

# Author Guidelines

## FREQUENTLY ASKED QUESTIONS    FAQs

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**Q: *Is there an article processing charge?***

**A:** The Archives of Biological Sciences does not charge authors an article processing charge.

**Q: *How many days does it take to review a submission?***

**A:** The "days to review" can be calculated from the date of submission (or designation of Review Version) to the initial Editor Decision, while the "days to publish" is measured for accepted submissions from their original uploading to its publication, as written in the Cover Page of article PDFs [Home / Archives; Home / OnLine First].

**Q: *Why can't I access my submission? Why is my paper archived?***

**A:** The answer to this question also contains IMPORTANT INFORMATION FOR UNHINDERED COMMUNICATION WITH THE EDITORIAL OFFICE.

The paper is archived because it was rejected as an Unsuitable Submission, but the e.mail informing the corresponding author is missing because it was rejected by the author's e.mail client. Upon submission of a manuscript, authors should receive an automated Submission Acknowledgement.

Authors are subsequently also informed if their submission does not adhere to the journal's Author Guidelines and has been rejected as an "Unsuitable Submission" or as "Resubmission Requested", and is archived. However, sometimes certain e.mail clients do not recognize e.mail from abs.ibiss.bg.ac.rs. If you are missing e.mails from the Archives of Biological Sciences (ABS), please check your e.mail account's Spam or Junk folder to ensure the message was not filtered. If the message was filtered, you may find an option to 'Mark as good', 'Not spam', 'Not junk', or 'Add sender/sender's domain to safe sender list.' This will aid in receiving future e.mails from ABS.

**Q: *Is the manuscript entitled: "..."* (with for example the abstract provided in the e.mail), *suitable for publication in the Archives of Biological Sciences?***

**A:** Preliminary assessments of potential submissions are not carried out. Whether a paper is accepted for peer review depends on its content as well as on its presentation.

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The Archives of Biological Sciences is published quarterly in an open-access electronic format.

The Archives of Biological Sciences uses open-source software for the management of peer-reviewed academic journals, the *Open Journal System*, created by the Public Knowledge Project, released under the GNU General Public License. Instructions for the submission

using OJS are available on the following link <https://openjournalssystem.com/ojs-3-user-guide/submitting-an-article/>

## INSTRUCTIONS FOR AUTHORS

### MANUSCRIPT SUBMISSION OVERVIEW

**Submitted manuscripts should be full-length original research articles**, excluding technical reports and short publications such as communications, comments, notes, data in brief (data articles), case reports.

The Archives of Biological Sciences is a multidisciplinary journal that covers original research in subjects in life science, including biology, ecology, human biology, and biomedical research.

The Archives of Biological Sciences features scientific research articles in genetics, botany, zoology, higher and lower terrestrial and aquatic plants and animals, prokaryote biology, algology, mycology, entomology, biological systematics, evolution, biochemistry, molecular and cell biology, including all aspects of normal cell functioning, from embryonic to differentiated tissues and in different pathological states, physiology, chronobiology, thermal biology, cryobiology, radiobiology, neurobiology, immunology, human immunology, human biology, including the molecular biological basis of specific human pathologies and disease management.

We advise authors against simultaneous submission of two or more different manuscripts to the Archives of Biological Sciences.

**Submissions/subjects that are NOT CONSIDERED:** manuscripts diverging from experimental research, such as articles on *in silico* biology, manuscripts in veterinary science, forestry, silviculture, soil science, agronomy, field experiments in agriculture, stomatology, food technology, descriptions of technological processes, solutions and instrumentation, technical reports containing observations, chemical characterization with no research into a biological explanatory mechanism, patient case studies, short faunistic/floristic notes, checklists of limited geographical areas (e.g. a country), description of a single new species in a genus that already contains many, articles describing new species on a single specimen, papers in the pedagogy of biological science are not considered.

### Scientific review articles (unsolicited submissions)

A review article, as an authoritative analysis of research, should provide a critical examination of published literature in a specific field; it should organize, evaluate, identify patterns and trends and synthesize the literature, identify research gaps and recommend

new research areas.

**A review article will only be considered if it is written by a verified expert with extensive knowledge based on original research in a particular subject area of study, which should be backed by self-citations in the field that is reviewed, not by self-citations of review articles, book chapters.** In general, reviews are best written by scientists who know the field.

Before submission, the author should contact the Editor-in-Chief to ensure the proposed review article is within the aims and scope of the journal. The author must provide (i) the title of the review paper; (ii) a detailed reason why in the light of the state of the art the review is needed; (iii) a brief description of the contents of the paper, including section titles and a list of references. New data from the author's experiments must not be presented in a review article. The Editor-in-Chief will evaluate the proposal and contact the author with a decision on the matter.

