

Guide for Authors

Submission of manuscripts

A submission letter should always accompany the submitted paper, providing the following information:

(a) The full name and address of the corresponding author (including telephone and fax numbers, and e-mail address).

(b) Any known changes of address within a period of six months after submission of the paper.

(c) The type of paper

(Regular paper, Rapid report, Short functional sequence/Promoter paper or Review) and possibly a preferred section of the journal for eventual publication.

(d) The full title of the submitted paper.

(e) The names and addresses of 4 - 5 suitable potential reviewers. If there are compelling reasons for excluding some individuals as potential reviewers, these can be mentioned. However, choice of reviewers is at the Editors' discretion.

Four copies are required of all material submitted, including the submission letter.

All figures should be provided in quadruplicate and all four sets of figures should be labelled.

Copies of relevant papers that are submitted elsewhere or 'in press', should be provided.

Manuscripts for publication in BBA should be mailed to one of the Executive Editors via one of the receiving offices. **[Four copies of the hard-copy printout plus the electronic file of the manuscript.]**

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The Executive Editors are responsible for processing and professional review of the manuscripts. Authors are free in their choice of an editorial office, irrespective of their country of residence.

All materials submitted become the property of BBA. While manuscripts and figure copies of refused manuscripts will be returned to the authors whenever possible, this cannot be guaranteed.

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 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by the responsible authorities in the laboratories where the work was carried out and that, if accepted, it will not be published elsewhere in the same form, in either the same or another language, without the consent of the editors and the publisher. Reference should be made to previously published abstracts, etc. in the introductory section. Responsibility for the accuracy of the material in the manuscript, including bibliographic citations, lies entirely with the authors.

Ethics

When conducting scientific research using human tissue and which is intended for publication in BBA, authors should follow procedures that are in accordance with the ethical standards as formulated in the Helsinki Declaration of 1975 (revised in 1983). When conducting experiments on animals, authors should follow the institution's or the National Research Council's guide for the care and use of laboratory animals.

Revisions and publication dates

Papers requiring revision and/or condensation will be returned to the authors by the Executive Editors, specifying the requested alterations and including the (anonymous) referee reports.

Authors are requested to resubmit the revised paper within 6 months. Papers not resubmitted within six months will be treated as new submissions.

Proofreading

Authors will receive proofs. Since acceptance is based upon the submitted version of the paper, it is essential that no new material be inserted in the text at the time of proofreading; furthermore, no alteration to style or meaning will be permitted at this stage. Any new material that the authors wish to introduce for reasons of scientific accuracy will be checked by the Executive Editors, and a charge may be made for corrections. Authors are encouraged to return their proofs by fax, especially in the case of Rapid reports, Short functional sequence papers and Promoter papers where corrections must be faxed or e-mailed to the Publisher within 48 hours of receipt.

Offprints

Twenty-five offprints are provided free of charge. There are no page charges. An offprint order form, price list and copyright transfer form are sent upon receipt of the manuscript at the Publisher so that extra offprints may be ordered. It is also essential that copyright be transferred at this stage.

Publication

Information concerning your **accepted** article can be obtained by using the “Track a Paper” feature of Elsevier’s Author Gateway. This will provide you with:

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- volume, issue and page numbers

Through this site you can also set up e-mail alerts informing you of changes to your manuscript’s status.

Electronic publishing

Authors are required to submit electronic manuscripts. Typesetting from computer files has several advantages, not the least of which is the avoidance of re-keying errors in the article.

The following points should be taken into account in preparing electronic manuscripts:

1. Files produced by most commercial wordprocessing software packages (but preferably WordPerfect) can be used directly by the publisher. Save your files as usual on a floppy disk (the preferred storage medium is a 5.25- or a 3.5-inch disk in the MS-DOS (or compatible) system). Apple Macintosh or NEC is also suitable; if you use

NEC, please submit your article on a double density or high density 5.25 inch disk or double density 3.5 inch disk (not a high density 3.5 inch disk). For other systems please contact the BBA Editorial Secretariat first. Please do not save your text as ASCII or similar: this will cause all special formatting codes to be lost.

2. Authors should not use (or allow their word processor to introduce) any hyphenation or word splits and they should not use a ‘justified’ layout.

3. Authors should ensure that the digit ‘1’ and the letter ‘l’ (also the digit ‘0’ (zero) and the capital letter ‘O’) have been used properly. The letter X and the ‘times’ sign, the apostrophe and the prime, and the hyphen and dash (for minus, etc.) represent further sources of confusion.

