

# Author Guidelines

## General Policies

### Submission

Manuscripts submitted to *Biophysical Journal* must be original and not already published or submitted elsewhere for publication. This includes material previously submitted, as well as submissions made while *Biophysical Journal* is considering the manuscript. If some material that has previously been published is included, the authors are responsible for obtaining the appropriate permissions from the publishers.

Authors are strongly advised to submit, together with their manuscript related papers and any information that will aid in the review process. If not submitted together with the manuscript, it may delay processing because the Editor can be expected to request these materials from the authors. This includes closely related manuscripts under review at other journals. If some part of the work has appeared or will appear elsewhere, the authors must give the specific details in the cover letter accompanying the *Biophysical Journal* submission. Sequences of nucleic acids and proteins, molecular structures from X-ray crystallography and NMR, as well as molecular models, electron microscopic reconstructions, and microarray data should be deposited in the appropriate database prior to publication. These data must be accessible without restriction upon publication of the submitted paper. Entry names or accession numbers must be included in the paper before its publication. Microarray data must be MIAME compliant. The final decision regarding acceptance of a manuscript for publication will be made by the Editor.

### Page Limit

All papers submitted as of Oct. 17, 2008 will have a page estimation limit of no more than 10.0 journal pages. Authors should use the link below to estimate the number of printed pages for their manuscript. Papers over 10.0 pages will be sent back to the author to shorten.

### Page Estimation Link

Use the Characters (with spaces) word count The Word count should include the title page, abstract, article text, appendices, references, and table and figure legends. Figures should be submitted at approx. 3.25 inches in width by 4 in height; if any figures are larger than this, they must be counted as 2 in the formula.

<http://www.biophysics.org/tabid/556/default.aspx>

### Authorship

The co-authors of a paper should include all persons who have made significant scientific contributions to the reported work and who share responsibility and accountability for it. Other contributors should be indicated in the "Acknowledgments" section. Inclusion of a name as an author is a statement that this person did make significant scientific contributions, while administrative relationships to the investigators do not qualify a person for coauthorship. Deceased persons who meet the criteria for co-authorship should be included, with a footnote indicating date of death. No fictitious names can be listed as authors or coauthors. An author submitting a manuscript for publication accepts the full responsibility for including as co-authors all appropriate

persons. The submitting author must have previously sent each co-author a draft copy of the manuscript and obtained the co-authors' agreement to co-authorship.

All authors will be notified that the paper has been submitted. To ensure acknowledgment of submission, current email addresses must be provided for all authors on the paper.

For administrative purposes, one author is designated as the contact author for all matters regarding the published paper (requests for materials, technical comments and requests for revisions).

*Biophysical Journal* will forward feedback on the published paper to this author as the point of contact. It is this author's full responsibility to inform all coauthors of any matters arising and to deal promptly with such matters. This author is not required to be the senior author of the paper. The contact information in the published paper may be for a single author or for all authors.

### **Errata**

Authors of published *Biophysical Journal* material have the full responsibility to inform *Biophysical Journal* promptly if they become aware of any required corrections after publication. Authors should send the corrected text in a Word document to [bj@biophysics.org](mailto:bj@biophysics.org). Errata will be published in the next available issue.

### **Authors' Conflicts of Interest**

*Biophysical Journal* requires all authors to disclose any private sector financial conflicts of interest that might be construed to influence either the results or interpretation of their manuscript, such as a significant financial benefit or significant fractional ownership of a company with related interests. Authors must declare such conflicts in both the submission letter and in the acknowledgments section of the manuscript itself. This policy applies to all submitted manuscripts and review material.

### **Citing Other Works**

*Biophysical Journal* expects that highest level of scholarship from its authors. They should cite papers that are closely related to the present work, that have been influential in determining the nature of the reported work and that will aid the reader in locating earlier work essential for understanding the present studies. Except in a review, citation of works that are not relevant or directly related to the reported research should be minimized. For critical materials used in the work, there must be proper citation and acknowledgement of non-author sources.

The authors should identify all sources of information quoted or offered, except for common knowledge. Information obtained privately, as from conversations, correspondence, or discussions with other parties, should only be used if explicit permission is obtained from the sources. These written permissions must be included together with the initial submission of the manuscript. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be utilized.