***Submission of a manuscript to the editor implies that it has not been previously published, that it is not under consideration for publication elsewhere, and that if accepted it will not be published elsewhere in the same form without the written consent of the editor; that its publication has been approved by all co-authors (if any), as well as by the responsible authorities – tacitly or explicitly – at the institution where the work has been carried out.***

## **ONLINE SUBMISSION**

Please follow the hyperlink "Make a Submission" on the right and upload all files following the instructions given on the screen. Manuscripts and accompanying material must be submitted electronically through the online manuscript submission system, manuscripts sent by email are not considered. All subsequent versions of the manuscript must be uploaded using the same paper ID and defined password. In all future correspondence please mention the manuscript ID.

## **AUTHOR GUIDELINES**

**WHEN PREPARING A MANUSCRIPT FOR SUBMISSION YOU MUST IMPLEMENT THE AUTHOR GUIDELINES.**

***Please take the time to read and apply these instructions to the presentation of your work. Pay attention to detail before submitting a paper. Ensure that your manuscript follows these guidelines before uploading your submission. Submissions are declined if they do not follow the specific 'house style' of the Archives of Biological Sciences for presenting the content.***

As part of the submission process, authors are required to check off their submission's compliance with all included items. The checklist appears in the Author Guidelines, under About the Journal.

***A paper that does not meet the journal's manuscript organization and bibliographic requirements, which is carelessly drafted, formatted, incomplete, which is written in***

***substandard English, and in which the presentation of tables and figures is substandard will be rejected as an "Unsuitable Submission".***

## **I M P O R T A N T - SUBMISSION REQUIREMENTS**

### **Submission metadata**

A submission is not complete until all details for all authors: full first, middle, and last names, e.mail, academic/research rank, affiliation, country, ORCID iD have been ENTERED **in the Submission Metadata field on the submission web page in the online system. Do not provide ORCID iDs in the body of the manuscript.**

The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved, the current address may also be stated.

The ORCID iD is required for the corresponding author and will speed up manuscript evaluation. An ORCID iD with "no public information available" serves no purpose. ORCID iDs can only be assigned by [the ORCID Registry](#). You must conform to their standards for expressing ORCID iDs, and include the **full URI** as follows:

**<http://orcid.org/0000-0002-1825-0097>.**

## **S U B M I S S I O N S U M M A R Y / U P L O A D E D S U B M I S S I O N C O M P O N E N T S**

**Every submission must include items I, II, and III:**

### **(I) The Manuscript (ONE WORD document)**

The manuscript must be prepared as delineated herein with all tables and figures embedded.

### **(II) Copyright Transfer Agreement (ONE PDF file)**

Upon submission of a paper, the corresponding author must fill out and each author must sign the Archives of Biological Sciences Copyright Transfer Agreement: [<http://serbiosoc.org.rs/NewUploads/Uploads/Copyright%20Transfer%20Agreement.pdf>]

The completed and signed agreement should be uploaded as one PDF file using the "ADD A SUPPLEMENTARY FILE" tab on the submission web page.

At submission, the signed Archives of Biological Sciences Copyright Transfer Agreement Form confirms the approval of all authors of the submitted version (and any substantially modified version of the work concerned), and that the authors agree to be personally accountable for the authors' contributions, ensuring that questions related to the accuracy or integrity of any part of the work, even those in which an author was not personally involved, are appropriately investigated, resolved and that the resolution is documented in the literature.

The Editor-in-Chief of Archives of Biological Sciences is not in a position to investigate or

adjudicate authorship disputes before or after publication, and any changes to the author list after submission such as a change in the order of the authors or the deletion or addition of authors must be approved by every author.

**(III) Data Report (ONE PDF file)**

The Data Report contains data supporting all findings presented in the submission when not deposited in an appropriate public repository.

The editorial policy of the Archives of Biological Sciences states that submission of a manuscript implies that materials described in the manuscript, including all relevant raw data, will be freely available to any scientist wishing to use them for non-commercial purposes.

***files also uploaded (optional)***

**(\*) TIFF file(s)**

**only** when a complete or composite figure(s) contains an image(s)

**(\*) Supplementary Material (ONE WORD document)**

supporting information contained in the online-only supplement – **only as required**

**Tables and figures must only contain novel findings obtained in the study.** Information contained in tables and/or figures which is auxiliary to the main content of the article must be uploaded as a Supplementary Material file for publishing as an online-only supplement.

## **MANUSCRIPT PREPARATION**

Manuscripts must be submitted in English.

It is essential that a manuscript is prepared in accordance with the journal's author guidelines and is written in clear and grammatically correct English. Journal policy includes the requirement for proper English. Correct language ensures the reliability of the results and their comprehension by other scientists. If you feel unsure about the quality of the English, we strongly recommend the engagement of a native English speaker or a professional editing service.

