

4.6 Proofreading

The whole issue goes through a proofreading stage prior to publication. It can happen that further copy-editing corrections are required, after proofreading. The editor will only consult with the corresponding author at this stage if the corrections are material. Very minor corrections, such as simple corrections to spellings and formatting, will be made without reverting to the corresponding author.

5 Publication process

5.1 Sending the article for publication

The corresponding author will be notified by email when the issue containing their article is sent to the printer for publication.

Distribution of print copies is handled by the BMS Office. If you wish to receive a print copy of *Field Mycology*, you will need to subscribe before the issue is sent to the printer. Subscriptions can be purchased online at <https://www.britmycolsoc.org.uk/fm-journal.html>.

5.2 Publication notifications

If authors wish to receive a notification when the online version of the publication is published, they can get this by subscribing to Reader notifications, here:

<https://fieldmycology.org/index.php/journal/user/register>.

5.3 Sharing the publication

We encourage authors to share their publication/s with their own networks – so we can grow our readership and celebrate the achievements of the field mycology community.

You can grab a unique link for your article (DOI) from the article page at

<https://fieldmycology.org/>.

5.4 Feedback

We are interested in hearing about people reading, using or commenting on the articles *Field Mycology* is publishing. If authors receive feedback on a published article, please feel free to share it with the editors by emailing fieldmycologyjournal@britmycolsoc.info.

6 References

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