

Guide for Authors

Research Articles should generally not exceed 25 typewritten pages and should be divided into Summary, Introduction, Materials and Methods, Results, and Discussion.

Short Communications typically should not exceed 1500 words or equivalent space including figures and tables and should not be divided into sections, i.e., Introduction, Materials and Methods, etc. but should have a brief summary, keywords and a full reference list. These must be brief definitive reports, not preliminary findings.

Review Articles will be published following invitation from the Reviews Editor, George Galasso.

Submission checklist

It is hoped that this list will be useful during the final checking of an article prior to sending it to the journal's Editor for review. Please consult this Guide for Authors for further details of any item.

Ensure that the following items are present:

One Author designated as corresponding Author:

E-mail address

Full postal address

Telephone and fax numbers

All necessary files have been uploaded

Keywords

All figure captions

All tables (including title, description, footnotes)

Further considerations

Research Articles can be submitted to either Earl Kern or Richard Whitley at the US office or Erik De Clercq at the European office. Review articles should be submitted to George Galasso. Please indicate any preferences on the 'Request Editor' page.

Manuscript has been "spellchecked"

References are in the correct format for this journal

All references mentioned in the Reference list are cited in the text, and vice versa

Permission has been obtained for use of copyrighted material from other sources (including the Web)

Colour figures are clearly marked as being intended for colour reproduction on the Web (free of charge) and in print or to be reproduced in colour on the Web (free of charge) and in black-and-white in print

If only colour on the Web is required, black and white versions of the figures are also supplied for printing purposes

For any further information please contact the Author Support Department at authorsupport@elsevier.com

Submission of articles

It is essential to give a fax number and e-mail address when submitting a manuscript. Articles must be written in good English.

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the Publisher.

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- present the article at a meeting or conference and to distribute copies of the article to the delegates attending such a meeting
- for your employer, if the article is a ‘work for hire’, made within the scope of your employment, your employer may use all or part of the information in the article for other intra-company use (e.g., training)
- retain patent and trademark rights and rights to any processes or procedure described in the article
- include the article in full or in part in a thesis or dissertation (provided that this is not to be published commercially)
- use the article or any part thereof in a printed compilation of your works, such as collected writings or lecture notes (subsequent to publication of your article in the journal)
- prepare other derivative works, to extend the article into book-length form, or to otherwise re-use portions or excerpts in other works, with full acknowledgement of its original publication in the journal

Online submission to the journal prior to acceptance

Submission to this journal proceeds totally online. Use the following guidelines to prepare your article. Via the “Author Gateway” page of this journal (<http://authors.elsevier.com/issn/01663542>) you will be guided stepwise through the creation and uploading of the various files. The system automatically converts source files to a single Adobe Acrobat PDF version of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the Editor’s decision and requests for revision, takes place by e-mail and via the Author’s homepage, removing the need for a hard-copy paper trail.

The above represents a very brief outline of this form of submission. It can be advantageous to print this “Guide for Authors” section from the site for reference in the subsequent stages of article preparation.

Electronic format requirements for accepted articles

General points

We accept most wordprocessing formats, but Word or WordPerfect is preferred. Always keep a backup copy of the electronic file for reference and safety. Save your files using the default extension of the program used.

Wordprocessor documents

It is important that the file be saved in the native format of the wordprocessor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the wordprocessor’s options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. Do not embed “graphically designed” equations or tables, but prepare these using the wordprocessor’s facility. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Author Gateway’s Guide to Publishing with Elsevier: <http://authors.elsevier.com>). Do not import the figures into the text file but, instead, indicate their approximate locations directly in the electronic text and on the manuscript. See also the section on Preparation of electronic illustrations.

To avoid unnecessary errors you are strongly advised to use the “spellchecker” function of your wordprocessor.

Characters not available on your wordprocessor (Greek letters, mathematical symbols, etc. should not be open but indicated by a unique code e.g., alpha, for the Greek INCLUDEPICTURE

“http://authors.elsevier.com/img/promis/alpha.gif” * MERGE-FORMATINET , #, etc.) consistently throughout the entire text. Please make a list of such codes and provide a key. Do not allow your wordprocessor to introduce word splits and do not use a ‘justified’ layout.

Preparation of text

Presentation of manuscript

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Italics are not to be used for expressions of Latin origin, for example, *in vivo*, et al., *per se*. Use decimal points (not commas); use a space for thousands (10 000 and above).