*Biophysical Journal* does not accept GNU license for republication of material because of the restrictions on limiting further use and the specific requirements concerning credit.

Reference citations are not allowed in the Abstract of a paper.

### **Materials and Data Availability**

When authors are willing to distribute materials, software or databases, they should so state in the manuscript. As is deemed appropriate, Database Accession Hyperlinks should be supplied in the manuscript and for insertion into the Online journal. The electronic version of *Biophysical Journal* will facilitate direct hyperlink access to entries in databases such as the Protein Data Bank, GenBank, or others. When questions or disputes arise during review the authors must be willing to make their primary data available to the Editor.

### **English Usage**

For assistance with editing your manuscript please visit  
<http://www.councilscienceeditors.org/jobbank/services.cfm>

### **Embargo Policies and Article Sponsorship**

The Journal has a 12 month embargo policy, meaning only Journal subscribers can gain access to the published article for the first 12 months. Authors do have the choice to pay an 'Open Access' fee of \$1000 in order to make the article freely available on the *BJ* website upon publication. Instructions are available upon acceptance, and authors should be careful to select this option when providing final source files.

### **Funding Body Policies**

#### ***Howard Hughes Medical Institute***

Authors funded by the Howard Hughes Medical Institute must indicate this funding upon acceptance if they wish to comply with HHMI's policy. Their paper will then be delivered to PubMedCentral six months after publication. HHMI authors will not be billed; Cell Press will bill HHMI directly.

#### ***Wellcome Trust***

Authors funded by the Wellcome Trust must indicate this funding upon acceptance and pay \$1000 to the Biophysical Society (instructions provided upon acceptance) if they wish to comply with Wellcome Trust's policy. Their paper will then be delivered to PubMedCentral upon publication; it will also be free on the *BJ* website.

#### ***National Institutes of Health***

Under *BJ*'s 12 month embargo policy, the Journal submits the final published article on behalf of the author to PubMedCentral automatically. Therefore, all papers are in compliance with the NIH policy.

### **Types of Articles**

*Biophysical Journal* publishes original articles, letters, and mini-reviews on the most important developments in modern biophysics. Experimental studies of a purely phenomenological nature, with no theoretical or mechanistic underpinning, are not appropriate for publication in the Journal. Theoretical studies should make strong

contact to the areas of experimental studies found in the Journal and/or of the members of the Biophysical Society. Papers describing very significant methodological advances are also suitable for publication in *BJ*. The following categories of articles are regular features:

### **Regular Articles**

Regular articles should be prepared as a PDF file (authors using LaTeX can convert the file to PDF for submission) and submitted in the following format:

Manuscripts should be formatted in a single-column, single-spaced format, and should be justified. Side margins should be 1". Font size should be 12, and fonts used should be Times New Roman for regular text, and Symbol for Greek and mathematical symbols.

#### *Order of Manuscript:*

Title Page

Abstract

Text (Introduction, Materials & Methods, Results & Discussion, Conclusion)

Acknowledgements

References (numbered)

Tables (with table caption listed below each table)

Figure Legends

Figure (labeled with figure number only)

**Please Note:** Instructions for Supporting Material are available at

<http://www.biophysj.org/authors>.

#### *Style*

Papers are to follow the conventions of the Council of Biology Editors Style Manual.

Additional information can be obtained at <http://www.biophysj.org/authors>.

#### *Title*

The title of each manuscript should identify the content of the article; clarity and conciseness are essential for indexing, abstracting, and retrieval. Not more than 100 characters and spaces should be used. A condensed running title of no more than 40 characters and spaces must be provided on the title page.

#### *Keywords*

Up to six keywords or phrases not in the title must be provided. These will be used for indexing and for selecting reviewers.

#### *Abstracts*

Each manuscript must be accompanied by an informative abstract of no more than 200 words. Abstracts should describe the substance of the paper in language non-specialists can understand, and must make clear the paper's biological significance. Abstracts will be electronically posted (pending author permission upon acceptance) prior to publication. Reference citations are not allowed in the Abstract of a paper.

