

APPLIED AND ENVIRONMENTAL MICROBIOLOGY

INSTRUCTIONS TO AUTHORS*

HOW TO SUBMIT MANUSCRIPTS

All submissions to *Applied and Environmental Microbiology* (AEM) except modifications of manuscripts that were handled in hard copy must be made electronically via the Rapid Review online submission and peer review system at the following URL: http://www.rapidreview.com/ASM2/author.html. (E-mailed submissions will not be accepted.) If the first version of the manuscript was handled in hard copy before online submission/review was available, the modification must be sent in hard copy, with an accompanying disk(s), to the editor.

The same guidelines previously used for hard-copy manuscripts still apply to "manuscript" source file preparation, as follows. Type every portion of the manuscript double spaced (a minimum of 6 mm between lines), including figure legends, table footnotes, and References, and number all pages in sequence, including the abstract, figure legends, and tables. Place the last two items after the References section. *Manuscript pages should have line numbers.* The font size should be no smaller than 12 pt. It is recommended that the following sets of characters be easily distinguishable in the manuscript: the numeral zero (0) and the letter "oh" (O); the numeral one (1), the letter "el" (l), and the letter "eye" (I); and a multiplication sign (×) and the letter "ex" (x). Do not create symbols as graphics or use special fonts that are external to your word processing program; use the "insert symbol" function and select characters from the "normal text" subset only. **Set the page size to 8½ by 11 inches.** Italicize or underline any words that should appear in italics. Include all section heads (see Organization and Format, p. viii), and indicate paragraph leadins in bold type. Because the electronic text file undergoes an automated preediting, cleanup, and tagging process specific to the particular article type before being copyedited (see Notification of Acceptance, below), it is important that it be formatted correctly with all the proper sections and headings.

To submit a manuscript electronically, first create an Author account in the Rapid Review system, making sure it contains a valid e-mail address. The same Author account may be used for all ASM journals. **The person from whose account a submission is made will be recorded as the corresponding author, and any correspondence will be sent to the e-mail address in their account. The same person must be indicated as the corresponding author on the manuscript's title page.** Instructions are provided throughout the submission process via online user notes, help menus, and submission guidelines. A help desk is also available.

Fill out the online submission form **completely**, even if the requested information is included on the manuscript title page. Do not put, e.g., "See PDF" in the Abstract field because potential reviewers are not initially given access to the entire manuscript and use the abstract on the submission form to determine whether they are able to do the review. **If the manuscript is a resubmission, include the former ASM manuscript number and year in the appropriate section of the form** and supply point-by-point responses to the reviewers' comments as a supplemental-data file (see Review Process on p. vi). To expedite the review process, authors should recommend at least two reviewers who are not members of their institution(s) and have never been associated with them or their laboratory(ies); please provide their contact information where indicated on the submission form.

Copies of in-press and submitted manuscripts that are important for judgment of the present manuscript should be included as supplemental material to facilitate the review.

Authors who are unsure of proper English usage should have their manuscripts checked by someone proficient in the English language. **Manuscripts may be editorially rejected, before review, on the basis of poor English or lack of conformity to the standards set forth in these Instructions.**

File Upload

Upload text and image files by following the on-screen instructions. An automatic converter will create a single PDF file from the source files submitted, assembling the various elements (text, figures, tables, etc.) in the order specified by the author. You **must** check the PDF conversion to complete the online submission. **It is crucial that you check the entire manuscript carefully, especially the figures, to make sure that everything converted properly.**

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Text

- Microsoft Word
- WordPerfect

- RTF

Tables

- PDF*
- Word
- WordPerfect
- Word or WordPerfect with embedded Excel*

*Select "reviewing purposes only" for tables supplied in these formats, even if you intend them to be used in production.

Graphics

- TIFF or EPS created from supported applications (see Illustrations and Tables on p. xii and visit http://cjs.cadmus.com/da/ for an up-to-date listing of supported applications)
- PowerPoint (black-and-white figures only)

A feature called Rapid Inspector (http://rapidinspector.cadmus.com/mw/) is available so that authors may check the acceptability of digital art for production and determine what must be fixed for the files to pass inspection. See p. xii–xiv for detailed instructions about illustrations.

Manuscript Submission Checklist:

- Double space all text, including references and figure legends
- Number pages
- Number lines
- Present statistical treatment of data where appropriate
- Format references in ASM style
- Indicate journal section for manuscript publication
- Provide accession numbers for all sequences used for phylogenetic comparisons and provide an accession number for the alignment in TreeBase
- Provide any sequences or sequence alignments important for evaluation of the manuscript as supplemental material or make the material available on a website for access by the editor and reviewers
- Confirm that genetic and chemical nomenclature conforms to instructions
- Include as supplemental material in-press and submitted manuscripts that are important for judgment of the present manuscript

EDITORIAL POLICY

Use of Microbiological Information

The Council Policy Committee (CPC) of the American Society for Microbiology affirms the long-standing position of the Society that microbiologists will work for the proper and beneficent application of science and will call to the attention of the public or the appropriate authorities misuses of microbiology or of information derived from microbiology. ASM members are obligated to discourage any use of microbiology contrary to the welfare of humankind, including the use of microbes as biological weapons. Bioterrorism violates the fundamental principles expressed in the Code of Ethics of the Society and is abhorrent to the ASM and its members.

ASM recognizes that there are valid concerns regarding the publication of information in scientific journals that could be put to inappropriate use as described in the CPC resolution mentioned above. Members of the ASM Publications Board will evaluate the rare manuscript that might raise such issues during the review process. However, as indicated elsewhere in these Instructions, research articles must contain sufficient detail, and material/information must be made available, to permit the work to be repeated by others. Supply of materials should be in accordance with laws and regulations governing the shipment, transfer, possession, and use of biological materials and must be for legitimate, bona fide research needs. Links to, and information regarding, these laws and regulations can be found at http://www.asm.org/Policy/index.asp?bid=52.

General Requirements

Manuscripts submitted to the journal must represent reports of original research, and the original data must be available for review by the editor if necessary.

All authors of a manuscript must have agreed to its submission and are responsible for its content, including appropriate citations and acknowledgments, and must also have agreed that the corresponding author has the authority to act on their behalf on all matters pertaining to publication of the manuscript. The corresponding author is responsible for obtaining such agreements and for informing the coauthors of the manuscript's status throughout the submission, review, and publication process. For Authors' Corrections and Retractions, signed letters of agreement from all of the authors must be submitted (see p. xi–xii).

By submission of a manuscript to the journal, **the authors guarantee that they have the authority to publish the work and that the manuscript, or one with substantially the same content, was not published previously, is not being considered or published elsewhere, and was not rejected on scientific grounds by another ASM journal.**

It is expected that the authors will provide written assurance that permission to cite unpublished data or personal communications has been granted.

By publishing in the journal, the authors agree that any plasmids, viruses, and living materials such as microbial strains and cell lines newly described in the article are available from a national collection or will be made available in a timely fashion and at reasonable

cost to members of the scientific community for noncommercial purposes.

Primary Publication

A scientific paper *or its substance* published in a serial, periodical, book, conference report, symposium proceeding, or technical bulletin, posted on a nonpersonal website, or made available through any other retrievable source, including CD-ROM and other electronic forms, is unacceptable for submission to an ASM journal on grounds of prior publication.

Posting of a method/protocol on a nonpersonal website should not interfere with the author's ability to have a manuscript utilizing that technique considered for publication in an ASM journal; however, ultimately, it is an editorial decision whether the method constitutes the substance of a paper.

Posting of a limited amount of original data on a personal/university/company website or websites of small collaborative groups working on a problem does not preclude subsequent submission to, and publication by, an ASM journal. The posted data, however, may not constitute the substance of the submission. Specific questions about this policy may be referred to the Publications Board chairman on a case-by-case basis. Posting of theses and dissertations on a personal/university-hosted website does not preclude subsequent submission to, and publication by, an ASM journal.

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It is incumbent upon the author to acknowledge any prior publication of the data contained in a manuscript submitted to an ASM journal. A copy of the relevant work should be submitted with the paper as supplemental material.

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Authorship

An author is one who made a substantial contribution to the overall design and execution of the experiments; therefore, **ASM considers all authors responsible for the entire paper.** Individuals who provided assistance, e.g., supplied strains or reagents or critiqued the paper, need not be listed as authors but may be recognized in the Acknowledgments section.

A study group, surveillance team, working group, consortium, or the like (e.g., the Active Bacterial Core Surveillance Team) may be listed as a coauthor in the byline if its contributing members satisfy the requirements for authorship and accountability as described in these Instructions. The names (and institutional affiliations if desired) of the contributing members only should be listed in a separate paragraph in the Acknowledgments section. (A footnote directing readers from the group's name in the byline to the contributing individuals' names in the Acknowledgments section will be added by the ASM editorial staff.)

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A change in authorship (order of listing or addition or deletion of a name) **after submission of the manuscript will be implemented only after receipt of signed statements of agreement from all parties involved.** Disputes about authorship may delay review and/or publication of the manuscript.

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Nucleotide and Amino Acid Sequences

It is expected that newly determined nucleotide and/or amino acid sequence data will be deposited and GenBank/EMBL/DDBJ accession numbers will be included in the manuscript no later than the modification stage of the review process. It is also expected that the sequence data will be released to the public no later than the publication date of the article. The accession number should be included in a separate paragraph at the end of the Materials and Methods section for long-form papers or at the end of the text for short-form papers. If conclusions in a manuscript are based on the analysis of sequences and a GenBank/EMBL/DDBJ accession number is not provided at the time of the review, authors should provide the sequence data as supplemental material.