4. If the word processor or printer has any special characters, e.g., ä, h, ê, Ø, Greek letters and mathematical symbols, they should be used consistently throughout the text.

5. Non-reproducible characters should not be left as blank spaces in the file, but should be replaced by characters or codes not used elsewhere, and should be used consistently, e.g., sigma, cap for σ , and sigma, l.c. for B. A list of such characters (codes) and a lexicon of what they actually represent should be added as a separate file on the disk.

6. All instructions given on style and arrangement of Regular papers should also be followed when preparing electronic manuscripts. This is especially important for the References section. Consistency in all operations is of vital importance in the preparation of articles. Facilities for ‘automatic’ numbering of references and footnotes must not be used.

7. In any case of doubt, authors are welcome to contact the publisher before keying in an article.

The following points should be taken into account in submitting electronic manuscripts:

1. The file must contain the final corrected version of the article and must match exactly the accompanying hard-copy printout — the final (revised) manuscript.

2. The output from specific desk-top publishing (DTP) equipment includes a considerable amount of coding which will interfere with normal file processing. Such DTP output should therefore be avoided.

3. **Four copies are required of the hard-copy printout.**

4. Figures and tables are also handled electronically.

5. The disk should be labelled with: — the name of the author who will receive the proofs — the manuscript reference number (when known) — the soft- and hardware used — the names of the files.

6. **The disk and the four copies of the hard-copy printout should be accompanied by a submission letter (see above).**

7. **Any revised version of a manuscript should be accompanied by a new set of figures and a disk containing the final revised version of the paper.**

BBA's publications

BBA publishes English-language papers only. Papers may be written in either American or British English, provided that the preferred spelling is used consistently throughout.

Many readers of the journal are not native speakers of English. It is therefore important to write succinctly and clearly, using short, simple sentences and avoiding long adjectival phrases and laboratory jargon. The following types of paper are published:

Regular papers

A Regular paper is the normal medium of publication. Although there is no fixed length, Regular papers should be as concise as possible, while providing sufficient information for the work to be repeated and for the claims of the authors to be judged by the readers.

Rapid reports

Rapid reports should meet the following conditions:

- (1) encompass a complete piece of work of special significance and timeliness;
- (2) be concise and not normally exceeding 4 printed pages (i.e., up to 12 pages of double spaced typescript, including tables and figures up to a total number of 4);
- (3) comprise no separate sections, except for a summary and the reference list.
- (4) should preferably be sent by e-mail in pdf format to one of the receiving offices; bba@elsevier.com (Amsterdam, The Netherlands), or us_bba@elsevier.com (Newton, MA, USA).

Authors should note that:

- (a) Submission of a Rapid report should be accompanied by a letter briefly describing why the author believes his paper to be deserving of rapid publication. Failure to provide this information can lead to delays in the manuscript handling.
- (b) An e-mail address or fax number must be given to enable turnaround of corrected proofs in 48 h.
- (c) Rapid reports will be added to the beginning of issues currently in production.
- (d) An accepted Rapid report will generally be published within 8 weeks of the date of receipt at the Publisher's office, depending on issue scheduling.

Short functional sequence-/Promoter papers

These are mainly published in the 'Gene Structure and Expression' section, and conform in style and format to BBA Rapid reports. Short functional sequence-papers should provide information on the function of the gene and include a comparison of related sequences, a descrip-

tion of salient features of the sequence and significant experimental data on function and expression of the genes described. Papers presenting sequences presumably coding for a protein must be accompanied by sufficient evidence, e.g. expression data, that the gene indeed codes for such a protein. If the paper only confirms in one organism what is already known for several other species, or describes sequences without information on the function, it will not be considered eligible for publication in BBA. If the cDNA sequence has been published before, BBA will not consider manuscripts describing the sequence of the gene unless accompanied by functional studies on the promoter, as in Promoter papers, or other functional data related to the genomic organization and expression. Promoter papers include data on promoter or enhancer sequences or other regulatory regions required for gene expression. In addition to the sequence itself, these papers should include novel information on the transcription start site and functional studies, e.g., using reporter genes. Such studies could entail a deletion analysis or otherwise establish functional regions in the promoter that act either positively or negatively. In addition, information on the recognition of these functional regions by transcription factors could be included, e.g., using band shifts or footprints.

Manuscripts should be marked 'Short functional sequence-/Promoter paper' and the accompanying submission letter should state explicitly that a Short functional sequence-/Promoter paper is being submitted.

