

Instructions to Authors

Submission of manuscripts: Manuscripts, in the form described below, should be submitted to one of the members of the Editorial Board:

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Correspondence concerning Virology Division affairs should be directed to: Dr. M. A. Mayo, Scottish Crop Research Institute, Invergowrie, Dundee DD2 5DA, U.K. e-mail: mmayo@scri.sari.ac.uk

Electronic submission of manuscripts is encouraged.

Please send your electronic manuscript as a *single pdf* together with an email to arch.virol@springer.at. Please prepare the content of your paper in exactly the same way as for conventional submissions (following the Instructions to Authors) ensuring that all of your illustrations, tables etc. are included in a single file with the main text. Half-tone or color figures in the pdf file should be ≤ 300 dpi to keep the file at a size suitable for sending by e-mail for reviewing. Please try to ensure that the size of your file does not exceed 1 MB.

Name the file xxx.pdf, where xxx is the surname of the first author (no more than 15 characters, no spaces). When you make subsequent submission to the system, please add increasing digits to the end of the file names.

In the e-mail message sent together with the pdf file please indicate who of the editors should handle your paper and to whom of the authors correspondence should be directed. Please do not send hardcopies by post or express mail if you send your paper in electronic form.

Correspondence concerning special issues as described below should be directed to one of the Special Issues Editors: Dr. C. H. Calisher, Arthropod-Borne and Infectious Diseases Laboratory, Colorado State University, Fort Collins, CO 80523, U.S.A. e-mail: calisher@cybercell.net

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Editorial policy. Manuscripts will be judged on their quality, originality, significance, and interest to the readership. Research work should be described in a form whereby it can be repeated, and its conclusions verified. Articles represent the opinion of the author(s), not that of the members of the Editorial Board or the Publisher.

Primary publication: Manuscripts should be original, not wholly or in part published or submitted for publication elsewhere. Preliminary disclosure of research findings, such as in a published abstract, thesis, or proceedings of a meeting, is not considered prior publication.

Authorship: Authorship implies substantial contribution to the overall design, execution, and interpretation of the primary experimental work described in a manuscript. All authors are considered responsible for the entire content of their manuscript. Individuals who have supplied virus strains or reagents, or who have critiqued the manuscript, etc., should not be listed as authors; rather they may be recognized in the Acknowledgments section.

Availability of viruses, mutants/variants, cells: Submission of a manuscript implies that all viruses, novel mutants and variants, genes, plasmids, vector constructs, and cell lines described in the manuscript will be made freely available for distribution upon request to all qualified members of the scientific community for research purposes.

Biosafety and humane use and care of experimental animals: Submission of a manuscript implies that all local and national biosafety regulations governing exposure of laboratory personnel and the environment to biohazards have been observed. Submission of a manuscript also implies that all local and national regulations and guidelines governing the humane use and care of experimental animals have been observed.

Nucleotide sequence data: Only in exceptional circumstances will long sequences be published. New nucleotide data must be submitted and deposited in the DDBJ/EMBL/GenBank databases and an accession number obtained before the paper can be accepted for publication. Submission to any one of the three collaborating databanks is sufficient to ensure data entry in all. The accession number should be included in the manuscript e.g., as a footnote on the title page: 'Note: Nucleotide sequence data reported are available in the DDBJ/EMBL/GenBank databases under the accession number(s)----'. If requested, the database will withhold release of data until publication. The most convenient method for submitting sequence data is by World Wide Web:

DDBJ via SAKURA: <http://sakura.ddbj.nig.ac.jp/>

EMBL via WEBIN: <http://www.ebi.ac.uk/embl/Submission/webin.html>

GenBank™ via BankIt: <http://www.ncbi.nlm.nih.gov/BankIt/>

or stand-alone submission tool Sequin:

<http://www.ncbi.nlm.nih.gov/Sequin/>

For special types of submissions (e.g., genomes, bulk submissions, etc.) additional submission protocols are available from the above sites.