Authors may suggest the names of suitable potential reviewers with email addresses and affiliations, briefly explaining why they think the scientists would be good referees.

### **\* MANUSCRIPT FORMAT**

When preparing a manuscript, pay attention to formatting requirements and overall form, as well as to the precision of expression.

> A Manuscript must be a Microsoft Word document (DOC format).

> **Margins**

Normal margin page layout with justified margins.

> **Indents and Spacing**

A manuscript must be double-spaced throughout in Unicode Times New Roman throughout, normal font spacing; font-size 12 pts; US English spelling.

> **Paragraph**

The first line of all paragraphs except the first line of the first paragraph in a section should be indented (left-indent, 1 cm) using the tab key, not the space bar. There should be no empty lines between paragraphs.

Paragraph spacing: Before, After 0 pt.

Use tab stops or other commands for indents, not the space bar.

> **Main section headings**

Bold all caps font (14 pts)

> **Subheadings** are only in the Materials and Methods and Results sections.

Bold sentence case font (12 pts).

> In the body of the text there are:

- no bold fonts (except section headings)
- no numbered paragraphs/sections
- no sub-section headings in italics
- no bullet points
- no tables, no figures
- there is no mention of the placement of tables or figures
- no embellishments, no footnotes, no headers, no borders.

> A single blank must always follow after a period, colon, semicolon, or comma, except within numerals, standard abbreviations (such as e.g., i.e.), capital letters used to refer to single images within a plate (Fig. 1C, D), and between numerals and units of measure: "2 mm" not "2mm", but "5%" not "5 %".

> Use an En Dash between page numbers and measurements, "120–130" not an Em Dash, "120—130."

> Ensure that your MS Word document (the manuscript) is not set for use requiring contextual shaping in a "right-to-left language" such as Arabic

[<https://support.microsoft.com/en-us/office/using-right-to-left-languages-in-office-17d8a34d-36d6-49ad-b765-257cb7cd22e2>].

> Check the document by running Word's Spelling (**US En**) and Grammar feature.

> When submitting a manuscript, turn on the Line Numbers via the Page Layout option of word and apply continuous numbering (do not restart the numbering on each page). Line numbers and page numbers on each page are required to make it easier for reviewers to provide comments.

## **\*\* MANUSCRIPT ORGANIZATION**

A manuscript must be divided into the following ordered sections; do not provide any additional, alternative sections

### **PAPER DESCRIPTION / HIGHLIGHTS**

#### **COVER PAGE**

#### **ABSTRACT**

#### **INTRODUCTION**

#### **MATERIALS AND METHODS**

#### **RESULTS**

#### **DISCUSSION**

#### **CONCLUSIONS**

##### **Funding**

##### **Acknowledgments**

##### **Author contributions**

##### **Conflict of interest disclosure**

##### **Data availability**

#### **REFERENCES**

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Tables

#### **Figure Legends**

Figures

## THE MANUSCRIPT

### **THE FIRST PAGE OF THE MANUSCRIPT IS THE PAPER DESCRIPTION / HIGHLIGHTS**

#### **PAPER DESCRIPTION / HIGHLIGHTS**

Provide a self-contained Paper Description which will be included on the published article-summary web page.

The Paper Description consists of answering **4 questions** using **not more than 100 words**. The Paper Description should be in a bulleted paragraph style, **in FOUR bullet points** not as one paragraph, presented as brief answers to these questions:

- ***Why did you start?***  
What is already known about the topic of your submission? Avoid statements about how a process is not well understood. Provide the rationale for the research, or the reason why the research was conducted.
- ***What did you do?***  
Provide an explanation of the design and methods and the experimental model employed in the research.
- ***What did you find?***  
Describe the results: what is new in your work, that has not already been reported?
- ***What does it mean?***  
Indicate the broader significance of the work: what does your work add to the existing body of knowledge?

When presenting the paper description/highlights  
**do not write the above "questions",**  
**do not use unexplained abbreviations and acronyms,**  
**do not cite references.**

The purpose of the Paper Description is to provide a resume of your work: to introduce it, to demonstrate your interest in presenting it to a reading public, to draw attention to it, and to motivate readers to engage in it. The Paper Description will be the first contact you have with a prospective reader. The Paper Description/Highlights of your article, if it is published, will also be used by the Archives of Biological Sciences on Meta (Facebook).

### **THE SECOND PAGE OF THE MANUSCRIPT IS THE COVER PAGE**

#### **COVER PAGE**

The manuscript cover page does not have headings, it contains the

- Title
- Authors

- Affiliations

**Title:** The title must not exceed 200 characters with spaces.

Abbreviations should be avoided; the title must be straightforward. Avoid titles that are too general. Avoid titles that are phrased as a question.

