

Nucleic Acids Research

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THE NAR EDITORIAL PROCESS - OVERVIEW

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Manuscripts must be submitted using the online submission system. It is journal policy that the online submission process **MUST** be carried out by the corresponding author. All manuscripts are assigned to an Executive Editor, who is responsible for the peer review process and for deciding whether the manuscript should be accepted, returned for revision or rejected. The corresponding author will receive all correspondence, including an initial acknowledgment and the decision, by email.

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Revised manuscripts should be uploaded within 60 days of the decision email. Manuscripts uploaded late are given a new submission (resubmission) date. [For those uploaded after 60 days but before 90 days (i.e. less than 30 days late), the resubmission date is that date by which the revised manuscript should have been uploaded. For those manuscripts uploaded after 90 days (i.e. more than 30 days late), the resubmission date is the actual date that the revised manuscript is uploaded.] In general if the revised version of a manuscript is not uploaded within six months of the decision email, the manuscript will be withdrawn from the system, unless the editor concerned agrees to extend the deadline.

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The manuscript text (including references, figure legends and simple tables) may be in .doc, .rtf, or LaTeX format. For your initial submission only, a .pdf file is also acceptable unless you are submitting to the Database issue. Revised manuscripts and all submissions to the Database issue must be in .doc, .rtf, or LaTeX format only.

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1. Zip all the supporting files in one single zip file. Upload the zip file and, when prompted, designate each individual files as "TeX/LaTeX Suppl File".
2. Upload the main .tex file with the designation of "Manuscript File".

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The title must be clearly intelligible to a non-specialist. The use of jargon and non-standard abbreviations in the title is not permitted.

Abstract

The abstract should be a single paragraph, not exceeding 200 words. URLs and references to figures or schemes should NOT be included. However, note that URLs MUST be included in the abstract of manuscripts submitted to the Database and Web Server issues. References should not normally be included in the abstract.

Funding

Details of all funding sources for the work in question should be given in a separate section entitled 'Funding'. This should appear before the 'Acknowledgements' section.

The following rules should be followed:

The sentence should begin: 'This work was supported by ...'

The full official funding agency name should be given, i.e. 'National Institutes of Health', not 'NIH' ([full RIN-approved list of UK funding agencies](#)) Grant numbers should be given in brackets as follows: '[grant number xxxx]'

Multiple grant numbers should be separated by a comma as follows: '[grant numbers xxxx, yyyy]'

Agencies should be separated by a semi-colon (plus 'and' before the last funding agency)

Where individuals need to be specified for certain sources of funding the following text should be added after the relevant agency or grant number 'to [author initials]'

An example is given here: 'This work was supported by the National Institutes of Health [AA123456 to C.S., BB765432 to M.H.]; and the Alcohol & Education Research Council [hfygr667789].

Dedications

The editors will entertain requests for dedications. Ordinarily, requests will be granted only for dedications to recently deceased scientists.

References

These should be cited in the text by sequential number only, in order of appearance, and listed numerically in the References section. Online

references should be cited as in example 5, below. Please see examples 6 and 7 for papers that have been published online in more than one version. The initial version of a paper published in this way can be cited by the Digital Object Identifier (doi) but, if available, the reference should also include the citation of the final version. Authors should check all references carefully, and in particular ensure that all references in the Reference section are cited in the text. Note that multiple references or page spans under one number are not allowed. Personal communications, unpublished results, manuscripts submitted or in preparation, statistical packages, computer programs and web sites should be cited in the text only, NOT included in the References section. Accession numbers may be cited either within the text or in the form of a reference

Citations should conform to the following examples. Journal names should be abbreviated in the style of Chemical Abstracts. Where the list of authors is extensive it is acceptable to list the first 10 authors followed by et al. NOTE THAT FULL TITLES OF JOURNAL ARTICLES MUST BE PROVIDED.

1. Schmitt,E., Panvert,M., Blanquet,S. and Mechulam,Y. (1995) Transition state stabilisation by the 'high' motif of class I aminoacyl-tRNA synthetases: the case of Escherichia coli methionyl-tRNA synthetase. *Nucleic Acids Res.*, 23, 4793-4798.
2. Huynh,T.V., Young,R.A. and Davies,R.W. (1988) Constructing and screening cDNA libraries in lambda gt10 and lambda gt11. In Glover,D.M. (ed.), *DNA Cloning - A Practical Approach*. IRL Press, Oxford, Vol. 1, pp. 49-78.
3. Maniatis,T., Fritsch,E.F. and Sambrook,J. (1982) *Molecular Cloning: A Laboratory Manual*. Cold Spring Harbor Laboratory Press, Cold Spring Harbor, NY.
4. Burnett,R.C. (1993) EMBL accession no. X52486.
5. Capaldi,S., Getts,R.C. and Jayasena,S.D. (2000) Signal amplification through nucleotide extension and excision on a dendritic DNA platform. *Nucleic Acids Res.*, 28, e21.
6. Qiao,D., Chen,W., Stratagoules,E. and Martinez,J. (March 10, 2000) Bile acid-induced activation of activator protein-1 requires both extracellular signal-regulated kinase and protein kinase C signaling. *J. Biol. Chem.*, 10.1074/jbc.M908890199
7. Qiao,D., Chen,W., Stratagoules,E. and Martinez,J. (2000) Bile acid-induced activation of activator protein-1 requires both extracellular signal-regulated kinase and protein kinase C signaling. *J. Biol. Chem.*, 275, 15090-15098. First published on May 19, 2000, 10.1074/jbc.M908890199
8. Bernhagen,J., Elkin,B., Geiger,G., Tovar,G. and Vitzthum,F. (1999) Patent DE-198198889.2-44; PCT/WO/EP/99/03047.

Nomenclature conventions

Restriction enzymes, DNA methyltransferases and homing endonucleases should be named or referred to using the conventions described in Roberts, R.J. et al. (2003) *Nucleic Acids Res.*, 31, 1805-1812. Note that restriction enzyme names should NOT be italicized.

Computer programs

For Computational Biology papers that describe a computer program, the authors should either make the program accessible as a web server with no login requirements or be prepared to make available to the reviewers an executable version of the program and instructions for use. Any costs associated with a reader acquiring the program must be specified in the text. Note that in general any complicated mathematics needed to explain an algorithm should be included as supplementary material.

NMR papers

Resonance assignments should be reported relative to DSS and not to HOD.

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You are required to submit high-resolution images, preferably with your initial submission but no later than revision stage. Electronic images (figures and schemes) must be at a minimum resolution of 600 d.p.i. for line drawings (black and white) and 300 d.p.i. for colour or greyscale. Colour figures must be supplied in CMYK not RGB colours. Please ensure that the prepared electronic image files print at a legible size (with lettering of at least 2 mm).

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An estimate of approximate final paper length using the equation provided above under Length

Between two and five keywords or short relevant phrases

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The following browsers are compatible with the NAR online submission system: Internet Explorer 5.5, 6.0 or 7.0 (the latter with Windows XP Service Pack 2), Firefox 1.0.4, Firefox 2.0, Safari 1.2.4 (the latter with OSX Version 10.3.8). Internet Explorer 5 and Netscape Navigator are not compatible. For more details click 'System requirements' on the log-in screen.

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