Database Contact Information: DDBJ: Center for Information Biology and DNA Databank 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; web URL: <http://www.ddbj.nig.ac.jp/>

EMBL: EMBL Nucleotide Sequence Submissions, European Bioinformatics Institute, Wellcome Trust Genome Campus, Hinxton, Cambridge CB 10 1SD U.K.; telephone: +44 1223 494499; fax: +44 1223 494472; e-mail: datasubs@ebi.ac.uk; web URL: <http://www.ebi.ac.uk>

GenBank: National Center for Biotechnology Information, National Library of Medicine, Bldg. 38A, Rm 8N-803, Bethesda,

MD 20894, U.S.A.; telephone: +1 301 496 2475; fax: +1 301 480 9241; e-mail: info@ncbi.nlm.nih.gov; web URL: http://www.ncbi.nlm.nih.gov

Nucleic acid sequences of limited length which are the primary subject of a study may be presented freestyle in the most effective format. In exceptional cases, longer nucleic acid sequences may be presented in the following format to conserve space. Submit the sequence as camera-ready copy in lines of 100 bases, using a nonproportional (monospace) font which is easily legible when published at 100 bases per 16 cm line. Encoded amino acid sequences may be presented, if necessary, immediately above or below the first nucleotide of each codon, by using the standard single-letter amino acid code.

X-ray crystallographic protein structure data: Manuscripts containing new structure determinations (including X-ray amplitudes and phases and derived atomic coordinates) must be accompanied by (an) accession number(s) from an internationally available depository (such as Brookhaven National Laboratory, Upton, NY 11973, U.S.A.). If structure determinations have been submitted to a depository, but an accession number has not yet been assigned, the manuscript can be submitted for review, but it will not be published until (an) accession number(s) is available for insertion into the manuscript.

Form of manuscripts. Manuscripts should be submitted in triplicate and carry FAX and telephone numbers of the corresponding author in addition to the postal address; they should be generated by a high-quality printer or typewriter on high-quality paper; they should be double-spaced throughout and have wide margins. Pages should be numbered consecutively. Only contributions written in English are acceptable; authors who are unsure of proper English usage should have their manuscript checked by someone proficient in the English language, preferable someone who uses English as a primary language.

Manuscripts should be concise. Repetition, such as between the Materials and methods section and figure legends, or between the Results section and the Discussion, should be avoided. Avoid jargon and laboratory slang. Good writing requires control of the sequence of words, sentences, paragraphs, and sections. Good writing requires correct use of verb tenses—the past tense should be used throughout in descriptions of particular procedures and observations—the present tense should be used only in making generalizations, such as in noting generally accepted facts, conclusions from prior research, and general conclusions from the work at hand.

Archives of Virology publishes Original Articles, Brief Reports, Brief Reviews, Rapid Communications, Annotated Sequence Records, and special Issues.

Original Articles: Original articles should not exceed 20 pages when printed. Their content should be arranged as follows:

Title Page: The first page should include the title of the article, the names of the authors, their institutional affiliations (that is, the institution where the work was done), and their full addresses (including all postal codes). A footnote may be used to cite the present address of any author no longer at the institution where the work was done. This page should also include a running title (not to exceed 60 characters and spaces) and the name and mailing address (incl. e-mail) of the corresponding author.

Summary: The Summary should not exceed 200 words; it should concisely summarize the basic content of the article without presenting experimental details. The Summary should be understandable when published separately by abstracting services. The Summary should be written in the past tense and should not contain references or cryptic abbreviations.

Introduction: The Introduction should supply sufficient background information to establish the context of the present study—it should allow the reader to see the rationale for the present work and to understand and evaluate present results—it should not be too general, nor should it take the form of an exhaustive review of the subject. The Introduction should usually end with one or two sentences that capture the essence of the article: e.g., "In this paper we report the discovery of ..."

