

This Word module should be used for all formal proposals to ICTV.

**Part 1** should be completed for ALL proposals.

**Part 2** should be completed ONLY for proposals involving changes to procedures, rules, statutes, policy or structure.

**Part 3** should be completed for proposals to create new taxa or change existing taxa.

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Please submit the completed Word module, together with the accompanying Excel module (named in Part 3) to the appropriate ICTV Subcommittee Chair.

The Word module explains and justifies your proposal. The Excel module is a critical document that will be used to implement the proposed taxonomic changes once they are approved and ratified. If proposals presented in the Word module are not presented accurately in the Excel module, the taxonomic changes cannot proceed.

For further guidance, see the notes in blue below and the Help Notes (Taxonomic\_Proposals\_Help\_2020).

**PLEASE DELETE ALL BLUE TEXT PRIOR TO SUBMISSION OF THE PROPOSAL.**

**Part 1:** **TITLE, AUTHORS, APPROVALS, etc**

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| **Code assigned:** | **to be assigned by ICTV officers** |  |
| **Short title:** (e.g., “Create six new species in the genus *Zetavirus”*) | | |
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**Author(s) and email address(es)**

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| List authors in a single line *Archives of Virology* citation format (e.g., Smith AB, Huang C-L, Santos F) | Provide email address for each author in a single line separated by semicolons |
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**Author(s) institutional address(es) (optional)**

Provide institutional names, each on a single line followed by author(s) initials (e.g., University of Woolloomooloo [SAB, HCL])

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**Corresponding author**

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**List the ICTV Study Group(s) that have seen this proposal**

A list of study groups and contacts is provided at <http://www.ictvonline.org/subcommittees.asp>. There are six virus subcommittees: animal DNA and retroviruses, animal ssRNA-, animal ssRNA+, fungal and protist, plant, bacterial and archaeal. If in doubt, contact the appropriate subcommittee chair.

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**ICTV study group comments and response of proposer**

Please provide comments/approval of each study group that has seen the proposal. Please indicate how you have responded to the comments.

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**Authority to use the name of a living person**

If you propose taxon name(s) which are derived from the name of a living person or persons, please attach documents to verify that permission has been obtained from those persons. [These documents will not be posted online but will be retained by ICTV as evidence of authorization.] If permission has not been obtained, the proposal cannot proceed.

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| **Taxon name** | **Person from whom the name is derived** | **Permission attached (Y/N)** |
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**Submission dates**

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| Date first submitted to SC Chair |  |
| Date of this revision (if different to above) |  |

**ICTV-EC comments and response of the proposer**

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**Part 2:** **NON-TAXONOMIC PROPOSAL**

Please use this section only for proposals regarding ICTV procedures, rules, statutes, policy or structure, not involving the creation of new taxonomy.

**Text of proposal**

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**Part 3:** **TAXONOMIC PROPOSAL**

Please use this section for proposing taxonomic changes. The changes MUST also be presented in an accompanying Excel module, TP\_Template\_Excel\_module\_2020. Please enter the file name of the completed Excel module in the box below.

**Name of accompanying Excel module**

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**Abstract**

Please provide a concise summary of your taxonomic proposal (maximum 150 words).

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**Text of proposal**

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| Please explain the reasons for the taxonomic changes you are proposing and provide evidence to support them. The following information should be provided, where relevant:  **Species**   * + Explain how each species differs from others in the genus and demonstrate that these differences meet the criteria previously established for demarcating between species.   + If no criteriahave previously been established, and if there will now be more than one species in the genus, please state the **species demarcation criteria** you are proposing.   **Higher taxa**:   * + There is no formal requirement to state demarcation criteria when proposing new genera or other higher taxa. However, defining the unique characteristics of is desirable and can assist evaluation of the proposal.   + Please indicate the **origin of names** (etymology) assigned to new taxa at genus rank and above.   + For each new genus a **type species** must be designated to represent it. Please explain your choice.   Please refer to the Help Notes file (Taxonomic\_Proposals\_Help\_2020) for more information.   |  | | --- | |  | |

**Supporting evidence**

The use of Figures and Tables is strongly recommended (note that copying from publications will require permission from the copyright holder if the publication is not open access). For phylogenetic analysis, **please provide a tree** with branch lengths proportional to geneticdistance, generated using an appropriate algorithm (Neighbour-Joining, Maximum Likelihood, or Bayesian). Provide **evidence of the reliability of the branching** (e.g., by bootstrapping or posterior probabilities).

**References**

Please list references in *Archives of Virology* style and include PMID/PMCID and doi.