

The International Committee on Taxonomy of Viruses

Taxonomy Proposal Form, 2024

**Taxonomy Proposal Submission**:

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 ICTV procedures, rules, statutes, policy or structure.
* **Part 3** should be completed for proposals to establish new taxa or modify assignments or nomenclature of existing taxa.

Do not edit the grey filled cells in the tables

Delete the unused **Part 2** or **Part 3** sections before submission.

The blue help text can be left in the document as it will be automatically removed after submission

Except where indicated, all fields should be completed

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

Taxonomy proposals must be accompanied by the Excel module. This is a critical document for taxonomy proposals that will be used to implement the proposed taxonomic changes once they are approved and ratified. If proposals presented in **Part 3** of the Word module are not presented accurately in the Excel module, the taxonomic changes cannot proceed and the proposal will be returned for revision.

For further guidance, see the notes in blue below and the Help Notes (Taxonomic\_Proposals\_Help\_2024) available at <https://ictv.global/taxonomy/templates>.

**Part 1a: Details of taxonomy proposals**

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| **Title:** | [*eg*. Create six new species in the genus *Zetavirus* (*Bingovirales*: *Bongoviridae*)] | |
| **Code assigned:** | <to be assigned by ICTV officers> |

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| **Author(s), affiliation and email address(es):** One author per row - add additional rows as necessary | | | |
| **Name** Format name as Smith DB | **Affiliation** Include and limit to Department, Institution, City, Country | **Email address** One only | **Corresponding author(s)** Mark with X |
| [*eg*. Zerbini M] | [Dep. de Fitopatologia/BIOAGRO, Universidade Federal de Viçosa, Viçosa, Brazil] | [zerbini@ufv.br] |  |
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**Part 1b: Taxonomy Proposal Submission** <To be completed on initial submission>

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| **ICTV Subcommittee:** Enter an "X" against the subcommittee(s) most appropriate to deal with the taxonomy proposal. If in doubt, contact the appropriate subcommittee chair for clarification (see https://ictv.global/sc). | | | |
| Animal DNA Viruses and Retroviruses |  | Bacterial viruses |  |
| Animal minus-strand and dsRNA viruses |  | Fungal and protist viruses |  |
| Animal positive-strand RNA viruses |  | Plant viruses |  |
| Archaeal viruses |  | General -Submit to Proposals Secretary |  |

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| **List the ICTV Study Group(s) that have seen or have been involved in creating this proposal:** A list of study groups and contacts is provided at <https://ictv.global/sc>. |
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| **Optional – complete only if formally voted on by an ICTV Study Group:** <To be completed by Study Group> | | | |
| **Study Group** | **Number of members** | | |
| **Votes in support** | **Votes against** | **No vote** |
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| **Submission date:** | DD/MM/YYYY |

Enter date of the initial submission

**Part 1c: Feedback from ICTV Executive Committee (EC) meeting** <To be completed by the subcommittee chair after EC evaluation>

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| **Executive Committee Meeting Decision code:** | **X** |
| A – Accept |  |
| Ac – Accept subject to revision by relevant subcommittee chair. No further vote required |  |
| U – Accept without revision but with re-evaluation and email vote by the EC |  |
| Uc – Accept subject to revision and re-evaluation and email vote by the EC |  |
| Ud – Deferred to the next EC meeting, with an invitation to revise based on EC comments |  |
| J - Reject |  |
| W - Withdrawn |  |

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| **Comments from the Executive Committee:** |
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**Part 1d: Revised Taxonomy Proposal Submission** <To be completed for the revised version>

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| **Response of proposer:** Please describe in detail how you have responded to the EC meeting feedback |
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| **Revision date:** | DD/MM/YYYY |

Enter date of the revised version.

**Part 2:** **GENERAL PROPOSAL**

Please use this section only for proposals regarding ICTV procedures, rules, statutes, policy or structure, that do not involve the establishment of new taxonomy.

