

GENERAL POLICIES AND GUIDELINES

(revised guidelines as of August 2003, superseding all earlier versions)

The *Journal of Eukaryotic Microbiology* is published by the Society of Protozoologists. Six issues are published per year on original research on protists, including lower algae and fungi, and covering all aspects of such organisms (e.g. behavior, biochemistry, cell biology, chemotherapy, development, ecology, evolution, genetics, molecular biology, morphogenetics, parasitology, physiology, systematics and ultrastructure).

1. **The Journal** publishes Regular Articles, Short Communications, Invited Reviews, and Supplements. Articles must be submitted in English only and prepared following the CHECKLIST FOR PREPARATION OF MANUSCRIPTS AND ILLUSTRATIONS (see below). Abstracts of annual meetings of the Society of Protozoologists and its Sections are published on *The Journal* Website: www.jeukmic.org and in an annual supplement. Special reports resulting from workshops are published as supplements following the approval of the Executive Committee of the Society.

2. **Page charges.** Authors are assessed page charges of \$50.00 (U.S.) per page. Regular, subscribing, honorary, and emeritus members of The Society will receive **up to six (6) free pages per volume (applied to one paper)**. There are no page charges to authors for a symposium article, past-president's address, invited review, book review or in memoriam article. Society members submitting abstracts are entitled to one free submission each year. Charges for reproductions of Color Plates **must be** negotiated with the Editorial Office of *The Journal* prior to acceptance. Young investigators may request support for page charges and color reproductions from the Society of Protozoologists' R. P. Hall Fund. Address requests to the Editor-in-Chief at jeukmic@allentrack.net. Support will be awarded to those authors whose papers are found meritorious upon review.

3. **Accepted Manuscripts.** All correspondence with authors of manuscripts accepted for publication will be carried on with the Editorial Office. **Text and Figure Proofs** must be returned to the Editorial Office by FAX (519 826 5725) within 48 hours of their receipt, with an accompanying LIST of corrections. Delays in the return of proofs can lead to delays in publication. The responsibility for the accuracy of the article lies with the authors. The Publisher may proceed with publication if no response is received in a timely fashion. Due to the high cost of corrections in proofs, no substantial alterations can be permitted after page proofs have been generated. Do not make changes that affect matters of style only. Authors will be charged for changes in proofs in excess of four lines, other than printer's or editor's errors.

4. **Reprints.** Orders for reprints **must be sent to the printer, Allen Press, at the same time that proofs are being returned to the Editorial Office.** Do not send reprint orders to the Editorial Office.

5. **Errata.** Retractions and corrections will be published after approval by all authors of the paper and will be identified in the Table of Contents.

6. **Classification systems.** Contributors are urged to become familiar with the systems of classification of the protists. See Levine et al. in the Feb. 1980 issue of *The Journal of Protozoology*, and Lee et al., 2002, *An Illustrated Guide to the Protozoa*, 2nd ed., Society of Protozoologists, Lawrence, Kansas. Authors are not required to adopt the names or the scheme of classification used/proposed therein but, if using or proposing different suprafamilial ranks or names (including spellings), it would be advisable to provide the rationale for such changes.

7. **Subspecies and strain designations.** Sources of strains (e.g. American Type Culture Collection, Culture Centre for Algae and Protozoa, etc.) with catalogue or accession numbers are to be acknowledged in the MATERIALS AND METHODS section or given in appropriate tables. If not obtained from a recognized

reference collection, indicate from whom and where the strain was obtained and provide a history (e.g. obtained from Ching Kung, University of Wisconsin, who isolated the mutant).

8. **New taxa.** In descriptions of new taxa, use the standard abbreviations after the proposed name (generally in the title, abstract, and following at least its first usage in the text and in the figure explanations), as appropriate (n. sp., n. g., n. fam., n. ord., n. cl., etc). Authors of papers on new taxa must deposit a **fixed specimen** in a recognized repository and provide an accession number in the manuscript. The following will accept fixed specimens within the USA: (1) U. S. National Parasite Collection, Dr. Eric P. Hoberg, Curator, USDA, ARS, BARC-East No. 1180, Beltsville, Maryland 20705, Telephone (301) 504-8588; FAX: (301) 504-8979; email: ehoberg@anri.barc.usda.gov; (2) International Protozoan Type Slide Collection, Dr. Klaus Ruetzler, Curator (contact: Linda Cole), Smithsonian Institution, P.O. Box 37012, National Museum of Natural History, MRC-163, Washington, D.C. 20013-7012, Telephone (202) 786-2222; FAX: (202) 357-3043; email: Cole.Linda@NMNH.si.edu; and (3), Dr. Scott Lyell Gardner, Curator of Parasites and Director of Harold W. Manter Laboratory of Parasitology, W-529 Nebraska Hall, University of Nebraska, Lincoln, Nebraska 68588-0514, Telephone: (402) 472-3334; FAX: (402) 472-8949; email: slg@unl.edu. For apicomplexans, see also Bandoni & Duszynski, 1988, *J. Parasitol.*, 74:519--523.

For cases in which there are **living cultures** it is suggested that the strain be deposited in a recognized reference collection such as the American Type Culture Collection, Dr. Donald Burgess, c/o Dr. Jeffrey C. Cole, Protistology Collection, 10801 University Boulevard, Manassas, Virginia 20110-2209 USA, Telephone (703) 365-2700; FAX: (703) 365-2730; email: JCole@atcc.org or Dr. John G. Day, Curator, Culture Collection of Algae and Protozoa, CEH Windermere, Far Sawrey, Ambleside, Cumbria, LA22 0LP, England, UK, Telephone: + 44 (0)15394 42468; FAX: + 44 (0)15394 46914; e-mail: jgd@ceh.ac.uk.

Please note: The Editors consider it professionally ethical to share new strains, mutant strains, hybridomas, plasmid DNA, and biological reagents used in reported work. Hence, authors who submit to *The Journal of Eukaryotic Microbiology* are expected to provide others with relevant material, at reasonable cost, when requested.

9. **Sequences of Nucleotides and Proteins.** New sequences **must** be deposited in a database accessible to the public, such as GenBank or EMBL. Accession numbers **must** be included in the final version of the accepted manuscript. Sequence alignment data can also be submitted to EMBL.

Authors must convince the Associate Editors and Reviewers that methods have been followed that ensure the production of the highest quality and accuracy of sequence data. For DNA sequences, this could involve sequencing both strands completely or sequencing a single strand from at least two independent PCR reactions.

Associate Editors and Reviewers may occasionally request sequences or alignments from authors to verify claimed results. Authors must be prepared to provide these data as an e-mail attachment.

Editors consider it professionally ethical to share alignment files. Hence, authors who submit to *The Journal of Eukaryotic Microbiology* are expected to provide others with these data, when requested.

SUBMISSION OF MANUSCRIPTS

Manuscripts must be submitted on-line at <http://jeukmic.allentrack.net>. If authors are unable to do this, please contact the Editorial Office at jeukmic@allentrack.net.