It is expected that, when previously published sequence accession numbers are cited in a manuscript, the original citations (e.g., journal articles) will be included in the References section when possible or reasonable.

Authors are also expected to do elementary searches and comparisons of nucleotide and amino acid sequences against the sequences in standard databases (e.g., GenBank) immediately before manuscripts are submitted and again at the proof stage.

Database address information is as follows.

DDBJ: Center for Information Biology and DNA Data Bank of Japan, National Institute of Genetics, 1111 Yata, Mishima, Shizuoka 411-8540, Japan; telephone, 81-559-81-6853; fax, 81-559-81-6849; e-mail, ddbj@ddbj.nig.ac.jp (for data submissions); URL, http://www.ddbj.nig.ac.jp.

EMBL: EMBL Nucleotide Sequence Submissions, European Bioinformatics Institute, Wellcome Trust Genome Campus, Hinxton, Cambridge CB10 1SD, United Kingdom; telephone, 44-1223-494499; fax, 44-1223-494472; e-mail, datasubs@ebi.ac.uk; URL, http://www.ebi.ac.uk.

GenBank: National Center for Biotechnology Information, National Library of Medicine, Bldg. 38A, Rm. 8N-803, Bethesda, MD 20894; telephone, 301-496-2475; fax, 301-480-9241; e-mail, info@ncbi.nlm.nih.gov; URL, http://www.ncbi.nlm.nih.gov.

See p. xiv for nucleic acid sequence formatting instructions.

Structural Determinations

It is expected that coordinates for new structures of macromolecules will be deposited in the Protein Data Bank and assigned identification codes will be included in the manuscript no later than the modification stage of the review process. It is also expected that the coordinates will be released to the public no later than the publication date of the article. Authors are encouraged to send coordinates with their original submission, however, so that reviewers can examine them along with the manuscript. The accession number(s) should be listed in a separate paragraph at the end of the Materials and Methods section for full-length papers or at the end of the text for short-form papers. The URLs for coordinate deposition are http://pdb.rutgers.edu and http://pdbdep.protein.osaka-u.ac.jp.

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Minireviews, Meeting Reviews, Guest Commentaries, and comment Letters to the Editor are not subject to page charges.

Scope

AEM publishes descriptions of all aspects of applied microbial research, basic research on microbial ecology, and research of a genetic and molecular nature that focuses on microbial topics of practical value. Research must address salient microbiological principles, fundamental microbial processes, or basic questions in applied or environmental microbiology. Topics that are considered include microbiology in relation to foods, agriculture, industry, biotechnology, public health, plants, and invertebrates and basic biological properties of bacteria, fungi, algae, protozoa, and other simple eukaryotic organisms as related to microbial ecology. Manuscripts should report new and significant findings that advance the understanding of microbiology and upon which other scientists may build.

The **microbial ecology** section covers a wide range of topics on the ecology of microorganisms, including culture-independent molecular assessments that provide new insights on (i) the structure-function relationships of microorganisms, (ii) the impact of in situ conditions on community structure, and (iii) the effect of changes in microbial community composition on ecosystem function. Archival phylogenetic snapshots that do not provide such insights are not acceptable for publication in AEM.

The **plant microbiology** section covers manuscripts dealing with all aspects of plant-microorganism interactions, including symbiotic and rhizosphere bacteria and phytopathogenic microorganisms.

New microbiological **methods** must provide novel avenues to address fundamental biological questions and will be considered for publication in AEM when accompanied by a demonstrated application. Descriptions of the application of previously described technologies, including the cloning, amplification, and expression of "foreign" genes, to a new genus or species of microbe will generally not be considered for independent publication. Manuscripts that describe the construction of engineered strains for innovative process application, development, or enhancement must present results to authenticate the utility, superiority, and uniqueness of such strains.

Manuscripts submitted to the **mycology** section should be clearly of a microbiological nature and may deal with basic biology, biochemistry, genetics, or physiology of fungi, molds, yeasts, or algae. Papers dealing purely with taxonomy or phylogeny, with fungal or algal structure, or with metabolism/alteration of metabolites/toxins by ani-

mal, plant, or insect cells, tissues, or organisms are not suitable. Documentation of the distribution/occurrence of toxins or metabolites in natural samples (foods, cereals, grains, soils, etc.) is suitable if the work includes studies involving the isolation, occurrence, or enumeration of the responsible microbes in these samples. The chemical or biochemical elucidation of metabolite or toxin structures is suitable if the work includes aspects of the enzymology or biosynthesis of these compounds.

Invertebrate microbiology manuscripts should address interactions between invertebrates and microorganisms, ranging from commensalism and mutualism to parasitism and pathogenicity. Manuscripts describing work dealing with the metabolites or toxins from animal, plant, or insect cells or the physiology of such cells are not suitable for AEM unless it affects a microbial community or individual microorganisms.

ASM publishes a number of different journals covering various aspects of the field of microbiology. Each journal has a prescribed scope which must be considered in determining the most appropriate journal for each manuscript. The following guidelines may be of assistance.

(i) AEM will consider manuscripts describing properties of enzymes and proteins that are produced by either wild-type or genetically engineered microorganisms and that are significant or have potential significance in industrial or environmental settings. Studies dealing with basic biological phenomena of enzymes or proteins or in which enzymes have been used in investigations of basic biological functions are more appropriate for the *Journal of Bacteriology*.

(ii) AEM will consider papers which describe the use of antimicrobial agents as tools for elucidating aspects of applied and environmental microbiology. Other papers dealing with antimicrobial agents, including manuscripts dealing with the biosynthesis and metabolism of such agents, are more appropriate for *Antimicrobial Agents and Chemotherapy*.

(iii) Papers on the biology of bacteriophages and other viruses are more appropriate for the *Journal of Virology* or the *Journal of Bacteriology*. AEM does, however, consider manuscripts dealing with viruses in relation to environmental, public health, or industrial microbiology.

(iv) Manuscripts dealing with the immune system or with topics of basic medical interest or oral microbiology are more appropriate for *Infection and Immunity*. Reports of clinical investigations and environmental biology applied to hospitals should be submitted to the *Journal of Clinical Microbiology*.

(v) AEM and *Eukaryotic Cell* (EC) accept manuscripts on population dynamics and the ecology of eukaryotic microbes. Studies of microbial communities and of microbial populations with identified economic or ecological significance, e.g., plant pathogens or symbionts, are usually more appropriate for AEM. Studies of single species of eukaryotes, especially "model" organisms or those without identified economic or ecological importance, are usually more appropriate for EC.

(vi) Manuscripts dealing with the purification and characterization of enzymes or cloning of genes that have already been extensively described for other organisms will be considered for publication only if they offer experimentally supported new insights into the biological role, properties, or applications of these enzymes. Descriptions of genes or enzymes that differ only in minor ways from the prototypes are not suitable for AEM.

Questions about these guidelines may be directed to the editor in chief of the journal being considered.

If transfer to another ASM journal is recommended by an editor, the corresponding author will be contacted.

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Culture Deposition

AEM encourages authors to deposit important strains in publicly accessible culture collections and to refer to the collections and strain numbers in the text. Since the authenticity of subcultures of culture collection specimens that are distributed by individuals cannot be ensured, authors should indicate laboratory strain designations and donor sources as well as original culture collection identification numbers.

Links to Supplementary Material

Authors are encouraged to include the URLs of their websites if they contain data that might supplement those in the article itself and/or be of interest or assistance to readers. Such addresses should be included in the relevant text, not as footnotes.

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The editorial style of ASM journals conforms to the *ASM Style Manual for Journals* (American Society for Microbiology, 2004, in-house document) and *How To Write and Publish a Scientific Paper*, 5th ed. (Oryx Press, 1998), as interpreted and modified by the editors and the ASM Journals Department.

The editors and the Journals Department reserve the privilege of editing manuscripts to conform with the stylistic conventions set forth in the aforesaid publications and in these instructions.

Review Process

All manuscripts are considered to be confidential and are reviewed by the editors, members of the editorial board, or qualified ad hoc reviewers. When a manuscript is submitted to the journal, it is given a number (e.g., AEM00047-04 version 1) and assigned to one of the editors. (**Always refer to this number in communications with the editor and the Journals Department.**) *It is the responsibility of the corresponding author to inform the*

coauthors of the manuscript's status throughout the submission, review, and publication processes. The reviewers operate under strict guidelines set forth in "Guidelines for Reviewers" (http://www.journals.asm.org/misc/reviewguide.shtml) and are expected to complete their reviews expeditiously.

The corresponding author is notified, generally within 4 to 6 weeks after submission, of the editor's decision to accept, reject, or require modification. When modification is requested, the corresponding author must submit the modified version within 2 months; otherwise, the manuscript may be considered withdrawn. A point-for-point response to the reviews must be provided in the Rebuttal section of the Rapid Review submission form for the revised manuscript, and a compare copy of the manuscript (without figures) should be included as supplemental material if the editor requested one.

Manuscripts that have been rejected, or withdrawn after being returned for modification, may be resubmitted if the major criticisms have been addressed. *(Note: A manuscript rejected by one ASM journal on scientific grounds or on the basis of its general suitability for publication is considered rejected by all other ASM journals.)* As with initial submissions, resubmitted manuscripts must be submitted via Rapid Review. The cover letter must state that the manuscript is a resubmission, and the *former manuscript number should be provided* in the appropriate field on the submission form. A point-for-point response to the reviews and a compare copy of the revised manuscript showing the changes should be included as supplemental material (the Rebuttal section appears in the submission form only if the manuscript is a modification). Resubmitted manuscripts are normally handled by the original editor.

