

# Biologia - Paper Writing Guide

---

## Introduction

It is essential for us that authors write and prepare their manuscripts according to the instructions and specifications listed below. The length and effectiveness of the peer review process will largely depend upon the care used by authors in preparing their manuscripts. Therefore, contributors are strongly encouraged to read these instructions carefully before preparing a manuscript for submission, and to check the manuscript for conformance before submitting it for publication. Manuscripts should be in clear and concise English (correct language is the responsibility of the authors).

## Manuscripts preferred for publication in Biologia are those which:

1. **contain original work** - which is not published elsewhere in any medium by the authors or anyone else and is not under consideration for publication in any other medium. This restriction does not apply to review articles.
2. **are focused on the core aims and scope of the journal** - Biologia is a scientific journal publishing fundamental research results from botany, cellular and molecular biology and zoology.
3. **are clearly and correctly written** - should contain all essential features of a complete scientific paper, should be written in a clear, easy to understand manner and be readable for a wide audience of biologists.
4. **are written in English** - should be clearly and grammatically written, in an easily readable style. Attention to detail of the language will avoid severe misunderstandings which might lead to rejection of the paper.
5. **are delivered in electronic format**

Please read these instructions carefully. If you have any questions, please contact either the Executive Editors or the Editor-in-Chief of Biologia. The manuscript should be submitted directly to the respective Executive Editor of the appropriate section of the journal.

### Executive Editors:

*Section Botany:*

Dr. Igor Mistrík

e-mail: [igor.mistrik@savba.sk](mailto:igor.mistrik@savba.sk)

*Section Zoology:*

Dr. Maria Kazimirova

e-mail: [biologia.zoo@savba.sk](mailto:biologia.zoo@savba.sk)

*Section Cellular and Molecular Biology:*

Dr. Stefan Janeček

e-mail: [biologia.C@savba.sk](mailto:biologia.C@savba.sk)

### Editor-in-Chief

Prof. František Hindák

e-mail: [frantisek.hindak@savba.sk](mailto:frantisek.hindak@savba.sk)

## Organization of the manuscript

All parts of the manuscript should be type-written (font size 12), double-spaced with margins of 2.5 cm. Pages should be numbered consecutively throughout the manuscript.

### Paper elements:

1. title page with:
  - 1.1. title
  - 1.2. complete name(s) of author(s)
  - 1.3. name and address of workplace(s)
  - 1.4. personal e-mail address(es)
  - 1.5. running title

2. abstract
3. key words
4. text
  - 4.1. introduction
  - 4.2. material and methods
  - 4.3. results
  - 4.4. discussion(these may be combined if appropriate)
- 4.5. acknowledgements (if applicable)
- 4.6. references
5. footnotes/endnotes
6. table and figure legends
7. tables
8. figures
9. supplemental data (if applicable)

Each of these elements is detailed below

### **1.1. Title (short title)**

We suggest the title should be as short, informative and comprehensible for a broad scientific audience as possible. If a long title is necessary, please prepare an optional short title. It should not contain non-standard acronyms or abbreviations. We emphasize, that it is the title, which usually should convey to a broad scientific readership.

### **1.2. Name(s) of author(s)**

A list of all authors of the paper should be prepared. We need full first name, initial(s) for middle name(s) and full last name.

### **1.3. Name and address of workplace(s)**

Authors' affiliations should be indicated in this section. Either endnote or footnote (endnote recommended) can be used to present additional information (for example: permanent, adequate, present postal addresses).

### **1.4. Personal e-mail address(es)**

At least one e-mail address is needed. It will be used as the corresponding author's email address in all contacts with the authors.

## **2. Abstract**

An abstract must accompany every article. It should be a brief summary of the significant items of the main paper. An abstract should give concise information about the content of the core idea of your paper and clearly describe the major findings reported in the manuscript. It should be informative and not only present the general scope of the paper but also indicate the main results and conclusions. An abstract should not normally exceed 250 words. It should not contain literature citations or allusions to the tables or illustrations. All non-standard symbols and abbreviations should be defined. In combination with the title and keywords, the abstract is an indicator of the content of the paper. Authors should remember that online systems rely heavily on the content of titles and abstracts to identify articles in electronic bibliographic databases and search engines. They are therefore requested to take great care in preparing these elements.

