

Guide for Authors

Aims and Scope

Mitochondrion is a definitive, high profile, peer-reviewed international research journal. The scope of *Mitochondrion* is broad, reporting on basic science of mitochondria from all organisms and from basic research to pathology and clinical aspects of mitochondrial diseases. The journal welcomes original contributions from investigators working in diverse sub-disciplines such as evolution, biophysics, biochemistry, molecular and cell biology, genetics, pharmacology, toxicology, forensic science, programmed cell death, aging, cancer and clinical features of mitochondrial diseases.

Types of Papers

Original Articles: Peer-reviewed, high-quality, concise research investigations that represent new and significant contributions to science. **Review Articles:** Peer-Reviewed reviews of major importance in mitochondrial biology.

Fast Track Articles: Peer-Reviewed short studies that are refereed and published quickly. These papers should be a concise complete piece of work of special significance and timeliness and should not exceed 4 printed pages (i.e. 10 pages of double-spaced typescript, including tables and figures).

Letters to the Editor: commenting on papers published in *Mitochondrion*, and on other matters of interest to mitochondria researchers – these should be less than 400 words and may include one illustration or table.

Manuscript submission

Submission of a manuscript will be held to imply that it contains original work and that it has not been published (except in abstract form or as a part of a public lecture or academic thesis) or submitted for publication elsewhere. Reference should be made to

previously published abstracts, etc. in the introductory section. Submission also implies the transfer of the Copyright from the author to the publisher. Papers and original illustrations to be submitted, plus three copies, should be sent to the Editor-in-Chief, at the following address:

Keshav K. Singh, Mitochondrion Editorial Office, Johns Hopkins Oncology Center, Bunting-Blaustein Cancer Research Building, 1650 Orleans Street, Room 1-143, Baltimore, MD 21231-1000, USA.

E-mail: singhke@jhmi.edu

A submission letter should always accompany the submitted paper, providing the following information:

- (a) The full name and address of the corresponding author (including telephone and fax numbers and e-mail address).
- (b) The full title of the submitted paper.
- (c) The type of paper (Original Article, Review Article, Fast Track Article, Letter to the Editor).
- (d) The names, addresses and telephone, fax and e-mail details (where possible) of five suitable, potential reviewers. If there are compelling reasons for excluding some individuals as potential reviewers, these may be mentioned. However, the ultimate reviewer selection is at the discretion of the Editor-in-Chief.

One original and three copies are required of all material submitted, including the submission letter. All figures should be provided in quadruplicate and all four sets of figures should be labelled. Copies of relevant papers that are submitted elsewhere or 'in press', should be provided.

After final acceptance of an article, only corrections to the title and list of authors as they appear on the accepted article will be permitted, not changes; particularly, no author names may be added to or deleted from the accepted lists.

The Editor-in-Chief is responsible for the profes-

sional review of the manuscripts. Receipt of manuscripts by the Editor-in-Chief will be acknowledged.

All materials submitted become the property of *Mitochondrion*. In the case of rejection of a paper, manuscripts will not be returned to authors. Authors should therefore stipulate whether half-tone illustrations should be returned.

Ethics

When conducting scientific research using human tissue and which is intended for publication in *Mitochondrion*, authors should follow procedures that are in accordance with the ethical standards as formulated in the Helsinki Declaration of 1975 (revised 1983). When conducting experiments on animals, authors should adhere to the local or national requirements for the care and use of laboratory animals.

Preparation of Manuscripts

The preferred medium of final submission to the Editor-in-Chief is on disk with accompanying printout of the reviewed and revised manuscript (see Electronic manuscripts below). Manuscripts should be typewritten with double spacing on one side of the paper only. A short Abstract, not exceeding 100 words, should be on a separate sheet; it will appear at the beginning of the paper. A list of 3–6 key words should appear underneath the Abstract. The title page should be a separate sheet, bearing title, author(s)' name(s) and their full addresses, and a footnote with the corresponding author's Phone and Fax (and e-mail) number. As a rule, papers should be divided into numbered sections, headed by a caption (e.g. Abstract; 1. Introduction; 2. Materials and Methods; 3. Results; 4. Discussion; 5. References). Responsibility for the accuracy of the material in the manuscript, including bibliographic citations, lies entirely with the authors.

Illustrations

Figures should be used to illustrate experimental results clearly. Symbols, lettering and lines should be of sufficient size to ensure legibility after reduction. Figures should be professionally drawn and photographed and at least one set should be presented as glossy, high contrast, black-and-white photographs or laser prints. Titles and detailed explanations belong in the figure legends and not in the illustrations themselves. Each figure should bear the figure number, the

name of the corresponding author and the (shortened) title of the paper on the reverse side. Figures should never be folded and they should never be mounted on heavy card. Continuous or half-tone figures should have their labelling supplied as an overlay, or be supplied in duplicate.