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Notification of Acceptance

When an editor has decided that a manuscript is acceptable for publication on the basis of scientific merit, the author and the Journals Department are notified. The word processing files uploaded to create the PDF file undergo an automated preediting, cleanup, and tagging process specific to the particular article type, and the illustrations are examined. If all files have been prepared according to the criteria set forth in these Instructions, the acceptance procedure will be completed successfully. If there are problems that would cause extensive corrections to be made at the copyediting stage or if the files are not acceptable for production, the ASM production editor will contact the corresponding author.

Once all the material intended for publication has been determined to be adequate, the manuscript is scheduled for the next available issue and an acceptance letter indicating the month of publication, approximate page proof dates, and table of contents section is mailed to the corresponding author; a copyright transfer agreement is also included. The editorial staff of the ASM Journals Department completes the editing of the manuscript to bring it into conformity with prescribed standards.

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Long-Form Papers

Long-form papers should include the elements described in this section.

Title, running title, and byline. Each manuscript should present the results of an independent, cohesive study; thus, numbered series titles are not permitted. Exercise care in composing a main title. Avoid the main title/subtitle arrangement, complete sentences, and unnecessary articles. On the title page, include the title, running title (not to exceed 54 characters and spaces), name of each author, address(es) of the institution(s) at which the work was performed, each author's affiliation, and a footnote indicating the present address of any author no longer at the institution where the work was performed. Place an asterisk after the name of the author to whom inquiries regarding the paper should be directed (see "Correspondent footnote" below).

Study group in byline. A study group, surveillance team, working group, consortium, or the like (e.g., the Active Bacterial Core Surveillance Team) may be listed as a coauthor in the byline if its contributing members satisfy the requirements for authorship and accountability as described in these Instructions. The names (and institutional affiliations if desired) of the contributing members only should be listed in a separate paragraph in the Acknowledgments section. (A footnote directing readers from the group's name in the byline to the contributing individuals' names in the Acknowledgments section will be added by the ASM editorial staff. The list of study group members may *not* be provided in a footnote to the byline, in the text, or in an Appendix.)

If the contributing members of the group associated with the work do not fulfill the criteria of substantial contribution to and responsibility for the paper, the group may not be listed in the author byline. Instead, it and the names of its contributing members may be listed in the Acknowledgments section.

Correspondent footnote. The complete mailing address, a single telephone number, a single fax number, and a single e-mail address for the corresponding author should be included on the title page of the manuscript. This information will be published in the article as a footnote to facilitate communication, and the e-mail address will be used to notify the corresponding author of availability of proofs and, later, of the PDF file of the published article.

Abstract. Limit the abstract to **250 words or fewer** and concisely summarize the basic content of the paper without presenting extensive experimental details. Avoid abbreviations and references, and do not include diagrams. When it is essential to include a reference, use the same format as shown for the References section but omit the article title. Because the abstract will be published separately by abstracting services, it must be complete and understandable without reference to the text.

Introduction. The introduction should supply sufficient background information to allow the reader to understand and evaluate the results of the present study without referring to previous publications on the topic. The introduction should also provide the hypothesis that was addressed or the rationale for the present study. Use only those references required to provide the most salient background rather than an exhaustive review of the topic.

Materials and Methods. The Materials and Methods section should include sufficient technical information to allow the experiments to be repeated. When centrifugation conditions are critical, give enough information to

enable another investigator to repeat the procedure: make of centrifuge, model of rotor, temperature, time at maximum speed, and centrifugal force ($\times g$ rather than revolutions per minute). For commonly used materials and methods (e.g., media and protein concentration determinations), a simple reference is sufficient. If several alternative methods are commonly used, it is helpful to identify the method briefly as well as to cite the reference. For example, it is preferable to state "cells were broken by ultrasonic treatment as previously described (9)" rather than to state "cells were broken as previously described (9)." The reader should be allowed to assess the method without constant reference to previous publications. Describe new methods completely, and give sources of unusual chemicals, equipment, or microbial strains. When large numbers of microbial strains or mutants are used in a study, include tables identifying the immediate sources (i.e., sources from whom the strains were obtained) and properties of the strains, mutants, bacteriophages, plasmids, etc.

A method, strain, etc., used in only one of several experiments reported in the paper may be described in the Results section or very briefly (one or two sentences) in a table footnote or figure legend. It is expected that the sources from whom the strains were obtained will be identified.

Results. In the Results section, include only the results of the experiments; reserve extensive interpretation of the results for the Discussion section. Present the results as concisely as possible in **one** of the following: text, table(s), or figure(s). Avoid extensive use of graphs to present data that might be more concisely presented in the text or tables. For example, except in unusual cases, double-reciprocal plots used to determine apparent K_m values should not be presented as graphs; instead, the values should be stated in the text. Similarly, graphs illustrating other methods commonly used to derive kinetic or physical constants (e.g., reduced-viscosity plots and plots used to determine sedimentation velocity) need not be shown except in unusual circumstances. Limit photographs (particularly photomicrographs and electron micrographs) to those that are absolutely necessary to show the experimental findings. Number figures and tables in the order in which they are cited in the text, and be sure to cite all figures and tables.

Discussion. The Discussion should provide an interpretation of the results in relation to previously published work and to the experimental system at hand and should not contain extensive repetition of the Results section or reiteration of the introduction. In short papers, the Results and Discussion sections may be combined.

Acknowledgments. The source of any financial support received for the work being published must be indicated in the Acknowledgments section. (It will be assumed that the absence of such an acknowledgment is a statement by the authors that no support was received.) The usual format is as follows: "This work was supported by Public Health Service grant CA-01234 from the National Cancer Institute."

Recognition of personal assistance should be given as a separate paragraph, as should any statements disclaiming endorsement or approval of the views reflected in the paper or of a product mentioned therein.

Appendixes. Appendixes, which contain supplementary material to aid the reader, are permitted. Titles, authors, and References sections that are distinct from those of the primary article are not allowed. If it is not feasible to list the author(s) of the appendix in the byline or the Acknowledgments section of the primary article, rewrite the appendix so that it can be considered for publication as an independent article, either long-form or short-form style. Equations, tables, and figures should be labeled with the letter "A" preceding the numeral to distinguish them from those cited in the main body of the text.

References. (i) Works listed in References. The References section must include all journal articles (both print and online), books and book chapters (both print and online), patents, theses and dissertations, and published conference proceedings (not abstracts; see below), as well as in-press journal articles, book chapters, and books (publication title must be given). All listed references **must** be cited in the text. Arrange the citations in **alphabetical order** (letter by letter, ignoring spaces and punctuation) by first author and **number consecutively.** Provide the names of **all** the authors for each reference. Since title and byline information that is downloaded from PubMed does not show accents, italics, or special characters, authors should refer to the PDF files or hard-copy versions of the articles and incorporate the necessary corrections in the submitted manuscript. Abbreviate journal names according to *BIOSIS Serial Sources* (BIOSIS, Philadelphia, Pa., 2003). Cite each listed reference by number in the text.

Follow the styles shown in the examples below.

Print references:

1. **Arendsen, A. F., M. Q. Solimar, and S. W. Ragsdale.** 1999. Nitrate-dependent regulation of acetate biosynthesis and nitrate respiration by *Clostridium thermoaceticum*. J. Bacteriol. **181:**1489–1495.
2. **Cox, C. S., B. R. Brown, and J. C. Smith.** J. Gen. Genet., in press.* {*Article title is optional; journal title is mandatory*.}
3. **De Ley, J., M. Gillis, and J. Swings.** 1984. Family VI. *Acetobacteraceae* Gillis and De Ley 1980, 23^{VP}, p. 267–278. *In* N. R. Krieg and J. G. Holt (ed.), Bergey's manual of systematic bacteriology, vol. 1. Williams & Wilkins, Baltimore, Md.
4. **Dunne, W. M., Jr., F. S. Nolte, and M. L. Wilson.** 1997. Cumitech 1B, Blood cultures III. Coordinating

ed., J. A. Hindler. American Society for Microbiology, Washington, D.C.
5. **Fitzgerald, G., and D. Shaw.** *In* A. E. Waters (ed.), Clinical microbiology, in press. EFH Publishing Co., Boston, Mass.* {*Chapter title is optional.*}
6. **Gershon, A. A., P. LaRussa, and S. P. Steinberg.** 1999. Varicella-zoster virus, p. 900–911. *In* P. R. Murray, E. J. Baron, M. A. Pfaller, F. C. Tenover, and R. H. Yolken (ed.), Manual of clinical microbiology, 7th ed. American Society for Microbiology, Washington, D.C.
7. **Green, P. N., D. Hood, and C. S. Dow.** 1984. Taxonomic status of some methylotrophic bacteria, p. 251–254. *In* R. L. Crawford and R. S. Hanson (ed.), Microbial growth on C1 compounds. Proceedings of the 4th International Symposium. American Society for Microbiology, Washington, D.C.
8. **Odell, J. C.** April 1970. Process for batch culturing. U.S. patent 484,363,770. {*Include the name of the patented item/process if possible.*}
9. **O'Malley, D. R.** 1998. Ph.D. thesis. University of California, Los Angeles. {*Title is optional.*}

*A reference to an in-press ASM publication should state the control number (e.g., AEM00577-04) if it is a journal article or the name of the publication if it is a book.

