

Guide for Authors

Submission of contributions

Authors should submit *three* copies of their manuscripts, one complete set of original illustrations and two copies to:

Principal Editor

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For the final version, in addition to the original and two copies, authors should submit an electronic version of their manuscript on disk. Authors should submit names and coordinates of 3–4 suitable referees.

To expediate the reviewing process, authors must submit the details of their manuscript by using an online form available at:

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Contributions are accepted on the understanding that the authors have obtained the necessary authority for publication. Submission of an article *must* be accompanied by a statement that the article is original and unpublished and is not being considered for publication elsewhere. Upon acceptance of an article by the Journal, the author(s) will be asked to transfer the copyright of the article to the publisher. This transfer will ensure the widest possible dissemination of information.

Authors are reminded that delays in publication may occur if the instructions for submission and disk and manuscript preparation are not strictly followed. Authors are strongly recommended to submit disks to aid rapid processing. To facilitate communication, authors are requested to provide their current e-mail address, telephone and fax number. Authors should return their final revised manuscript to the editor within 3 months of receipt of the referee's comments. Past this delay the manuscript will be considered as a new submission.

There are no page charges

Manuscript preparation

Manuscripts should be typed in *double spacing* on consecutively numbered pages of A4 (21cm x 30 cm) or equivalent, with a wide margin on the left.

In addition to the original, two copies should be submitted. When a revised version of a manuscript is submitted, a disk together with two copies should be sent together with the original figures. A reply to the referee's comments should be included.

Some flexibility of presentation will be allowed but authors are urged to arrange the subject matter clearly under such headings as Introduction, Experimental, Results, Discussion, etc.

For a rough estimate of the final length of their printed article, authors should count 850 words per full two-column page and four illustrations per page.

Language

Papers will be published in English. Authors' manuscripts must be consistent in style, spelling and syntax. Authors in Japan please note that information about how to have the English of your paper checked, corrected and improved (*before submission*) is available from Elsevier Science Japan.

Title

Articles should be headed by a concise but informative title. This should be followed by the name(s) of the author(s) and by the name and address of the laboratory in which the work was carried out. If the address of the author(s) at the time when the paper will appear is other than the laboratory in which the work was carried out this may be stated in a footnote, but footnotes should otherwise be avoided. The name and *complete* address of the person to whom the proofs are sent must be given, *inclusive of e-mail address, telephone and fax numbers*, on a separate cover sheet. Recognition of financial support should not be made by a footnote to the title

or name(s) of the author(s), but should be included in Acknowledgements at the end of the paper.

Abstract

The abstract is the part of your paper which will be read by the largest number of scientists so it plays a crucial role. The abstract is a condensation of the *information* (facts) in the paper; it is not a *description* of the contents of the paper. The abstract should present as much as possible of the qualitative and quantitative information contained in the paper yet it should be brief (50 - 250 words), specific and self-contained.

The abstract may include the following:

1. The context for the work;
2. The purpose or objectives of the work (what was the research question or problem and why it is important);
3. Theoretical or experimental methods used;
4. Results (qualitative and quantitative);
5. Conclusions and their limitations (what was the meaning of the results);
6. Safety information concerning the dangerous compounds or procedures if relevant.

If the paper reports a new instrument or method then the abstract should include a description of its advantages and disadvantages compared to other established techniques.

The abstract should not include trivial experimental details, references, figures or equations.

Keywords

A maximum of six keywords should be given below the abstract to describe the contents of the paper. Keywords should be selected, if appropriate, from the following classes: theoretical methods, experimental methods, phenomena, materials, and applications. A recommended list of current keywords used in the Journal is published regularly. This list may also be obtained from the Editors or Publisher.

Introduction

A full-length submission should have a short Introduction. This should state the reasons for the work, with brief references to previous work on the subject. It should not include the conclusions from the work being presented.

