

Instruction to Authors

(Extract from "Instruction to Authors")

Journal of Electron Microscopy aims to promote research in advanced electron microscopy and new scanning probe microscopy by publishing informative articles dealing with their theories, methods, techniques and instrumentation as well as their applications to life and material sciences.

General format

All manuscripts should be typed double-spaced, including title page, abstract, text, references tables and figure legends in 12 point type. Pages should have margins of 2.5 cm (about 1 inch). Preferable formats of electronic files are *.doc or *.rtf for text, and *.tif for images.

Length

Papers are fewer than six printed pages (for distinguished lectureship award talk/ invited presentations) or four printed pages (for general poster presentations). As a rough estimation, one printed page is approximately equivalent to 3 double-spaced type pages (including references, figure legends and tables).

Title page

All manuscript title pages must include the following: a complete title, a running title not in excess of 50 letters including spaces, full given and last name of each contributor followed by full address, telephone and fax number and E-mail address, name of the contributor who will deal with correspondence including proofs, and six keywords for the indexing services. The total number of pages and figures being submitted should also be indicated on this page.

Sections

Full-length papers should start with an

ABSTRACT, followed by a brief INTRODUCTION, which outlines the historical or logical origins of the study, a section on METHODS and one on RESULTS, in which the findings are presented in a compact form with minimal reference to earlier literature or to possible interpretations. The DISCUSSION should be devoted to interpreting the results from various viewpoints and to considering their physical and biological significance. CONCLUDING REMARKS are obligatory. They may start with a brief summary of the results, but repetition of the abstract should be avoided. For theoretical/methodological articles, sections on METHODS and RESULTS are not obligatory.

Abstract

It should be written on complete sentences and should summarize the content in no more than 250 words. If references are used in an abstract, they must include the author(s), journal title, volume number, starting page and year. Avoid abbreviations in abstracts as far as possible.

Main text

There should be an indication in the main text to show the most appropriate placement of each table and illustration. Acknowledgements, references, tables and figure legends should follow the main text in that order.

References

References are to be cited in the text by a number in brackets and should be numbered in order of first appearance. An example is: 'McMichael and Gotch [12] have reported ...'. Where there are more than three authors, the citation in the text should use the formulation '*et al.*'. An example is:

'This observation has been reported by Shackelford *et al.* [24]'

In the list of references, papers from journals should be listed thus:

Hirokawa K, Kokubo Y, Kitamura M, and Shiraishi T (1987) Fine structure of intestinal fibroblasts autoradiographic and three dimensional studies. *J. Electron Microsc.* **37**, 213-228.

Books should be listed as:

Squire J (1981) *The Structural Basis of Muscular Contraction*. (Plenum Press, New York.)

McMichael A J and Gotch F (1987) T-cell antigens new and previously defined clusters. In: *Leukocyte Typing III*, ed. McMichael A J, pp. 31-35, (Oxford University Press, Oxford).

Tables

Tables should be typed on separate sheets and numbered consecutively with Roman numerals. They should be self-explanatory.

Figures

Figures should be prepared individually in separate electronic files in the order of which they are mentioned in the text. They should be numbered as a single series. The final size of printed figures cannot exceed 174 mm wide × 237 mm deep for a full page illustration and 84 mm wide for a single column one. All symbols, letters, numbers, and scale bars should be of sufficient size to be produced clearly at the final reduction. Letters or numbers less than 2 mm high are not acceptable in the final print. All figures should show clearly against the background. Scanned image files should be at least 300 dpi for continuous tone images (greyscale or colour),

and at least 1200 dpi for line drawing. TIFF files are preferable. If there are two or more parts to a figure, they should be labelled as a, b, c, etc. (i.e. lower case letters).

Photographs must include magnification scale. Micrographs are reproduced without reduction unless they exceed 174 mm × 237 mm. All figures in a group should have approximately the same contrast values. The Editorial Office should be notified of any special instructions for the printer.

Colour Prints

Colour figures are printed at the cost of the authors (£350 per figure). Papers submitted with colored photographs will be reviewed on the assumption that the authors will pay for color costs. Switching a color figure to black and white figures after acceptance may require Editorial approval. Thus, authors are advised to submit black and white figures if they are not willing to pay for the color cost. Black and white figures will be printed without additional cost, but should be well prepared with high contrast.

Units

Use of SI units is mandatory.

Authorship

All persons designated as authors should qualify for authorship. The order of authorship should be a joint decision of the co-authors. Each author should have participated sufficiently in the work to take public responsibility for the content. Authorship credit should be based on substantial contribution to conception and design, execution, or analysis and interpretation of data. All authors should be involved in drafting the article or revising it critically for important intellectual content, and must have read and approved the

final version of the manuscript. Assurance that all authors of the paper have fulfilled these criteria for authorship should be given at time of online submission.

Funding

Details of all funding sources for the work in question should be given in a separate section entitled 'Funding'. This should appear before the 'Acknowledgements' section. The following rules should be followed: the full official funding agency name should be given, i.e. 'National Institutes of Health', not 'NIH'; grant numbers should be given in brackets; multiple grant numbers should be separated by a comma; agencies should be separated by a semi-colon; no extra wording like 'Funding for this work was provided by ...' should be used; where individuals need to be specified for certain sources of funding the following text should be added after the relevant agency or grant number 'to [author initials]'. An example is given here: 'National Institutes of Health (CB5453961 to C.S., DB645473 to M.H.); Funding Agency (hfygr667789).'

Conflict of Interest

At the point of submission, Journal of Electron Microscopy's policy requires that each author reveal any financial interests or connections, direct or indirect, or other situations that might raise the question of bias in the work reported or the conclusions, implications, or opinions stated - including pertinent commercial or other sources of funding for the individual author(s) or for the associated department(s) or organization(s), personal relationships, or direct academic competition. When considering whether you should declare a conflicting interest or connection please consider the conflict of interest test: Is there any arrangement that would embarrass you

or any of your co-authors if it was to emerge after publication and you had not declared it?

As an integral part of the online submission process, Corresponding authors are required to confirm whether they or their co-authors have any conflicts of interest to declare, and to provide details of these. If the Corresponding author is unable to confirm this information on behalf of all co-authors, the authors in question will then be required to submit a completed Conflict of Interest form Conflict of Interest form to the Editorial Office. It is the Corresponding author's responsibility to ensure that all authors adhere to this policy. The form can be found at http://www.oxfordjournals.org/our_journals/jmicro/for_authors/jem_coi_form.pdf

Reviewing process

The submitted paper will be reviewed by two referees. The Editors will ask authors for revision, if necessary, or notify rejection based on the comments by the referees. The Editors will decide the acceptance or rejection of the paper. The Editor-in-Chief or Managing Editor of JEM may take on the final decision at their request.

Proofs

Authors are sent page proofs via email. They should be checked within 48 hours for typographical errors and returned to the publisher by email, fax or express post. Essential changes of an extensive nature may be made by insertion of a Note added in proof.