Online references:

1. **Sullivan, C. J. (ed.).** 1999–2001. Fungi: an evolving electronic resource for the microbiological community. ASM Press. [Online.] http://link.asmusa.de/link/service/books/91090. Accessed 7 September 2001. {*For online-only books.*}
2. **van der Zeiss, L., and V. B. Danziger.** 1999. History of clinical microbiology. Clin. Microbiol. **100:**123–234. [Online.] {*For online versions of print journals.*}
3. **Zellnitz, F., and P. M. Foley.** 2 October 1998, posting {*or* revision} date. History of virology. Am. Virol. J. **1:**30–50. [Online.] http://www.avj.html. {*For online-only journals; page numbers may not be available.*}
4. **Zheng, Z., and J. Zou.** 5 September 2001. The initial step of the glycerolipid pathway: identification of glycerol-3-phosphate/dihydroxyacetone phosphate dual substrate acyltransferases in Saccharomyces cerevisiae. J. Biol. Chem. 10.1074/jbc.M104749200. {*For papers published online in manuscript form.*}

NOTE: A URL or DOI is necessary for each online-only reference; a posting or accession date is required for any online reference that is periodically updated or changed.

(ii) Items cited in the text. References to unpublished data, articles submitted for publication, meeting abstracts (including those published in journal supplements), personal communications, letters (irrespective of type) and authors' replies to letters, company publications, patent applications and patents pending, computer software, databases, and websites should be made parenthetically in the text as follows.

. . . similar results (R. B. Layton and C. C. Weathers, unpublished data).

. . . system was used (J. L. McInerney, A. F. Holden, and P. N. Brighton, submitted for publication).

. . . in mitochondria (S. De Wit, C. Thioux, and N. Clumeck, Abstr. 34th Intersci. Conf. Antimicrob. Agents Chemother., abstr. 114, 1994).

. . . for other bacteria (A. X. Jones, personal communication).

. . . discussed previously (L. B. Jensen, A. M. Hammerum, R. L. Poulsen, and H. Westh, Letter, Antimicrob. Agents Chemother. **43:**724–725, 1999).

. . . discussed previously (S. L. W. On and P. A. R. Vandamme, Authors' Reply to Letter, J. Clin. Microbiol. **39:**2751–2752, 2001).

. . . the manufacturer (Sigma manual, Sigma Chemical Co., St. Louis, Mo.).

. . . this process (V. R. Smoll, 20 June 1999, Australian Patent Office). {*For non-U.S. patent applications, give the date of publication of the application.*}

. . . information found at the XYZ website (http://cbx_iou.pgr).

. . . the ABC program (version 2.2; Department of Microbiology, State University [http://www.stu.micro]).

URLs for companies that produce any of the products mentioned in your study or for products being sold may NOT be included in the article. However, company URLs that permit access to scientific data related to the study or to shareware used in the study are permitted.

Short-Form Papers

The short-form format is intended for the presentation of brief observations that do not warrant full-length papers. Submit short-form papers in the same way as full-length papers. *They receive the same review, they are not published more rapidly than full-length papers, and they are not considered preliminary communications*.

The title, running title (not to exceed 54 characters and spaces), byline, and correspondent footnote should be prepared as for the long-form paper. Each short-form paper must have an **abstract of no more than 50 words.** Do not use section headings in the body of the paper; combine methods, results, and discussion in a single section. Paragraph lead-ins are permissible. The text should be kept to a minimum and, if possible, **should not exceed 1,000 words**; the number of figures and tables should also be kept to a minimum. **Materials and methods should be described in the text, not in figure legends or table footnotes.** Present acknowledgments as in long-form papers, but do not use a heading. The References section is identical to that of long-form papers.

Minireviews

Minireviews are brief (**limit of 6 printed pages exclusive of references**) biographical profiles, historical perspectives, or summaries of developments in fast-moving areas. They must be based on published articles; they may address any subject within the scope of AEM.

Minireviews may be either solicited or proffered by authors responding to a recognized need. Irrespective of origin, Minireviews are subject to review and should be submitted via Rapid Review. The cover letter should state whether the article was solicited and by whom.

Minireviews do not have abstracts. In the Abstract section of the submission form, put "Not applicable." The body of the Minireview may either have section headings or be set up like a short-form paper (see above).

Meeting Reviews

Meeting Reviews are brief summaries of recent scientific meetings that cover topics within the scope of AEM. Reviews should be timely and focus on major themes, new developments, emerging trends, and significant unanswered questions presented and discussed at the meeting. Sufficient background should be provided to make the report useful to the general reader. The author must provide written assurance from the relevant individuals that permission to cite their presented material has been granted.

Meeting Reviews, which may be solicited or proffered by authors, are subject to editorial review and should be submitted via Rapid Review.

Guest Commentaries

Guest Commentaries are communications written in response to invitations issued by the editors and concern relevant topics in microbiology that are not necessarily covered by Minireviews. They should raise issues of interest to the scholarly community, initiate or focus discussion, and propose needed position or consensus statements by the Academy of Microbiology, the National Academy of Sciences, and other leadership groups in research and education. Reviews of the literature, methods and other how-to papers, and responses targeted at a specific published paper are not appropriate. Guest Commentaries are subject to review.

The length may not exceed 4 printed pages, and the format is like that of a Minireview (see above). Commentaries should be submitted via Rapid Review.

Letters to the Editor

Letters to the Editor are intended only for comments on articles published previously in the journal and must cite published references to support the writer's argument.

Letters may be **no more than 500 words long and must be typed double spaced.** Refer to a recently published letter for correct formatting. Note that authors and affiliations are listed at the foot of the letter. Provide only the primary affiliation for each author. Authors with the same affiliation must be listed together. The order of author names will be changed as necessary by the Journals staff to avoid repetition of an address.

All Letters to the Editor must be submitted electronically, and the manuscript type (comment letter) must be selected from the drop-down list in the submission form. The cover letter should state the volume and issue in which the article commented on was published, the title of the article, and the last name of the first author. In the Abstract section of the submission form, put "Not applicable." Letters to the Editor do not have abstracts. The letter must have a title, which must appear on the manuscript and on the submission form. Figures and tables should be kept to a minimum.

The letter will be sent to the editor who handled the article in question. If the editor believes that publication is warranted, he will solicit a reply from the corresponding author of the article and make a recommendation to the editor in chief. Final approval for publication rests with the editor in chief.

Please note that some indexing/abstracting services do not include Letters to the Editor in their databases.

Errata

The Erratum section provides a means of correcting errors that occurred during the writing, typing, editing, or printing (e.g., a misspelling, a dropped word or line, or mislabeling in a figure) of a published article. Send Errata directly to the ASM Journals Department (1752 N St., N.W., Washington, DC 20036-2904, USA), both on disk and in hard copy **(only one hard copy is necessary). Please see a recent issue for correct formatting.**

Authors' Corrections

The Author's Correction section provides a means of correcting errors of omission (e.g., author names or citations) and errors of a scientific nature that do not alter the overall basic results or conclusions of a published article.

For omission of an author's name, the authors of the article and the author whose name was inadvertently omitted must agree, in writing, to publication of the correction. Copies of the agreement letters must accompany the correction and be sent directly to the Journals Department. Send the correction both on disk and in hard copy **(only one hard copy is necessary). Please see a recent issue for correct formatting.**

Corrections of a scientific nature (e.g., an incorrect unit of measurement or order of magnitude used throughout; contamination of one of numerous cultures; or misidentification of a mutant strain, causing erroneous data for only a portion [noncritical] of the study) must be sent, both

on disk and in hard copy, directly to the editor who handled the article and must be accompanied by *signed letters of agreement* from all of the authors of the article. If the editor believes that publication is warranted, he will send the correction to the Journals Department for publication. Note that the addition of new data is not permitted.

Retractions

Retractions are reserved for major errors or breaches of ethics that, for example, may call into question the source of the data or the validity of the results and conclusions of an article. Send a Retraction and an accompanying explanatory letter *signed by all of the authors* directly to the editor in chief of the journal. The editor who handled the paper and the chairman of the ASM Publications Board will be consulted. If all parties agree to the publication and content of the Retraction, it will be sent to the Journals Department for publication.

ILLUSTRATIONS AND TABLES

Illustrations and tables must be submitted electronically along with the text portion of the manuscript. Digital files that are acceptable for production (see below) must be provided for all illustrations, preferably at the submission stage but definitely on return of the modified manuscript. **We strongly recommend that authors check the acceptability of their digital images for production by running their files through Rapid Inspector, a tool provided at the following URL: http://rapidinspector.cadmus.com/mw/. Rapid Inspector is an easy-to-use Web-based application that takes only minutes to identify problems that may cause the file to fail at any point during the production process.**

Illustrations may be continuous-tone photographs, line drawings, or composites. Color graphics may be submitted, but the cost of printing in color must be borne by the author. Suggestions about how to reduce costs and ensure accurate color reproduction are given below.

In general, digital files are not used for tables at the production stage; however, restrictions on file formats still apply (see the section on Tables below).

Since the contents of computer-generated images can be manipulated for better clarity, the Publications Board at its May 1992 meeting decreed that a description of the software/hardware used should be put in the figure legend(s).

Illustrations

File types and formats. We encourage *all* authors to supply their illustrations as TIFF or EPS files from supported applications or as PowerPoint files (black and white only) so that they can be used for production if the manuscript is accepted. Except for figures produced in PowerPoint, all graphics submitted must be bitmap, grayscale, or CMYK (*not* RGB). Illustrations may be uploaded as PDF files only at the submission stage, and the author must specify that they are for reviewing purposes only. Acceptable file types and formats for production are given in the tables below. More-detailed instructions for preparing illustrations are available on the World Wide Web at http://cjs.cadmus.com/da. Please review this information before preparing your files. If you require additional information, please send an e-mail inquiry to digitalart@cadmus.com.