**Avoid undeserving (hyper)authorship** - *authorship should be limited to individuals who have contributed in a meaningful and substantive way to its intellectual content.*

**Authors' full names:** All authors must be listed in the following order: first name, middle name initials (if applicable), family name(s).

**Affiliations:** Each author must list an associated department, university, organizational affiliation, address, city, and country.

**Corresponding author:** One author, designated as the corresponding author must provide an e.mail address and other contact information that will be published if the article is accepted. The corresponding author is the individual who, when working on a paper with multiple authors, takes primary responsibility for communicating with the journal.

The submitting author is automatically designated as the corresponding author in the submission system. A submission must be uploaded by the corresponding author as the primary contact - **a paper that has not been submitted by the corresponding author may be rejected before the review stage.**

### Preprint

When applicable, provide the following information:

"The manuscript is available as a preprint at the following web server address: [**state the address**], which received the following DOI: [**provide the DOI**]"

### ABSTRACT

The abstract is ONE PARAGRAPH, without headings, and must not exceed 200 words.

The abstract should present

> the **hypothesis**

- avoid statements about how a process is not well understood

- do not use words that do not add meaning and are difficult to verify (novelty claims)

> the **objectives** of the study

> the **experimental approach**

> major **results** and **conclusion**

> the last sentence of the abstract provides a strong **summary statement** of the study

Unexplained abbreviations should be avoided.

Do not include references in the abstract.

**Keywords:** Five keywords for indexing should be provided after the abstract which can be used for indexing purposes. Keywords that are too general and multiple concepts should be avoided.

**Abbreviations and acronyms:** Do not use uncommon abbreviations and acronyms in the manuscript title, abstract, or paper description/highlights. The full name must be given on the first appearance and only once in full, with the abbreviation or acronym in parentheses, and used consistently thereafter. If there are many abbreviations, you can also provide a list of them in one paragraph after the keywords; as in the manuscript, the full name must be followed by the abbreviation or acronym in parentheses. Abbreviations should be kept to a minimum.

## **INTRODUCTION**

The introduction should provide a clear and balanced, concise but sufficiently informative overview of selected recent literature relevant to the topic of the manuscript, a description of the problem addressed in the manuscript, and its significance.

Conclude with the aim of the work and state whether it was achieved.

## **MATERIALS AND METHODS**

The Materials and Methods section must be divided into appropriate subsections. **Do not begin the section with a free-flowing text without a subsection title.**

The Materials and Methods should provide enough detail to allow full replication of experiments. While a detailed description of a novel protocol is encouraged, well-established methods can be cited as articles in which the protocols are described in detail.

### **Ethics statement**

The ethics statement must be declared under the first heading of the Materials and Methods section. Any manuscript submitted without a suitable ethics statement will be returned to the authors and will not be considered further until an appropriate and explicit statement is included.

- **Studies involving animals (live vertebrates)** must be performed in strict accordance with internationally accepted standards and regulations. Authors must refer to the approval obtained from their Institutional Animal Care and Use Committee or equivalent Institutional Ethics Committee.

### **- Studies involving human participants**

Authors should state that the research was conducted per the principles embodied in the [Declaration of Helsinki](#) and accordance with local statutory requirements.

Authors must present an Institutional Review Board (IRB) statement.

Authors must identify the committee approving the experiments and include with their submission a statement confirming that Informed Consent was obtained from all subjects.

### **Nomenclature**

#### **Scientific names of plant and animal species**

A species name is written in italics. It consists of two words: the first is the genus name,

which is always capitalized, and the second is the species epithet, which is never capitalized. Once a full scientific name has been used, the genus name may be abbreviated by its first letter. Names of families, orders, classes, phyla, and kingdoms are capitalized but not italicized. For more information, please refer to [<http://entnemdept.ufl.edu/frank/kiss/kiss6.htm>].

**Gene symbols** should be italicized. **Gene names** that are written out in full are not italicized. For more details, please refer to [[Gene nomenclature - Wikipedia](#)]  
**microRNA (miRNA)** As stated in [[microRNA - Wikipedia](#)], the prefix "miR" is followed by a dash and a number, the latter often indicating the order of naming. A capitalized "miR-" refers to the mature form of the miRNA, while the uncapitalized "mir-" refers to the pre-miRNA and the pri-miRNA. The miRNAs encoding genes are also named using the same three-letter prefix according to the conventions of the organism gene nomenclature. For example, the official miRNAs gene names in some organisms are "*mir-1* in *C. elegans* and *Drosophila*, *Mir-1* in *Rattus norvegicus*, and *MIR-25* in humans.  
**Protein products** of the loci are not italicized.

