

Nucleic Acids Research

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Initial Submission and the Review process

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.

Revision

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if the revised version of a manuscript is not uploaded within six months of the decision email, the manuscript will be withdrawn from the system, unless the editor concerned agrees to extend the deadline.

Resubmission

The resubmission of manuscripts must satisfy the following conditions, regardless of whether the resubmission covers all of the previous work or only a part, and regardless of any changes in authorship:

- All resubmissions must be accompanied by a cover letter containing full details of the previous version.
- The manuscript number of the earlier submission must be provided.
- Where appropriate, a file must be uploaded which contains the authors' responses to any previous editorial or referee reports and a summary of the changes that have been made.

You are encouraged to carry out resubmission within twelve months of the decision date of the original manuscript. Please contact the editor if your resubmission is likely to take longer than this.

Acceptance

The Executive Editor will inform the corresponding author of final acceptance by email. Copyright licence form, offprint order form, Open Access publication form and any permission letters must then be submitted promptly to Oxford Journals by the communicating author. Please note that publication of your manuscript may be delayed or prevented without receipt of these forms.

The proof, with corrected typographical errors, should be returned preferably as an annotated PDF within 48 hours. A corresponding author likely to be absent during this time must provide the email address of a co-author who can assume responsibility for the manuscript. Any substantial changes and notes added in proof necessitate approval of the Executive Editor responsible for the paper. In general, corrections to figures are not permitted at this stage. The corresponding author must ensure that all co-authors agree with any corrections made.

GENERAL REQUIREMENTS

English

Manuscripts must be clearly and concisely written in English. The Editors reserve the right to reject without review those that cannot adequately be assessed because of a poor standard of English. Authors whose first language is not English are encouraged to have their manuscript checked by a native English speaker. If you have difficulty with this you can obtain further help and information at

http://www.oxfordjournals.org/for_authors/language_services.html

Length

Papers should be of a length appropriate for the amount of information contained.

For all papers published in 2008 there is an Open Access charge of \$1335/£685/1025 euros for authors from member institutions, and \$2670/£1370/2050 euros for authors at institutions without NAR membership.

Papers published in 2008 that occupy more than 9 pages also incur a charge of \$195/£100/150 euros for each page in excess of 9.

An estimate of approximate final paper length can be carried out using the formula:

$(\text{Total no. words}/925) + (\text{Total no. figures and tables}/2.8) = \text{No. of printed pages.}$

Please note that this formula is not always accurate and your paper may be longer than the calculation suggests. There are no page charges for papers of 9 pages or less.

Waivers or discounts will be considered sympathetically for corresponding authors from developing countries and those in genuine hardship. Further information is available from http://www.oxfordjournals.org/our_journals/nar/announce_openaccess.html

Text – files and format

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.

LaTeX: please note that if you submit your manuscript in LaTeX you must upload your source file and all other files (bib/sty/etc). You must also ensure that you do not use Type 3 fonts. When you upload your TeX/LaTeX files, the conversion to PDF will work best if you:

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".

Manuscripts should be ordered into sections as follows: Title page, Abstract, Introduction, Materials and Methods, Results, Discussion, Funding, Acknowledgements, References, Figure Legends. All pages should be numbered. Do not use a line-numbering facility, as line numbers will be superimposed during the submission process and these may be different. Please ensure that you have embedded TrueType fonts in your word document. (Select "Tools> Options" from the top menu bar, select "Save" tab and then check the box to Embed TrueType fonts and click OK.) Special characters should be inserted using the Symbol font. Text should be single-spaced. Do not use footnotes.

Title

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

- 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.

Figures

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).

A number of different file formats are acceptable, including: PowerPoint (.ppt), Tagged Image File Format (.tif), Encapsulated PostScript (.eps), Joint Photographic Experts Group (.jpg), Graphics Interchange Format (.gif), Adobe Illustrator (.ai) (please save your files in Illustrator's EPS format), Portable Network Graphics (.png), Microsoft Word (.doc), Rich Text Format (.rtf) and Excel (.xls) but not Portable Document Format (.pdf).

Please ensure that the figure is clearly labelled with its figure number.

For useful information on preparing figures visit <http://dx.sheridan.com> where you can also test whether your figures are suitable for production by using the proflight tool at <http://dx.sheridan.com/onl/>.

