

Biology of the *Cell*

Instructions for Authors

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I. GENERAL

I.1 Scope

Biology of the Cell (BoC) publishes papers in English on all aspects of Cellular and Molecular Biology and Cell Physiology. Of particular interest are contributions directed towards understanding structure–function relationships with respect to basic cell and tissue functions, development, neurobiology, immunology, microbiology and protistology, and plant biology. Theoretical and biophysical models on any aspect of cell function can be submitted. Descriptions of methods will be considered but their validity should be demonstrated by one or more applications.

To justify publication in *BoC*, manuscripts must make a significant contribution to our understanding of the mechanistic relationships that govern cellular functions. Descriptive work will only be published if it establishes a new experimental model or if the data provide a structural basis for the interpretation of functional data.

I.2 Ethics

(a) *Animal and human studies*

All animal studies and experimental work using human tissues should be performed in accordance with the legal requirements of the relevant local or national authority and a statement to this effect must be included in the Materials and Methods section.

The Editorial Board will not accept papers where ethical aspects of any nature are, in the Board's opinion, open to doubt.

(b) *Scientific publication*

BoC is a member of COPE (Committee on Publication Ethics) and endorsed its guidelines, which are available at <http://www/publicationethics.org.uk>. Complaints against the Journal must be submitted in writing to the Editor-in-Chief; if a complaint is not resolved to the satisfaction of the complainant they have the option of referring the matter to COPE.

Notwithstanding, the Editorial Board will not accept papers where the ethical aspects are, in the Board's opinion, open to doubt.

BoC will always investigate fully any matters of apparent misconduct that it becomes aware of.

1.3 Originality of papers

When submitting a manuscript to *BoC* it is understood that the data have been neither published nor also submitted for publication elsewhere in any language (excluding abstracts for conferences of less than one page and without illustrations). Any manuscript, submitted or in press, that is related to the manuscript submitted to *BoC* should be included with the submitted material. Such material will be made available with the manuscript to the reviewers.

1.4 Financial interests

All authors are asked to disclose any financial interests and sources of research funding that could be considered to affect the integrity of the scientific work presented. If appropriate, a general statement should be included in the Acknowledgements section of the manuscript. All funding sources, institutional and corporate, should be credited in the Acknowledgements section.

1.5 Page and colour figure charges

There are no page charges for publication in *BoC*. Colour figures required to adequately present the data will be reproduced free of charge. However, the production of an excessive and unjustified number of colour illustrations will be charged to the authors.

1.6 Cover images

Authors of accepted manuscripts are encouraged to submit outstanding photographs or graphical drawings that may be used as the cover image for the issue of *BoC* in which their manuscripts will be published.

2. MANUSCRIPT TYPES AND ORGANIZATION

2.1 Types of manuscripts

Research Articles: These should be fully documented reports of original research. The length of a manuscript must be justified by the data presented. Manuscripts should be divided into sections as described under Manuscript organization below.

Reviews: Both solicited and unsolicited reviews will be considered for publication in *BoC*. Authors wishing to submit a review are invited to contact the Associate Editors for Reviews directly or through the Editor-in-Chief's office (see section 5, Addresses for Correspondence).

Scientiae Forum: Manuscripts submitted to this section must enter into one of the following categories. 'Models and Speculations' on all aspects of cell structure and function. 'Primer Reviews' that introduce specific aspects of cell biology to scientists working

in unrelated fields of interest. 'History of Biology and the Cell' that places current research activities within their historical context. 'My Favourite Sites' that describe outstanding features of Web sites useful to the life scientist.

Authors requesting information on whether a manuscript is appropriate for the *Scientiae Forum* should contact one of the Associate Editors in charge of the particular subsection (see section 5, Addresses for Correspondence).

Meeting Reports: Informative reports of meetings are also published if the subject is considered to be of interest to *BoC* readers. Enquiries should be sent to the Editor-in-Chief (see section 5, Addresses for Correspondence).

2.2 Manuscript organization and length

In order to aid the reader to quickly extract a maximum of information from publications in *BoC*, there are specific facets to the organization of Research articles, Reviews and *Scientiae Forum* contributions. Please make sure that you consult the specific instructions for the type of manuscript you are submitting.