Sequences should be deposited in one of the usual data banks **before** submission. Accession numbers should be mentioned in the submission letter and in a footnote to the Short functional sequence-/Promoter paper. In general accession numbers suffice. Only in exceptional cases should the sequence be presented as a figure.

Short crystallization papers

These are published in the BBA section on Proteins and Proteomics and conform in style and format to BBA Rapid reports. These short reports are intended for the description of the crystallization of proteins for X-ray analysis. They should offer information on the protein studied. The protein should be of biochemical-biological importance and not highly homologous to proteins of known structures, unless there is a particular reason why this might be interesting. Unit cell dimensions and spacegroup determination and an estimate of the resolution that can be obtained should be provided. Correction of proofs follows that of other rapid publication papers.

Reviews

BBA reviews are published in the independent section Reviews on Cancer and in all other sections of the journal. They are contributed by scientists who are leading special-

ists in their field of expertise, normally at the invitation of the Executive Editors. Authors wishing to contribute a review paper are advised first to contact one of the responsible Executive Editors (listed in the issues of BBA) to avoid overlap with Reviews already commissioned.

Preparation of papers

Authors should consult a recent issue of the journal to make themselves familiar with the conventions and layout of articles.

The entire text, including figure and table legends and the reference list, should be typed (or printed out) with double or triple spacing on one side of the paper, leaving a left margin of approx. 3 cm. All pages should be numbered consecutively, starting with the title page of the manuscript. Every new paragraph should be clearly indented. Hand-written characters should be clearly defined in the margin. Expressions of Latin origin, for example, *in vivo*, *in vitro*, *et al.*, *per se* should be typed in normal typeface. They should be neither italicized nor underlined.

Equations should be numbered in the right margin as follows:

$$A + B \rightarrow C + D (1)$$

Title page

The title should be concise, descriptive and informative. The names of the authors should be followed by their addresses and indicated by corresponding letters. Changes in address should be indicated by footnotes. The author(s) to whom correspondence and proofs should be sent should be indicated, giving a full address (including fax number and e-mail address).

Authors are requested to select a maximum of six key words and to present them on the title page of the typescript. These key words will be used in the compilation of the annual cumulative index. They should cover precisely the contents of the submitted paper and should give readers sufficient information as to the relevance of the paper to his/her particular field.

Summary

The second page of the typescript should be reserved for the Summary. This should be self-explanatory and intelligible without reference to the body of the paper.

A Regular paper should have a Summary of 100–200 words; Rapid reports and Short functional sequence-papers should have summaries of approximately 50 words.

Since summaries are increasingly used by abstracting services which will cut off after a fixed number of words, it is important not to exceed the maximum number of words and to avoid bibliographic references and non-standard abbreviations.

Regular papers

After the Summary, Regular papers are usually divided into the sections Introduction, Materials and methods, Results, Discussion and Acknowledgements.

Introduction

This is a short section in which the authors should state the reasons for performing the work, with brief reference to relevant previous work.

Materials and methods, Results, Discussion

The section Materials and methods should be detailed enough for readers to reproduce the experiments. Authors should always refer to other work on the same subject, indicating whether or not their experimental results are in agreement with previous work. Conclusions drawn from experiments described in the tables or figures can often appear most conveniently in the Results section. The overall conclusions based on the work reported should be given in the Discussion. In shorter papers the Results and Discussion sections may be combined.

Acknowledgements

Acknowledgements should be presented at the end of the main text in a separate section.

Rapid reports, Short crystallization-, Short functional sequence- and Promoter papers

These types of paper are not divided into sections after the summary, except for the reference list. The first paragraph serves as an introduction; acknowledgements are added as a final paragraph before the reference list.

References and citations

The numerical system of references should be used. References in the text should be cited by numbers in square brackets in the order of their citation.

References are listed together in their order of appearance in a separate section at the end of the text under the heading References. All references should be numbered consecutively. References to journals should contain initials and names of all authors, article title, abbreviation of the name of the journal according to the List of Serial Title World Abbreviations (International Series Data System, 20, rue Bachaumont, 75002 Paris, France. ISBN 2-904938-02-8), volume number, year of publication (between brackets), and page numbers. References to books should also include the title (of series and volumes), initials and names of the editor(s), the publisher and place of publication.

Examples

[1] M. Wikström, J.E. Morgan, M.I. Verkhovsky, Proton and electrical charge translocation by cytochrome-c oxidase, *Biochim. Biophys. Acta* 1318 (1997) 299–306.

