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Information for Contributors

Submission of manuscripts

Biochimica et Biophysica Acta publishes papers reporting advances in our knowledge or understanding of any field of biochemistry or biophysics. Descriptions of new methods are also acceptable if their application is made obvious or a new principle is introduced. Negative results will be accepted only when they can be considered to advance our knowledge significantly. Papers providing only confirmatory evidence or extending observations firmly established in one species to another will not normally be accepted.

Typescripts intended for publication in BBA should be sent to one of the addresses given on the inside cover of each issue of BBA, accompanied by a letter of submission. In their letter, the authors may comment on the use of suitable reviewers. Submission of a manuscript implies that the work described has not been published before (except in the form of an abstract or as part of a published lecture, review or academic thesis), that it is not under consideration for publication elsewhere, that its publication has been approved by all the authors and tacitly or explicitly by the responsible authorities in the laboratories where the work was carried out and that, if accepted, it will not be published elsewhere in the same form, in either the same or another language, without the consent of the Editors and Publisher. Reference should be made to previously published abstracts, etc., at the end of the Introduction.

Two types of paper are published: a Regular Paper is the usual medium for publication, BBA Reports being restricted to papers describing short, complete studies. Reports should not exceed three printed pages, including figures and tables, and should be written in a continuous style. A BBA Report, although brief, should be a complete and final publication, and figures and tables should not be included in a later paper.

Papers should be written in English (either British or American spelling is accepted).

Responsibility for the accuracy of the material in the manuscript lies entirely with the authors.

Authors and their typists should consult a recent issue of the journal in order to make themselves familiar with the conventions and layout of articles. In particular, typists should ensure that the beginning of each new paragraph is clearly indicated, preferably by indentation.

Four copies are required of all material submitted (including the submission letter, if it contains information of relevance to the Editors). Photographs of electrophoretic patterns, electron micrographs, etc., must be provided as high-quality prints in quadruplicate.

The entire text, including figure and table legends and reference list, should be typed with double or triple spacing on pages of uniform size (preferably A4), on one side of the paper, with a 5 cm margin on the left. All pages should be numbered consecutively.

Upon receipt of the typescript, a card acknowledging its arrival will be sent by the receiving office. All enquiries relating to the submitted paper should quote the article number given on the acknowledgement card. All correspondence relating to an **accepted** article should quote its BBA publication number (to be found on the proofs).

Title page

A paper should be headed by a **concise** but informative title. Authors are reminded that title pages are widely used in information-retrieval systems. Abbreviations should be avoided in the title.

The title should be followed by the names of the authors (with first or other names in full) and by the name(s) and location(s) of the laboratory(ies) where the work was carried out. If the work has been done in more than one laboratory, the one in which each author has worked during the study should be indicated using corresponding superscript letters. If the address of any author will have changed by the time the paper is published, a 'present address' footnote may be in-

cluded on the title page. It is most important that the name and current full postal address of one 'corresponding' author be quoted on the manuscript, for publication. Telephone, telex, electronic mailbox and FAX numbers, not for publication, should also be given.

Key words. Up to six key words should be provided. These are used only in the compilation of the Cumulative Subject Index, and they may be adapted during editing to conform with the index. Plural terms are avoided and American spelling is used. Avoid terms that are too general (e.g., enzyme, rat, spectroscopy). A term which is relevant to the article but does not merit use as an indexing term may be included in parentheses at the end of the list.

Summary. All papers should begin with a summary: 100–200 words for a Regular Paper and about 50 words for a BBA Report. The summary should contain sufficient information to serve as an abstract, but should not contain detailed experimental results. It should briefly present the problem, suggest the scope and plan of the experiments, indicate sufficient data and point out major findings and conclusions. It should be completely self-explanatory and intelligible in itself. If it is essential to cite a reference in the summary, complete publication data should be given. Standard terms, scientific nomenclature and only accepted abbreviations should be used.

Manuscript layout

Introduction. After the Summary, a Regular Paper should have a short Introduction. This should state the reasons for performing the work, with brief reference to relevant previous work. The first paragraph of a BBA Report should serve the same purpose, but no separate section is required.

Materials and Methods. Sufficient detail should be included to allow direct repetition of the work by others. Abbreviations of buffer systems are discouraged: the terms 'buffer 1' or 'buffer A' may be used. Solids (/) are used in the description of buffers and other mixtures. Concentrations are quoted in front of the compound referred to, often as, for example, mg/l, mol/l, nmol · l⁻¹; mol/l may also be expressed as M (avoid normality, N). pH values appear in parentheses (pH 7.0). Mixtures may also be quoted proportionally, e.g.,

chloroform/methanol/water (3 : 2 : 1, v/v).