Apply SI Unit rules and style conventions. The [International System of Units \(SI\)](#) and the International Union of Pure and Applied Chemistry (IUPAC) rules for naming organic and inorganic compounds should be adhered to.

Note that **the parts-per notation** is a set of pseudo units to describe small values of miscellaneous dimensionless quantities, e.g. mole fraction or mass fraction. This notation **is not part of the SI system and its meaning is ambiguous. Use SI-compliant expression as an alternative.**

#### **Units of measurement format**

The SI prescribes inserting a space between a number and a [unit of measurement](#) and between units in compound units, but never between a prefix and a base unit (5.0 cm, **not** 5.0cm or 5.0 c m. However, temperatures should be written without a space, e.g., 20°C); an exception is the percent symbol % which is written without a space (10% **not** 10 %) as % is not an SI unit and the recommendation is often not followed. The liter (liter) should be written using an uppercase "L". Seconds are written as "s" **not** "sec", hours are written as "h" **not** "hrs", days are written as "days" **not** "d". Centrifugation: express the acceleration applied to the sample in units of gravity or "x g", **not** in rpm.

Apply scientific rules for the use of space.

The **decimal mark** is a dot (.), **not** a decimal comma. Numbers between -1 and +1 require a leading zero (0.01, **not** .01).

The **probability value** or **P** is **UPPERCASE** and not italicized, and there is no hyphen between "P" and "value".

All numbers should be given as numerals (e.g. "In 2 previous studies...", "...4th group", etc.).

Experimental groups should **not** be presented as a bulleted list but in one paragraph.

#### **IMPORTANT:**

**Information related to the Materials and Methods section, such as a list of primers, methods, calculations, maps, etc., must either be incorporated in the section in the text and not as a table or uploaded as online supplemental material.**

## RESULTS

**The results must not be combined with the discussion in a Results and Discussion section.**

The results section should begin by restating the purpose of the research so that readers can focus on the subject of the article.

The results should present clearly and concisely all obtained findings. Every table/figure must be considered, and appropriately analyzed.

Related findings must be presented in one figure comprised of several sub-figures, labeled A, B, C, etc., and described under one figure legend.

The results section should be divided into subheadings that convey information about the findings. We suggest the **reuse of subheadings of the results section in the figure legends** to make the relationship clear.

A section should conclude with a short paragraph that summarizes the key outcome(s).

**Background information** related to the Results section, such as maps, experimental flowchart, etc. must be uploaded as an online **SUPPLEMENTARY MATERIAL WORD file** (see below).

Tables and figures are presented after the references; there must be no mention of the placement of tables and figures nor placement of tables/figures in the body of the text.

## DISCUSSION

The discussion should provide an interpretation of the results. It should not be redundant with the Results. Authors should avoid overloading this section with excessive citations and lengthy reinterpretations of related literature and must focus on their findings. Authors should avoid over-interpretation of data and drawing conclusions for which they have not provided sufficient experimental proof.

When writing the discussion that the past tense should indicate that a result is not established knowledge, while the present tense stresses the general validity of an observation.

The discussion section should not include subheadings.

Do not refer to specific (numbered) tables or figures mentioned in the results section.

If a novel mechanism, model, or hypothesis is presented in the last figure and is discussed, a specific figure mention is allowed.

## CONCLUSIONS

This section is optional. It should provide a summary of the presented findings in one paragraph. Avoid a perfunctory conclusion section.

**Funding:** All funding sources must be fully acknowledged; provide grant support details. If funding was not received, it should be stated that "The author(s) received no specific funding for this work."

**Acknowledgments:** In this section, you can acknowledge any support given which is not covered by the author’s contribution or funding sections. This may include administrative and technical support, or donations in kind (e.g., materials used for experiments).

**Author contributions:** This must include a statement of the different responsibilities that specify the contribution of every author. For research articles with several authors, a short paragraph specifying their contributions must be provided. The following statements should be used “Conceptualization, X.X., and Y.Y.; methodology, X.X.; software, X.X.; validation, X.X., Y.Y., and Z.Z.; formal analysis, X.X.; investigation, X.X.; resources, X.X.; data curation, X.X.; writing—original draft preparation, X.X.; writing—review and editing, X.X.; visualization, X.X.; supervision, X.X.; project administration, X.X.; funding acquisition, Y.Y. All authors have read and agreed to the published version of the manuscript.” Authorship must be limited to those who have contributed substantially to the work reported.

**Conflict of interest disclosure:** If necessary, authors should describe any potential conflicts of interest.

**Data availability:**

Data supporting the findings presented in the submission should accompany the manuscript as a **DATA REPORT** PDF file if data have not been deposited in an appropriate public repository (links to publicly archived datasets analyzed or generated during the study).