## **3. Key words**

List of key words (not more than 7) proposed by the authors, separated by semicolons.

## **4. Text**

General rules for writing:

- use simple and declarative sentences, avoid long sentences, in which the meaning may be lost by complicated construction;
- be concise, avoid idle words;
- make your argumentation complete; use commonly understood terms; define all non-standard symbols and abbreviations when you introduce them;
- explain all acronyms and abbreviations when they first appear in the text;
- use all units consistently throughout the article;
- be self-critical as you review you drafts.

## **Structure of a paper**

Research papers and review articles should follow a strict structure following typical requirements for scientific publications.

#### **4.1 Introduction**

Indicates the scope of the subject and presents the purpose of the studies reported. Introduction should clearly show the studies reported relationship to earlier work in the field, while avoiding being an extensive review of the literature. The introduction should provide the hypothesis that was addressed and the rationale for present study.

#### **4.2 Material and methods**

This section should contain sufficient detail to enable others to repeat the authors' work. Previously published procedures should be cited in References and only truly new procedures or modifications of previously published procedures should be described in detail. In theoretical papers comprising the computational analysis, technical details such as the computational methods, and models applied or newly developed models should be provided to enable readers to reproduce the calculations.

In ecological and taxonomical papers (section zoology) description of study sites and type localities must be accompanied with geographic co-ordinates.

#### **4.3 Results**

This section should include the results of the experiments. Results could be presented in figures and tables. Results not requiring documentation should be given solely in the text. Please take under consideration that Result section should not consists of an extensive interpretation of the results, which is reserved for discussion.

#### **4.4 Discussion**

Discuss all important elements of your scientific findings. The Discussion should be focused on the interpretation of the results avoiding a repetition of the Results section.

Results and Discussion may be combined together into one section, if appropriate.

#### **4.5 Acknowledgements**

This section consists of acknowledgements of the assistance of colleagues or similar notes of appreciation, as well as information concerning any financial support received for the work being published.

#### **4.6 References**

A complete reference should give the reader enough information to find the relevant article. Use the British Standard 2979 for transliteration of Cyrillic characters. Please pay particular attention to spelling, capitalization and punctuation here. Completeness of references is the responsibility of the authors. A complete reference should comprise the following:

##### **Elements:**

Surname: (if more authors - arrange names of authors alphabetically and chronologically)

Author's initials,

Year of publication,

Title of article or book, Titles of papers must be given in the original language (English translation in square brackets can be added)

Title of journal, abbreviated according to the ISI standards.

Volume number followed by colon in bold (the issue number should be given in parentheses only when volumes are not continuously paginated).

Numbers of pages or article number (one or the other is requested; article number should not be the DOI).

For books give publisher and place of publication, for chapters published in a book or collection give editor(s).

##### **Examples:**

In the list of References:

##### *Journal article:*

Krenn H.W. & Kristensen N.P. 2004. Evolution of proboscis musculature in Lepidoptera. *Eur. J. Entomol.* **101**: 565-575.

##### *Book:*

Eidhammer I., Jonassen I. & Taylor W.R. 2004. *Protein Bioinformatics: An Algorithmic Approach to Sequence and Structure Analysis*. John Wiley & Sons, Ltd., Chichester, 355 pp.

##### *Article published in a book or collection:*

Jesko T. 1992. The root as an integral part of plant, pp. 1-30. In: Kozinka V. & Kolek J. (eds), *Physiology of the Plant Root System*, Kluwer Academic Press, Dordrecht, Boston, London.

### *On-line publications*

Holmes S. & Watson J. 2006. The Baker Street homepage (release 4.0). <http://www.bakerstreet.com/> (accessed 31.12.2005).