Macintosh

Application	File type	
	Black and white	Color (CMYK)[a]
Adobe Illustrator 6.0, 7.0, 8.0, 9.0, and 10.0	EPS	EPS
Adobe InDesign 1.0	EPS	EPS
Adobe PageMaker 6.5	EPS	EPS
Adobe Photoshop		
4.0	TIFF	TIFF
5.0	TIFF	TIFF
5.0 LE	TIFF	N/A[b]
5.5	TIFF	TIFF
6.0	TIFF	TIFF
ChemDraw Pro 5.0	EPS/TIFF	EPS/TIFF
Corel Photo-Paint 8.0	TIFF	EPS
CorelDRAW 6.0 and 8.0	EPS/TIFF	EPS
Deneba Canvas 5.0, 6.0, 7.0, and 8.0	EPS/TIFF	EPS
Macromedia FreeHand 7.0, 8.0, and 9.0	EPS	EPS
PowerPoint '98 and 2001	PPT[c]	N/A[b]
Prism 3 by GraphPad	TIFF	N/A[b]
QuarkXpress	EPS	EPS
Synergy Kaleidagraph 3.08 and 3.51	EPS	N/A[b]

[a] Color graphics must be saved and printed in the CMYK mode, *not* RGB.
[b] ASM accepts only black-and-white, not color, graphics created with Kaleidagraph, Adobe Photoshop 5.0 LE, Prism 3 by GraphPad, and PowerPoint.
[c] For instructions on saving PowerPoint files, refer to the Cadmus digital art website at http://cjs.cadmus.com/da.

Windows

Application	File type	
	Black and white	Color (CMYK)[a]
Adobe Illustrator 7.0, 8.0, and 9.0	EPS	EPS
Adobe InDesign 1.0	EPS	EPS
Adobe PageMaker 6.5	EPS	EPS
Adobe Photoshop		
4.0	TIFF	TIFF
5.0	TIFF	TIFF
5.0 LE	TIFF	N/A[b]
5.5	TIFF	TIFF
6.0	TIFF	TIFF
ChemDraw Pro 5.0	EPS/TIFF	EPS/TIFF
Corel Photo-Paint 8.0 and 9.0	TIFF	EPS
CorelDRAW 7.0, 8.0, and 9.0	EPS/TIFF	EPS
Deneba Canvas 6.0 and 7.0	EPS/TIFF	EPS
Macromedia FreeHand 7.0, 8.0, and 9.0	EPS	EPS
PowerPoint '97, 2000, and XP	PPT[c]	N/A[b]
Prism 3 by GraphPad	TIFF	N/A[b]
QuarkXpress	EPS	EPS
SigmaPlot 8.01	EPS	EPS

[a] Color graphics must be saved and printed in the CMYK mode, *not* RGB.
[b] ASM accepts only black-and-white, not color, graphics created with Adobe Photoshop 5.0 LE, Prism 3 by GraphPad, and PowerPoint.
[c] For instructions on saving PowerPoint files, refer to the Cadmus digital art website at http://cjs.cadmus.com/da.

Minimum resolution. It is extremely important that a high enough resolution is used. Note, however, that the higher the resolution, the larger the file and the longer the upload time. Minimum resolutions are as follows:

300 dpi for grayscale and color
600 dpi for lettering
1,200 dpi for line art

Resolution requirements do not apply to graphics created in PowerPoint.

Size. All graphics **MUST be submitted at their intended publication size;** that is, the image uploaded should be 100% of its print dimensions so that no reduction or enlargement is necessary. *(No enlargements or reductions will be made by the ASM editorial staff or the printer.)* Include only the significant portion of an illustration. White space must be cropped from the image, and excess space between panel labels and the image must be eliminated.

Maximum width for a 1-column figure: 3⅝ inches
Maximum width for a 2-column figure: 6⅞ inches
Minimum width for a 2-column figure: 4¼ inches
Maximum depth: 9⅛ inches

Contrast. Illustrations must contain sufficient contrast to withstand the inevitable loss of contrast and detail inherent in the printing process. See also the section on color illustrations below.

Labeling and assembly. All final lettering, labeling, tooling, etc., MUST be incorporated into the figures. It cannot be added at a later date. Do *not* include the figure number in the image. The order in which the figures appear in the manuscript PDF file will reflect the figure number. Each figure must be uploaded as a separate file, and any multipanel figures must be assembled into one file; i.e., rather than uploading a separate file for each panel in a figure, assemble all panels in one piece and supply them as one file.

Fonts. To avoid font problems, set all type in one of the following Type 1 PostScript fonts: Helvetica, Times Roman, European PI, Mathematical PI, or Symbol. All fonts other than these five must be converted to paths (or outlines) in the application with which they were created. For font use in PowerPoint images, refer to the Cadmus digital art website, http://cjs.cadmus.com/da.

Compression. Images created with Macintosh applications may be compressed with Stuffit. Images created with Windows applications may be compressed with WINZIP.

Color illustrations. Because the process of placing ink on paper by using printing presses is different from that used to produce a photo print or a laser print and the color rendition on images viewed on a monitor depends to some extent on monitor resolution, some differences in color and contrast between the image you submit and the image printed in the journal or published online will be evident. (Figures showing red or green fluorescence and those with a significant range of colors may be difficult or impossible to reproduce exactly.) Color illustrations must be saved as either TIFF or EPS files, according to the application used (see charts above). The mode of the TIFF or EPS file must be CMYK, *not* RGB. Graphics in the RGB color space are intended for display on a monitor only and will not separate correctly for printing.

The cost of printing in color must be borne by the author. The current color costs may be accessed from the submission form in Rapid Review. Adherence to the following guidelines, in addition to the general ones above, will help to minimize costs and to ensure color reproduction that is as accurate as possible.

Include only the significant portions of illustrations so that the number of printed pages containing color figures is minimized. The individual panels of a single figure must be assembled in a single file, including any necessary labels. Optimal color reproduction will be obtained if the composites comprise panels containing similar colors of similar lightness or darkness. If necessary, make unlike panels into separate figures/files; this will increase the cost, but the color rendition will be more accurate since the two panels will be "scanned" separately.

Drawings

Submit graphs, charts, complicated chemical or mathematical formulas, diagrams, and other drawings as finished products not requiring additional artwork or typesetting. No part of the graph or drawing may be handwritten. *All* elements, including letters, numbers, and symbols, *must* be easily readable, and both axes of a graph must be labeled. Keep in mind that the journal is published both in print and online and that the same electronic files submitted by the authors are used to produce both.

When creating line art, please use the following guidelines:

1. **All art MUST be submitted at its intended publication size.** *(No enlargements or reductions will be made by the ASM editorial staff or the printer.)* For acceptable dimensions, see the Size section above.

2. **Avoid using screens (i.e., shading)** in line art. It can be difficult and time-consuming to reproduce these images without moiré patterns. Various pattern backgrounds are preferable to screens as long as the fill patterns are not imported from another application. If you must use images containing screens,

   - Generate the image at line screens of 85 lines per inch or lower.
   - When applying multiple shades of gray, differentiate the gray levels by at least 20%.
   - Never use levels of gray below 20% or above 70%

as they will fade out or become totally black upon scanning and reduction.

3. Use thick, solid lines that are no finer than 1 point in thickness.
4. No type should be smaller than 9 point at the final publication size.
5. Avoid layering type directly over shaded or textured areas.
6. Avoid the use of reversed type (white lettering on a black background).
7. Avoid heavy letters, which tend to close up, and unusual symbols, which the printer may not be able to reproduce in the legend.
8. If colors are used, avoid using similar shades of the same color and avoid very light colors.

In figure ordinate and abscissa scales (as well as table column headings), **avoid the ambiguous use of numbers with exponents.** Usually, it is preferable to use the Système International d'Unités (SI) symbols (μ for 10^{-6}, m for 10^{-3}, k for 10^{3}, M for 10^{6}, etc.). A complete listing of SI symbols can be found in the International Union of Pure and Applied Chemistry (IUPAC) "Manual of Symbols and Terminology for Physicochemical Quantities and Units" (Pure Appl. Chem. **21:**3–44, 1970). Thus, a representation of 20,000 cpm on a figure ordinate is to be made by the number 20 accompanied by the label kcpm.

When powers of 10 must be used, the journal requires that the exponent power be associated with the number shown. In representing 20,000 cells per ml, the numeral on the ordinate would be "2" and the label would be "10^{4} cells per ml" (not "cells per ml $\times$ 10^{-4}"). Likewise, an enzyme activity of 0.06 U/ml would be shown as 6 accompanied by the label 10^{-2} U/ml. The preferred designation would be 60 mU/ml (milliunits per milliliter).

Presentation of Nucleic Acid Sequences

Nucleic acid sequences of limited length which are the primary subject of a study may be presented freestyle in the most effective format. Longer nucleic acid sequences must be presented as figures in the following format to conserve space. Print the sequence in lines of 100 bases, each in a nonproportional (monospace) font which is easily legible when published at 100 bases/6 inches. Uppercase and lowercase letters may be used to designate the exon-intron structure, transcribed regions, etc., if the lowercase letters remain legible at 100 bases/6 inches. Number the sequence line by line; place numerals, representing the first base of each line, to the left of the lines. **Minimize spacing between lines of sequence, leaving room only for annotation of the sequence.** Annotation may include boldface, underlining, brackets, boxes, etc. Encoded amino acid sequences may be presented, if necessary, immediately above or below the first nucleotide of each codon, by using the single-letter amino acid symbols. Comparisons of multiple nucleic acid sequences should conform as nearly as possible to the same format.

