

Chromosoma

Biology of the Nucleus

Instructions for Authors

Chromosoma publishes research articles as well as reviews and mini-reviews and commentaries. All manuscripts are subject to peer review.

1 Legal requirements

The author(s) guarantee(s) that the manuscript will not be published elsewhere in any language without the consent of the copyright owner, that the rights of third parties will not be violated, and that the publisher will not be held legally responsible should there be any claims for compensation. Authors wishing to include figures or text passages that have already been published elsewhere are required to obtain permission from the copyright holder(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

The final version of accepted manuscripts must be accompanied by the "Copyright Transfer Statement". The form is regularly published in this journal.

2 Editorial procedure

Authors are urged to submit their manuscripts to *Chromosoma* online to facilitate quick and efficient processing. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times.

Please log directly onto the site

<http://chromosoma.manuscriptcentral.com>
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Chromosoma has one central Editorial Office, which deals with all manuscripts. After submission, manuscripts are allocated to one of the Associate Editors.

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3 Manuscript preparation

3.1 General remarks

Chromosoma does not require authors to pay page charges or charges for the publication of color illustrations.

Authors of accepted manuscripts are welcome to submit cover images for consideration with the accepted version of the manuscript. A brief cover legend should be submitted with the image.

To help you prepare your manuscript, Springer offers a template that can be used with WinWord 7 (Windows 95), WinWord 6 and Word for Macintosh.

All manuscripts are subject to copyediting.

3.2 Organization of Research Articles:

All manuscripts must be clearly written in English. They should be typewritten (12 pt) with double spacing and 3 cm wide margins. Please arrange your manuscript as follows:

■ Title page

- A concise and informative title
- The name(s) of the author(s).
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the communicating author

■ **Abstract.** Each paper must be preceded by an abstract presenting the most important results and conclusions. The length of the Abstract is strictly limited to 200 words.

■ **Introduction.** The *Introduction* should state the purpose of the investigation and give a short review of the pertinent literature.

■ **Materials and methods.** The *Materials and methods* section should follow the *Introduction* and should provide enough information to permit repetition of the experimental work.

■ **Results.** The *Results* section should describe the outcome of the study. Data should be presented as concisely as possible, if appropriate in the form of tables or figures, although very large tables should be avoided.

■ **Discussion.** The *Discussion* should be an interpretation of the results and their significance with reference to work by other authors.

■ **Acknowledgements.** These should be as brief as possible. Any grant that requires acknowledgement should be mentioned. The names of funding organizations should be written in full. Personal acknowledgements should precede those of institutions and agencies.

■ References

Literature citations in the text should indicate the author's surname with the year of publication in parentheses, e.g. Lewis (1998); Roger and Smith (2002).

References at the end of the paper should be listed in alphabetical order by the first author's name:

Journal papers: name(s) and initial(s) of all authors; year; full title; journal title abbreviated in accordance with international practice; volume number; first and last page numbers:

Examples: Balczon R (2001) Overexpression of cyclin A in human HeLa cells induces detachment of kinetochores and spindle pole/centrosome overproduction. *Chromosoma* 110: 381-392

Osheim YN, Sikes ML, Beyer AL (2002) EM visualization of Pol II genes in *Drosophila*: most genes terminate without prior 3' end cleavage of nascent transcripts. *Chromosoma* 111: 1-12

Single contributions in a book: name(s) and initial(s) of all authors; year; title of article; editor(s); title of book; edition; volume number; publisher; place of publication; page numbers:

Example: Conti E (2002) Structures of Importins. In: Weis E (ed) Nuclear transport. Springer, Berlin Heidelberg New York, pp 93-111

Book: name and initial(s) of all authors; year; title; publisher; place of publication:

Example: Miller OJ, Therman E (2001) Human chromosomes. Springer, Berlin Heidelberg New York

Paper published online but not yet in print can be cited using the Digital Object Identifier (DOI).

Example: Alpi A, Pasierbek P, Gartner A, and Loidl J (2003) Genetic and cytological characterization of the recombination protein RAD-51 in *Caenorhabditis elegans*. *Chromosoma* DOI 10.1007/s00412-003-0237-5

■ **Appendices.** If there is more than one appendix, they should be numbered consecutively. Equations in appendices should be designated differently from those in the main body of the paper, e.g. (A1), (A2) etc. In each appendix equations should be numbered separately.

■ Illustrations and Tables

Illustrations should be kept to the minimum needed to clarify the text. The placement of figures and tables should be indicated in the left margin.

When submitting online, a separate file should be uploaded for each figure. You will be contacted if the quality of a figure is not sufficient for publication and submission of a printout is required. Figure parts should be identified by lower-case Roman letters. Inscriptions should be clearly legible. Magnifications should be indicated by scale bars.

Size of figures. The figures should either match the width of the column (86 mm), the type area (176 mm), or be 41 or 131 mm wide. The maximum length is 236 mm.

Figure legends must be brief, self-sufficient explanations of the illustrations. The legends should be placed at the end of the text.

Tables should have a title and a legend explaining any abbreviation used in that table. Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

Species names should be in italics. The common names of animals or plants should not be capitalized.

Footnotes should be kept to a minimum, placed at the foot of the page to which they apply, and numbered consecutively throughout the paper.

3.3 Organization of Review Articles

Chromosoma publishes both mini-reviews and full review articles. Mini-reviews are expected to comprise approximately 2,500 words and up to 4 display items (tables and figures). Full review articles may run up to 10,000 words (including references) and 10 display items. Reviews and mini-reviews should be preceded by an abstract (200–300 words) that introduces the subject and summarizes the purpose and take-home message(s) of the article. The main text should be structured by using subtitles. The mini-review format is particularly appropriate for focusing on a recent highlight in a field, whereas the full review provides the opportunity for a more comprehensive survey of a research topic.

Suggestions for review topics are welcome at all times, but review articles should be submitted only after prior approval by a member of the Editorial Board. All review articles will be subject to peer review.

4 Submission of final manuscript version

After your manuscript has been accepted, please make sure that the following files are

present on the Manuscript Central server (<http://chromosoma.manuscriptcentral.com>):

Open text file of the final version including all tables (.rtf or .doc format) and all figures in separate files (.tiff or .eps format). Please upload any missing files onto the server, because they are required for production.

5 Express publication

If the “Express publication” option is chosen no proofs are sent to authors. This procedure may reduce publication times by as much as 25 %. Authors should be aware that manuscripts will be subject to copy editing and that **no corrections can be made thereafter**. Manuscripts will subsequently be published online with the final print version being identical with the online version. Please indicate during submission whether your manuscript is to be treated as an “Express publication”.

6 Electronic supplementary material

Electronic supplementary material (ESM) for an article printed in this journal will be published free of charge online.

After acceptance by the journal’s Editors the data will be published online as received from the author. In the printed article, full reference will be given to the ESM and vice versa.

ESM may consist of:

- Original data that relate to the paper, e.g. tables, additional illustrations (color and black/white), etc.

- Information that is more convenient in electronic form.
- Information that cannot be printed: animations, video clips, sound recordings.

7 Proofreading

Authors should make their proof corrections on a printout of the pdf file supplied, checking that the text is complete and that all figures and tables are included. After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article. The author is entitled to formal corrections only. Substantial changes in content, e.g. new results, corrected values, title and authorship are not allowed without the approval of the responsible editor. In such a case please contact the Chief Editor before returning the proofs to the publisher.

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8 Offprints, Free copy

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