

## Manuscript Submission

DMM requires authors to submit their articles [online](#)

For new submissions, authors are requested to submit their articles as either a single PDF file containing all figures, tables and supplementary material or as original individual text and figure files. If your manuscript contains figures that you wish referees to view at high resolution, please submit the original source files (see preparing the figures). If it does not, submitting a single PDF file is preferable and much quicker.

For revised submissions and accepted manuscripts, authors are requested to provide all source text and figure files. **Please note that revised manuscripts will be treated as a new submission if they are not submitted within 3 months of the date of the initial decision.**

### File formats

For manuscript text and tables, our preferred file format is Microsoft Word (.doc), but other word-processing formats can be submitted. MS Office 2007 Users: please save documents as Word 97-2003 format. Please provide tables in a separate file to the text. (Note that, as stated above, at initial submission you may submit a single PDF file containing all text, figures and supplementary material.)

### General information

- (1) Prepare manuscripts in English.
- (2) Supply a short title of not more than 40 characters and at least three keywords for indexing.
- (3) Do not insert any figures into the manuscript document.
- (4) Do not use picture boxes in text to create special characters.
- (5) Fonts: use Times for normal characters and Symbol for Greek characters.
- (6) Please give Latin names and taxonomic authority (e.g. Linnaeus) for the experimental species.

### Experimental subjects

Include a statement to certify that all procedures involving experimental animals were performed in compliance with local animal welfare laws, guidelines and policies.

Include a statement to certify that all studies involving human participants were performed with informed consent and in compliance with the institutional review board and the Declaration of Helsinki [click here](#).

### Financial or competing interests disclosure

Include a statement providing details of any financial, personal or professional associations that could be perceived as interfering with the objectivity of the study (for full details of requirements [click here](#)).

### Author contributions

Please state independent contributions of each author.

### Summary

Provide a brief summary of no more than 200 words. Do not include references.

### Text

- (1) Do not italicize Latin words.
- (2) Use SI units only, units for time should be written out in full (days, hours, minutes, seconds).
- (3) Abbreviations should be defined the first time they are used in text – uppercase should be typed without stops (USA, UK); lowercase with stops (u.v.).
- (4) Type a space between a digit and a unit e.g. 1 mm (except 1%, 4°C).
- (5) Use relative molecular mass ( $M_r$ ) and not MW.  $M_r$  is dimensionless and should be expressed as  $\times 10^3$ .
- (6) kDa is acceptable for molecular mass.
- (7) Use s.e.m. and s.d. for standard errors, etc.
- (8) Ions – use  $\text{Ca}^{2+}$ , etc.
- (9) Isotopically labelled compounds – if isotope is of an element in the compound then place symbol for the isotope in square brackets, as in [ $^3\text{H}$ ]thymidine: if compound does not normally contain the isotopically labelled element then use either  $^{131}\text{I}$ -labelled albumin or  $^{131}\text{I}$ -albumin.
- (10) Cite each figure and table in the text in numerical order.
- (11) Use Fig. 6A,B or Figs 8, 9.

### Appendices

Prepare following normal journal style.

All figures, tables and equations should be numbered separately from the main text as Fig. A1, Table A1, Eqn A1, etc.

### References in text

Each reference cited in the text must be listed in the References and vice versa: please check these carefully.

Literature citations in text are as follows.

1. One author – (Jones, 1995) or (Jones, 1995; Smith, 1996).
2. Two authors – (Jones and Kane, 1994) or (Jones and Kane, 1994; Smith, 1996).
3. More than two authors – (Jones et al., 1995) or (Jones et al., 1995a; Jones et al., 1995b; Smith et al., 1994; Smith et al., 1995).
4. Avoid any additional text within the brackets; this format is necessary for on-line literature searches.
5. Manuscripts *accepted* for publication but not yet published – list in References as (in press).
6. Citation of unpublished work:
  - (a) Your own unpublished observations and results submitted for publication should be cited in text only and not in the reference list. Use the format (S. P. Jones, unpublished).
  - (b) Personal communications, i.e. the unpublished observations of other scientists, will only be published when substantiated by written permission.

### Reference list

- (1) References are listed in alphabetical order according to surname and initials of first author. Within a group of papers with the same first author, list single author papers first, then papers with two authors, then et al. papers. If more than one reference exists for each type, arrange in date order. Use a and b for papers published in the same year.
- (2) 'In press' citations must have been accepted for publication and the name of the journal or publisher included.
- (3) Initials should follow all surnames in the list of authors; insert a *full stop* and *space* after each initial and

parentheses around the date followed by a full stop. Use **bold** for authors' names.

(4) Use USA National Standard abbreviations for journals.

(5) Use the following style:

**Rochlin, M. W., Itoh, K., Adelstein, R. S. and Bridgman, P. C.** (1995). Localization of myosin IIA and B isoforms in cultured neurons. *J. Cell Sci.* **108**, 3661-3670.

**Matlin, K. S. and Caplan, M. J.** (1992). Epithelial cell structure and polarity. In *The Kidney: Physiology and Pathophysiology* (ed. D. W. Seldin and G. Giebisch), pp. 447-473. New York: Raven Press Ltd.

If there are more than 10 authors, you may use 'et al.' after the 10th author.

#### Endnote users

Please download the Endnote Styles to format your MS. Also available is a Journal Terms list (MedlineTerms.txt), which contains 3372 Medline journal abbreviations that can be used in conjunction with these styles.

Please refer to your Endnote manual for instructions on how to import the Terms List and add the journal output styles.

#### Download

[Endnote Styles](#)

[Medline Terms](#)

Please submit a copy of your document without field codes, as described in the Endnote Help system: 'Removing Field Codes'.