The size of symbols in relation to lettering should be chosen carefully. Magnification should be indicated by a scale bar, rather than a magnification factor. When essential to the understanding of a paper, figures may be reproduced in colour, at the author's own expense. Authors should take into consideration that colour illustrations reproduced from a slide provide a better-quality, clearer result than those reproduced from a photograph. Cite each figure in the text in consecutive order. If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.

For specific enquiries on the preparation of electronic artwork, consult
<http://authors.elsevier.com>

Legends for illustrations

As a general rule, an illustration with its legend should be able to be understood by the reader without reference to the general text. Legends must therefore contain sufficient information about methods and experimental design to make them self-explanatory. Legends should be collated and typed double-spaced, and numbered with arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain internal scale and identify the method of staining in photomicrographs.

Tables

Tables should be compiled on separate sheets with double spacing, numbered with Arabic numerals and provided with a short descriptive title, a legend and/or footnotes identified by superscripts a,b,c, etc.

References

Do not include references to personal communications, unpublished data or manuscripts either 'in preparation' or 'submitted for publication'. Reference to a paper as 'in press' implies that it has been

accepted for publication. Incomplete references can result in publication delay.

References should be cited in the text by author(s)' name(s) and year of publication (Harvard System). When referring to a work of more than two authors, the name of the first author should be given, followed by et al. Examples: (Emery, 1969); (Roy and Dubowitz, 1970); (Craig et al., 1978).

All references cited in the text should be given at the end of the paper, typed with double spacing and arranged in alphabetical order of first author. More than one paper from the same author(s) in the same year must be identified by the letters a, b, c, etc. placed after the year of publication.

References must consist of names and initials of all authors, year, title of paper referred to, abbreviated title of periodicals, volume number, and first and last page numbers.

Periodicals, books and edited books should accord with the following examples, respectively.

Elliott, R.M., Southon, S., Archer, D.B. 1999. Oxidative insult specifically decreases levels of a mitochondrial transcript. *Free Radic. Biol. Med.* 26, 646-655.

Singh, K.K., 1998. Mitochondrial DNA Mutations in Aging, Disease and Cancer. Springer, New York, pp. 1-15.

Passarella, S., Atlante, A., Barile, M., 1995. New Aspects in Mitochondrial Transport and Metabolism of Metabolites and Vitamin Derivatives. In: Palmieri, F., Papa, S., Saccone, C., Gadaleta, M.N. (Eds.), *Thirty Years of Progress in Mitochondrial Bioenergetics and Molecular Biology*, Elsevier, Amsterdam, pp. 89-93.

Journal titles should be abbreviated according to the List of Serial Title Word Abbreviations (International

Serials Data System, 20 rue Bachaumont, 75002 Paris, France. ISBN 2-904938-02-8). This Journal should be cited in the list of references as *Mitochondrion*.

Electronic manuscripts

Electronic manuscripts have the advantage that there is no need for the rekeying of text, thereby avoiding the possibility of introducing errors and resulting in reliable and fast delivery of proofs.

The preferred storage medium is a 3.5 inch disk in MS-DOS format, although other systems are welcome, e.g., NEC and Macintosh (in this case, save your file in the usual manner, do not use the option "save in MS-DOS format"). Full details of electronic submission and formats can be obtained from <http://www.elsevier.com/locate/disksub>. After final acceptance, your disk plus one, final, printed and exactly matching version (as a printout) should be submitted together to the Editor-in-Chief. Keep a backup disk for reference and safety. It is important that the file on disk and the printout are identical. Both will then be forwarded by the Editor-in-Chief to Elsevier Science. Further information may be obtained from the Publisher.

Proofs

One set of proofs will be sent to the author(s) to be checked for typographical errors. No alteration to the text, tables or legends will be accepted. In case of two or more authors please indicate to whom these proofs should be sent.

Offprints

Twenty-five offprints are provided free of charge. Additional copies (minimum 50) may be ordered at prices shown on the offprint order form. Orders for reprints (produced after publication of an article) will incur a 50% surcharge.

***Mitochondrion* has no page charges**

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All questions arising after acceptance of a manuscript by the Editor-in-Chief, especially those relating to proofs, publication and reprints, should be directed to the publishers, Elsevier Science Ireland Ltd. Elsevier House, Brookvale Plaza, East Park, Shannon, Co. Clare, Ireland; Tel: +353-61-709600; Fax: +353-61-709111; E-mail: authorsupport@elsevier.ie