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| **Abstract for General Proposal:** Please provide a structured summary of your proposal using the headings provided (maximum 250 words). Ensure that the abstract briefly describes the changes to ICTV procedures and the reasons and justification for proposed changes. The abstract should provide sufficient context to be understandable without reference to the full text of the proposal as it will be used as written for the automatic population of public documents such as taxonomy summary publications. |
| *Brief description of current situation:*  *Proposed changes:*  *Justification:* |

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| **Text of General Proposal:** Please include the reasons for the changes you are proposing. |
| *Background:*  *Proposed* *changes:*  *Justification:* |

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| **References:** |
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| **Tables, Figures:** The use of Figures and Tables as supporting evidence is strongly recommended (note that using material from publications will require permission from the copyright holder if the publication is not open access). |

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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\_2024, available at <https://ictv.global/taxonomy/templates>.

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| **Name of accompanying Excel module:** Use the same stem filename as the Word document |
| *eg.* Hepacivirus\_4 new species.xlsx |

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| **Taxonomic changes proposed:** Enter an "X" against one or more actions | | | |
| Establish new taxon |  | Split taxon |  |
| Abolish taxon |  | Merge taxon |  |
| Move taxon |  | Promote taxon |  |
| Rename taxon |  | Demote taxon |  |
| Move and rename |  |

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| **Is any taxon name used here derived from that of a living person:**  If you propose taxon name(s) which are derived from the name of a living person or persons, you must attach documents to verify that permission has been obtained from those persons and that they agree to the form in which their name or an element of it is to be used. These documents will not be posted online but will be retained by ICTV as evidence of authorization. | | **Y/N** |
| **Taxon name** | **Person from whom the name is derived** | **Attached X** |
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| **Abstract of Taxonomy Proposal:** Please provide a structured summary of your taxonomic proposal using the headings provided (maximum 250 words). The abstract should provide sufficient context to be understandable without reference to the full text of the proposal as it will be used as written for the automatic population of public documents such as taxonomy summary publications. |
| *Taxonomic rank(s) affected*:  *Description of current taxonomy*:  *Proposed* *taxonomic change(s):*  *Justification*: |

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| **Text of Taxonomy proposal:** Please explain the reasons for the taxonomic changes you are proposing.  **Species:**   * + Explain how to distinguish the newly proposed species from established ones in a genus and use defined criteria, such as nucleotide sequence identity, for species demarcation.   + If criteria have not been previously established, and if more than one species in the genus is envisioned, please state the **species demarcation criteria** you are proposing.   + If demarcation criteria have been previously established, provide a reference for those criteria (e.g. previously accepted proposal, ICTV Report Chapter, or publication).   + Names for new or renamed species must follow a genus + species epithet binomial format (see https://pubmed.ncbi.nlm.nih.gov/35043230/).   **Higher taxa**:   * + If criteria have not been previously established, and if more than one taxon in the rank is envisioned, please state the **demarcation criteria** you are proposing.   + If demarcation criteria have been previously established, provide a reference for those criteria (e.g. previously accepted proposal, ICTV Report Chapter, or publication).   + Defining the unique characteristics of the taxon is desirable and can assist evaluation of the proposal.   **Origin of names:**   * Please indicate the origin of names (etymology) of new taxa.   **Availability of genome sequences:**   * Proposals for the establishment of new taxa require that annotated and coding complete genome sequences of the species exemplars are available from an INSDC database (*eg.* GenBank). * Short read archive (SRA) records (unassembled sequences) are not acceptable. |
| *Taxonomic rank(s) affected*:  *Description of current taxonomy*:  *Proposed* *taxonomic change(s)*:  *Demarcation criteria:*  *Justification*: |

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| **References:** |
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| **Tables, Figures:** The use of Figures and Tables as supporting evidence is strongly recommended (note that using material from publications will require permission from the copyright holder if the publication is not open access).  For phylogenetic analysis, please provide a tree based on aligned nucleotide or translated amino acid sequences with branch lengths proportional to geneticdistance. Trees should be generated using an appropriate algorithm (*eg*. neighbor-joining, maximum likelihood, or maximum clade credibility); the use of UPGMA is discouraged. Provide evidence of the reliability of the branching (*eg.* by boot-strapping or posterior probabilities). Where possible, trees should be rooted using an outgroup sequence.  Include INSDC (*eg.* GenBank) nucleotide accession numbers in the sequence labels. Annotate trees with existing and proposed taxa. |

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