Figure Legends

Legends should provide enough information so that the figure is understandable without frequent reference to the text. However, detailed experimental methods must be described in the Materials and Methods section, not in a figure legend. A method that is unique to one of several experiments may be reported in a legend only if the discussion is very brief (one or two sentences). Define all symbols used in the figure and define all abbreviations that are not used in the text.

Tables

Tables that contain artwork, chemical structures, or shading must be submitted as illustrations in an acceptable format. Otherwise, they must be submitted either as Word, WordPerfect, or Acrobat PDF files. Note that a straight Excel file is *not* an acceptable format. Excel files must either be embedded in a Word or WordPerfect document or be converted to PDF files *before* being uploaded. Although PDF files and word processing files with embedding are *not* generally acceptable for production purposes, they *are* acceptable for tables. To allow them to pass through the file upload and conversion process, select "for reviewing purposes only" at the prompt regardless of their actual purpose. Unlike the other parts of a manuscript, tables are not produced from the author's source file. They must be rekeyed by the printer before going into a page composition program.

Tables should be formatted as follows. Arrange the data so that **columns of like material read down, not across.** The headings should be sufficiently clear so that the meaning of the data is understandable without reference to the text. See the Abbreviations section (p. xviii) of these Instructions for those that should be used in tables. Explanatory footnotes are acceptable, but more extensive table "legends" are not. Footnotes should not include detailed descriptions of the experiment. Tables must include enough information to warrant table format; those with fewer than six pieces of data will be incorporated into the text by the copy editor. Table 1 is an example of a well-constructed table.

TABLE 1. Distribution of protein and ATPase in fractions of dialyzed membranes[a]

Membranes	Fraction	ATPase	
		U/mg of protein	Total U
Control	Depleted membrane	0.036	2.3
	Concentrated supernatant	0.134	4.82
E1 treated	Depleted membrane	0.034	1.98
	Concentrated supernatant	0.11	4.6

[a] Specific activities of ATPase of nondepleted membranes from control and treated bacteria were 0.21 and 0.20, respectively.

NOMENCLATURE

Chemical and Biochemical Nomenclature

The recognized authority for the names of chemical compounds is *Chemical Abstracts* (Chemical Abstracts Service, Ohio State University, Columbus) and its indexes. *The Merck Index*, 13th ed. (Merck & Co., Inc., Whitehouse Station, N.J., 2001), is also an excellent source. For biochemical terminology, including abbreviations and symbols, consult *Biochemical Nomenclature and Related Documents* (1978; reprinted for The Biochemical Society, London, England) and the instructions to authors of the *Journal of Biological Chemistry* and the *Archives of Biochemistry and Biophysics* (first issues of each year).

Do not express molecular weights in daltons; molecular weight is a unitless ratio. Molecular mass is expressed in daltons.

For enzymes, use the recommended (trivial) name assigned by the Nomenclature Committee of the International Union of Biochemistry (IUB) as described in *Enzyme Nomenclature* (Academic Press, Inc., New York, N.Y., 1992). If a nonrecommended name is used, place the proper (trivial) name in parentheses at first use in the abstract and text. Use the EC number when one has been assigned, and express enzyme activity either in katals (preferred) or in the older system of micromoles per minute.

Nomenclature of Microorganisms

Binary names, consisting of a generic name and a specific epithet (e.g., *Escherichia coli*), must be used for all microorganisms. Names of categories at or above the genus level may be used alone, but specific and subspecific epithets may not. A specific epithet must be preceded by a generic name, written out in full the first time it is used in a paper. Thereafter, the generic name should be abbreviated to the initial capital letter (e.g., *E. coli*), provided there can be no confusion with other genera used in the paper. Names of all taxa (kingdoms, phyla, classes, orders, families, genera, species, and subspecies) are printed in italics and should be underlined (or italicized) in the manuscript; strain designations and numbers are not. Vernacular (common) names should be in lowercase roman type (e.g., streptococcus, brucella). For *Salmonella*, genus, species, and subspecies names should be rendered in standard form: *Salmonella enterica* at first use, *S. enterica* thereafter; *Salmonella enterica* subsp. *arizonae* at first use, *S. enterica* subsp. *arizonae* thereafter. Names of serovars should be in roman type with the first letter capitalized: *Salmonella enterica* serovar Typhimurium. After the first use, the serovar may also be given without a species name: *Salmonella* serovar Typhimurium. For other information regarding serovar designations, see *Identification and Serotyping of Salmonella and an Update of the Kaufmann-White Scheme* (A. C. McWhorter-Murlin and F. W. Hickman-Brenner, Centers for Disease Control and Prevention, Atlanta, Ga., 1994) and *Antigenic Formulas of the Salmonella Serovars* (M. Y. Popoff and L. Le Minor, WHO Collaborating Centre for Reference and Research on *Salmonella*, Institut Pasteur, Paris, France, 1997).

The spelling of bacterial names should follow the *Approved Lists of Bacterial Names* (amended edition) (V. B. D. Skerman, V. McGowan, and P. H. A. Sneath, ed., American Society for Microbiology, 1989) and the validation lists published in the *International Journal of Systematic and Evolutionary Microbiology* (formerly the *International Journal of Systematic Bacteriology*) since January 1989. In addition, two sites on the World Wide Web list current approved bacterial names: Bacterial Nomenclature Up-to-Date (http://www.dsmz.de/bactnom/bactname.htm) and List of Bacterial Names with Standing in Nomenclature (http://www.bacterio.cict.fr). If there is reason to use a name that does not have standing in nomenclature, the name should be enclosed in quotation marks and an appropriate statement concerning the nomenclatural status of the name should be made in the text.

For guidelines regarding new names and descriptions of new genera and species, see the articles by Tindall (Int. J. Syst. Bacteriol. **49:**1309–1312, 1999) and Stackebrandt et al. (Int. J. Syst. Evol. Microbiol. **52:**1043–1047, 2002). To validate new names and/or combinations, authors must submit three copies of their published article to the *International Journal of Systematic and Evolutionary Microbiology*.

It is recommended that a strain be deposited in at least two recognized culture collections in different countries when that strain is necessary for the description of a new taxon (Int. J. Syst. Evol. Microbiol. **50:** 2239–2244, 2000).

Since the classification of fungi is not complete, it is the responsibility of the author to determine the accepted binomial for a given organism. Sources for these names include *The Yeasts: a Taxonomic Study*, 4th ed. (C. P. Kurtzman and J. W. Fell, ed., Elsevier Science Publishers B.V., Amsterdam, The Netherlands, 1998), and *Ainsworth and Bisby's Dictionary of the Fungi,* 9th ed. (P. M. Kirk, P. F. Cannon, J. C. David, and J. A. Stalpers, ed., CABI Publishing, Wallingford, Oxfordshire, United Kingdom, 2001).

Names used for viruses should be those approved by the International Committee on Taxonomy of Viruses (ICTV) and published in *Virus Taxonomy: Classification and Nomenclature of Viruses, Seventh Report of the International Committee on Taxonomy of Viruses* (M. H. V. van Regenmortel et al., ed., Academic Press, San Diego, Calif., 2000). In addition, the recommendations of the ICTV regarding the use of species names should generally be followed: when the entire species is discussed as a taxonomic entity, the species name, like other taxa, is italic and has the first letter and any proper nouns capitalized (e.g., *Tobacco mosaic virus*, *Murray Valley encephalitis virus*). When the behavior or manipulation of individual viruses is discussed, the vernacular (e.g., tobacco mosaic virus, Murray Valley encephalitis virus) should be used. If desired, synonyms may be added parenthetically when the name is first mentioned. Approved generic (or group) and family names may also be used.

Microorganisms, viruses, and plasmids should be given designations consisting of letters and serial numbers. It is generally advisable to include a worker's initials or a descriptive symbol of locale, laboratory, etc., in the designation. Each new strain, mutant, isolate, or derivative should be given a new (serial) designation. This designation should be distinct from those of the genotype and phenotype, and genotypic and phenotypic symbols should not be included. Plasmids are named with a lowercase "p" followed by the designation in uppercase letters and numbers. To avoid the use of the same designation as that of a widely used strain or plasmid, check the designation against a publication database such as Medline.

Genetic Nomenclature

To facilitate accurate communication, **it is important that standard genetic nomenclature be used whenever possible and that deviations or proposals for new naming systems be endorsed by an appropriate authoritative body.** Review and/or publication of submitted manuscripts that contain new or nonstandard nomenclature may be delayed by the editor or the Journals Department so that they may be reviewed by the Nomenclature Committee of the ASM Publications Board.

Bacteria. The genetic properties of bacteria are described in terms of phenotypes and genotypes. The phenotype describes the observable properties of an organism. The genotype refers to the genetic constitution of an organism, usually in reference to some standard wild type. The guidelines that follow are based on the recommendations of Demerec et al. (Genetics **54:**61–76, 1966).

(i) Phenotypic designations must be used when mutant loci have not been identified or mapped. They can also be used to identify the protein product of a gene, e.g., the OmpA protein. Phenotypic designations generally consist of three-letter symbols; these are *not* italicized, and the first letter of the symbol is capitalized. It is preferable to use Roman or Arabic numerals (instead of letters) to identify a series of related phenotypes. Thus, a series of nucleic acid polymerase mutants might be designated Pol1, Pol2, Pol3, etc. Wild-type characteristics can be designated with a superscript plus (Pol^+), and, when necessary for clarity, negative superscripts (Pol^-) can be used to designate mutant characteristics. Lowercase superscript letters may be used to further delineate phenotypes (e.g., Str^r for streptomycin resistance). Phenotypic designations should be defined.

