

Notes to Authors

Editorial Policy Papers should be short, complete and essentially final reports. Papers not sufficiently sustained by experimental details will not be published. The overriding criterion is that a paper must be of sufficient immediate importance to the work of other investigators to justify urgent publication. *FEBS Letters* is not a repository for material which, though sound, does not meet this criterion (see cover page 2).

Subject Coverage Protein Chemistry, Enzymology, Biophysical Chemistry, Nucleic Acids, Protein Synthesis, Biochemical and Molecular Genetics, Cell Biology, Metabolism, Immunochemistry, Natural Products.

Submission Procedure *The authors should submit their papers to the Editor who is the closest to their field of interest (rather than geographically): this accelerates the reviewing process.* The full addresses of the Editors are given on page 2 of the cover. Papers may be submitted in English, French or German, with an abstract in English. *Authors should include 3 self-addressed sticky labels and three extra copies of the title page* with their manuscript to facilitate editorial handling and provide their fax, telex and/or telephone numbers on the title page to enable the Editor/Publisher to contact them on queries. A file on diskette must be included whenever possible subject to the provisions in paragraph 2.11. Authors may not re-submit to other Editorial Board Members a paper that has already been rejected.

We assume that the manuscripts submitted to us have been approved by all authors. If this assumption turns out to be incorrect, the manuscripts will be considered either as rejected or withdrawn, and not be published.

Submission of a paper to FEBS Letters is understood to imply that this has not been published in part nor is being considered elsewhere, and that all authors agree to the submission.

Minireviews and Hypotheses in FEBS Letters Minireviews and Hypotheses should be submitted to Professor M. Saraste. The minireviews should, as a rule, be not more than 2000 words in length, preferably with fewer than 40 references and with 1–3 figures or tables. A short abstract (less than 100 words) and 4–6 key words should be included. 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 explain the background to non-specialists. The author(s) should use short descriptive subtitles. The papers labelled as Hypotheses should present novel ideas or new interpretations of established observations, and should be based on sound data and avoid excessive speculation. Personal views can also be expressed in minireviews.

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.

1. General Arrangement of Research Letters The first page should carry the title, authors' names and affiliations (with full postal addresses, telephone and fax numbers), an abstract, up to six specific keywords and appropriate footnotes. The abstract should be less than 100 words and summarize the research problem and pertinent findings; the keywords should reflect significant factors of the investigation as a whole (see 2.7 below). 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 these may be combined. Acknowledgements should precede References and not be included as a footnote. Figure legends and tables (see 3 below) should appear on separate sheets after References.

2. Preparation of Text

- 2.1. Manuscripts must be typewritten, *double spaced with wide margins*, on one side of the paper only.
- 2.2. The original manuscript and figures, and two copies of both, should be submitted to facilitate refereeing. Unless requested otherwise, only the top copy of a manuscript will be returned to the author if a paper is rejected.
- 2.3. 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. (As an approximate guide to authors for judging the length of their paper, the following estimation may be used: 3 type-written A4 (double-spaced) pages = 1 printed page; 3 'average' figures plus legends = 1 printed page; 3 'average' tables = 1 printed page; 30 references = 1/2 printed page (1 full-length column).) The Editors will only accept longer papers when there are compelling reasons. Any repetition of information in the text and figures should be avoided.
- 2.4. Papers may be returned to authors for shortening and language correction. Revised versions returned more than two months after the original date of receipt will be considered as resubmissions and will carry only the date of receipt of the revised version.
- 2.5. The author(s) for correspondence and full postal address should be indicated in a footnote on the title page, with telephone and fax numbers.
- 2.6. If the paper is a dedication, part of a numbered series or has been reported in part previously, this should be indicated in a footnote on the title page.
- 2.7. **Keywords:** Authors are requested to consult the annual cumulative subject index of *Biochimica et Biophysica Acta* or the list of subject headings from Index Medicus for preferred synonyms and standard abbreviations. A maximum of six keywords should be selected and included with the submitted manuscript. American 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. Terms indicating the origin of the material studied such as rat, *E. coli*, etc. should only be used as sub-keywords within parentheses, e.g. (Rat heart) (Bovine uterus) (CHO cell). Example: Game, S., Holman, G. and Eisenthal, R. (1986) *FEBS Lett.* 194, 126–130.
Title: Sugar transport in *Trypanosoma brucei*: a suitable kinetic probe
Keywords: Sugar transport; Glucose, D-; Anhydro-D-glucitol, 1,5-; Deoxy-D-glucose, 1-; (*Trypanosoma brucei*)
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- 2.9. Typescripts should be carefully checked before submission to obviate alterations after acceptance.