The length of manuscripts must be justified by the scientific content; it is expected that Research Articles report definitive results that make a significant contribution to our knowledge. As guidelines, it is suggested that manuscripts in the different categories published in *BoC* do not exceed the following limits: 10 printed pages for Research Articles and 12 printed pages for Reviews. For contributions to the *Scientiae Forum* the suggested limits are 8 printed pages for Primer Reviews; 6 printed pages for Models and Speculations, and History of Biology and the Cell; and 4 printed pages for My Favourite Sites (although up to 6 pages would be acceptable for descriptions of multiple sites). The numbers of printed pages given above includes the title page, figures, legends and references.

A full page of text in *BoC* contains approx. 800 words. When calculating the printed length of papers as described above, allowance must be made for the space taken up by figures, tables and schemes, and this is best assessed by inspection of a recent issue of *BoC*. For example, 10 printed pages would correspond to about 6400 words and 4 half-page figures. Authors should be aware that certain material (sequence data and protocols not necessary to understand the experiments but which would be of added value) can be published as supplementary online data. In addition, panels in composite figures should be judiciously arranged to make the most efficient use of page space.

2.3 All manuscripts

Title Page: Give the title of the manuscript, the names, affiliations and addresses of all the authors, indicate the corresponding author (only one) and give their telephone number, fax number and email address. Provide a running title of less than 50 characters

including spaces. List up to five key words.

Abbreviations: Only use abbreviations for terms that are used at least three times and define them when first used in the text. A list of abbreviations used should also be supplied at the end of the text. Abbreviations given in the *BoC* standard abbreviations list can be used without definition (see section 6).

Acknowledgements: All funding sources, institutional and corporate, should be credited. A general statement should be included if financial interests or research funding could be perceived to compromise the integrity of the published work.

2.4 Research Articles

Abstract: The abstract should be divided into three sections: Background Information, Results and Conclusions. The total length should not exceed 350 words. Abbreviations should not be used and references, if absolutely required, should be given in full.

Introduction: Summarize prior knowledge on the research presented. Do not make an extensive review. Present any theoretical background required to understand the experiments. The results can be briefly stated.

Results and Discussion: These two sections can be combined if desired. All conclusions must be rigorously supported by the data. Speculative interpretations of the results should be restricted to the Discussion section.

Materials and Methods: Sufficient detail should be given to allow others to repeat the experiments. Only modifications to already published methods should be described.

2.5 Reviews and Scientiae Forum – Primer Reviews

Abstract: The abstract should be written as a single paragraph and give a self-explanatory synopsis of the publication that is directly suitable for abstracting services. It should not exceed 200 words. Abbreviations should not be used and references, if absolutely required, should be given in full.

Text: This should be divided into separate sections, with informative headings, as considered appropriate by the author. The first section should introduce the review. The authors are asked to give definitions, throughout the text, of words or terms with which all readers may not be acquainted. These will be printed on the appropriate pages within a distinctive box. The referees and/or the editorial board may suggest additional definitions. In addition, for reviews, references that are particularly important (landmark/milestone), or for Primer Reviews those that are recommended as further reading, should be indicated by an asterisk (*).

2.6 Scientiae Forum – Models and Speculations, My Favourite Sites and History of Biology and the Cell

Abstract: The abstract should be written as a single paragraph and give a self-explanatory synopsis of the publication that is directly suitable for abstracting services. It should not exceed 100 words. Abbreviations should not be used and references, if absolutely required, should be given in full.

Text: This should be divided into separate sections, with informative headings, as considered appropriate by the author. The first section should introduce the subject treated.

2.7 References

In all manuscripts, references should be cited within the text as follows:

One or two authors: (Jaffe, 2003); (Schenk and Matteoli, 2004)

More than two authors: (McNew et al., 2000)

If style requires, the format McNew et al. (2000) is also acceptable.

