

# Instructions to Authors

## 1. GENERAL

*Proceedings: Biological Sciences* is published monthly. It contains announcements of important new developments in biology. Papers crossing the boundaries of subjects are particularly welcome. The normal maximum length is 4000 words including the abstract and references (plus four figures and/or tables; equivalent to five printed pages). 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 format of the journal is A4 (297 mm × 210 mm), double column, with a normal text area of 255 mm × 167 mm.

## 2. SUBMISSION

Submitted papers must not have been published previously, nor be under consideration for publication elsewhere. Papers should be submitted direct to the Editor: Professor B. C. Clarke, Department of Genetics, Queen's Medical Centre, Clifton Boulevard, Nottingham NG7 2UH, U.K. The date of the paper's receipt will be published if the paper is accepted. 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 any figures (together with one set of original drawings and prints) are required. A word count should be included. The extra copies of any photographs should be prints rather than photocopies.

Submission on computer disk is welcomed, but only the *final* version should be on disk (hard copy will be required for refereeing and a definitive copy should also accompany the disk). Use of the disk cannot be guaranteed, but will depend on the format, the program used and the nature of the material. MS-DOS and Macintosh disk formats are acceptable; the preferred word-processor format is Word-Perfect but documents prepared in Microsoft Word and Wordstar can be used.

## 3. COPY

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 AND SUMMARY

It is **very important** that both the title and the summary 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. Addresses for correspondence, where these differ from the place of work, should also be given, indicating which author correspondence should be addressed to, and giving telephone and fax numbers. A very short title (maximum of 50 letters and spaces) suitable for page headings should also be given. The summary should not exceed 200 words, and should be precise and informative.

## 5. SECTIONS

Papers may be divided into sections, described by short headings. Subsections should not be used. Materials and methods sections should be marked in the margin for small type.

## 6. UNITS, SYMBOLS AND ABBREVIATIONS

As far as possible the recommendations contained in *Quantities, units, and symbols* (1975, The Royal Society, £2.50) 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.  $V v$ ,  $w W$ ,  $s S$ ,  $p \rho$ ,  $P$ ,  $T \tau$ . Marginal indications and differential underlinings should be used where necessary, the normal conventions being followed where applicable, e.g. ~~~~ to signify bold characters. Mathematical variables 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. STATISTICS

As far as possible, the presentation of statistics should follow the guidelines published each year in the July issue of the *Proceedings*, starting from July 1992.

When referring to computer programs, authors should specify clearly the procedures used, and should quote publications that will allow the reader to ascertain how they are carried out.

## 8. 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

Any labelling necessary for the understanding of a figure should be applied directly on the original drawings before duplicate copies are taken. All lettering should be in lower case except for the initial capital letters of proper names or where capitals are essential, e.g. for chemical abbreviations. Times or a close equivalent should be used. 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.

Consultation between authors or their draughtsmen and the Editorial Office (telephone 071-839 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 B* is 255 mm  $\times$  167 mm. Photographs will be printed with the text, not on plates.

Authors should supply unlettered, unmounted glossy prints marked on the back with the authors' names, the number of the figure and with the top and bottom indicated. A rough set should be provided with any required lettering clearly marked. Each micrograph must include a scale bar, either applied directly to the original or marked on the rough set, with an indication of the exact length.

## 9. 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  $q/(\text{kJ mol}^{-1})$ .

## 10. 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.

## 11. PROOFS

On acceptance of a paper, the Society's Editorial Office 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; the Society's is 071-976-1837 for publication matters.

Authors are liable for the cost of excessive alterations to their proofs.

## 12. OFFPRINTS

Fifty offprints of each paper will be supplied free of charge; further copies may be ordered at extra cost at proof stage.

## 13. COPYRIGHT

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