

Quarterly Reviews of Biophysics

1. Aims/scope of the Journal

Quarterly Reviews of Biophysics is published four times a year, with the first issue in February. It is the official journal of the International Union for Pure and Applied Biophysics. As such, its primary aim is to provide a forum for general and specialised communication between biophysicists working in different areas. This will normally be achieved by inviting authors who have made significant contributions to give a critical and readable account of recent progress in their special fields. Timely and even controversial articles discussing topics of particular current interest will also be published. Suggestions for reviews can be made to the editors.

2. Presentation

The manuscript should be organised as follows:

(1) Typescript

Manuscripts should be sent to the corresponding Editor; submissions: three copies or a single PDF file less than 5 MB; accepted works: three copies AND a computer disk (see details below). Text must be provided in English, double-spaced throughout on one side of paper (preferably A4), with a wide margin all round. All papers must be consecutively numbered and securely fastened together. **Tables and captions for illustrations should be typed separately at the end of the manuscript and their required positions indicated in the margins of the text. DO NOT integrate tables, captions or figures into the text, as these components of the manuscript are sent to different departments during production.** If it is necessary to refer to various passages in the text, please ensure that the relevant manuscript page number is given.

If it is likely that the printed article will exceed 80 Journal pages, authors must consult with the Editorial Board before submitting. As a very rough guide, length may be approximately estimated by using the following:

Title and Abstract	1 page
Contents	1 page
Text	500 words per page
References	20 per page
Figures	2 per page
Tables	estimated individually, depending on length

The typescript should follow the conventional form but must include in this order at the head:

- Title page giving a concise specific title with the name(s) of the author(s) and the institution(s) where the work was carried out.
- A **self-contained** abstract indicating the key points of the review not exceeding 300 words (note that this a new requirement for Volume 36 onwards).
- A table of contents (which should not include reference to the abstract).

Chapter and section headings and the table of contents should conform to the style in any issue from volume 32 onwards. A short running title for page headings must be provided (less than 40 characters), a

word count including all text but excluding tables, figures and references, and the name, address, telephone number, fax number, and e-mail address of the nominated corresponding author.

(ii) Style

- (a) Use active voice whenever feasible, and write in the first person (except in the Abstract, where the third person should be used).
- (b) Either American or British conventions of spelling and grammar are acceptable as long as used consistently throughout, except in non-British quotations and references.
- (c) Avoid terms that may be regarded as pejorative or contentious.
- (d) Avoid footnotes except to add information below the body of a table.

(iii) Conventions

The metric system must be used and SI units where appropriate. For further details see British Standards Institute 5775, Quantities, Units and Abbreviations.

iv) Reference Style

The references should be to author and year. When a paper cited has three or more authors the style Smith et al. 1999 should be used on all occasions. At the end of the paper, references should first be listed alphabetically, with a full title of each paper, and the first and last pages. Journal titles should be given in full (note that this is a new requirement since Volume 36). Users of EndNote may use the distributed style file for "Biological Reviews".

Accuracy of references is the responsibility of the author(s). References must be checked against the text to ensure (a) that the spelling of authors names and the dates given are consistent and (b) that all authors quoted in the text (in date order if more than one) are given in the reference list and vice versa.

Authors should follow the examples below for layout and punctuation:

In-text citation:

(Royo et al., 1988; Sherry, 1969; Gardiner, 1985)

Journal article:

ROYO, M., CONTRERAS, M. A., GIRALT, E., ALBERICO, F & PONS, M. (1988). An easy entry into a new high symmetry, large molecular framework for molecular recognition studies and de novo protein design. *Journal of the American Chemical Society*, 120, 6639-6650.

Section in edited book:

SHERRY, H. S. (1969). The ion-exchange properties of zeolites. In *Ion Exchange*, (ed. J. Marinsky), pp. 89-133. New York: Marcel Dekker.

Book:

GARDINER, C. W. (1985). *Handbook of Stochastic Methods*. Berlin: Springer.

3. Submitting Disks

After a paper has been accepted, authors should submit the final version both on disc and as a typescript together with original artwork. The disk version will be used for typesetting. MSDOS and Macintosh disc formats are both acceptable. The manuscript should be double-spaced

Word processor disks (3.5 in), clearly labelled with the accession number, author's name, short title, word processing package used and file name, should be used for setting accepted papers. The disk should not be sent until the paper has been accepted and should contain the final revised version of the manuscript.

The preferred word processing packages are Word or WordPerfect in either PC or Macintosh format and the preferred graphics package is Freehand 5 but files from many others can be accepted. Please note that currently we are unable to use LaTeX files. Please indicate clearly the file format (e.g. TIFF, EPS, Freehand etc), computer operating system and graphics software used for originating the artwork files. The typefaces used in electronic artwork supplied should be restricted to the Monotype. Adobe and Bitstream font libraries. They should be accompanied by laser proofs with the name and version number of the graphics package used.

4. Illustrations

These may be line drawings or photographs and all should be referred to consecutively in the text as Fig. 1 etc. In the manuscript, each figure must be on a separate page and clearly identified with the author's name, short title of the manuscript and figure number. The position of each should be indicated in the margin of the text. Component parts of figures should be labelled a, b, c etc. Where there are multiple part figures, it is requested that authors supply a preferred page layout.

Captions for figures, which should be self-explanatory, must be typed, double spaced, on a separate page.

Regardless of the final size of the figure, the copies submitted should either be printed on, or attached to, sheets or thin cards the same size as the rest of the manuscript as small figures can be lost and large ones damaged.

Line drawings should not be larger than twice the final size. The axes of graphs should be carefully chosen so as to occupy the space available to the best advantage. Lines should be bold enough to stand reduction to about 0.25-0.35 mm. Line drawings should be as simple as possible and many computer-generated figures, for example 3-dimensional graphs, with fine lines, gradations of stippling and unusual symbols, cannot be reproduced satisfactorily when reduced. Unsatisfactory line drawings will have to be redrawn at the author's expense. Preferred symbols are open and filled circles, boxes and triangles, and these should be self-explanatory and unambiguous and of sufficiently high quality and size to be clearly visible after reduction to final size. Lettering of all figures within the manuscript should be of uniform style in a sans serif typeface (Helvetica) using lower case lettering.

Photographs

Photographs should be labelled and numbered as for line drawings. For microscopical preparations, scale bars with appropriate units (e.g. 50 micrometers) must be provided.

Colour figures may be accepted at the discretion of the editors, but as they are expensive to reproduce it may be necessary to move or re-group them within the text during typesetting so as to minimise costs. For colour figures, the instructions for the preparation of photographs should be followed.

Original illustrations should not be sent until the paper has been accepted and will only be returned on request.

5. Tables

Each table should be clearly headed and submitted double-spaced on a separate page. Tables should be numbered consecutively as Table 1, Table 2 etc. These must be presented to fit the page size (**230 x 170 mm**) without undue reduction. Oversize tables will not be accepted. Tables are referred to as Table 1, Table 2, etc., and any subsections as (a), (b), etc.

6. Proofs

Two sets of page proofs and the original manuscript will be sent to the nominated corresponding author only for checking which they are required to return within two weeks of receipt.

Textual changes in the proof cannot normally be countenanced and the publisher reserves the right to charge authors for excessive correction of non-typographical errors.

Corrections should be made on the marked proofs which should be returned with the original manuscript to the copyeditor (see sheet of instructions accompanying proofs). Revised proofs are only sent to authors under exceptional circumstances.

7. Copyright/Offprints

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Additional offprints may be purchased if ordered at proof stage on the form provided (Offprint Order Form to be returned with the corrected proofs).

8. Further Inquiries

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