Materials and methods: The Materials and methods section should provide sufficient information to permit the work to be repeated. For commonly used methods, a brief description (to avoid constant need to refer to previous publications) and citation of a reference are sufficient. New methods should be described completely, giving sources of unusual chemicals, equipment, and supplies. When large numbers of viruses, mutants, etc., are used in a study, a table may be used to identify sources, properties, etc.

Results: The Results section should include the outcome of experiments; extensive interpretations of experimental data should be reserved for the Discussion section. Data should be presented in text, tables, or figures—the same data should not be repeated in two or three forms.

Discussion: The Discussion section should not merely restate the experimental results and immediate conclusions. It should be constructive, interpretive, analytical, and it should establish the relationship between the results obtained and previously published work. It should note problems, such as conflicts with the ideas and data of others, and it should indicate the value of the results for future research.

Acknowledgments: Acknowledgments of personal assistance and financial support should be stated in concise terms.

Disclaimers: Statements disclaiming governmental or any other type of approval or endorsement will be deleted by the publisher.

References: References, numbered consecutively and arranged in alphabetical order should be listed at the end of the paper as follows:

a) **Journals:** Names and initials of all authors, year of publication, complete title of paper, name of journal (abbreviated according to "Index Medicus"), number of volume, first and last page numbers, e.g.,

1. Bussel RH, Karzo DT (1965) Canine distemper virus in primary and continuous cell lines of human and monkey origin. *Arch Ges Virusforsch* 17: 183–202

b) **Books:** Name(s) of author(s), year of publication, complete title, edition, publisher, place of publication, e.g.,

2. Goodman LS, Gilman A (1960) *The pharmacological basis of therapeutics*, 2nd edn. Macmillan, New York

or Name(s) of author(s), year of publication, title of chapter or contribution, name(s) of editor(s), if any, title of book, publisher, place of publication, first and last page numbers, the series, if any, plus volume or number in the series, e.g.,

3. MacPherson I (1966) Malignant transformation and reversion of virus infected cells. In: Kirsten WH (ed) *Malignant transformation by viruses*. Springer, Berlin Heidelberg New York, pp 1–8 (Recent results in cancer research, vol 6)

c) **Proceedings and Transactions:** Name(s) of author(s), year of publication, complete title of article, title of proceedings, if any, name of proceedings, place and year of congress or symposium, publishers, place of publication, first and last page numbers, e.g.,

4. Barry J, Lefranc G (1962) The occurrence of Gomorinegative neurosecretory material in the diencephalon of *Macacus sylvanus* L. In: *Neurosecretion*. Proceedings of the third international conference on neurosecretion, Bristol 1961. Academic Press, New York, pp 209–214

In the text citations are listed by numbers corresponding to references at the end of the paper.

Figures: Figures should be submitted on separate sheets, numbered in order of mention in the text, and marked on the back with the figure number, the name of the author, and an indication of the top of the figure. The maximum space available on one page for figures is 13.5 × 21.5 cm

Photographs: Photographs should be submitted as glossy prints, sharply focused, with high contrast. Grouping of photographs to fill a page or part of a page is recommended. Photographs should be cropped to include only significant subjects; if necessary, labeling can be done by the publisher—in this case, instructions should be marked on a transparent overlay. Make sure that after reduction all labeling will be of the same size and still remain legible (label letters and numbers at least 3 mm high). If a figure is a composite, such as multiple polyacrylamide gels, the original composite, not just a photograph of the composite, should be provided to the publisher. Electron micrographs and light microscopy photo-

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micrographs should be submitted as direct prints of original negatives, not as manipulated artwork. Color photographs can be published, but only if authors bear all additional costs of printing.

Line drawings: Graphs, charts, sequences, complicated chemical or mathematical formulas, diagrams, and other drawings should be submitted as originals (with copies with the duplicate manuscript). Drawings should be of professional quality, with lettering large enough to withstand necessary reduction (at least 2 mm high after reduction). Computer graphics and lettering are acceptable, but should be of a quality matching traditional standards.

