

# Instructions to Authors

## 1. GENERAL

*Proceedings* series B is published monthly. It contains announcements of important results within any field of the biological sciences, normally no more than 4000 words (five printed pages) in length. With the same restriction on length, reviews containing original and interesting ideas, and extensions to, or criticisms of, papers already published (subject to the criteria of interest, originality and good manners) will also be acceptable. The target publication time is three months from receipt of a paper (excluding the time that the typescript is in the hands of the author). Authors are advised that **papers prepared in accordance with these instructions will be given priority**. Acceptance of a paper will be determined by its quality and interest.

The new format of the journal is A4 (297 mm × 210 mm), double column, with a normal text area of 255 mm × 167 mm.

## 2. SUBMISSION

Papers may be submitted (i) to a member of the Editorial Board, (ii) to a Corresponding Editor, (iii) to a Fellow or Foreign Member of the Society (a list is published in the Society's *Year Book*), or (iv) direct to the Editor in Nottingham. The date of receipt by any one of these will be recorded as the formal date of receipt for publication. The name of the person to whom the paper was submitted, and the date of its receipt by that person, will be published if the paper is accepted. **It will help the process of consideration if authors write to inform the Editor when they have submitted a paper by routes (i), (ii) or (iii) above.** Authors are asked to include their telephone numbers, fax numbers and/or electronic mail addresses in correspondence about the paper.

Four copies of the typescript and of any figures (together with one set of original drawings and prints) are required. The extra copies of any photographs should be prints rather than photocopies.

Authors can increase the likelihood of rapid action by contacting their intended recipient before submitting a paper and by choosing a recipient who works in an appropriate branch of the subject. When sending their papers authors may, if they wish, suggest the names of referees, but such suggestions will not necessarily be adopted. The recipient under (i), (ii) or (iii) above will be responsible for providing the Editor with referees' reports and a recommendation on the paper's suitability for publication.

Submission on computer disc is welcomed, but only the *final* version should be on disc (hard copy will be required for refereeing). Use of the disc cannot be guaranteed, but will depend on the format and the program used. A list of acceptable formats is available from the Society's Editorial Department at 6 Carlton House Terrace, London SW1Y 5AG.

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Papers should be clearly typewritten, **with double spacing throughout**, on one side of the paper only, with a margin of at least 3 cm all round; all sheets should be numbered serially and **securely clipped together**. Typescripts must be carefully corrected by authors before being sent in. Spelling should conform to the preferred spelling of the *Shorter Oxford English Dictionary*. Footnotes should be avoided.

## 4. TITLE, ABSTRACT

It is **very important** that both the title and the abstract should be comprehensible, and interesting, to the non-specialist. Authors are asked to make their titles as short and general as possible. The title should be typed on a separate covering sheet which should also bear the names of the authors and that of the laboratory or other place where the work has been done. A very short title (maximum of 50 letters and spaces) suitable for page headings should also be given. The abstract should not exceed 200 words, and should give a precise and informative summary of the paper's content.

## 5. SECTIONAL HEADINGS

Papers may be divided into sections, described by short headings. Subsections should not be used.

## 6. UNITS, SYMBOLS AND ABBREVIATIONS

As far as possible the recommendations contained in *Quantities, units, and symbols* (1975, The Royal Society, £1.50) should be followed; in particular the International System of Units (SI) should be used whenever it is practicable to do so.

Special care is necessary in differentiation between handwritten symbols of comparable shape, e.g.  $V v \nu$ ,  $w W$ ,  $s S$ ,  $p \rho P$ ,  $T \tau$ . Marginal indications and differential underlinings should be used where necessary, the normal conventions being followed where applicable, e.g. ~~~~ to signify bold characters. Mathematical symbols should be underlined.

Wherever possible, only internationally agreed abbreviations should be used; see, for example, the list of accepted abbreviations for use in the *Biochemical Journal*.

## 7. ILLUSTRATIONS

Duplicate figures (e.g. Xerox or photographic copies, as appropriate) should be supplied with each copy. The author's name and the number of the figure should be written on the back of all illustrations. Figures should be numbered in one sequence throughout the paper.

Colour illustrations will be included only if scientifically necessary and if the cost is met by the author

(unless an acceptable case is made by the author why funds are not obtainable).

The position of each illustration should be clearly marked in the typescript thus:

Figure 2 near here

#### Line drawings

Long descriptions should appear not on the figures themselves but in the legends. Any labelling necessary for the understanding of a figure should be indicated lightly in blue pencil on the original drawings and exactly the same labelling should be inserted carefully in ink on the duplicate copies.

All lettering should be in lower case except for the initial capital letters of proper names. Lettering for symbols should strictly follow the case and font of type called for in the text. The printer's artist will insert these on the originals in a standard style of lettering. If the author is able to call on the services of an experienced lettering artist it is often preferable for heavily labelled figures, e.g. maps, to be completely lettered before submission. The height of capital letters *after reduction* should be as close to 2 mm as possible. When in doubt use smaller rather than larger lettering. Adequate consultation between authors or their draughtsmen and the Editorial Office (telephone 01-839 5561, extension 229) will help ensure satisfactory results.

#### Legends

These should be typed with double spacing on a separate sheet at the end of the paper. Figure legends should follow the style given below:

Figure 7. Time-course of changes in fibre type composition during post-stimulation recovery. (a) Type 1 fibres. (b) Type 2A fibres, including the transitional fibres (asterisks) referred to in the text. (c) Type 2B fibres. Bands indicate the range (mean  $\pm$  s.d.) for the corresponding fibre type in control muscles.

#### Photographs

When it is essential to include photographs they should make the most efficient use of the space required. The area covered by the photographs should be restricted to the subject in question, or to a *minimum* representative area in photomicrographs, etc. This enables the photograph to be reproduced at the largest possible scale. The text area available in *Proceedings* series B is 255 mm  $\times$  167 mm. Photographs will be printed with the text, not on plates.

Authors should supply unmounted glossy prints marked on the back with the authors' names, the number of the figure and with the top and bottom

indicated. When lettering has to be inserted, a rough set should be provided with the lettering clearly marked.

#### 8. TABLES

Tables, however small, should be numbered in arabic numerals and referred to in the text by their numbers. The position of each table should be shown as follows:

Table 3 near here

Table headings should be a brief title only; descriptions of experimental detail should follow, starting on a new line, in parentheses. Column headings should be in lower-case lettering except for the capital initial letters of proper names. The units of measurement and any numerical factors should be placed unambiguously at the head of the column, e.g.  $F/\text{MHz}$ ,  $10^{28}\sigma/\text{m}^3$  or  $q/(\text{kJ mol}^{-1})$ .

#### 9. REFERENCES

References to the literature cited must be given in double-spaced typing, in alphabetical order at the end of the paper. They should be prepared following the style of recent issues of *Proceedings B*.

Reference citations in the text are made by the name and year method; references by number are not permitted.

#### 10. PROOFS

On acceptance of a paper, the Society's Editorial Department will inform authors when they may expect to receive proofs for checking. Because of the need for fast publication, only a few days may be available for checking proofs, so authors who may be absent from their normal address should either inform the Society of their intended whereabouts or make other arrangements for the proofs to be checked quickly. Fax numbers are welcomed.

Great care is necessary in checking proofs to ensure that all misprints are detected. Authors should note that systematic emendations may have been made to their typescript in accordance with the normal style of the Society's journals. If any changes are necessary to proofs every effort should be made by substituting matter of similar length to avoid extensive rearrangement. Authors are liable for the cost of excessive alterations to their proofs.

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