Theses and dissertations should not be referred to, unless necessary.

In text, the references should be mentioned as follows: (i) one author: Jesko (1992) and (Jesko 2001); (ii) two authors: Krenn & Kristensen (2004) and (Krenn & Kristensen 2004); and (iii) three or more authors: Eidhammer et al. (2004) and (Eidhammer et al. 2004).

You should make sure the information is correct so that the linking reference service may link abstracts electronically. Before submitting your article, please ensure you have checked your paper for any relevant references you may have missed.

### **5. Footnotes/Endnotes**

We encourage authors to restrict the use of footnotes. If necessary, please make endnotes rather than footnotes. Allowable footnotes/endnotes may include:

- the designation of the corresponding author of the paper;
- the current address of an author (if different from that shown in the affiliation);
- abbreviations and acronyms;
- traditional footnote content.

### **6. Table and figure legends**

Should contain sufficient details to make the table or figure easily understood, thus be as explanatory as possible.

### **7. Tables**

Tables should be numbered consecutively using Arabic numerals and referred to in the text by number. Each table should have an explanatory caption which should be as concise as possible. No vertical lines should be used. Each table must be referred to in the text as, e.g., Table 1 or (Table 1). The same data should not be given in both tables and figures.

### **8. Figures**

Authors may use line diagrams and photographs to illustrate theses from their text. The figures should be clear, easy to read and of good quality. Each figure, or group of figures, should be planned to fit into the area of either one or two columns of text. The maximum finished size of a one-column and two-column illustration is 8.4 x 24.5 cm and 17.4 x 24.5 cm, respectively. Scanned line drawings must be saved in black-white mode (not RGB colour) at 600 DPI. Morphological illustrations should include a scale bar. Lettering should be of suitable size with capitals at least 1.8 mm in height after reduction for printing. The same size and font of lettering (preferably Arial) should be used for all figures of similar size in any one paper. Figures must be numbered consecutively with Arabic numerals, each one must be referred to in the text as, e.g., Fig. 1, Figs 1-3. They should be self-explanatory. Colour plates can be published at the author's expense only; please consult with the Editorial Office for the actual colour charges. There is no colour charge for the electronic version of the article. We accept submission of text and figures as separate files or figures embedded in a text file or as a composited pdf file. Authors should indicate precisely in the main text where table/figures/schemes should be inserted. After acceptance, the authors may be asked to supply with the figures prepared as JPG, GIF, TIF and/or EPS files at the resolution suitable for printing.

### **9 Supplemental data**

Authors can also submit any data files and additional figures in attachments. These elements can be submitted in any of the usual formats (PDF, MS Word, TeX, GIF, TIFF, etc.). It is possible that we may not be able to open your data files. To prevent any misunderstandings we request that authors submit a text file (instruction.txt) containing brief instructions on how to use the attached files.

### **Nomenclature**

Gene symbols should be italicized; protein products of the loci are not italicized. For gene, protein, enzymes, mouse strain, microorganisms and other specialized names authors can use their preferred terminology as long as it is in current use by the community, but they must give all known names for the entity at first use in the paper.

### **Abbreviations**

Nonstandard abbreviations should be defined when first used in the text. The abbreviations of some important biochemical compounds, e.g. DNA, RNA, NADH, ATP etc., and amino acids in proteins, are not necessary to define.

Abbreviations for established designations of cell lines (e.g., HeLa) as well as viruses (e.g., HIV-1) also need not to be defined.

### **Distribution of materials and data**

The authors are encouraged to distribute freely to academic researchers for their own use any materials (e.g., cells, DNA, antibodies) used in the *Biologia* published experiments. In cases of dispute, authors may be required to make primary data available to the Editor.

### **Data deposition**

Nucleic acid and protein sequences, structures of oligonucleotides, microarray data, macromolecular structures determined by X-ray crystallography and NMR spectroscopy must be deposited in the appropriate public database and must be accessible without restriction from the date of publication. Authors must deposit their data before submitting their manuscripts, or update data already available, so that referees can retrieve the information directly from the database. An entry name or accession number must be included at the last paragraph of the Experimental Procedures section in the final version of the manuscript.