#### Preparing the figures

Figures should be numbered in a single series that reflects the order in which they are referred to in the text.

Authors should prepare figures to be the smallest size that will convey the essential scientific information (maximum 183 mm x 210 mm) and be aware that the final figure size is at the discretion of the journal. Please use a scale bar to show the magnification and give the length of this in the figure legend. Please ensure that any symbols used are of suitable size for clarity.

Figures must be supplied as digital files. These can be bitmap images or line art (also known as vector graphics). **Bitmap images** are made up of pixels and are typically used to display images that previously would have been captured on film (e.g. light, fluorescence and electron microscopy, gels, and traditional photography). **Line art** is instead made up of 'paths' that can form shapes and is usually used for schematic diagrams, graphs and molecular structures. Common line art applications include Adobe Illustrator, Canvas, SigmaPlot and Excel.

**Remember that at initial submission you may submit a single PDF file containing all text and figures.**

#### Bitmap images

**File format:** JPEG is our preferred file format. We will also accept TIFF and PDF files. If you are supplying **PowerPoint** images, you must save these in JPEG format at 300 dpi, which will avoid conversion errors.

**Resolution/image quality:** Images should be saved at 300 dpi (dots per inch) resolution, and any image quality option should be set to maximum.

**Colour:** Supply bitmap images in RGB format [what this means](#), since this is how they will be displayed online and this maximizes colour quality. Do not embed a colour profile.

**Text labeling:** Please use 12pt Helvetica (or Arial) font and bold upper case (capital letters) to distinguish figure panels and medium lowercase for any labels. Labels should be in sentence case.

#### Line art (vector graphics)

**File format:** We accept line art in PDF and EPS format. For **Adobe Illustrator** files, use the Adobe PDF Preset 'Illustrator default' to save your PDF and ensure the 'Preserve Illustrator editing' option is checked. If you use **Adobe Distiller** to generate a PDF file, in the 'compression' option ensure 'image downsampling' is unchecked, always embed fonts and do not use any security settings. For **PowerPoint** images, you must save these in JPEG format and follow the guidelines for bitmap images above.

**Colour:** Supply line art in CMYK mode [what this means](#). Do not use Spot or Pantone colours, and do not assign a colour profile.

**Text labeling:** Please use 12pt Helvetica (or Arial) font and bold upper case (capital letters) to distinguish figure panels and 9pt Times font for any text. Use Symbol font for Greek characters. Labels should be in sentence case.

**Gene sequences:** Please ensure you use Courier font as this ensures each letter is the same width.

**Line widths/styles:** We prefer you to use pen/stroke widths of 0.6–1pt. If lines are densely packed, the minimum acceptable is 0.15pt. For **Microsoft Excel** files, avoid using curved dotted lines, as conversion to PDF may generate a solid line.

#### Figures combining bitmap images and line art

For figures combining bitmap images and line art, please follow the guidelines for line art but **use RGB mode** [what this means](#).

When combining images from different files, make sure you always **'embed'** images and do not simply 'link' them. In Adobe Illustrator, copying and pasting or dragging an image directly from Adobe Photoshop will embed the image. Alternatively, if you use the 'Place' command, be sure to uncheck 'Link' in the dialogue box. For other software packages, please refer to the documentation for that application (frequently there will be a 'link', 'proxy', 'OLE' or 'OPI' option, which must **not** be used with EPS files).

#### Colour modes

Images can be generated by RGB (red, green and blue) or CMYK (cyan, magenta, yellow and black) colour separation. RGB generates colours by combining different intensities of red, green and blue light. This is known as colour by addition (combining all three colours produces white). RGB is used by computer displays and is therefore the format we must use for online images. It produces more vivid and fluorescent colour images.

Note that we must convert images to CMYK for production of the print copy. The colours are generated by combining printing inks that absorb different frequencies. This is known as colour by subtraction (combining all inks produces black). Conversion can alter the appearance of some colours – particularly fluorescence, which can appear 'flatter' than that online because of the inherent limitations of colour by subtraction. This is unavoidable and does not reflect a flaw in our conversion process, which is optimized to give the best possible CMYK images.

### Image manipulation

Please note that any alterations made to figures using computer software must be consistent with our [image manipulation](#) policy. At submission, authors will be asked to make a declaration that this has been adhered to.

### Supplementary data files

These are files that do not appear in the print article but accompany the final version of the paper online.

We only accept data files, such as [movies](#), datasets, [figures](#) and [tables](#), as supplementary material. We do not accept text files that provide additional materials and methods, results or discussions related to the article; these should be included in the article itself.

All supplementary data must be submitted for peer review and will be **strictly limited to a total of 5 Mb per article**.

Please note that **supplementary data files are not copyedited by DMM** and therefore authors must ensure that all files are checked carefully before submission and that the style of terms and figures conforms with that of the article. **Modification of supplementary material after publication will require a formal correction.**

Refer to each piece of supplementary information at least once within the text of the main article (the article that is published in the print issue of the journal) using the file name and the term 'supplementary material', for example: (see Movie 1 in supplementary material).

### Supplementary figures

Figures in EPS, PDF, JPEG and TIFF format are acceptable - see [preparing the figures](#). Number supplementary figures as, for example, Fig. S1. Please use a separate numbering system from that used in the main article and include a legend for each figure.

### Supplementary tables

Tables should be prepared using the Times font and should be submitted as a word processor file (preferably Microsoft Word). Number supplementary tables as, for example, Table S1. Please use a separate numbering system from that used in the main article.

### Supplementary movies

Movies should be in QuickTime or mpeg format. File names should be as short as possible, e.g. Movie 1. Please provide a separate text (MS Word) file containing the titles and captions of all movies.



---

© The Company of Biologists Ltd 2008