(ii) Genotypic designations are also indicated by three-letter locus symbols. In contrast to phenotypic designations, these are lowercase italic (e.g., *ara his rps*). If several loci govern related functions, these are distinguished by italicized capital letters following the locus symbol (e.g., *araA araB araC*). Promoter, terminator, and operator sites should be indicated as described by Bachmann and Low (Microbiol. Rev. **44:**1–56, 1980), e.g., *lacZp*, *lacAt*, and *lacZo*.

(iii) Wild-type alleles are indicated with a superscript plus (ara^+ his^+). A superscript minus is not used to indicate a mutant locus; thus, one refers to an *ara* mutant rather than an ara^- strain.

(iv) Mutation sites are designated by placing serial isolation numbers (allele numbers) after the locus symbol (e.g., *araA1 araA2*). If it is not known in which of several related loci the mutation has occurred, a hyphen is used instead of the capital letter (e.g., *ara-23*). It is essential in papers reporting the isolation of new mutants that allele numbers be given to the mutations. For *Escherichia coli*, there is a registry of such numbers: *E. coli* Genetic Stock Center, Department of Biology, Yale University, New Haven, CT 06511-5188. For the genus *Salmonella*, the registry is *Salmonella* Genetic Stock Center, Department of Biology, University of Calgary, Calgary, Alberta T2N 1N4, Canada. For the genus *Bacillus*, the registry is *Bacillus* Genetic Stock Center, Ohio State University, Columbus, OH 43210.

(v) The use of superscripts with genotypes (other than + to indicate wild-type alleles) should be avoided. Designations indicating amber mutations (Am), temperature-sensitive mutations (Ts), constitutive mutations (Con), cold-sensitive mutations (Cs), production of a hybrid protein (Hyb), and other important phenotypic properties should follow the allele number [e.g., *araA230*(Am) *hisD21*(Ts)]. All other such designations of phenotype must be defined at the first occurrence. If superscripts *must* be used, they must be approved by the editor and they must be defined at the first occurrence.

Subscripts may be used in two situations. Subscripts may be used to distinguish between genes (having the same name) from different organisms or strains, e.g., $his_{E.\ coli}$ or $his_{\text{K-12}}$ for the *his* genes of *E. coli* or strain K-12 in another species or strain, respectively. An abbreviation may also be used if it is explained. Similarly, a subscript is also used to distinguish between genetic elements that have the same name. For example, the promoters of the *gln* operon can be designated $glnAp_1$ and $glnAp_2$. This form departs slightly from that recommended by Bachmann and Low (e.g., *desC1p*).

(vi) Deletions are indicated by the symbol Δ placed before the deleted gene or region, e.g., Δ*trpA432*, Δ(*aroP-aceE*)*419*, or Δ*his*(*dhuA hisJ hisQ*)*1256*. Similarly, other symbols can be used (with appropriate definition). Thus, a fusion of the *ara* and *lac* operons can be shown as Φ(*ara-lac*)*95*. Likewise, Φ(*araB′-lacZ*$^+$)*96* indicates that the fusion results in a truncated *araB* gene fused to an intact *lacZ* gene, and Φ(*malE-lacZ*)*97*(Hyb) shows that a hybrid protein is synthesized. An inversion is shown as IN(*rrnD- rrnE*)*1*. An insertion of an *E. coli his* gene into plasmid pSC101 at zero kilobases (0 kb) is shown as pSC101 Ω(0kb::K-12*hisB*)*4*. An alternative designation of an insertion can be used in simple cases, e.g., *galT236* ::Tn*5*. The number *236* refers to the locus of the insertion, and if the strain carries an additional *gal* mutation, it is listed separately. Additional examples, which utilize a slightly different format, can be found in the papers by Campbell et al. and Novick et al. cited below. It is important in reporting the construction of strains in which

a mobile element was inserted and subsequently deleted that this fact be noted in the strain table. This can be done by listing the genotype of the strain used as an intermediate in a table footnote or by making a direct or parenthetical remark in the genotype, e.g., (F^-), ΔMu *c*ts, or *mal*::ΔMu *c*ts::*lac*. In setting parenthetical remarks within the genotype or dividing the genotype into constituent elements, parentheses and brackets are used without special meaning; brackets are used outside parentheses. To indicate the presence of an episome, parentheses (or brackets) are used (λ, F^+). Reference to an integrated episome is indicated as described above for inserted elements, and an exogenote is shown as, for example, W3110/F′8(*gal*$^+$).

Any deviations from standard genetic nomenclature should be explained in Materials and Methods or in a table of strains. For information about the symbols in current use, consult Berlyn (Microbiol. Mol. Biol. Rev. **62:**814–984, 1998) for *E. coli* K-12, Sanderson and Roth (Microbiol. Rev. **52:**485–532, 1988) for *Salmonella* serovar Typhimurium, Holloway et al. (Microbiol. Rev. **43:**73–102, 1979) for the genus *Pseudomonas*, Piggot and Hoch (Microbiol. Rev. **49:**158–179, 1985) for *Bacillus subtilis*, Perkins et al. (Microbiol. Rev. **46:**426–570, 1982) for *Neurospora crassa*, and Mortimer and Schild (Microbiol. Rev. **49:** 181–213, 1985) for *Saccharomyces cerevisiae*. For yeasts, *Chlamydomonas* spp., and several fungal species, symbols such as those given in the *Handbook of Microbiology* (A. I. Laskin and H. A. Lechevalier, ed., CRC Press, Inc., Cleveland, Ohio, 1974) should be used.

Conventions for naming genes. It is recommended that (entirely) new genes be given names that are mnemonics of their function, avoiding names that are already assigned and earlier or alternative gene names, irrespective of the bacterium for which such assignments have been made. Similarly, it is recommended that, whenever possible, homologous genes present in different organisms receive the same name. When homology is not apparent or the function of a new gene has not been established, a provisional name may be given by one of the following methods. (i) The gene may be named on the basis of its map location in the style *yaaA*, analogous to the style used for recording transposon insertions (*zef*) as discussed below. A list of such names in use for *E. coli* has been published by Rudd (Microbiol. Mol. Biol. Rev. **62:** 985–1019, 1998). (ii) A provisional name may be given in the style described by Demerec et al. (e.g., *usg*, gene upstream of *folC*). Such names should be unique, and names such as *orf* or *genX* should not be used. For reference, the *E. coli* Genetic Stock Center's database includes an updated listing of *E. coli* gene names and gene products. It is accessible on the Internet (http://cgsc.biology.yale.edu/cgsc.html). The Center's relational database can also be searched via Telnet; for access, send a request to berlyn@cgsc.biology.yale.edu. A list can also be found in the work of Riley (Microbiol. Rev. **57:**862–952, 1993). For the genes of other bacteria, consult the references given above.

"Mutant" versus "mutation." Keep in mind the distinction between a *mutation* (an alteration of the primary sequence of the genetic material) and a *mutant* (a strain carrying one or more mutations). One may speak about the mapping of a mutation, but one cannot map a mutant. Likewise, a mutant has no genetic locus, only a phenotype.

"Homology" versus "similarity." For use of terms that describe relationships between genes, consult the articles by Theissen (Nature **415:**741, 2002) and Fitch (Trends Genet. **16:**227–231, 2000). "Homology" implies a relationship between genes that share a common evolutionary origin; partial homology is not recognized. When sequence comparisons are discussed, it is more appropriate to use the term "percent sequence similarity" or "percent sequence identity," as appropriate.

Strain designations. Do not use a genotype as a name (e.g., "subsequent use of *leuC6* for transduction"). If a strain designation has not been chosen, select an appropriate word combination (e.g., "another strain containing the *leuC6* mutation").

"Natural" versus "artificial" transformation. Natural transformation is a process whereby the recipient cell has the inherent capacity to take up and integrate exogenous DNA into its genome. As such, natural transformation is part of the biology of the recipient cell line and should not be confused with processes through which integration of DNA is forced upon recipient cells.

Viruses. The genetic nomenclature for viruses differs from that for bacteria. In most instances, viruses have no phenotype, since they have no metabolism outside host cells. Therefore, distinctions between phenotype and genotype cannot be made. Superscripts are used to indicate hybrid genomes. Genetic symbols may be one, two, or three letters. For example, a mutant strain of λ might be designated λ *A*am11 *int*2 *red*114 *c*I857; this strain carries mutations in genes *c*I, *int*, and *red* and an amber-suppressible (am) mutation in gene *A*. A strain designated λ att^{434} imm^{21} would represent a hybrid of phage λ which carries the immunity region (*imm*) of phage 21 and the attachment (*att*) region of phage 434. Host DNA insertions into viruses should be delineated by square brackets, and the genetic symbols and designations for such inserted DNA should conform to those used for the host genome. Genetic symbols for phage λ can be found in reports by Szybalski and Szybalski (Gene **7:**217–270, 1979) and Echols and Murialdo (Microbiol. Rev. **42:**577–591, 1978).

Eukaryotes. For information about the genetic nomenclature of eukaryotes, see the Instructions to Authors for *Eukaryotic Cell* and *Molecular and Cellular Biology*.

