#### **Microscopy** AND **Microanalysis**

#### **Instructions for Contributors**

*Microscopy and Microanalysis* is published bimonthly and contains papers that report original research from the entire interdisciplinary range of microscopy and microanalysis: new microscopy methods and instrumentation and their applications to biological or materials microstructures for determination of structure or chemistry. Four categories of communications are published in the Journal.

**Regular articles** contain reports of new instrumentation and new methods and their applications to microstructural analysis in biology and materials science. **Reviews** have broader technical content than regular articles. Authors contemplating review articles are encouraged to discuss their plans with the appropriate editor. Articles are accepted for publication with the understanding that they, or their substantive contents, have not been and will not be submitted to any other publication.

Readers may send **Letters to the Editor** for publication in the Journal. These must address a specific technical point or points in a published article and must be clearly written and concise. The corresponding author of the paper commented upon will be invited to reply to the Letter. The author of the Letter to the Editor will not be sent the reply prior to publication. Both the Letter to the Editor and the Reply will be published together. No subsequent letters or replies by the same persons concerning that particular paper will be considered for publication. The Editor-in-Chief will make any necessary decisions concerning suitability for publication of particular Letters to the Editor or Replies. **Book Reviews** are also published, but these are solicited only through the Book Review Editor.

### **Manuscript Submission and Review**

All manuscript submissions to *Microscopy and Microanalysis* must be made electronically via Manuscript Central, at the following website address:

### http://mc.manuscriptcentral.com/mam

Complete instructions are provided on this website. Please follow the instructions on the website to avoid delays. The instructions will prompt the author to provide all necessary information, including the corresponding author's contact information, which includes complete mailing address, phone and fax numbers, and an e-mail address. The website also requests preferred reviewers. Please provide the names and email addresses of at least two preferred reviewers. List names of individuals you do not wish to review your manuscript in the Cover Letter.

The website will automatically acknowledge receipt of the manuscript and provide a manuscript reference number. The Editor-in-Chief will assign the manuscript to an Editor who will choose at least two other reviewers. Every effort will be made to provide the author with a rapid review. If the Editor requests that revisions be made to the manuscript before publication, a maximum of 3 months will be allowed for preparation of the revision.

### **Manuscript Preparation**

General information. Manuscripts **must** be formatted in Word or LaTex. **Do not** submit manuscripts as a PDF. Manuscripts **must** be submitted in English. Authors should follow generally accepted rules of grammar and punctuation. Because articles on microscopy attract broad ranges of readers with diverse backgrounds, jargon should not be used; acronyms and abbreviations **must** be clearly defined the first time they are used and then used consistently thereafter throughout the manuscript.

**Format.** All manuscripts **must** be typed double-spaced, including title page, abstract, text, references, tables, and figure legends, in 12 point type. Pages should have margins of about 1 inch (about 2.5 cm). Pages should be numbered at the bottom center.

All manuscript title pages **must** contain:

- A complete title.
- A brief title to be used as a running head.
- Authors' names listed by full given and last names.
- Primary institutions where the research was performed.
- Other institutions involved for each author.
- Permanent or new addresses of all authors. Note: Institutional addresses **must** include the full institutional and department/center name, city, state, postal code, and country.
- A complete corresponding (mailing) address for the author to whom all correspondence should be sent.
- Corresponding author's telephone number, fax number, and e-mail address.

All manuscripts **must** include:

- An abstract not to exceed 200 words and 6 to 10 keywords for indexing.
- The following sections: Introduction, Materials and Methods, Results, Discussion, Conclusions, Acknowledgments, References, tables, figure legends, figures. Sections may be subdivided to increase clarity.

**Chemical names and mathematical expressions.** Chemical names and methods should be spelled out the first time they are used, followed by the abbreviation in parentheses. After first mention the abbreviation may be used alone. SI units should be used. Mathematical expressions need to be carefully presented, with all symbols defined. Use a type font that clearly differentiates between zero and capital letter O. Equations containing algebraic fractions should use numerator over denominator, separated by a horizontal line, and not typed on a single line separated by a slash. Indicate vector symbols; they will be printed in **bold**.