References

The references should be brought together at the end of the article, and numbered in the order of their appearance in the

text. Footnotes *should not* include bibliographic material. Authors should check that every reference in the text appears in the list of references and vice versa. Numerals for references are given in square brackets []; each number should correspond to a single reference, i.e. multiple references should be avoided. In the text, authors' names are given without initials. When reference is made to a publication written by more than two authors, it is preferable to give only the first author's name in the text followed by "*et al.*". However, in the list of references the names and initials of all authors must be given. In the reference list, periodicals [1], books [2] and multi-author books [3] should be cited in accordance with the following examples.

[1] M. Caplow, J. Shanks, Evidence that a single monolayer tubulin-GTP cap is both necessary and sufficient to stabilize microtubules, *Mol. Biol. Cell* 7 (1996) 663-675.

[2] S.W. Hui, D.A. Stenger, Effects of intercellular forces on electrofusion, in: D.C. Chang, B.M. Chassy, J.A. Saunders, A.E. Sowers (Eds.), *Guide to Electroporation and Electrofusion*, Academic Press, San Diego, 1992, 167-178.

[3] D.W.R. Gruen, S. Marcelja, V.A. Parsigian, Water structure near the membrane surface, in: A.S. Perelson, C. DeLisi, F.W. Wiegel (Eds.), *Cell Surface Dynamics, Concepts and Models*, Marcel Dekker, New York, 1984, 59-91.

Abbreviations for the titles of journals should follow the system used by Chemical Abstracts Service Source Index, 1970 edition, and supplements. References to books should include the following information: editor(s), title, publisher, town of publication, year of publication and page number. This information should also be given for published proceedings or abstracts of conferences, together with the location and date of the meeting, e.g.

[4] B. Miller, Proc. 6th Australian Electrochem. Conf., Geelong, Vic., 19-24 Feb., 1984, *J. Electroanal. Chem.*, 168 (1984) 91.

Each reference must be complete, thus the use of *ibid.*, *idem.*, *et al.*, etc. is not permitted. Articles not yet published should be given as "in press", "submitted for publication" with the name of the journal, or "in preparation". Details of personal communications or unpublished results should be given as a reference, e.g.

[5] A. Jones, personal communication, 1992.

Tables

Tables should be typed in double spacing on separate sheets and provided with a suitable heading. Tables should be clearly referred to in the text using Arabic numerals. Considerable thought should be given to layout so that the significance of the results can be easily grasped. Each table should have a title which makes the general meaning understandable without reference to the text.

Vertical lines should not be used to separate columns.

Column headings should be sufficiently explanatory, and presented in a way consistent with the column width. Units of measurement should be given in the form consistent with (quantity calculus). Thus a column of concentration values should be headed cNaCl/mol-l , and a column of emf values should be headed E/mV , etc.

Columns of figures multiplied by the same power of ten should not be presented as such.

Illustrations

Line drawings should be in a form suitable for direct reproduction, drawn in black ink on drawing or tracing paper. Alternatively, illustrations may be supplied as high contrast, black and white glossy photographs. Where magnifications are concerned, it is preferable to indicate the scale by means of a ruled line on the photograph.

Illustrations will, when possible, be reproduced in one-column format. Please bear in mind that the A4 page will be reduced to 34% to fit in a single-column and to 73% to fit in a double-column. Thus, the initial font size used in the drawings should be 4.5 mm (Times Roman 18) and 2-2.5 mm (Times Roman 10-12) high, respectively.

All illustrations should preferably require the same degree of reduction and be submitted on paper of the same size as, or smaller than, the main text to prevent damage in transit. Legend boxes and annotations within the illustration should be avoided. Legends (captions) to illustrations should be typed in sequence on a separate page or pages and be understandable without reference to the text.