Transposable elements, plasmids, and restriction enzymes. Nomenclature of transposable elements (insertion sequences, transposons, phage Mu, etc.) should follow the recommendations of Campbell et al. (Gene **5:** 197–206, 1979), with the modifications given in section vi above. The Internet site where insertion sequences of eubacteria and archaebacteria are described and new se-

quences can be recorded is http://www-is.biotoul.fr/is.html.

The system of designating transposon insertions at sites where there are no known loci, e.g., *zef-123*::Tn*5*, has been described by Chumley et al. (Genetics **91:**639–655, 1979). The nomenclature recommendations of Novick et al. (Bacteriol. Rev. **40:**168–189, 1976) for plasmids and plasmid-specified activities, of Low (Bacteriol. Rev. **36:**587–607, 1972) for F-prime factors, and of Roberts et al. (Nucleic Acids Res. **31:**1805–1812, 2003) for restriction enzymes, DNA methyltransferases, homing endonucleases, and their genes should be used when possible. The nomenclature for recombinant DNA molecules constructed in vitro follows the nomenclature for insertions in general. DNA inserted into recombinant DNA molecules should be described by using the gene symbols and conventions for the organism from which the DNA was obtained.

Tetracycline resistance determinants. The nomenclature for tetracycline resistance determinants is based on the proposal of Levy et al. (Antimicrob. Agents Chemother. **43:**1523–1524, 1999). The style for such determinants is, e.g., Tet B; the space helps distinguish the determinant designation from that for phenotypes and proteins (TetB). The above-referenced article shows the correct format for genes, proteins, and determinants in this family.

ABBREVIATIONS AND CONVENTIONS

Verb Tense

ASM strongly recommends that for clarity you use the **past** tense to narrate particular events in the past, including the procedures, observations, and data of the study that you are reporting. Use the present tense for your own general conclusions, the conclusions of previous researchers, and generally accepted facts. Thus, most of the abstract, Materials and Methods, and Results will be in the past tense, and most of the introduction and some of the Discussion will be in the present tense.

Be aware that it may be necessary to vary the tense in a single sentence. For example, it is correct to say "White (30) demonstrat*ed* that XYZ cells *grow* at pH 6.8," "Figure 2 show*s* that ABC cells fail*ed* to grow at room temperature," and "Air *was* removed from the chamber and the mice *died*, which *proves* that mice *require* air." In reporting statistics and calculations, it is correct to say "The values for the ABC cells *are* statistically significant, indicating that the drug inhibit*ed*. . . ."

For an in-depth discussion of tense in scientific writing, see p. 207–209 in *How To Write and Publish a Scientific Paper*, 5th ed.

Abbreviations

General. Abbreviations should be used as an aid to the reader rather than as a convenience to the author, and therefore their **use should be limited**. Abbreviations other than those recommended by the IUPAC-IUB (*Biochemical Nomenclature and Related Documents*, 1978) should be used only when a case can be made for necessity, such as in tables and figures.

It is often possible to use pronouns or to paraphrase a long word after its first use (e.g., "the drug" or "the substrate"). Standard chemical symbols and trivial names or their symbols (folate, Ala, Leu, etc.) may also be used.

It is strongly recommended that all abbreviations except those listed below be introduced in the first paragraph in Materials and Methods. Alternatively, define each abbreviation and introduce it in parentheses the first time it is used; e.g., "cultures were grown in Eagle minimal essential medium (MEM)." Generally, eliminate abbreviations that are not used at least three times in the text (including tables and figure legends).

Not requiring introduction. In addition to abbreviations for Système International d'Unités (SI) units of measurement, other common units (e.g., bp, kb, and Da), and chemical symbols for the elements, the following should be used without definition in the title, abstract, text, figure legends, and tables: DNA (deoxyribonucleic acid); cDNA (complementary DNA); RNA (ribonucleic acid); cRNA (complementary RNA); RNase (ribonuclease); DNase (deoxyribonuclease); rRNA (ribosomal RNA); mRNA (messenger RNA); tRNA (transfer RNA); AMP, ADP, ATP, dAMP, ddATP, GTP, etc. (for the respective 5′ phosphates of adenosine and other nucleosides) (add 2′-, 3′-, or 5′- when needed for contrast); ATPase, dGTPase, etc. (adenosine triphosphatase, deoxyguanosine triphosphatase, etc.); NAD (nicotinamide adenine dinucleotide); NAD^+ (nicotinamide adenine dinucleotide, oxidized); NADH (nicotinamide adenine dinucleotide, reduced); NADP (nicotinamide adenine dinucleotide phosphate); NADPH (nicotinamide adenine dinucleotide phosphate, reduced); $NADP^+$ (nicotinamide adenine dinucleotide phosphate, oxidized); poly(A), poly(dT), etc. (polyadenylic acid, polydeoxythymidylic acid, etc.); oligo(dT), etc. (oligodeoxythymidylic acid, etc.); UV (ultraviolet); PFU (plaque-forming units); CFU (colony-forming units); MIC (minimal inhibitory concentration); Tris [tris(hydroxymethyl)aminomethane]; DEAE (diethylaminoethyl); EDTA (ethylenediaminetetraacetic acid); EGTA [ethylene glycol-bis(β-aminoethyl ether)-*N*,*N*,*N*′,*N*′-tetraacetic acid]; HEPES (*N*-2-hydroxyethylpiperazine-*N*′-2-ethanesulfonic acid); PCR (polymerase chain reaction); and AIDS (acquired immunodeficiency syndrome). Abbreviations for cell lines (e.g., HeLa) also need not be defined.

The following abbreviations should be used without definition in tables:

amt (amount)
approx (approximately)
avg (average)
concn (concentration)
diam (diameter)
expt (experiment)
exptl (experimental)
ht (height)
mo (month)
mol wt (molecular weight)
SE (standard error)
SEM (standard error of the mean)
sp act (specific activity)
sp gr (specific gravity)
temp (temperature)
tr (trace)
vol (volume)
vs (versus)
wk (week)

no. (number)
prepn (preparation)
SD (standard deviation)
wt (weight)
yr (year)

Reporting Numerical Data

Standard metric units are used for reporting length, weight, and volume. For these units and for molarity, use the prefixes m, μ, n, and p for 10^{-3}, 10^{-6}, 10^{-9}, and 10^{-12}, respectively. Likewise, use the prefix k for 10^{3}. Avoid compound prefixes such as mμ or μμ. Parts per million (ppm) may be used when that is the common measure for the science in that field. Units of temperature are presented as follows: 37°C or 324 K.

When fractions are used to express such units as enzymatic activities, it is preferable to use whole units, such as g or min, in the denominator instead of fractional or multiple units, such as μg or 10 min. For example, "pmol/min" is preferable to "nmol/10 min," and "μmol/g" is preferable to "nmol/μg." It is also preferable that an unambiguous form, such as exponential notation, be used; for example, "μmol g^{-1} min^{-1}" is preferable to "μmol/g/min." Always report numerical data in the applicable SI units.

Representation of data as accurate to more than two significant figures must be justified by presentation of appropriate statistical analyses.

Statistics

If biological variation within a treatment (coefficient of variation, the standard deviation divided by the mean) is small (less than 10%) and the difference among treatment means is large (greater than 3 standard deviations), it is not necessary to report statistics. If the data do not meet these criteria, however, the authors must include an appropriate statistical analysis (e.g., Student's *t* test, analysis of variance, Tukey's test, etc.). Statistics should represent the variation among biological units (e.g., replicate incubations) and not just the variation due to method of analysis.

Phylogenetic trees based on nucleotide or amino acid sequence alignments must be supported by appropriate statistical analyses of tree stability (e.g., bootstrap analysis), and nonsupported branches (e.g., bootstrap coefficients below 50%) should be collapsed. A copy of the alignment should be available for examination by the editor or the reviewers upon request.

Equations

In mathematical equations, indicate the order of operations clearly by enclosing operations in parentheses, brackets, and braces, in that order: $(a + b) \times c$ or $a + (b \times c)$, $100 \times \{[(a/b) \times c] + d\}$ or $100 \times \{a/[(b \times c) + d]\}$. Italicize (by underlining) variables and constants (but not numerals), and use roman type for designations: E_0, E_h, M_r, K_m, K_s, $a + 2b = 1.2$ mM, Ca^{2+} $V_{max} = \exp(1.5x + y)$, $BOD = 2.7x^2$.

Isotopically Labeled Compounds

For simple molecules, isotopic labeling is indicated in the chemical formula (e.g., $^{14}CO_2$, $^{3}H_2$, and $H^{35}SO_4$). Brackets are not used when the isotopic symbol is attached to the name of a compound that in its natural state does not contain the element (e.g., ^{32}S-ATP) or to a word that is not a specific chemical name (e.g., ^{131}I-labeled protein, ^{14}C-amino acids, and ^{3}H-ligands).

For specific chemicals, the symbol for the isotope introduced is placed in brackets directly preceding the part of the name that describes the labeled entity. Note that configuration symbols and modifiers precede the isotopic symbol. The following examples illustrate correct usage.

[^{14}C]urea
L-[*methyl*-^{14}C]methionine
[2,3-^{3}H]serine
[α-^{14}C]lysine
[γ-^{32}P]ATP
UDP-[U-^{14}C]glucose
E. coli [^{32}P]DNA
fructose 1,6-[1-^{32}P]bisphosphate

AEM follows the same conventions for isotopic labeling as the *Journal of Biological Chemistry*, and more detailed information can be found in the instructions to authors of that journal (first issue of each year).

For your convenience, these Instructions are also available through the Internet at the following address: http://www.journals.asm.org.