Results. Avoid unnecessary repetition of methods in the Results section, and of conclusions in the Results and the Discussion sections. Please refer to sections below for details concerning the presentation of data.

Discussion. In this section, results are interpreted and related to existing knowledge in the field. Observations should be concise and clear; material given elsewhere in the paper should not be repeated. Extensive reviews of the literature should be avoided, but an attempt should be made to explain any discrepancies with previously published results.

Acknowledgements. These should be presented at the end of the main text of the paper under a separate heading. For BBA Reports, no separate heading is used. Personal acknowledgements should be made only with the permission of the person(s) named.

References and citations

References should be cited in the text by number, in line with the rest of the text, in square brackets, e.g., "according to Smith and Jones [3]". For more than two authors, "Smith et al. [3]", "Jones and co-workers [3]" or "Jones and collaborators [3]" is used. The numbering of references should be in order of citation in the text, **not** in alphabetical order. The names of all authors (and all editors, in the case of a multiple-author book) are required. Journal titles are abbreviated according to the List of Serial Title Word Abbreviations (International Organization for Standardization, Paris, France). First and last page numbers are quoted. Examples of journal [1], monograph [2] and multiple-author book [3] references are:

- 1 Scharf, K.-D. and Nover, L. (1987) *Biochim. Biophys. Acta* 909, 44–57.
- 2 Westerhoff, H.V. and Van Dam, K. (1987) *Thermodynamics and Control of Biological Free-Energy Transduction*, pp. 209–212, Elsevier, Amsterdam.
- 3 Humber, L.G. (1987) in *Progress in Medicinal Chemistry* (Ellis, G.P. and West, G.B., eds.), Vol. 24, pp. 299–343, Elsevier, Amsterdam.

Unpublished work is referred to in the text, not in the reference list, as follows: (Tervoort, M.V. and Glimcher, J., unpublished data). Work "in preparation" or "submitted" is also referred to as

“unpublished data”. A personal (not ‘private’) communication may also be mentioned in the text, not in the list of references. The permission of the person(s) cited should be obtained. Reference to work “in press” implies its acceptance for publication, evidence of which should accompany the submitted typescript. Such a reference is numbered in the text and included in the reference list.

Presentation of data

Tables and figures

These should be kept to a minimum, and are used only for clarity of presentation. It is essential that tables and figure legends, like the rest of the article, be typed using double or triple spacing. A recent issue of the journal should be consulted when planning the layout of tables, the design of figures and their layout on the journal page. In general, figures and tables should be comprehensible without undue reference to the body of the text.

For tables, a brief title is required. Below the title, procedural and other relevant details may be given, avoiding repetition of material already in the body of the text. Footnotes (lettered a, b, c, etc.) may be used for specific items within the table. The headings to columns always progress consistently from general to particular – careful thought given to layout will optimize clarity of headings and avoid repetition within the table (note that ‘ditto’ and such terms are not used). The units in which the results are expressed are given (in parentheses) as a part of the heading of the column. Large numbers of zeros are avoided by choice of multiples (e.g., mM) or a multiplication factor, e.g., $A (\times 10^3)$, meaning that A is equal to the values mentioned multiplied by 10^{-3} . A column or row containing only 0 or 100% values is not useful.

In preparing figures, bear in mind the breadth (and length) of the column and page. Figures will nearly always be reduced, and letters and symbols should be at least 1.5 mm high *after reduction*. Electron micrographs must carry a bar denoting unit length, and a minimum relevant area should be indicated. All half-tone photographs (gels, electron micrographs, etc.) must be submitted in quadruplicate. Use tracing or good quality draw-

ing paper, maximum A4 size. Please do not mount photographs on heavy card. Avoid handwriting and typing on figures, except in the case of camera-ready amino-acid or nucleic acid sequences. Each trace of a graph should be defined by one of the following symbols: \oplus \triangle \odot \blacksquare \blacktriangleright \blacktriangleleft \square \diamond \square \circ $*$ \bullet \ominus \star \blacksquare \boxtimes \square \bullet \blacktriangle \blacktriangledown \boxplus \boxminus \boxtimes \odot \diamond \triangle ∇ \triangleleft \triangleright \oplus \ominus \star \otimes \cdot . Traces may also be labelled – sparingly. Decimal values less than unity are preceded by a zero, i.e., 0.5, not .5. Please avoid bar diagrams unless they are true histograms. Titles should not appear on figures (use A, B, for different panels): the first sentence of the legend serves as a brief title.