Please refer to the suggested Data Availability Statements shown below.

Data sharing policies concern the minimal dataset that supports the central findings of a published study.

Generated data should be publicly available and cited by journal guidelines.

Where ethical, legal, or privacy issues are present, data should not be shared. The authors should make any limitations clear in the Data Availability Statement upon submission.

Authors should ensure that data shared are by consent provided by participants on the use of confidential data.

Data availability statements provide details regarding where data supporting reported results can be found, including links to publicly archived datasets analyzed or generated during the study.

**Data availability statements:**

> All data underlying the reported findings have been provided as part of the submitted article and are available at [**uploaded Data Report**] (which will be provided by the journal)

All data underlying the reported findings are available in a publicly accessible repository:

- > The data presented in this study are openly available in [**repository name e.g., FigShare**] at [**doi**], reference number [**reference number**].
- > Data available in a publicly accessible repository that does not issue DOIs.
- > Data available on request due to restrictions e.g. privacy or ethical [**insert reason here**].
- > The data presented in this study are available in [**insert article here**].

**NOTE: When accompanying the submitted manuscript, the Data Report must be**

presented per the instructions provided BELOW

## REFERENCES

**The inclusion of more than 60 references must be avoided.** Authors must limit the number of cited references by referring to the most relevant papers.

The ABS uses the **Vancouver Citation Style** as outlined in the International Committee of Medical Journal Editors (ICMJE) sample references.

References must be listed at the end of the manuscript and numbered in the order that they appear in the text.

### Formatting:

- In the text, citations must be indicated by the reference number in square brackets [...].
- The numbers corresponding to references listed in the REFERENCES section must not be in brackets.
- More than two references in the numerical sequence should not be written one after another in sequence but as [1-3], etc.
- Use an En Dash between page numbers, "120-130" not an Em Dash, "120—130."
- Avoid writing the name(s) of the author(s) followed by the reference number. Style the sentence so that only the reference number is stated.

Journal name abbreviations must be those found in NCBI databases

[<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>].

References with more than three authors must not be shortened with "et al." - all authors must be listed.

Authors must not cite MSc theses, posters presented at scientific meetings, abstracts, unavailable and unpublished data, personal communications, or manuscripts that have been submitted but have not yet been accepted.

Avoid the use of expressions such as "manuscript submitted", "unpublished work", as well as "data not shown".

If an article is submitted to a journal and also publicly available as a pre-print, the pre-print may be cited.

References for accepted articles may be included as "in press", with the authors, title of the work, journal, and DOI provided in the reference list.

### Reference formatting - examples

#### *Published papers*

1. Božić I, Savić D, Laketa D, Bjelobaba I, Milenković I, Peković S, Nedeljković N, Lavrnja I. Benfotiamine Attenuates Inflammatory Response in LPS Stimulated BV-2 Microglia. PLoS One. 2015;10(2):e0118372.
2. Bataveljić D, Petrović J, Lazić K, Šaponjić J, Anđus P. Glial response in the rat models of functionally distinct cholinergic neuronal denervations. J Neurosci Res. 2015;93(2):244-52.

#### *Accepted, unpublished papers*

1. Ćosić T, Motyka V, Raspor M, Savić J, Cingel A, Vinterhalter B, Vinterhalter D, Trávníčková A, Dobrev PI, Bohanec B, Ninković S. In vitro shoot organogenesis and comparative analysis of endogenous phytohormones in kohlrabi (*Brassica oleracea* var. *gongylodes*): effects of genotype, explant type and applied cytokinins. *Plant Cell, Tissue Organ Cult.* 2015; "in press". DOI.

### **Websites or online articles**

1. Huynen MMTE, Martens P, Hilderink HBM. The health impacts of globalisation: a conceptual framework. *Global Health.* 2005;1: 14. Available: <http://www.globalizationandhealth.com/content/1/1/14>.

### **Books**

1. Bates B. *Bargaining for life: A social history of tuberculosis.* 1st ed. Philadelphia: University of Pennsylvania Press; 1992. 456 p.

### **Book chapters**

1. Mitrović M, Đurđević L, Pavlović P. Trees physiological and biochemical processes. In: Narwal S, Pavlović P, Jacob J, editors. *Research methods in plant science Vol 2, Forestry and agroforestry.* Houston: Studim Press LLC; 2011. p. 159–86.

### **Doctoral dissertations**

1. Jarić S. *Non-native plant species in the natural and anthropogenically-disturbed phytocoenoses of Srem.* [dissertation]. [Belgrade]: Faculty of Agriculture, University of Belgrade. 2009. 243 p.