Language Editing: International Science Editing and Asia Science Editing can provide English language and copyediting services to authors who want to publish in scientific, technical and medical journals and need assistance before they submit their article or, before it is accepted for publication. Authors can contact these services directly: International Science Editing (<http://www.internationalscienceediting.com>) and Asia Science Editing (<http://www.asiascienceediting.com>) or, for more information about language editing services, please contact authorsupport@elsevier.com who will be happy to deal with any questions.

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Provide the following data on the title page (in the order given).

Title

Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

Author names and affiliations

Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the Authors’ affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the Author’s name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each Author.

Corresponding Author

Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post-publication. **Ensure that telephone and fax numbers (with country and**

area code) are provided in addition to the e-mail address and the complete postal address.

Present/permanent address

If an Author has moved since the work described in the article was done, or was visiting at the time, a “Present address” (or “Permanent address”) may be indicated as a footnote to that Author’s name. The address at which the Author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

Abstract

A concise and factual abstract is required (maximum length 200 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone.

References should therefore be avoided, but if essential, they must be cited in full, without reference to the reference list.

Non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Keywords

Immediately after the abstract, provide a maximum of 6 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, “and”, “of”). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Abbreviations

Define abbreviations that are not standard in this field at their first occurrence in the article: in the abstract but also in the main text after it. Ensure consistency of abbreviations throughout the article.

Arrangement of the article

Subdivision of the article

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ?), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to “the text”. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Experimental/Materials and methods

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

Results

Results should be clear and concise.

Discussion

This should explore the significance of the results of the work, not repeat them.

Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Acknowledgements

Place acknowledgements, including information on grants received, before the references, in a separate section, and not as a footnote on the title page.

References

See separate section, below.

Figure captions, tables, figures, schemes

Present these, in this order, at the end of the article. They are described in more detail below. High-resolution graphics files must always be provided separate from the main text file (see Preparation of illustrations).

Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Many wordprocessors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves on a separate sheet at the end of the article. Do not include footnotes in the Reference list.

Table footnotes

Indicate each footnote in a table with a superscript lowercase letter.

Tables

Number tables consecutively with Arabic numerals in accordance with their appearance in the text. Place footnotes to

tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

All tables must have descriptive headings and possibly legends below. Both the heading and legends should be understandable without reference to the feet.

Nomenclature and units

Follow internationally accepted rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI.

Virus Nomenclature

Formal terms used for virus families, genera, and species should be those approved by the International Committee on Taxonomy of Viruses (ICTV): Fauquet, C.M., Mayo, M.A., Maniloff, J., Desselberger, U., and Ball, L.A. (2005) *Virus Taxonomy, Classification and Nomenclature of Viruses*. Eighth ICTV Report, Academic Press, an imprint of Elsevier. This volume also includes standard abbreviations for species. Once formal taxonomic names have been given in a paper, vernacular terms may be used.

GenBank/DNA sequence linking

Many Elsevier journals cite “gene accession numbers” in their running text and footnotes. Gene accession numbers refer to genes or DNA sequences about which further information can be found in the databases at the National Center for Biotechnical Information (NCBI) at the National Library of Medicine. Elsevier Authors wishing to enable other scientists to use the accession numbers cited in their papers via links to these sources, should type this information in the following manner:

For each and every accession number cited in an article, Authors should type the accession number in **bold, underlined text**. Letters in the accession number should always be capitalised. (See Example below). This combination of letters and format will enable Elsevier’s typesetters to recognise the relevant texts as accession numbers and add the required link to GenBank’s sequences.

Example: “GenBank accession nos. **AI631510**, **AI631511**, **AI632198**, and **BF223228**), a B-cell tumor from a chronic lymphatic leukemia (GenBank accession no. **BE675048**), and a T-cell lymphoma (GenBank accession no. **AA361117**)”.

Authors are encouraged to check accession numbers used very carefully. **An error in a letter or number can result in a dead link.** In the final version of the *printed article*, the accession number text will not appear bold or underlined. In the final version of the *electronic copy*, the accession number text will

be linked to the appropriate source in the NCBI databases enabling readers to go directly to that source from the article.

Preparation of supplementary data

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References

Responsibility for the accuracy of bibliographic citations lies entirely with the Authors.