- **Size and layout:** The area of a page is 230 mm (height); 84 mm (single) or 178 mm (double) (column width). Figures should not exceed these dimensions and ideally should fit either a single or double column. Lettering should be of a consistent size within each figure.
- **Colour figures:** The use of colour in figures may improve clarity in some cases. Although there are no formal colour charges, the use of colour is subject to editorial discretion. If an Executive Editor or the Production office recommend a colour figure to be printed in black and white and the author disagrees, the author will be offered the option to pay for the colour, otherwise it will be printed in black and white.
- **Use of colour combinations:** Please note that the use of red and green in figures is particularly problematic for approximately 5% of the male population. Advice on the preparation of colour-friendly figures is provided at http://jfly.iam.u-tokyo.ac.jp/html/color_blind/

- Representation of experimental data as computer images: If primary experimental data are presented in the form of a computer-generated image (such as those from a PhosphorImager or digital camera), any editing must be described in detail. A linear (rather than sigmoidal) relationship between signal and image intensity is assumed. Unless stated, it is assumed that the image is unedited.

Inappropriate manipulation of images to highlight desired results is not allowed.

- Cover figures: Authors are encouraged to submit colour figures to be considered for use of the cover of NAR. If you would like to submit a cover image for consideration, please click [here](#) for details.

Supplementary data

Manuscripts may include supplementary data to be made available by the publisher as online-only content, linked to the online manuscript. Such data should consist of electronic files and should not merely be a link to another web site. Manuscripts accompanied by online Supplementary data are designated with an 'S' in the Table of Contents in the print edition. For a definition of Supplementary data and guidelines for submitting it click [here](#).

INITIAL SUBMISSION ONLINE

Prepare your manuscript as detailed above and then submit online via the web site <http://mc.manuscriptcentral.com/nar>.

CHECKLIST prior to initial submission:

You must ensure that you have available the following files. Acceptable file formats are listed above. Please ensure that all files are named carefully and unambiguously so that their content is clear:

- A file of your complete manuscript text including title page and abstract
- Your high-resolution figure files containing your figures, schemes, equations and, if complex, tables. Please make sure that each figure etc is clearly labelled with its number
- Any supplementary data which MUST be in a file(s) separate from the main manuscript file
- A file of any related manuscript currently under consideration by another journal (see [Author responsibilities](#))
- Your manuscript title and abstract text for cutting and pasting into the system
- The email addresses of all of your co-authors [Please note that the journal reserves the right to contact the Senior Author of the manuscript if his/her contact details are not included.]
- Names, institutes and email addresses of at least four suggested referees [Please note that four names are now mandatory for standard category and methods manuscripts, but six are preferred. Submissions for the special issues (Database and Web Server issues) must supply six names. They should be scientists working independently (i.e. not a recent collaborator) in areas similar to your own who have relevant expertise, such as those included in your reference list. If you have any queries please contact the [UK](#) or [US](#) Senior Editorial Offices.]
- Your letter to the editor, either as a file to upload or for cutting and pasting into the system. You may upload more than one such file, so you may include supporting material that is not for publication. The letter must contain details of any previous submissions of the work to NAR (see [Author responsibilities](#))

- An estimate of approximate final paper length using the equation provided above under Length
- Between two and five keywords or short relevant phrases

Browser compatibility

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.

Submitting your manuscript

1. You must submit your manuscript online at <http://mc.manuscriptcentral.com/nar>
 - If you already have a user account (i.e. you have submitted or reviewed a manuscript on this system before) use your existing User ID and Password. (Your user ID may be your email address.)
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 - If you have trouble finding manuscripts, or other problems with your account, do not create another account. Instead, please contact either the [UK](#) or the [US](#) Senior Editorial office
2. To submit a new manuscript, go to your 'Author Centre', click on 'Click here to submit a new manuscript', and then follow the on-screen instructions. There are 7 steps to follow to submit your manuscript and you can monitor progress from the checklist on the left. You move from one step to the next by clicking on the 'Save and Continue' button on each screen. Please note that if you click on the 'Back' or 'Forward' buttons on your browser, the information you have entered will not be saved. Enter your manuscript data into the relevant fields, following the instructions at the top of each screen. It is compulsory to complete many of the fields, which are marked 'req'. At any stage you can stop the submission process by clicking on the 'Main Menu' button. Everything you have typed into the system will be saved, and the partially completed submission will appear under 'unsubmitted manuscripts' in your 'Author Centre'. To return to the submission process you will need to click on the button 'Continue Submission' against the relevant manuscript title. Files and metadata will be saved in the system for 30 days from the start of your submission process, so it is essential that you complete submission within this time.
3. You must upload your manuscript files via the 'File Upload' screen:
 - Locate individual files using the 'Browse' buttons and select the appropriate 'File type' from the pull-down menu. One of the files must be a 'Manuscript File'.