Multiple dates, same author: (Smith et al., 2001a, 2001b)

In date order: (Zhou et al., 1992; Ari et al., 2000)

In the list, references should appear in alphabetical order by first author's last name. Include all authors' names (do not use "et al."), year, complete article title, journal, volume and inclusive page numbers. Abbreviate journal names according to PubMed; spell out the names of unlisted journals. Do not list unpublished material but cite parenthetically within the text as "unpublished data". Do not use others forms such as "manuscript in preparation," "manuscript submitted," "unpublished results" or "unpublished observation". Unpublished data may not be cited in the Materials and Methods section. Unpublished data provided by a person(s) who is not an author of the article must be cited as a "personal communication". An authorization from this person(s) must be provided with the manuscript. Abstracts to meetings should not appear in the reference list but incorporated parenthetically into the text, giving the authors' names, meeting name and year, and abstract number. Adhere to the reference formats provided by the following examples:

Published article: Crane, R., Gadea, B., Littlepage, L., Wu, H. and Ruderman J.V. (2004) Aurora A, meiosis and mitosis. *Biol. Cell* **96**, 215–229

Published article with DOI only: Lopez-Soler, R.I., Moir, R.D., Spann, T.P., Stick, R. and Goldman, R.D. (2008) A role for nuclear lamins in nuclear envelope assembly. *J. Cell Biol.* 10.1083/jcb.200801025

Article in press: Murakami, M.S., Moody, S.A., Daar,

I.O. and Morrison, D.K. (2008) Morphogenesis during *Xenopus* gastrulation requires Wee1-mediated inhibition of cell proliferation. *Development*, in the press

Complete Book: Scheel, D. and Wasternack, C. (2002) *Plant Signal Transduction*, Oxford University Press, Oxford

Chapter in Book: DeMey, J. (1986) The preparation and use of gold probes. In *Immunocytochemistry: Practical Applications in Pathology and Biology* (Polak, J.M. and Van Noorden, S. eds.), pp. 115–145, Wright, Bristol

For reviews, publications that are particularly important (landmark/milestone) or for Primer Reviews those that are recommended as further reading should be indicated by an asterisk (*).

2.8 Figures and Tables (all manuscripts)

Legends: Legends should be self-explanatory, starting with an informative title, and contain all the necessary information without reference to the text except for general experimental details. Group all legends (tables and illustrations) together at the end of the text on a new page.

Tables: Tables, numbered consecutively with Arabic numerals (1, 2, 3 etc), should have a heading and a legend.

Figures: Each figure should be numbered consecutively with Arabic numerals and must have an informative title and a legend. Do not number the separate panels of composite figure as separate figures. All figures in electronic form must be prepared and saved in TIFF or EPS format at publication quality resolution (see Manuscripts Accepted for Publication below) before conversion to the PDF format required for the initial submission. Colour illustrations should be saved in RGB format. Black and white illustrations should be saved as half-tones (grey scale). All micrographs must include a scale bar. For lettering on line drawings only Times, Helvetica, Arial or Symbol fonts should be used; the use of different fonts may lead to loss of improperly converted characters. Authors are encouraged to check that when figures are reduced to publication size (maximum width: one column, 80mm; two columns, 170mm; maximum height 205mm) all the required details are visible. For composite figures, please ensure that the individual panels are arranged so as to give the most efficient use of the available space for the figure while ensuring that all the required details are visible.

Image acquisition and manipulation: *Biology of the Cell* endorses the guidelines given in the Instructions for Authors of the *Journal of Cell Biology*, from where the following is adapted by kind permission of Rockefeller University Press:

The following information must be provided about the acquisition and processing of images:

1. Make and model of microscope
2. Type, magnification, and numerical aperture of the objective lenses
3. Temperature
4. Imaging medium
5. Fluorochromes
6. Camera make and model
7. Acquisition software
8. Any subsequent software used for image processing, with details about types of operations involved (e.g. type of convolution, 3D reconstructions, surface or volume rendering, gamma adjustments, etc.).