Citations in the text:

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either “Unpublished results” or “Personal communication” Citation of a reference as “in press” implies that the item has been accepted for publication and a copy of the title page of the relevant article must be submitted.

Citing and listing of Web references

As a minimum, the full URL should be given. Any further information, if known (Author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Text:

All citations in the text should refer to:

1. *Single Author:* the Author’s name (without initials, unless there is ambiguity) and the year of publication;
2. *Two Authors:* both Authors’ names and the year of publication;

3. *Three or more Authors:* first Author’s name followed by “et al.” and the year of publication.

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.

Examples: “as demonstrated (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995). Kramer et al. (2000) have recently shown”

List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same Author(s) in the same year must be identified by the letters “a”, “b”, “c”, etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2000. The art of writing a scientific article. *J. Sci. Commun.* 163, 51–59.

Reference to a book:

Strunk Jr., W., White, E.B., 1979. *The Elements of Style*, third ed. Macmillan, New York.

Reference to a chapter in an edited book:

Mettam, G.R., Adams, L.B., 1999. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), *Introduction to the Electronic Age*. E-Publishing Inc., New York, pp. 281–304.

Journal names should be abbreviated according to:

List of serial title word abbreviations: <http://www.issn.org/istwa.html>

Use of the Digital Object Identifier (DOI)

The digital object identifier (DOI) may be used to cite and link to electronic documents. The DOI consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon the initial electronic publication. The assigned DOI never changes. Therefore, it is an ideal medium for citing a document, particularly ‘Articles in press’ because they have not yet received their full bibliographic information. The correct format for citing a DOI is shown as follows (example taken from a document in the journal *Physics Letters B*):

doi:10.1016/j.physletb.2003.10.071

When you use the DOI to create URL hyperlinks to documents on the web, they are guaranteed never to change.

Preparation of electronic illustrations

General points

Make sure you use uniform lettering and sizing of your original artwork.

Save text in illustrations as “graphics” or enclose the font.

Only use the following fonts in your illustrations: Arial, Courier, Helvetica, Times, Symbol.

Number the illustrations according to their sequence in the text.

Use a logical naming convention for your artwork files.

Provide all illustrations as separate files and as hardcopy printouts on separate sheets.

Provide captions to illustrations separately.

Produce images near to the desired size of the printed version.

A detailed guide on electronic artwork is available on our website: <http://authors.elsevier.com/artwork>

You are urged to visit this site; some excerpts from the detailed information are given here.

Formats

Regardless of the application used, when your electronic artwork is finalised, please “save as” or convert the images to one of the following formats (Note the resolution requirements for line drawings, halftones, and line/halftone combinations given below.):

EPS: Vector drawings. Embed the font or save the text as “graphics”.

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TIFF: Bitmapped line drawings: use a minimum of 1000 dpi.

TIFF: Combinations bitmapped line/half-tone (colour or greyscale): a minimum of 500 dpi is required.

DOC, XLS or PPT: If your electronic artwork is created in any of these Microsoft Office applications please supply “as is”.

Please do not:

Supply embedded graphics in your wordprocessor (spreadsheet, presentation) document;

Supply files that are optimised for screen use (like GIF, BMP, PICT, WPG); the resolution is too low;

Supply files that are too low in resolution;

Submit graphics that are disproportionately large for the content.

Captions

Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Line drawings

The lettering and symbols, as well as other details, should have proportionate dimensions, so as not to become illegible or unclear after possible reduction; in general, the figures should be designed for a reduction factor of two to three. The degree of reduction will be determined by the Publisher. Illustrations will not be enlarged. Consider the page format of the journal when designing the illustrations.

Do not use any type of shading on computer-generated illustrations.

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Remove non-essential areas of a photograph. Do not mount photographs unless they form part of a composite figure. Where necessary, insert a scale bar in the illustration (not below it), as opposed to giving a magnification factor in the caption.

Note that photocopies of photographs are not acceptable.

Colour illustrations

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Proofs

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One set of page proofs in PDF format will be sent by e-mail to the corresponding Author, to be checked for typesetting/editing. No changes in, or additions to, the accepted (and subsequently edited) manuscript will be allowed at this stage. Proofreading is solely your responsibility.

A form with queries from the copyeditor may accompany your proofs. Please answer all queries and make any corrections or additions required.

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