#### *Appendices*

Appendices are formatted the same as the other major sections of the article (Materials and Methods, Results, Discussion etc. for regular articles and appropriate section

headings for reviews/perspectives) with one exception being that instead of subheadings, the sections are broken down as Appendix A, Appendix B, and so forth, although subheadings within those aforementioned main "A" and "B" headings are permissible. The numbering of equations can either continue sequentially from the main text (34, 35, 36, ...) or can be numbered within the context of the Appendix itself (A1, A2, A3, ...). The numbering of reference citations continues sequentially (very important). Placement of the Appendix is immediately after the main text, i.e., before Supplementary Material, Acknowledgments, and References.

#### *Footnotes*

The only footnotes should be on the first (title) page. All others should be listed at the point of reference parenthetically. Footnotes should be placed in the following sequence: \*, †, ‡, §, ¶, ||, \*\*, ††, ‡‡, §§, ¶¶, || ||, etc.

#### *Materials and Methods*

Capitalize trade names and give manufacturers' full names and addresses (city and state).

#### *Equations*

Equations are to be typewritten. Handwritten equations will not be accepted. Clearly indicate capital and lower case letters. Label Greek and unusual symbols the first time they appear. Use fractional exponents instead of root signs. The solidus (/) for fractions will save vertical space. Equation numbers should be cited in the text without parentheses: e.g., Eq. 9, Eq. 10. Do not cite equations numerically only, but be sure to add the "Eq.". Do not cite equations in abstract.

#### *References*

References are cited in numerical order in the text and are designated by that reference number in parentheses. The numbers, in parentheses, can be repeated at each citation of the referenced material. References appearing solely in figure legends and tables follow those in the text. Reference citations are not allowed in the Abstract. Following is an example of numbered citations:

Membrane channels with large aqueous pores are traditionally regarded as "molecular sieves" that discriminate between different molecules based on their size (1,2). This simplified view, however, contradicts emerging experimental evidence that permeation through these structures involves intimate molecular interactions (3–5). Metabolite-specific channels exhibit affinity to their metabolites; permeating molecules do not just slip through the pore, but feel strong attraction to the pore-lining residues. The now classical example is bacterial porin LamB (6), where the existence of an extended binding zone for oligosaccharides is firmly established. More recent examples include ATP interactions with VDAC (3) and penicillin antibiotic interactions with the general bacterial porin OmpF (4,6,7,8).

If references are added in the proof stage, they and their corresponding citations must be inserted per their proper numerical order and the rest of the citations/references renumbered accordingly.

References deleted in the proof stage will read, e.g., : "3. Reference deleted in proof." Their corresponding numbers will remain in the text. For references, include all authors'

names (do not use "et al."), year, complete article titles, and inclusive page numbers. Abbreviate the names of journals as in the Serial Sources for the Biosis Data Base (published annually by BioSciences Information Service of Biological Abstracts, Philadelphia, PA 19103); spell out the names of unlisted journals. Citations such as "unpublished data" and "personal communication" should be included parenthetically in the text, with all authors' initials and last names, and **MUST NOT APPEAR IN THE REFERENCE SECTION**. For personal communications, include cited author's institutional affiliation and written permission to use material cited. For the reference list, follow the style of the examples listed here, noting that each reference is numbered according to the number in which it appears in the text.

#### Journal articles

1. Benditt, E. P., N. Ericksen, and R. H. Hanson. 1979. Amyloid protein SAA is an apoprotein of mouse plasma high density lipoprotein. *Proc. Natl. Acad. Sci. USA*. 76:4092–4096.
2. Brown, W., and A. Nelson. 1989. Phosphorus content of lipids. *J. Lipid Res.* In press.
3. Reference deleted in proof.
4. Yalow, R. S., and S. A. Berson. 1960. Immunoassay of endogenous plasma insulin in man. *J. Clin. Invest.* 39:1157-1175. Articles in Books
5. Innerarity, T. L., D. Y. Hui, and R. W. Mahley. 1982. Hepatic apoprotein E (remnant) receptor. In *Lipoproteins and Coronary Atherosclerosis*. G. Nosedo, C. Fragiaco, R. Fumagalli, and R. Paoletti, editors. Elsevier/North Holland, Amsterdam. 173–181.
6. Myant, N. B. 1981. *The Biology of Cholesterol and Related Steroids*. Heinemann Medical Books, London.