No specific feature within an image may be enhanced, obscured, moved, removed or introduced. The grouping of images from different parts of the same gel, or from different gels, fields or exposures must be made explicit by the arrangement of the figure (i.e. using dividing lines) and in the text of the figure legend. Adjustments of brightness, contrast or colour balance are acceptable if they are applied to the whole image and as long as they do not obscure, eliminate or misrepresent any information present in the original, including backgrounds. The background of figures should be clearly distinct from the surrounding page. Non-linear adjustments (e.g. changes to gamma settings) must be disclosed in the figure legend.

Authors are encouraged to read the papers by M. Rossner and K. M. Yamada (2004) *J. Cell Biol.* 166, 11-15 and A. J. North (2006) *J. Cell Biol.* 172, 9-18

Supplementary material (data, protocols and videos): Voluminous sequence data and alignment diagrams are better presented as supplementary data. This is considered by *BoC* as published data and therefore should not be considered as a depositary for “unpublished data”. Details of methods that are not necessary to understand the experiments but which would be of value to colleagues can also be included as additional data. *BoC* will also post video files with the online version of the publication. These should be cited at the relevant place(s) in the Results section and also in the legend to any illustration that contains images taken from these videos. An “Online Supplementary Material” section that provides a brief description of additional data, experimental protocols and videos should be included at the end of the Results section. All illustrations and videos presented as supplementary data must be accompanied by title and a self-explanatory legend.

3. ONLINE SUBMISSION

Papers should be submitted online at www.biolcell.org/submit/, where full instructions are available.

Submission of a paper to *BoC* implies that it has been approved by all the named authors, that all persons entitled to authorship have been so named, that it reports unpublished work that is not under consideration for publication elsewhere in any language, that conflicts of interest are declared and that if the paper is accepted for publication the authors will grant to Portland Press Ltd an exclusive licence to publish the paper (see section 4.4 Copyright policy).

Submission checklist:

- Covering letter including the names, addresses and email addresses of four possible referees (two of whom should be from the editorial board; see the list on the Journal web page: <http://www.biolcell.org>).
- Master electronic copy of typescript, as a one-and-a-half-line-spaced PDF (or separate files of text and illustrations):
 - complete text in appropriate style, pages numbered
 - full names and addresses of authors
 - full name, address, telephone and fax numbers and email address of corresponding author (all correspondence and proofs will be sent to this author)
 - figures
- Related papers in press or under editorial consideration
- Evidence of approval of personal communications
- Evidence of submission of nucleic acid or protein sequences to an appropriate data bank.

4. MANUSCRIPTS ACCEPTED FOR PUBLICATION

On acceptance, authors will be requested to supply, via an ftp site, the text and figures of the final version.

4.1 Text

Text files should be formatted double-spaced with no hyphenation and automatic wordwrap (no hard returns within paragraphs). Please type your text consistently, e.g. take care to distinguish between ‘1’ (one) and ‘l’ (lower case L), and ‘0’ (zero) and ‘O’ (capital O), etc. Do not use endnote/footnote formats. Text revisions must not be marked in the electronic copy. Every effort will be made to use the Word file during typesetting, but this cannot be guaranteed. Authors must ensure that the file has been updated to incorporate all revisions, and hence that the file matches the final version of the manuscript seen by the reviewers. Our preferred word-processing format is Word for Windows version 6.

4.2 Tables

Tables should be typed as text. The use of graphics programs and ‘table editors’ should be avoided.

4.3 Figures

No artwork should be incorporated into the text files. Artwork should be in either TIFF or EPS format according to the specifications below and each figure saved as a separate file:

- (a) black and white figures (e.g. line diagrams, bar graphs etc) as .tiff files at 600 dots per inch (dpi) or .eps files at 1200 dpi only.
- (b) figures containing grey scale (including gel images) as .tiff files only. These files should be at least 300 dpi.
- (c) figures containing colour as .tiff (or .eps) files only. We can only accept files that are prepared in RGB (CMYK should not be used). These files should be at least 300 dpi.

4.4 Copyright policy

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4.5 Proofs

Proofs will be sent to the corresponding author as a PDF together with instructions. Proofs must be returned within 48 hours. Excessive text alterations at proof stage are subject to approval by the Editor-in-Chief and a charge may be made. Figure reprocessing at the author's request will also be subject to charge.

