

## Notes to Authors

### Editorial Policy

*FEBS Letters* is an international journal established for the rapid publication of short reports in the field of biochemistry, biophysics and molecular cell biology. It provides a forum for reviews and research reports that merit urgent publication. *FEBS Letters* is published by Elsevier Science B.V. on behalf of the Federation of European Biochemical Societies.

Papers should be short, but complete and essentially final reports. *FEBS Letters* is not a vehicle for publications of preliminary or fragmentary observations, or for reports that are scientifically sound but do not warrant urgent publication, or that are only addressed to a specialized readership. As a rule, we do not publish the following: cloning and sequencing of a cDNA or a gene that has previously been reported for another species; conventionally achieved expression of a protein; incomplete NMR or other spectroscopic assignments; conventionally achieved crystallization of a protein; or just negative observations. Methodological papers are normally not published, unless they are truly novel and significant. The overriding criterion is that a paper must be of sufficient immediate importance to justify urgent publication.

The subject area of *FEBS Letters* is broad. It covers biochemistry (including protein chemistry, enzymology, nucleic acid chemistry, metabolism, and immunochemistry) structural biology, biophysics, computational biology (genomics, proteomics, bioinformatics), molecular genetics, molecular biology and molecular cell biology (signal transduction, intracellular traffic, regulation of cellular proliferation, cell-cell interactions). Studies on microbes, plants and animals *at the molecular level* are within the scope of *FEBS Letters*.

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The *FEBS Letters* web site also contains uncorrected proofs of papers in press. They are not intended for proof reading, but may provide a checkpoint for major errors. The main reason for the publication of preprints is that they provide authors and readers with the newest research in press.

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Note that if the handling Editor requires revisions, the authors should submit the **revised** manuscript directly to the Editor.

**Papers must be submitted in English. Authors should include three self-addressed sticky labels and two extra copies of the title page and abstract with their manuscript to facilitate editorial handling, and provide their fax and telephone numbers, and email address on the title page to enable the Editor/Publisher to contact them on queries. Three copies of the paper should be submitted. The authors must also submit the paper in electronic form. This will accelerate the publication process and reduce the danger of misprints.**

Authors are also requested to provide the names and full addresses (including email) of 3 to 4 persons who are in the position to review their manuscript.

The 'date of receipt' appearing in the published paper will be the date when the Editor who actually handled the manuscript took receipt of it.

Submission of a paper to *FEBS Letters* implies that it has not been published in part nor is being considered elsewhere. We assume that the submitted manuscript is approved by all authors. If this assumption turns out to be incorrect, the manuscript will be considered withdrawn, and will not be published. Please note that our **rejection** procedure may take as long as in other journals. This is because the confirming opinion of a second Editor will always be obtained before the paper is actually rejected. Authors may not re-submit to other Editorial Board Members a paper that has already been rejected.

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To upload your manuscript, you need:

1. A single file representing your complete article in MS® Word® 97 or MS® Word® 98 for Macintosh®
2. Adobe® Acrobat® Reader version 3.01 or higher.

## Introduction

FEBSsubmit is designed to allow authors to submit their manuscripts to FEBS Letters electronically. If you choose to submit electronically, do NOT submit hard copies of your manuscript unless requested to do so by the Editorial Office or the handling Editor.

The system has three basic elements:

1. Your submission must be in MS® Word® 6, MS® Word® 97, or MS® Word® 98 for Macintosh® format. FEBSsubmit then turns this file into a device- and platform-independent PDF file that can be approved by you online.
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3. Please follow the normal instructions for FEBS Letters manuscripts. One change for electronic submission, however, is that you must have your article in **one file**. Graphics should be embedded (pasted) into your work document, and not submitted as separate files.

## The submission steps

On the submission form you will be asked to fill in submission data and upload the file. After this, the PDF-converter will produce a PDF file, which you can view to see if everything is in order (please note that the article will have a different appearance in the journal). After this, please go through the various screens of FEBSsubmit, and duly follow the instructions.

## What happens after submission?

After you completed your submission, the FEBS Letters Editorial Office in Heidelberg will receive your article and submission data by e-mail. They will notify receipt within three working days. After an initial editorial screening, the office will then e-mail the article to one of the 30 editors for further handling of the paper.

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The prime reason for this retrograde-seeming last step is that in most cases the artwork in electronic form will be of too low resolution for printers, who require 1200 dpi rather than the screen resolution of 72 dpi. We are working on a final electronic submission step for all source files.

This electronic peer review environment is expected to reduce the evaluation period an extra one to two weeks. In combination with the fast production time of one week, FEBS Letters will be able to publish manuscripts on-line within four weeks or less.

## Minireviews and Hypotheses

The Minireviews should be topical and of interest not only to specialists in the field but also to the general reader. Sufficient information should, therefore, be included in the Introduction to provide background to non-specialists. They should, as a rule, be not more than 2500 words in length, have preferably not more than 50 references and 3 figures or tables. They should contain at least one figure, scheme or table that illustrates a central aspect of the review. A short abstract (less than 100 words) and 4–6 key words should be included. The author(s) should use short descriptive subtitles. Papers labeled as 'Hypothesis' should present novel ideas or new interpretations of established observations, but should be based on sound data and avoid excessive speculation (please note that preliminary experiments cannot be published as a hypothesis). Personal views and snappy ideas can also be expressed in Minireviews that can even be provocative.