### **Databases and repositories (Figshare, arXiv)**

1. Roberts SB. QPX Genome Browser Feature Tracks; 2013. Database: figshare [Internet]. Accessed: [http://figshare.com/articles/QPX\\_Genome\\_Browser\\_Feature\\_Tracks/701214](http://figshare.com/articles/QPX_Genome_Browser_Feature_Tracks/701214).

The complete guide to the Vancouver Style is available in this online book:

*Citing Medicine*, 2nd ed.

<http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=citmed.TOC&depth=2>

We suggest the use of **Mendeley**, a free reference manager ([www.mendeley.com](http://www.mendeley.com)), or a bibliography software package, such as **EndNote**, **ReferenceManager**, or **Zotero** to avoid typing mistakes and duplicated references. Include the digital object identifier (DOI) for all references where available.

If you are using Mendeley, you can copy this URL:

<https://csl.mendeley.com/styles/90452301/ABS> and paste it into your reference manager to use it.

## PREPARING DATA

### DATA REPORT, TABLE, AND FIGURE PRESENTATION OVERVIEW

*The results, which are presented in tables and figures (and figure legends), are the focal point of submission and they play a critical role in defining its quality. A manuscript in which the tables and figures are deficient will be rejected immediately. All results must be embedded at the end of the manuscript after the references.*

Each table and figure must be separated by page breaks so that one complete table/figure is presented on one page.

The article should not contain more than a combination of EIGHT tables and/or complete figures.

**Results must be presented concisely. Avoid multiple redundant figure legends.**

Combine multiple graphs that share a common legend into one common figure. Sub-figures/-plates should be labeled "A", "B", "C", etc. (bold capital lettering). Figures and tables must not duplicate the same information.

***Presenting the same result in different ways and similar, related findings in separate figures explained by redundant figure legends do not increase the quantity of the results nor does it improve the quality of the paper.***

**Do not clutter the body of the manuscript with unnecessary tables/figures** - review your tables and figures and bear in mind that **tables and figures must only contain novel findings obtained in the study**. Information contained in tables and/or figures which is auxiliary to the main content of the article must be uploaded as a **Supplementary Material** file for publishing as an online-only supplement.

### DATA REPORT file

The Data Report contains 'individual facts, statistics, or items of information, often numeric' **supporting all findings** presented (summarized) in the manuscript in tables and/or figures, when not deposited in an appropriate public repository.

A PDF program should be used to build a single pdf document containing a compilation of multiple tables and annotated image files. The data report is not copyedited and is uploaded/published as provided. Readers will access the file via a hyperlink in the paper.

**The data report must be formatted and presented per the journal's instructions for authors - it must NOT be presented as an unorganized collection of data. ONE COMPLETE TABLE / FIGURE** must be presented on **ONE PAGE** (separated from the preceding and next page by page breaks). Tables and images contained in a data report file must be labeled, starting with **Raw Table S1** and **Raw Image S1** (in bold fonts), respectively, and clearly described in the table and image title and caption. The raw tables and raw images should be associated in accompanying legends, and captions, with final

Tables and Figures, respectively, presented in the manuscript. Quantified numerical data for each sample used for statistical analyses must be shown. The Data Report file should contain mathematical proofs of the results. Figures of replicates for experiments in which representative data is shown in the main text and other essential background information that would disrupt the flow of the main text but remain crucial to understanding and reproducing the research shown should be added.

**Western blotting:** all images for entire membranes of western blotting with size markers and staining must be shown. Raw dot and gel images must be clearly labeled to identify the loading order, the identity of the experimental samples, and the molecular weight markers. Background bands should not be obscured by the annotation. Inappropriate image manipulation must be avoided. Methods used to capture and analyze the image must be explained.

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## **Tables**

Authors must provide editable tables, written in word: use the Microsoft Word Table function to make tables. Format tables with Word's Table function; do not use tabs or spaces to create a table.

Tables should be in black and white, and rows and columns should not be shaded.

Do not use line breaks or spaces to separate data within a cell.

Tables must be incorporated into the manuscript and presented after the references.

Each table must be separated by page breaks so that one complete table is presented on one page (unless the table is very long).

Table fonts are in Unicode Times New Roman, font size 10 pt, single-spaced.

Tables should be labeled as Table 1, etc., numbered consecutively in the order in which they are referred to in the text. Tables should not be abbreviated and referred to as Tab. anywhere in the manuscript.

Tables should have a clear, self-explanatory **title** and a short **description** that should make the table comprehensible without reference to the text. The table title and description must be above the table. Below the table is the table **caption**, which should provide explanations of the abbreviations, and information on the applied statistical procedures.