4.6 Offprints

Offprints must be ordered before the Journal is printed using the form supplied with the proofs.

5. ADDRESSES FOR CORRESPONDENCE

Correspondence prior to submission of **Reviews** or contributions to the **Scientiae Forum** should be addressed to the appropriate Associate Editor directly (see below) or through the Editor-in-Chief.

5.1 Editor-in-Chief's Office

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Models and Speculations - Thierry GALLI (thierry@tgalli.net)

Primer Reviews - Nathalie LAMARCHE-VANE (nathalie.lamarche@mcgill.ca) and

Ivan DE CURTIS (decurtis.ivan@hsr.it)

History of Biology and the Cell - Mark TERASAKI (terasaki@neuron.uchc.edu)

5.3 Editorial correspondence

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email editorial@biolcellusa.org

Correspondence about papers from all other countries, proofs and requests for permission to reproduce material should be addressed to:

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fax: +44 1206 799331
email sales@portland-services.com

6. STANDARD ABBREVIATIONS

List of standard abbreviations that may be used without definition in the title, running title and text:

Abbreviation	Meaning
ADP (CDP, GDP, IDP, UDP, XDP, TDP)	adenosine 5'-diphosphate (and similarly for cytidine, guanosine, inosine, uridine, xanthosine, thymidine)
AIDS	acquired immunodeficiency syndrome
AMP etc.	adenosine 5'-phosphate etc.
ATP etc.	adenosine 5'-triphosphate etc.
ATPase etc.	adenosine 5'-triphosphatase etc.
Bicine	<i>N,N</i> -Bis-(2-hydroxyethyl)glycine
bp	base-pair(s)
BSA	bovine serum albumin
cAMP etc.	cyclic AMP (adenosine 3':5'-cyclic monophosphate) etc.
DMSO	dimethyl sulphoxide
DNA, cDNA	deoxyribonucleic acid, complementary DNA
DNase	deoxyribonuclease
EDTA	ethylenediaminetetra-acetate
EGTA	[ethylenebis(oxonitrilo)]tetra-acetate
ELISA	enzyme-linked immunosorbent assay
FACS	fluorescence-activated cell sorting
FITC	fluorescein isothiocyanate
FPLC	fast protein liquid chromatography
G-protein	guanine-nucleotide-binding regulatory protein
Hepes	4-(2-Hydroxyethyl)-1-piperazine-ethanesulphonic acid
HIV	human immunodeficiency virus
HPLC	high-performance liquid chromatography
IgG etc.	immunoglobulin G etc.
IR	infrared
kb	kilobases
Mes	4-morpholine-ethanesulphonic acid
Mops	4-morpholinepropanesulphonic acid
NAD ⁺ , NADH	oxidized and reduced nicotinamide–adenine dinucleotide
NADP ⁺ , NADPH	oxidized and reduced nicotinamide–adenine dinucleotide phosphate
nt	nucleotide(s)
PAGE	polyacrylamide-gel electrophoresis
PBS	phosphate-buffered saline
PCR	polymerase chain reaction
P _i , PP _i	orthophosphate, pyrophosphate
Pipes	1,4-piperazinediethanesulphonic acid
PMSF	phenylmethanesulphonyl fluoride
RNA, mRNA, hnRNA, rRNA, tRNA	ribonucleic acid, messenger RNA, hetero-nuclear RNA, ribosomal RNA, transfer RNA
RNase	ribonuclease
SDS	sodium dodecyl sulphate
Tricine	<i>N</i> -[2-hydroxy-1,1-bis(hydroxymethyl)ethyl]glycine
Tris	2-amino-2-hydroxymethylpropane-1,3-diol
UV	ultraviolet

Nucleic acids – use one-letter symbol for ribonucleotides; 2'-deoxyribonucleotides are designated by the same symbol preceded by d, e.g. dG, 2'-deoxyribosylguanosine.

mRNA – names and abbreviations should be lower case and not italic (to differentiate from gene names and abbreviations).

Amino acids – the three-letter symbol is preferred to the one-letter symbol.