Figure legends: Legends for figures should be submitted on a separate sheet, numbered consecutively. Legends should provide enough information so that the figure is understandable without frequent reference to the text. Detailed experimental methods should be described in the Materials and Methods section, not in legends.

Tables: Each table should be submitted on a separate sheet; each table should be numbered sequentially, have a descriptive heading, informative column headings, and footnotes that make the table understandable without frequent reference to the text. Authors are advised to follow the design of tables in recent issues. Large, complicated tables, with complex column spacing can be submitted as "camera ready" copy for direct processing by the publisher.

Brief Reports: Brief Reports are intended for the presentation of observations that do not warrant a full-length article—they are not meant for preliminary communication of incomplete studies. They should not exceed five pages when printed. They should include a brief Summary of no more than 100 words. Division of the text by headings of sections should be omitted, but the general sequence of introduction, materials and methods, results, and discussion may be generally maintained. Figures and tables should be kept to a minimum. References should be cited in the same way as in full-length articles.

Brief Reviews: Brief Reviews are intended to draw together important information from recent publications on subjects of broad interest. They are meant to provide a venue for critical examination and considered opinion of such information. Reviews are not meant to be encyclopedic, and should not exceed 20 pages when printed. Reviews may contain figures and tables. References should be cited in the same way as in full-length articles. It is recommended that authors contact a member of the Editorial Board beforehand to determine if a proposed review is likely to be suitable for publication.

Rapid Communications: Rapid Communications should not exceed four pages when printed. They should include a brief Summary of no more than 35 words and may include one line drawing or table. References should be cited in the same way as in full-length articles. Authors should explain in a cover letter why publication is urgent. Editorial review will be accelerated, and proofs will be checked by the publisher. Accepted Rapid Communications will be published no later than three months after receipt.

Annotated Sequence Records: These records which should not exceed two pages in length are intended to draw attention to the availability of new sequence information on a virus (either whole or partial sequence) that is different from known sequenced isolates. The report should give information on the provenance of the virus material (isolated by whom, when and where; together with a reference if available), a reference to the sequence (accession number), an annotated diagram of the sequence information (ORFs, promoters, control sequences etc.), some biological information (host range, pathogenicity etc.) and the justification for considering why the material is different from previously published isolates. Electronic submission is recommended.

Special Issues: Special issues of *Archives of Virology* are published to record the proceedings of meetings, symposia, conferences, and congresses on various virologic topics, special issues are also published to record multi-authored treatises and reviews of large, complex virologic topics. In general, special issues are of similar size and page format as the regular issues of *Archives of Virology*; the number of pages per issue is limited to 240 pages. The *Archives of Virology*

provides full and flexible publishing and marketing services, in timely fashion. Individuals who are organizing a meeting, symposium, conference, or congress, and individuals who would like to organize the writing and publication of a treatise or large review are invited to communicate directly with one of the Special Issues Editors for further information.

Virus nomenclature: Each virus should be identified at least once, preferably in the *Introduction* or *Materials and Methods* section, using formal family, genus, and species terms, and where possible by using a precise strain designation term as developed by an internationally recognized specialty group or culture collection. Please note that the word *type* is not used before species designations that include a number. Formal terms used for virus families, genera, and species, should be those approved by the International Committee on Taxonomy of Viruses (ICTV): Van Regenmortel MHV, Fauquet CM, Bishop DHL, Carstens EB, Estes MK, Lemon SM, McGeoch DJ, Maniloff J, Mayo MA, Pringle CR, Wickner RB (eds) (2000) *Virus Taxonomy. Classification and Nomenclature of Viruses*. Seventh ICTV Report, Academic Press. This volume also includes standard abbreviations for species. Once formal taxonomic names have been given in a paper, vernacular terms may be used.

