

CMBL - Manuscript Submitting Guide

First submission

1. Manuscripts should be submitted via the Paper Processing System (EDIttool), an online submission system available at <http://cdbl.editool.com>. Submit the initial manuscript as one single PDF file (preferably), with the MS Word format (.doc, .docx extension) as an optional back-up format. The file should be as small as possible.
2. Please, do not use a non-specific file names as: manuscript/1, paper² or article§ but identify the file by the last name of the first author and first word of the manuscript title.
3. It is expected that all figures submitted in colour will be published in colour, i.e. it is not possible to change from colour to b&w or vice versa.
4. The text should be single spaced, and all the pages should be numbered consecutively, including the references, tables, and figure legends. Conform to the general style of the journal and write in clear and grammatical English.
5. Identify the article type in the submission letter: Regular manuscript or Short communication, Review or Mini review.
6. Suggest at least two expert reviewers, providing their complete contact information, and indicate individuals who may be excluded from the review process.
7. Identify the corresponding author on the title page and provide a complete mailing address, telephone, fax numbers and an e-mail address for correspondence.

Manuscripts should be structured as follows

Use Times New Roman font for the text. For figures please, use Arial font. Please right and left justify the body of the text without paragraph indents. All the tables, figures and photographs should be inserted into the body of the text. Please do not number titles and subtitles.

1. **Title** (in block capitals except for Latin species names, in bold, aligned centrally), **authors' names and surnames** (in block capitals, first name then surname, 'and' between last two authors, aligned centrally), and **authors' affiliations** (in normal type, aligned centrally).
2. **Abstract** and **key words** (first letter of each item in keyword list capitalised).

3. **Footnotes** should be typed as normal text, not inserted as special fields, on the first page of the text, preceded by a short horizontal line (3 cm long). The **corresponding author** and a **list of the abbreviations** (alphabetically) used in the manuscript should be included in the footnotes.
4. The **Introduction** should be as concise as possible, without subheadings.
5. The **Materials and methods** should be sufficiently detailed to enable the experiments to be reproduced.
6. The **Results** and **Discussion** sections may be combined and may be organized under subheadings.
7. **Acknowledgments** should be brief and should precede the references.
8. **References** should be indicated in the text by Arabic numerals in square brackets, e.g. [23], and numbered consecutively in order of appearance. The in-text references should not state the full names. The list of references should be typed at the end of the paper in the citation order in the style indicated below. Journal titles should be in bold. Journal volumes should be underlined. All authors' names ('and' between last two authors) and the full titles of the references should be given. Book titles should be given in full, and in bold. The first and last pages of references cited should be given in full (e.g. 341-347, not 341-7). Please note the positions of commas and spaces. DOI addresses could be helpful in addition. Web site addresses should be included in the References section.

Style in which references are to be cited (papers in journals, books and sections thereof, conference materials):

1. Smith, L.B. and Brown, K.L. A new method for spectrin detection. **J. Biol. Chem.** 1234 (2003) 2345-2361.
2. Ferrari, R. and Dieci, G. The transcription reinitiation properties of RNA polymerase III in the absence of transcription factors. **Cell. Mol. Biol. Lett.** 13 (2008) 112-118. DOI: 10.2478/s11658-007-0041-y.
3. Brown, W.C., Smith, D.J. and Jones, H.L. Production of anti-spectrin antibodies. in: **Fundamentals of Environmental Sciences** (McDonald, L.C., Ed.), 10th edition, CBLs Publ. Co., Cecily, 1995, 234-267.
4. Zydell, J. Spectrin-like molecules from *E. coli*. **XXXIX Meeting of the Polish Biochem. Soc.**, Kielce, 1999, 24-28.

Headings. Main text headings should be typed in bold **CAPITAL LETTERS**. Second-level headings should be typed in **bold upper and lower case** letters. Third level headings should be in upper and lower case letters, *italics*.

Tables, equations and formulae. Type tables in the Word editor as close as possible to the place of reference in the text. Put Tab. 1., etc. at the top of the table in upper and lower case letters. References to tables in the text should be given thus: Tab. 1.

All the equations and formulae should be inserted as objects in the appropriate place in the text, and should be numbered.

Photographs and figures should be reduced to a suitable size and pasted into the text. The figure captions should be typed underneath the figures, as Fig. 1., etc. in upper and lower case letters. References to figures in the text should be given thus: Fig. 1.

Web site addresses and e-mail addresses should not be in the form of hyperlinks; please turn off the function that automatically reformats such addresses into hyperlinks.

Experiments involving humans or laboratory animals

When submitting a manuscript in which the Authors report on experiments involving humans or laboratory animals, both in their cover letter and in the Materials and Methods chapter of the manuscript, the Authors must confirm that they have adhered to the legal requirements of the country in which the study was conducted.

Accepted manuscripts

1. Please do not use PDF, DVI, or PostScript files at this stage, as these formats do not allow editing of the text. Most word-processing packages are acceptable; however, we prefer that authors use a recent version of Microsoft Word. Manuscripts saved with formatting intact (.doc, docx extension) are preferred. The rich-text format (.rtf extension) is acceptable, but plain text (.txt extension) files are discouraged.
2. Submit each figure as a separate .tiff or .jpg file extension (in addition to those pasted in the text). The .tiff format is preferred. When creating your figures, use the Arial font. Sizes and line weights will reproduce clearly and accurately when the figures are sized to the appropriate width (12 cm or

5 inches). The minimum line weight is 1 point (thinner lines will not reproduce well). Eliminate all excess white space from the borders of each figure. Please note that each graphics item should contain all its details, apart from those explained in the legend, in the same file, i.e. arrows, scale bars, asterisks, molecular weight standard values and indications of the panel, e.g. A, B, C. Number figures consecutively with Arabic numerals.

3. A resolution of at least 600 dpi is required for quality reproduction. Color photographs should be transmitted as CMYK colour. RGB images should be converted into CMYK, and all the necessary colour adjustments must be made prior to the transmission of the files. Authors must supply a colour-correct CMYK printout of all colour electronic art if the paper is accepted. Hard copy submissions of colour figures must be submitted on paper or flexible board due to the nature of the reproduction process.
4. Use your software's spell-checking and page-numbering capabilities before final submission.
5. The manuscript will be edited according to the style of the journal, and authors must read the proofs carefully. Proofs will be sent to the corresponding author as a PDF file. To avoid delay in publication, only necessary changes should be made, and proofs should be returned promptly.