General

Quantities (e.g., length, l) and almost all single terms to which a value can be attributed are printed in italic type. Decimals are expressed using a point (.). Digits are grouped in threes – commas are not used for thousands. A central dot is used for the multiplication of like terms ($\text{kg} \cdot \text{m} \cdot \text{s}^{-1}$; $3 \cdot 10^{-6}$) (but note: centrifugation at $12\,000 \times g$ for 10 min).

The international system of units (S.I.) is used; these units are not followed by a full stop, or by ‘s’ to denote plural. Prefixes for multiples and subdivisions of units are always used. For length, the ångström (Å) ($= 10^{-10}$ m) is not recommended, but is still accepted in specific instances (mainly interatomic distances). Energy is expressed in joules (J): any calorie (cal) expressions should be accompanied by their conversion to joules. The unit for absolute temperature is the kelvin (K, not °K) and this is also the unit for temperature intervals. (BBA will accept C° for such intervals on the Celsius scale.) Molecular weight is dimensionless; molecular mass is expressed in daltons (Da) and an expression such as “the 16 kDa peptide” is acceptable. Units of the amount and/or activity of enzymes should be clearly defined.

Nomenclature and abbreviations

Organisms and micro-organisms

Full binominal latin terms should be quoted for all species, except common laboratory animals. After the first mention, the generic name is abbreviated to one letter, followed by a full stop. Further information is to be found in Ref. 1.

Chemical and biochemical

BBA implements the recommendations of various international bodies (e.g., Refs. 2–5). Authors should try to avoid excessive use of chemical symbols and structural formulae in the interests of readability and layout, respectively. In general, authors are reminded that, while judicious use of abbreviations can enhance the readability of an article, excessive use of these can also constitute a hindrance, especially to readers unfamiliar with the field or whose native language is not English. Trivial or ambiguous abbreviations should therefore be avoided, or will be subjected to editing. It is essential that all abbreviations used, except for those specifically accepted by IUPAC/IUB for use without definition, be defined in a footnote to appear on the first page of the article.

Enzymes

Enzyme names are not normally abbreviated (use “the enzyme”, “the reductase”, etc.), but in cases where the readability of an article demands an abbreviation, this should be included with other abbreviations (*vide supra*) and should include the IUB Recommended Name and EC number [5]: e.g., LDH, D-lactate dehydrogenase, EC 1.1.1.28. An enzyme constituting a main topic of an article should be introduced in the Summary and at the first mention thereafter with its Systematic Name as well as EC number [5].

Isotopically labelled compounds

When a compound contains the atom in question, the symbol for the isotope is placed in square brackets directly in front of the appropriate part of the compound name, e.g., iodo[¹⁴C]acetic acid. Structural information about the molecule precedes this; such information concerning the isotope labelling is included within the brackets, e.g., L-[5-³H]proline. The square brackets precede an abbreviation, e.g., [³²P]ATP. In the case of simple compounds, the label is indicated directly in the formula, e.g., H₂¹⁸O, H₂³⁵SO₄. Where the native compound does not contain the isotope in question, the square brackets are not used; for example, ¹³¹I-labelled albumin or ¹³¹I-albumin will be accepted.

Miscellaneous points of journal style

Equations are presented thus:

$$A + B = C + D \quad (1)$$

which in the text is referred to as Eqn. 1.

Latin terms such as “*in vivo*”, “*et al.*” are **not** italicized in BBA.

Proofreading

Authors of all accepted papers receive two copies of page proofs, one for reference and one to be corrected for typesetting errors only and to be returned immediately to the Editorial Office. Where necessary, authors are urged to telephone, telex, e-mail or fax their corrections. It is essential that no new material be inserted in the text at proof. No other alteration to the original manuscript will be accepted. Should an error of significant proportion be discovered at this stage, any vital adjustment will be subject to re-review. A “Note added in proof” may on occasion be introduced, at the discretion of the Managing Editors.

Reprints and copyright release

Fifty reprints are provided free of charge. Additional reprints may be ordered using the form which accompanies the proofs. It is also most important that the copyright release statement on this form be completed and returned to the Publisher, even if extra reprints are not ordered.

References

- 1 BBA, Information for Contributors (1982) *Biochim. Biophys. Acta* 715, 1–23.
- 2 IUPAC (1979) *Nomenclature of Organic Chemistry*, 4th Edn., Pergamon Press, Oxford.
- 3 IUB (1978) *Biochemical Nomenclature and Related Documents*, The Biochemical Society, London.
- 4 IUPAC-IUB JCBN (1984) *Nomenclature and Symbolism for Amino Acids and Peptides, Recommendations 1983*, *Eur. J. Biochem.* 138, 9–37.
- 5 IUB (1984) *Enzyme Nomenclature, Recommendations*, Academic Press, New York.