#### Coordinate Files

References to any atomic coordinate set for a macromolecule obtained from public repositories must include a citation to the paper or papers in which the structure in question was first presented, as well as its database serial number.

#### *Citing Abstracts*

##### *CD version*

Meeting Abstracts should be cited as follows:

Smith, R., S.E. Jones, T.J. Smith, (2006) Histone phosphorylation in DNA damage. 2006 Biophysical Society

Meeting Abstracts. *Biophysical Journal*, Supplement, Abstract.

##### *Print version*

Smith, R., S.E. Jones, T.J. Smith, (2006) Histone phosphorylation in DNA damage. 2006 Biophysical Society

Meeting Abstracts. *Biophysical Journal*, Supplement, 20a, Abstract, 814-Pos.

#### *Complete books*

1. Myant, N. B. 1981. *The Biology of Cholesterol and Related Steroids*. Heinemann Medical Books, London.

#### *Commercial software*

All commercial software and products should provide the name and location of the manufacturer.

1. MATLAB (The MathWorks, Natick, MA).

#### *Articles in books*

1. Innerarity, T. L., D. Y. Hui, and R. W. Mahley. 1982. Hepatic apoprotein E (remnant) receptor. In *Lipoproteins and Coronary Atherosclerosis*. G. Nosedá, C. Fragiácomó, R. Fumagalli, and R. Paoletti, editors. Elsevier/North Holland, Amsterdam. 173-181.

#### *Websites*

Web references should be treated no differently than other references, and should appear as shown below.

1. Biophysical Society 48th Annual Meeting. 2004. <http://www.biophysics.org/>.

#### *Tables*

All tables should be typed double-spaced and carry a title. Do not use vertical rules.

Footnotes should be placed in the following sequence \*, †, ‡, ¶, §, ||, \*\*, ††, ‡‡, ¶¶, §§, |||, etc.

#### *Figures*

Each figure should fit on one page and should be embedded in the submitted paper after the references. Use the guidelines supplied on the digital artwork checklist at <http://submit.biophysj.org/journals/biophysj/forms/checklist.pdf>. All color figures must be submitted in their original RGB format. When submitting figures as PowerPoint files, each figure **MUST** be saved as an individual file. All figures should not be saved in one file as an entire PowerPoint presentation.

#### *Figure size:*

Figures should be designed to extend the full width of one column (3.25 inches).

Multipart figures may appear on more than one page (one part per page).

#### **Reviewers:**

Regular Manuscripts may be reviewed by 1-3 reviewers who are solicited by the Editor.

#### ***Biophysical Letters:***

The Biophysical Letters section of the Journal is for the publication of unusually important and unusually timely short articles in diverse areas of biophysics. The criteria for acceptance of a Biophysical Letter are more stringent than for regular articles, and most submitted manuscripts will be returned without a full review after screening by members of the Editorial Board. Biophysical Letters are not meant to serve as a means of publishing preliminary results or material that lacks enough significance to be acceptable as a regular article.

All Letters must be submitted using the template provided by the Journal. The format for Letters is 2 columns and a maximum of 3 pages. To download the template for Letters please login to your author area.

Letters that have been rejected may only be resubmitted if the editor has made the suggestion for resubmission in the decision letter to the author(s).

**Mini-reviews:**

Mini-reviews are brief (no more than 5 printed pages) and cover topics of current interest in biophysics intended to provide a general overview of recent research. These articles are typically written by authorities in the field being reviewed, and are directed to a broad range of scientists who wish to keep abreast of the best current research. All mini-reviews are invited and are solicited by the Editor in Chief and Associate Editors, but nominations by outside the Editorial Board are welcomed. These suggestions will then be considered by the Editor in Chief, and if accepted, an invitation will be sent to the proposed author to submit a mini-review. There are no page charges associated with an accepted mini-review.

Please follow the same order and guidelines for regular articles.

**Comments to the Editor:**

These are short commentaries on a paper published earlier in *Biophysical Journal*. These are NOT short original articles. In order for a submission to qualify as a comment, it must not contain unpublished data and must be entirely free of polemic. Comments to the Editor may be rebutted by the authors of the previously published article. Comments and any rebuttals are subject to review.

Please follow the same order and guidelines of regular articles.