Since the majority of Minireviews and Hypotheses are now being solicited, authors wishing to submit such manuscripts should email the *FEBS Letters* Editorial Office prior to submission, providing a title and abstract of the article to be considered.

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## General Arrangement of Research Letters

The *first page* should carry the title, authors' names and affiliations (with full postal addresses, telephone and fax numbers, and E-mail address), an abstract, up to six specific key words and appropriate footnotes, indicating the corresponding author, and a list of abbreviations. The abstract should be less than 100

words and summarize the question being addressed and the pertinent findings; the key words should reflect significant factors of the investigation as a whole. On subsequent pages, the Introduction (1.) should be followed by numbered sections: 2. Materials and Methods, or 2. Experimental; 3. Results; 4. Discussion. When appropriate, Results and Discussion sections may be combined. Acknowledgements should precede References and not be included as a footnote. Figure legends and tables should appear on separate sheets after References.

**The length of the submitted manuscript should be such that the final printed version does not exceed 5 pages, including the figure legends, tables and references (ca. 16,000 characters or 3000 words).** The Editors will only accept longer papers when there are compelling reasons. Any repetition of information in the text and figures should be avoided.

Manuscripts must be typewritten, double-spaced with wide margins, on one side of the paper only.

The *Title* should be a maximum of two printed lines in the journal (140 characters, including spaces). Active titles are preferred. Technical terms, such as 'cloning', 'expression', 'purification' and specialized abbreviations should be avoided. Titles should not be repetitive but state in a clear and concise manner the basis of the manuscript. The Editorial Office reserves the right to edit titles for length and clarity.

The original manuscript and figures, plus two complete copies, should be submitted to facilitate refereeing. Unless requested otherwise, only the top copy of the manuscript will be returned to the author if a paper is rejected.

Papers may be returned to authors for revision. Revised versions returned more than four weeks after receipt of reviewers' comments will be considered as resubmissions and will carry only the date of receipt of the revised version. Revised manuscripts should be submitted directly to the handling Editor.

The author(s) for correspondence and full postal address should be indicated in a footnote on the title page, along with e-mail address and telephone and fax numbers.

**Key words:** Authors are requested to consult the annual cumulative subject index of *FEBS Letters* or the list of subject headings from Index Medicus for preferred synonyms and standard abbreviations. A maximum of six key words should be selected and included with the submitted manuscript. American English spelling will be used and plural terms avoided where possible. The list submitted may be amended to ensure that index entries are consistent in the master index. General terms such as enzyme, membrane, etc. should not be used unless qualified, e.g. membrane phosphorylation, enzyme activation.

Example:

Game, S., Holman, G. and Eienthal, R. (1986) *FEBS Lett.* 194, 126-130.

Title: Sugar transport in *Trypanosoma brucei*: a suitable kinetic probe

Key words: Sugar transport; D-Glucose; Anhydro-D-glucitol, 1,5-; Deoxy-D-glucose; *Trypanosoma brucei*

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**Tables:** Tables should be used only when the data cannot be presented clearly in the text. Authors are requested to consult recent issues of *FEBS Letters* for the proper table layout. The heading of the table should make its general meaning understandable without reference to the text.

**References:** These will be numbered in square brackets, e.g. [7], or [11-13,17], in order of citation in the text. The list of references will be printed at the end of the paper. References to journal articles should contain the names and initials of all authors, year of publication in parentheses, abbreviation of the journal title according to current practice, volume number and inclusive page numbers. Articles may be cited as 'in press' only if a copy of the acceptance notice is supplied at the time of submission. References to books should include the names and initials of the author(s), year of publication, title of the book, name and initials of editor(s) in parentheses, volume, edition, inclusive page numbers, and name and location of the publisher. No part of the references should be underlined; 'and' should be used instead of '&'; authors' surnames should always be in lower case and precede authors' initials. Citations as 'unpublished' and 'personal communication' should be placed in the main text.

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[1] Diller, R., Stockburger, M., Oesterheld, D. and Tittor, J. (1987) *FEBS Lett.* 217, 297-304.

[2] Gomperts, B.D. and Fewtrell, C.M.S. (1985) in: *Molecular Mechanisms of Transmembrane Signalling* (Cohen, P. and Houslay, M.D., Eds.) Mol. Aspects Cell. Regul. vol. 4, pp. 377-409, Elsevier, Amsterdam, New York.

[3] Robson, B. and Garnier, J. (1986) *Introduction to Proteins and Protein Engineering*, Elsevier, Amsterdam, New York.

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## Sequence Data Submission and Accession Numbers

Authors must be aware that all new nucleotide sequence data must be submitted together with a completed data submission form to the EMBL Nucleotide Sequence Database. The database accession-number is included in the manuscript.

Nucleotide sequence data reported in FEBS Letters with an EMBL Nucleotide Sequence Database accession number can be retrieved electronically by sending commands to a File Server at the European Bioinformatics Institute ([NETSERV@EBL.AC.UK](mailto:NETSERV@EBL.AC.UK)).

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