Formal taxonomic nomenclature: In formal taxonomic usage, the first letters of virus order, family, subfamily, genus and species names are capitalized and the terms are printed in italics. Other words in the species name are not capitalized unless they are proper nouns or parts of nouns, for example *West Nile virus*. In formal usage, the name of the taxon should precede the term for the taxonomic unit; for example: "the family *Paramyxoviridae*", "the genus *Morbillivirus*". The following represent examples of full formal taxonomic terminology:

1. Order *Mononegavirales*, Family *Rhabdoviridae*, genus *Lyssavirus*, Species *Rabies virus*.
2. Family *Poxviridae*, subfamily *Chordopoxvirinae*, genus *Orthopoxvirus*, species *Vaccinia virus*.
3. Family *Picornaviridae*, genus *Enterovirus*, species *Poliovirus*.
4. Family *Bunyaviridae*, genus *Tospovirus*, species *Tomato spotted wilt virus*.

Vernacular taxonomic nomenclature: In formal vernacular usage, virus order, family, subfamily, genus and species names are written in lower case Roman script; they are not capitalized, nor are they printed in italics or underlined. In informal usage, the name of the taxon should not include the formal suffix, and the name of the taxon should follow the term for the taxonomic unit; for example "the picornavirus family", "the enterovirus genus".

One particular source of ambiguity in vernacular nomenclature lies in the common use of the same root terms in formal family, genus or species names. Imprecision stems from not being able to easily identify in vernacular usage which hierarchical level is being cited. For example, the vernacular name "paramyxovirus" might refer to the family *Paramyxoviridae*, the subfamily *Paramyxovirinae*, or one species in the genus *Respirovirus*, such as *Human parainfluenza virus 1*. The solution in vernacular usage is to avoid "jumping" hierarchical levels and to add taxon identification wherever needed. For example, when citing the taxonomic placement of *Human parainfluenza virus 1*, taxon identification should always be added: "*Human parainfluenza virus 1* is a species in the genus *Respirovirus*, family *Paramyxoviridae*." In this example, as is usually the case, adding the information that this virus is also a member of the subfamily *Paramyxovirinae* and the order *Mononegavirales* is unnecessary.

It should be stressed that italics and capital initial letters need to be used only if the species name refers to the taxonomic category. When the name refers to viral objects such as virions present in a preparation or seen in an electron micrograph, italics and capital initial letters are not needed and the names are written in lower case Roman script. This also applies when the names are used in adjectival form, for instance tobacco mosaic virus polymerase. The use of italics when referring to the name of a species as a taxonomic entity signals that it has the status of an officially recognized species. The 7th ICTV Report (Van Regenmortel MHV et al., 1999, Academic Press) should be consulted to ascertain which names have been approved as official species names. When the taxonomic status of a new putative species is uncertain or its position within an established genus has not been clarified, it is considered a tentative species and its name is not written in italics although its initial letter is capitalized.

Nomenclature of bacteria: Binary names, consisting of a genus and species term (e.g., *Escherichia coli*), should be used for all bacteria. After the first usage, the genus term should be abbreviated (e.g., *E. coli*). All taxonomic terms, including genus, species, and subspecies are printed in italics; strain designations are not.

Genetic nomenclature: Where appropriate for viral genetic systems (e.g., phenotypes, genotypes, wild-type alleles), the nomenclature recommendations of Demerac et al. should be used: Demerac M, Adelberg EA, Clark AJ et al (1966) A proposal for a uniform nomenclature in bacterial genetics. *Genetics* 54: 61–76.

Chemical and biochemical nomenclature: The names used for chemical/biochemical compounds should be those recommended in *Chemical Abstracts* and its indices (Chemical Abstracts Service, The Ohio State University, Columbus, Ohio, U.S.A.), *Biochemical Nomenclature and Related Documents* (The Biochemical Society, London, U.K.), and the Instructions to Authors of leading biochemistry journals. For enzymes, use terms recommended by The International Union of Biochemistry (1984) *Enzyme nomenclature*. Academic Press, New York.