### **Protein and nucleic acid sequences**

Newly reported nucleotide or protein sequences must be deposited in appropriate databases. Authors of accepted papers containing newly reported protein or nucleotide sequences must submit the sequence data, to either GenBank (<http://www.ncbi.nlm.nih.gov/Genbank/>) or EMBL (<http://www.ebi.ac.uk/embl/>) or DNA Data Bank of Japan (<http://www.ddbj.nig.ac.jp/>). Please be aware that it is only necessary to submit the sequence to one database, whichever one is most convenient, without regard for where the sequence may be published. Data exchange between GenBank, EMBL and DDBJ occurs daily. When nucleotide plasmids and probes are used, they should be identified by reference to published nucleotide number or restriction maps, or, if unpublished, the information should be included in the Experimental Procedures section.

When nucleotide primers are used their sequence should be enumerated in the Experimental Procedures section, or identified by reference to published article.

### **Structures of oligonucleotides**

These data have to be deposited with the Nucleic Acid Database (<http://www.aist.go.jp/infobase/ndbserver/NDB/>) or in its equivalent.

### **Microarray data**

Microarray data should be MIAME compliant (<http://www.mged.org/Workgroups/MIAME/>).

### **Genomic and proteomic studies**

Authors of papers that include genomic, proteomic, or other high-throughput data are required to submit their data to the NCBI gene expression and hybridization array data repository Gene Expression Omnibus (GEO) (<http://www.ncbi.nlm.nih.gov/geo/>) and to provide the GEO accession number.

### **Crystallographic and NMR studies of proteins**

Authors of papers describing new protein structure determinations are required to submit their data to the Protein Data Bank (<http://www.pdb.org/>) or its equivalent. Authors must deposit their data before submitting their manuscripts, or update data already available, so that referees can retrieve the information directly from the database.

### **Functional magnetic resonance imaging (fMRI) studies**

Authors should deposit these data directly with the fMRI Data Center (<http://www.fmridc.org/>).

### **Taxonomy**

Authors of papers that contain taxonomy description of new species (of plants, animals, insects, bacteria, archaea, fungi, yeasts, pathogens, viruses) are encouraged to register the new species in an appropriate database. For some useful databases addresses please see file Material and Information databases. **Scientific plant names** should be abbreviated in conformity with the *Authors of Plant Names*, Royal Botanic Gardens, Kew (Brummitt & Powell 1992). **Scientific names of animals** (in italics) and authorities must be spelled out the first time a species is mentioned in a paper (except for Linnaeus and Fabricius, which can be abbreviated as L. and F., respectively).

### **Authorization for the use of experimental animals or human subjects**

The use of human subjects or other animals for research purposes is regulated by the federal government and individual institutions. All experiments on live vertebrates or higher invertebrates must be performed in accordance with these relevant institutional and national guidelines and regulations. Manuscripts containing information related to human or animal use should clearly state that the research has complied with all relevant national guidelines and institutional

policies. Copies of these guidelines and policy statements must be available for review by the Editor if necessary. For manuscripts reporting experiments on human subjects, the policy of committee approving the experiments and a statement confirming that informed consent was obtained from all subjects must also be available for review by the Editor if necessary. We remind not to use patients' names neither hospital unit numbers as a part of designation, when isolates were derived from patients in clinical studies. The editors reserve the right to seek additional information or guidance from reviewers on any cases in which concerns arise.

### **Submission formats**

Manuscripts for Biologia can be submitted in the following formats: MS Word (97 or higher) either as standard DOCUMENT (.doc) or RICH TEXT FORMAT (.rtf). Authors may also upload (additionally) a PDF file.

### **Copyright Transfer**

After acceptance, the author(s) will be asked to sign the *Copyright Transfer Form* for the article.

### **Page charges and reprints**

Page charges are not levied. The corresponding author will receive the PDF of the article.