- 2.10. References:** These will be numbered in square brackets, e.g. [7], or [11-13,17], in order of citation in the text. The Harvard system of citation will not apply. 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. *Examples of journals [1] and books [2,3]:*
- [1] Diller, R., Stockburger, M., Oesterhelt, 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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3. Preparation of Figures

- 3.1.** All line figures (including graphs) should be clearly drawn in black ink on white paper and machine-lettered to allow for reduction. Graph paper should be ruled in pale blue and any grid lines to be shown should be in black ink. All figures should be designed to economise on space. Half-tone figures should not be included in line drawings. Figures will be returned to authors only if requested when the manuscript is submitted.
- 3.2.** *Nucleic and amino acid sequences* should be submitted as sharp, clean prints already reduced as much as possible to fit within a single-column (8.4 cm) or double-column width (17.6 cm), while retaining perfect legibility (e.g. to avoid confusion between the letters C and G). If a word-processor is used to generate the sequences, a letter-quality printer should be employed; matrix-printed characters do not reproduce. In reporting DNA sequences, presentation of a sequencing strategy is generally unnecessary. However, it should be confirmed by a statement in the Materials and Methods section that the sequence was determined on both strands.
- 3.3.** Original half-tone figures should be very sharp, high-contrast photoprints and be designed to display relevant information only, avoiding disproportionately large labelling of lanes. Line drawings should not be included in half-tone figures. For photographs which require labels, such as electrophoretograms, please supply the initial photographs mounted on white paper with lettering. Do NOT send photographs of photographs.
- 3.4.** *Symbols:* The following symbols can be typeset and should be used in preference to non-standard forms:
- △ ▽ ◇ ○ ⊙ ⊖ ⊕ □ ☆ ▲ ▼ ◆ ● ■ ★ × +
- 3.5.** When preparing figures, particularly graphs, we urge authors to follow the suggestions of H.G. Hers ((1984) *Nature* 307, 205). In particular: (1) Graph with more than one line: identify each by appropriate labelling. (2) Figure containing several panels with the same axes, usually denoted a,b, etc: indicate on each panel its experimental specificity. (3) Use one symbol for the same experimental condition in all comparable figures in the article. (4) If several symbols necessary: use the open circle (suggesting nothing added) for the control, e.g. experiment without (○) or with (●) an addition or treatment. (5) Label axes as precisely as possible: e.g. 'Time after drug addition' rather than 'Time'. Also express results in mol rather than cpm or absorbance units, sparing readers the task of conversion. If results are given in percent, define 100% in standard units in the legend. (6) *Legend:* should be as short as possible, and could often be restricted to the title since, ideally, the figure would be intelligible without referring to the legend.
- 3.6.** *Colour reproduction:* When these are essential to the understanding of a paper, figures may be reproduced in colour, at the authors' own expense. This will, however, lengthen the publication time. The price of a single printed full colour page is Dfl. 750.00, exclusive of sales tax. Two, three or four full colour pages in combination will cost Dfl. 500.00 per page ex sales tax.

4. Ethics of Experimentation In scientific investigations in people the steps taken to avoid unjustified risk or discomfort should be stated. These should include peer review of the proposed investigation and informed consent by the subjects being investigated. Similarly the steps taken to protect animals from pain should be stated explicitly.

5. Proofs Proofreading will be undertaken by the Publisher. *Unless strictly necessary* and specifically requested on the title page and by the Editor, proofs will not be sent to authors. Proofs will be supplied to authors only for checking of typesetting accuracy; no change to the accepted manuscript will be allowed at this stage (see 2.9 above). Sending of proofs to authors will of course delay publication of those papers; to minimise this, authors should respond within 24 hours after receipt of their proofs.

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