**New and Notable:**

These commentaries, which highlight papers appearing in the same issue of *Biophysical Journal*, are solicited by the Editor. New & Notable are published in the same issue as the regular article. When a New & Notable is solicited authors are also asked to submit text to aid in the production of a press release created by the *Biophysical Journal* staff.

Please follow the same order and guidelines of regular articles, except no figures can be included in New & Notables.

## **Supporting Material**

Supporting material will be published in the online version of *Biophysical Journal*. They should enhance the article in the printed version and provide additional substantive material. The supporting material will be evaluated during the peer review process, along with the article manuscript. They will be accepted only if the reviewers and/or the Editorial Board determine that the information provides additional substance to the printed version of the article, and enhances the reader's scientific understanding of the article.

**Please provide one Microsoft Word document containing all text, tables, and figures for the supporting material.** We will convert this document into a composite PDF available online. Note that this document will not be copyedited or typeset;



therefore, please provide a file that you consider ready for publication online. Movies, Excel tables, and other supporting files unsuited to the Word document should be provided as separate files. Visit the link below for more information.

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## Databases

To establish public access to the results of x-ray diffraction and NMR studies on biological macromolecules, authors of papers describing new structures must submit to the Protein Data Bank or the Nucleic Acid Data Base, and all of the data required to validate their paper, including atomic coordinates. If the paper discusses a protein structure only at the level of the main chain alpha carbon atoms, then only alpha carbon coordinates need be deposited. If the discussion involves higher resolution data then a full coordinate list must be deposited. The Editor of the Journal should be informed no later than the completion of the editorial process that the necessary information has been sent to the appropriate data bank. In keeping with generally accepted standards, coordinate files must be released by the date of publication. We encourage submission of lipid phase transition and miscibility data to LIPIDAT (M. Caffrey, The Ohio State University).

## Web Policies

It is increasingly common practice for authors to use the worldwide web to make their manuscripts publicly available, before submitting them to regular journals. Like all other journals, *Biophysical Journal* does not accept manuscripts that have been published elsewhere. However, it takes the view that manuscripts made public on the web have not been published, unless their posting on the site where they appear depended on successful completion of a review process. Thus, *Biophysical Journal* will consider for publication manuscripts that have been posted informally on a private web site, but it will not accept manuscripts that have been posted on "virtual journal" web sites, following review.

Information gained from other peoples' web postings should be referenced in manuscripts as personal communications, and the names of the authors and the URL where the information is posted must be supplied. Those making reference to information of their own that appears on the web should reference it as "unpublished data," and again give the URL where it may be found.

## Publication Charges

*(Please note that these charges are subject to change based on issue your manuscript is published in)*

### **Regular Manuscripts:**

**Member** (Corresponding Author must be a member at the time of submission)

Page Charges: \$65 per printed page  
Color Figures: Free online-only color figures  
\$400 per figure printed in color

### **Non-Member**

Page Charges: \$95 per printed page  
Color Figures: \$50 per online-only color figure  
\$500 per figure printed in color

All authors are expected to pay the page and color charges for articles published in Biophysical Journal. A credit card number must be provided when galley proofs are returned by the author. Failure to honor page charge obligations may affect future manuscript submissions.

### **Reprints:**

Reprints are available at a cost indicated on the reprint order form that accompanies page proofs. Questions or comments can be sent to [biophysj@dartmouthjournals.com](mailto:biophysj@dartmouthjournals.com).

### **Biophysical Letters:**

A flat charge of \$500 is made to all authors, regardless of society membership and regardless of length. Length of Letter must not exceed three pages, and author must use provided template to submit a Letter.

### **Comments to the Editor:**

There is no charge.

### **Mini-Reviews:**

Reviews invited by the Editor-in-Chief do not incur page charges.

## Cover Art

The Journal accepts submissions for cover art from authors. Submissions will be accepted once a manuscript has been accepted for publication to the Journal. The image needs to be an image that is in the manuscript or is closely related to the manuscript. "Artistic" renditions are encouraged.

File Requirements:  
Size—8.5 x 11.5 inches  
Resolution—600 dpi  
File Type—psd, eps, tif, or ai

Please contact Alisha Yocum at [ayocum@biophysics.org](mailto:ayocum@biophysics.org) for more information about cover art and to upload your cover art file.