[2] E.C. Slater, *Biochimica et Biophysica Acta: The Story of a Biochemical Journal*, Elsevier Science Publishers, Amsterdam, 1986

[3] D.E. Vance, Glycerolipid biosynthesis in eukaryotes, in: D.E. Vance, J.E. Vance (Eds.), *New Comprehensive Biochemistry*, vol. 31, *Biochemistry of Lipids, Lipoproteins and Membranes*, Elsevier Science B.V., Amsterdam, 1996, pp. 153–181.

Reference to a paper as ‘in press’ implies that it has been accepted for publication. Evidence (e.g., a photocopy of the note of acceptance from the journal concerned) should accompany the submitted typescript. Papers that are ‘in press’ should be included as a number in the text. Other papers submitted before or simultaneously with the paper in question should be included as a number in the text and in the References section, stating the name of the journal. Copies of papers that are submitted elsewhere should be provided for inspection by the Editors. Omission of this information will delay publication and may lead to redating of a submitted manuscript. Papers presented at scientific meetings that are not available in published form should not be cited as references in the References section.

Unpublished results should not be listed in the References section. In the text they are mentioned as follows: “(Tervoort, M.V. and Glimcher, J., unpublished data)”. When unpublished results are cited, the data should be provided for the Editors’ information when essential for proper evaluation, or if requested.

A personal communication should be mentioned in the text as follows: “(Tervoort, M.V., personal communication)”. Authors should not make unauthorized use of personal communications. Personal communications are not to be included in the References section.

Tables

Tables should be used sparingly; they should be used only when the data cannot be presented clearly in the text. Authors are requested to consult recent issues of BBA for the proper table layout.

Each table, including its legend, should be typed on a separate page. The heading of the table should make its general meaning understandable without reference to the text.

Figures and illustrations

Figures should be used to illustrate experimental results clearly. As figures are often reduced to a one-column width, authors should bear in mind the size of BBA’s printed page and they should ensure that symbols, lettering and lines are

sufficiently large and clear to be legible after reduction. (Column width is 8.4 cm, preferred figure size is approximately double this).

Legends should be collated and typed with double or triple spacing on a separate sheet. A legend should consist of an opening sentence constituting a brief title (without extra capitalization), followed by a brief description of the figure.

All figures should be in a form suitable for reproduction, e.g., drawn in black, on waterproof drawing or tracing paper, or as sharp, glossy prints. Each figure should bear the figure number, the name of the corresponding author and the (shortened) title of the paper on the reverse side. Figures should never be folded and they should never be mounted on heavy card. Continuous or half-tone figures should have their labelling supplied as an overlay, or be supplied in duplicate.

The size of symbols in relation to lettering should be chosen carefully.

Photographs of gels, micrographs, etc., should be glossy and as rich in contrast as possible. For photographs of electrophoretic patterns and electron micrographs four high-quality prints must be provided. If the content of a photograph is likely to suffer as a result of reduction, it should be provided in a size that will fit within BBA’s format without reduction (preferred size is 8.4 cm × 11 cm). In the case of electron micrographs, unit length must be indicated on the figure by a labelled bar.

Submit colour illustrations as original photographs, high-quality computer prints or transparencies, close to the size expected in publication, or as 35 mm slides. Polaroid colour prints are *not* suitable. If, together with your accepted article, you submit usable colour figures then Elsevier will ensure, at no additional charge, that these figures will appear in colour on the web (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in colour in the printed version. For colour reproduction in print, you will receive information regarding the costs from Elsevier after receipt of your accepted article. For further information on the preparation of electronic artwork, please see <http://authors.elsevier.com/artwork>.

Please note: Because of technical complications which can arise by converting colour figures to ‘grey scale’ (for the printed version should you not opt for colour in print) please submit in addition, usable black and white prints corresponding to all the colour illustrations.

When essential to the understanding of a paper, figures may be reproduced in colour, at the author’s own expense. The price of a single printed full-colour page is EUR 340,- exclusive of sales tax. Two, three or four full-colour pages in combination will cost EUR 227,- per additional page excluding sales tax. Authors should take into consideration that color illustrations reproduced from a slide provide a better-quality, clearer result than those reproduced from a photograph.

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order to ensure that your submitted material is directly usable, please ensure that data is provided in one of our recommended file formats. Authors should submit the material in electronic format together with the article and supply a concise and descriptive caption for each file. For more detailed instructions please visit our Author Gateway at <http://authors.elsevier.com>.

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