Illustrations can be printed in colour when they are judged by the Editor to be essential to the presentation. The Publisher and author will each bear part of the extra costs involved. The charge to be passed on to authors of articles containing colour figures is Euro 635 (approx. US\$640) for the first page containing colour and Euro 318 (approx. US\$ 320) for each additional page containing colour. Authors will be billed in Euros or US Dollars; the dollar price is for guidance only and is based on the exchange rate at the time of the preparation of these instructions.

The axes of a graph should be clearly labelled with the quantity plotted, and its units. This should be done using "quantity calculus" notation in the same way as described for column headings above e.g. A . Positive values should be plotted upwards and to the right.

A photocopy of each figure should also be supplied with each copy of the manuscript. They should be numbered and identified with the names of the authors.

Original illustrations are not returned except by special request.

Further information

All questions arising after acceptance of a paper, especially those concerning proofs, should be directed to:

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Preparation of manuscripts on disk

Main Text

Articles prepared using any of the more popular word-processing packages are acceptable but please note the following points.

- Submissions should be made on a double-density or high-density 3.5" disk.
- The disk format, word-processor format, file name(s) and the title and authors of the article must be indicated on the disk.
- The disk must always be accompanied by a hard-copy version of the article, and the content of the two must be identical.
- The disk text must be the same as that of the final refereed, revised manuscript.
- Disks formatted for either IBM PC compatibles or Apple Macintosh are preferred. If you can provide either of these, our preference is for the former.
- The article must be saved in the native format of the word processor used, e.g. WordPerfect, Microsoft Word, etc.
- Although most popular word processor file formats are acceptable, we cannot guarantee the usability of all formats. If the disk you send us proves to be unusable, we will publish your article from the hard copy.
- Please do not send ASCII files as relevant data may be lost.
- There is no need to spend time formatting your article so that the printout is visually attractive (e.g. by making headings bold or creating a page layout with figures), as most formatting instructions will be removed upon processing.
- Leave a blank line between each paragraph and between each entry in the list of bibliographic references.
- Tables should preferably be placed in the same electronic file as the text. Authors should consult a recent issue of the Journal for table layout.

Graphics

General

Although there are still a large number of technical difficulties to overcome, we are processing graphic files in a

growing number of cases. Both scanned and computer-generated illustrations, either in colour or black and white are acceptable.

Requirements

The following requirements are to be met:

A hard copy of the manuscript should be sent in all cases. Since we cannot a priori guarantee the usability of your graphic file(s), hard copies of all illustrations should accompany the accepted printout of the manuscript in all cases. One set should be in a publishable condition.

Disks

Files should preferably be submitted on disk, either IBM or Macintosh. Submission via e-mail is not recommended for large files.

Format

TIFF or EPS files are preferred. TIFF files should preferably be compressed, but only LZW (Macintosh) compression is acceptable. Please note that corrections in EPS figures are only possible if they have been prepared with Adobe Illustrator 3.0 or higher versions. The usability of other formats is to a large extent dependent on the information you supply us with concerning the software and hardware used. It is a good idea to put the relevant information in the header of the file.

Resolution

Drawings made with Adobe Illustrator and Aldus Free-hand (Macintosh) and CorelDraw (IBM/DOS) generally give good results. Drawings made in WordPerfect or Word generally have too low a resolution; only if made at a much higher resolution (1016 dpi) can they be used. Files of scanned line drawings are acceptable if done at a minimum of 1016 dpi. For scanned halftone figures a resolution of 300 dpi is sufficient. Scanned figures compressed with JPEG usually give no problems. Please note that scanned figures cannot be enlarged; only reduced.

Proofs

Authors will receive proofs, which they are requested to correct and return as soon as possible. No new material may be inserted in the text at the time of proof-reading. A Note added in proof must be dated and the author must have requested and received the Editor's approval.

Offprints

Fifty offprints are supplied to authors free of charge. Additional offprints may be ordered at prices shown on the offprint order form which will accompany the proofs. This order form should be returned promptly since the price of offprints ordered after publication is substantially higher.

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