- Upload your files (in groups of up to five) by clicking on the 'Upload files' button. This may take several minutes. A number of screens (one per file) will appear, in which you can provide figure/table captions. Click 'save' to confirm the upload of the file.
 - If you have more than five files to upload you should repeat this procedure until all are uploaded.
 - Indicate the order in which the files should appear. This is particularly important for figure files as it will determine the order in which they appear in the consolidated PDF used for peer review.
4. After your files have been uploaded, you should view and proofread your manuscript, by clicking on the PDF button and the HTML button. If the files have not been uploaded to your satisfaction, go back to the file upload screen where you can remove the files you do not want and repeat the process.
 5. When you are satisfied with the uploaded manuscript proof click on 'Save and Continue' which will take you to the 'Review & Submit' screen. The system will check that you have completed all the mandatory fields and that you have viewed your manuscript proof. It will also present you with a summary of all the information you have provided and give you a final chance to edit it. If there is a red cross next to any section this will indicate that not all the fields have been filled in correctly. You may either go back to the relevant page or click the nearest 'edit' button.
 6. When you have finished reviewing this information press 'Submit'. You should do this within 30 days of the start of your submission process to avoid losing your data.
 7. After the manuscript has been submitted you will see a confirmation screen and receive an email confirmation stating that your manuscript has been successfully submitted. This will also give the assigned manuscript number, which is used in all correspondence during peer review. If you do not receive this, your manuscript will not have been successfully submitted to the journal and the paper cannot progress to peer review. If this is the case your manuscript will still be sitting in the 'Unsubmitted Manuscripts' section of your 'Author Centre' awaiting your attention.
 8. If you return to your 'Author Centre' you will notice that your newly submitted manuscript can be found in the 'Submitted Manuscripts' area. The 'Status' section provides information on the status of your manuscript as it moves through the review process.
 9. After you have completed the submission process, if you then discover a mistake (e.g. missing or incorrect figures), do NOT go through the submission process a second time. Instead, please contact the relevant Senior Editorial Office (see below) for advice.

REVISED MANUSCRIPTS

CHECKLIST prior to submitting revised manuscript:

Please ensure that you have available the following files, carefully labelled so that their content is clear:

- A .doc, .rtf or LaTeX file of your revised manuscript. Changes made in response to referee or editor comments must be highlighted in red.
- High-resolution figure files, if you have made changes to any of your figures, schemes, equations or tables, or if you had uploaded only low-resolution files during your initial submission.
- Files of your supplementary data, if you have made changes, which MUST be in a file(s) separate from the main manuscript file.
- Your responses to referee or editor comments specifying all changes made, which will be pasted in during the submission process.

Uploading your revised manuscript

1. Log on to the online submission web site as before and, in the 'Author Centre', click on 'Manuscripts with Decisions'. You will see those manuscripts that require a revision (or that have been revised). Locate the correct manuscript and create a revision by clicking on 'Create a Revision' under Actions. You will be able to see the editor and reviewer comments and to respond to these.
2. The 'Upload files' screen will automatically be populated with the files that you uploaded at initial submission. You should delete all files that have been changed during revision and upload your revised files in their place, by the procedure used during initial submission. You will also be able to amend, if necessary, any of the associated manuscript information, using the same 7 steps followed in your initial submission. If you wish to complete the process another time, you will find the manuscript in your 'Revised manuscripts in draft' list.
3. If you click on 'View comments/respond' you will see the editor's letter to you together with the referees' comments. You must cut and paste your responses into the text areas at the bottom of the screen. If you wish to upload any supplementary information not intended for publication, you should upload it as a 'cover letter' file.
4. When you have completed your revision, press the 'Submit' button. If your revised manuscript has been successfully submitted, you will see a confirmation screen showing your manuscript number; this will be the same as that of your initial submission with the prefix 'R1' (or R2, R3 as appropriate). You will also receive an email confirming the submission.

ON ACCEPTANCE

When no further changes to your manuscript are required you will receive a final acceptance decision from the Editorial office. You should then carry out the following procedures:

1. Complete an Open Access charge form (details provided in the final acceptance letter). Please note that your manuscript cannot be published without receipt of this.
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If you experience any problems during the online submission process, please consult the Author's User Guide which provides more detailed submission instructions and 'movie tutorials' explaining how to submit your manuscript. You will find this under 'User Tutorials' on the Log in screen.

If you still have queries please contact one of the Senior Editorial Offices ([UK/US](#)). If your problems are purely technical (e.g. failure of files to be uploaded or converted), contact the ScholarOne support team using the 'Get Help Now' link in the top right hand corner of every screen.

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