**References.** References **must** be inserted in the text at the place they are used, by the author's surname and year of publication. All references included in the reference list **must** be cited in the text. References to personal communications, unpublished data, and manuscripts either in preparation or submitted for publication are unacceptable. If essential, such material may be incorporated in the appropriate place in the text. For citations with more than two authors use the first author's surname followed by "et al." and if there is more than one reference in the same year by a single author(s), use *a*, *b*. **For example**: (Roberts, 1981); (Roberts & Johnson, 1983); (Jones et al., 1986); (Johnson, 1998*a*, 1998*b*).

All authors **must** be included in the reference list; "et al." is unacceptable here. The alphabetical list of references begins a new page and must be typed double-spaced. List works by different authors who are cited within the same parentheses in chronological order, beginning with the earlier work according to the *CBE Manual for Authors, Editors, and Publishers*. Abbreviate journal names according to the Chemical Abstracts Service Source Index (CASSI). Only published articles and articles in press should appear in this list. Responsibility for the accuracy of references cited lies with the authors. Brief examples:

## Journal Articles

HOGAN, J. & PATTON, C. (1976). Variation in intramembrane components of *Trypanosoma bruce*i from intact and X-radiated rats: A freeze-cleave study. *J Protozool* 23, 205–215.

### Entire Book

RAPPAPORT, R. (1996). Cytokinesis in Animal Cells. Cambridge, UK: Cambridge University Press.

## Chapter in an Edited Book

GARDNER, R.L. & PAPAIOANNOU, V.E. (1975). Differentiation in trophectoderm and inner cell mass. In *The Early Development of Mammals*, Balls, M. & Wild, A.E. (Eds.), pp. 107–132. Cambridge, UK: Cambridge University Press.

## **Proceedings Paper**

WOOD, J.E., WILLIAMS, D.B. & GOLDSTEIN, J.I. (1981). Quantitative X-ray microanalysis in the analytical electron microscope. In *Quantitative Microanalysis with High Spatial Resolution*, Jacobs, M.H., Lorimer, G.W. & Doig, P. (Eds.), pp. 24–33. London: The Metals Society.

**Tables.** Tables **must** be uploaded individually at the website. Number tables consecutively using Arabic numbers and include concise titles and column headings. Type footnotes under the tables. All tables **must** be cited consecutively in the text.

# **Guidelines for Figure Preparation**

Figures **must** be uploaded individually at the website. Figures should be professionally drawn and prepared according to the guidelines below. Symbols, letters, numbers, and scale bars should be of sufficient size to be clearly recognizable when the figure is reduced to publication size, usually one column width (84 mm). Figure captions **must** be double-spaced and appear on a separate page in the text document. All figures **must** be cited in the text. Photographs in which human subjects are identifiable must be accompanied by written permission for publication.

Note the following specifications:

- **Black and white figures**: Raster (scanned) images should be submitted in grayscale mode for continuous-tone images and as bitmaps for line art.
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- **Digital resolution:** Raster (scanned) image files should be:
  - at least 300 dpi for continuous tone images (grayscale or color);
  - at least 900 dpi for monochrome (1-bit) line art.
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embedded or converted to outlines. Images should be flattened prior to submission; this means that files should not contain layers and/or transparent objects.

• **Submission:** Each figure must be uploaded separately from the text document of the manuscript.

# **Supplementary Movie Files**

For editorial and peer review of an initial submission, submit videos according to the following specifications.

- Acceptable file formats: .mov, .wmv, .mpg, .mpg, .mp5, or .avi
- Maximum file size: 15 MB
- Minimum dimensions: 320 pixels wide by 240 pixels deep
- Maximum length: 5 minutes
- Verify that the videos are viewable in QuickTime or Windows Media Player

For each video, provide a citation in the appropriate place in the manuscript text and include a title and pertinent copy, preferably limited to 20 words.

This citation will appear in print as a boxed text, and also specify the video file format. In the case of multiple video files, number them in the order in which they should be viewed.

If associated with a figure, please include a citation at the end of the figure caption explaining the video's function, its file format, and that it is accessible at Cambridge's CJO site: journals.cambridge.org.

The video will be posted at the site of the appropriate journal title, volume, issue number, and article. At the article's title, the video can be accessed at a link which states "Supplemental Materials."

Please be advised that Cambridge University Press will not edit your video file. It will be posted online exactly as viewed. If deemed unacceptable, the author will be responsible for rectifying the problem and supplying an acceptable file.

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menu in orange (upper right) provides several ways to get support if you have difficulty.