Restriction endonucleases: Nomenclature for restriction endonucleases should follow standard convention: Roberts RJ (1977) *Restriction endonucleases*. In: Bukhari AQL, Shapiro JA, Adhya SL (eds) *DNA insertion elements, plasmids, and episomes*. Cold Spring Harbor Laboratory, New York, pp 757–768.

Nucleotide sequence data: The sequencing strategy employed should be described, and the sequence itself submitted in the form of "camera ready" copy, following standard conventions of the International Union of Biochemistry.

Abbreviations. Abbreviations should aid the reader; therefore, their use should be limited. Generally, abbreviations should not be used for terms appearing less than five times in the article. Where abbreviations are used, they should follow the usage established by *Chemical Abstracts Service Source Index* (Chemical Abstracts Service, The Ohio State University, Columbus, Ohio, U.S.A.).

Standard abbreviations: The following abbreviations do not require definition: DNA; RNA; cDNA; rRNA; tRNA; mRNA; DNase; RNase; AMP; ADP; ATP; GTP; ATPase; dGTPase; NAD; NADH; NADP; poly(A); poly(dT); oligo(dT); UV; PFU; CFU; Tris; DEAE; EDTA; HeLa; Vero; MEM; and similarly common terms.

Numerical data. Units of measurement: Standard metric units are used for length, weight, and volume. For these units and for molarity, use standard terms: m, μ , n, and p, for 10^{-3} , 10^{-6} , 10^{-9} , and 10^{-12} , respectively. Use the term k for 10^3 . Avoid compound terms such as $m\mu$ or $\mu\mu$. Avoid the ambiguous term ppm (instead use $\mu\text{g/ml}$ or $\mu\text{g/g}$). Units of temperature are written as 37°C or 324 K . See standard references for reporting units of illumination, energy, frequency, pressure, etc.

Molecular mass: When indicating the mass of viruses, ribosomes, and other biologically complex entities containing different kinds of molecules, the term *molecular mass* (M_r), not molecular weight, should be used. (M_r is a dimensionless number representing the ratio of the mass of an entity to one-twelfth the mass of an atom of ^{12}C .) When indicating the mass of proteins, carbohydrates, and other complex molecules, the term M_r is also preferred, but molecular weight may be used. It is acceptable, but not necessary, to use the mass unit *dalton* with the term M_r , but not with the term molecular weight. For example, it is preferred to state that the M_r of the poliovirus virion is 8.58×10^6 and that the M_r of poliovirus protein VP 1 is 33,521.

Isotopically labeled compounds: For simple molecules, isotopic labeling is indicated in the chemical formula or name (e.g., $^{14}\text{CO}_2$, $\text{H}_2^{35}\text{SO}_4$, ^{14}C -amino acids, ^{131}I -labeled protein). For complex molecules, the symbol for the isotope introduced is placed in square brackets directly preceding the part of the name that describes the labeled entity (e.g., [^{14}C]urea, SV 40 [^{32}P]DNA, [α - ^{14}C]lysine). See Instructions to Authors of leading biochemistry journals for further details.

Patient identification. When virus isolates are derived from patients in clinical studies, do not identify them by using patients' names or initials, even as part of a strain designation. Do not use hospital identifiers. Instead, use confidentially coded terms. Note: established designations of some viruses and cells that represent patient initials are acceptable—JC virus, BK virus, HeLa cells, etc. Do not use patient group identifiers pertaining to race, address, occupation, etc., unless relevant to the study.

The review process. Manuscripts are subjected to peer review. Reviews may be done by members of the Advisory Board of *Archives of Virology* or by qualified ad hoc reviewers. Every effort is made to accelerate this process. Authors receive the written comments of the reviewers, together with notification of acceptance, rejection, or need for modification.

Submission in electronic form. Technical instructions are given on next page.

Proofs. For all papers page proofs will be sent as PDF files to the authors. Corrections of typographical errors must be made carefully, and changes or additions must be kept to a minimum. Costs for changes exceeding 10 percent of the costs of composition will be charged to authors.

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