Consistency between the text and details in tables (abbreviations, group names, treatment names, units of measurement, etc.) must be ensured.

**Note that the decimal mark is a dot, not a decimal comma.**

## **FIGURE LEGENDS**

The list of Figure Legends comes after the last table as a separate section. Do not provide the figure legends with the actual figures, on the same page.

A figure legend is one paragraph and should make the figure comprehensible without

reference to the text. It must contain a short self-explanatory **title** clearly stating what the figure is (e.g. a micrograph, an electrophoretic profile, etc.), a brief **description of the figure**, and the figure **caption**.

All abbreviations in figures must be explained at the end of the caption. Ensure consistency between the text and details in the figures (abbreviations, group names, treatment names, units of measurement, etc.).

For a figure summarizing a hypothesized mechanism, a detailed explanation must be provided in the figure legend as well as in the appropriate part of the Discussion section. When writing the figure title, we suggest re-using the subheadings of the Results section to make the relationship clear.

## **Figures**

Before we can formally accept your submission, your figures must meet the requirements provided on this page.

All figures must be embedded in the text after the list of figure legends. **ONE COMPLETE FIGURE** (without the figure legend) must be presented on **ONE PAGE** (separated from the preceding and next page by page breaks) and labeled as Fig. 1., etc., below the figure on the same page.

When a composite figure is comprised of different plates labeled A, B, C, etc., (graphs, line drawings, micrographs, electrophoregrams, images of electrophoretic gels, western blots, etc.), it must be presented as **ONE COMPLETE FIGURE that contains different plates, not as a figure comprised of several smaller independent copy/pasted units (plates)**.

The number of the figure should be written in the word document (as "**Fig. ...**", not as "Figure...") below the figures, which are numbered consecutively in the order in which they are referred to in the Results section).

### **Figures, when they are LINE DRAWINGS (graphs, etc.)**

Authors can provide graphs as an Excel graphic copied in the manuscript or Word Chart. These figures should not be supplied as TIFF files.

Data presented on graphs must include error bars on all graphs.

Ensure that the labels of the variables in the X- and Y-axes in graphs comply with the unit format described above.

Ensure font consistency between the text in the figures: all label fonts in all graphs must be legible and uniformly presented in the same font type and size depending on their location in the graph.

Ensure consistency between the text and details in the figures (abbreviations, group names, treatment names, units of measurement, etc.).

Figure fonts are in Unicode Times New Roman, font size 10 pts, single-spaced

The decimal mark is a dot (.), not a decimal comma.

Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.

A graph is not complete without a short title summarizing what it depicts. The title can be placed in the center, above the graph (font size 12 pts).

Maintain a clean layout. In bar graphs avoid the use of gray or color and instead use solid white, solid black, and patterned, horizontally or diagonally striped bars.

**Figures, when they are IMAGES** (fluorescence images, micrographs, tissue sections, electrophoretic profiles, photographs) **or contain images IN COMPOSITE FIGURES**

Image figures must be embedded in the manuscript after the list of figure legends, and must also be uploaded as TIFF files (figures must not be uploaded as compressed, PowerPoint, or pdf files).

**ONE COMPLETE FIGURE** (image) must be uploaded as **ONE TIFF file**. When a complex figure is comprised of different plates, labeled A, B, etc. (a composite figure comprised of micrographs, line drawings, graphs, etc.), it must also be uploaded as one figure file that contains the different plates.

Images must contain clear labels: size indicators, pointers to major structural compartments, Mw (kDa), bp, etc. The lettering in the illustrations should be of sufficient size to allow for a size reduction.

Do not include the figure number/title/caption within the figure files.

**Image resolution:** The correct resolution must be used when submitting digital artwork. The minimum requirements for resolution are 1,200 dpi for line art (i.e. maps and plans in bitmap mode); 600 dpi for combination halftones (i.e. images containing drawings/photos with text labels in grayscale mode); 300 dpi for color photos; 300 dpi for halftones (i.e. black-and-white photos in grayscale mode).

#### **SUPPLEMENTARY MATERIAL / supporting information / online-only supplement**

Review your tables and figures. Do not clutter the body of the manuscript with tables and/or figures.

**Tables and figures must only contain findings obtained in the study. The supplementary material file is an optional component of the submission.** The supplementary material is uploaded as a separate file for publishing as an online-only supplement. Readers will access the file via a hyperlink in the paper.

**The supplementary material contains details and data supplemental to the main text**—supplementary information related to the Materials and Methods and Results sections, e.g., maps of localities, list of primers, details of methods, explanations of experimental details, a flow-chart of the experimental layout, calculations.

**Supplementary data should be provided as a separate file, presented in ONE separate MS WORD document, and uploaded using the “ADD A SUPPLEMENTARY FILE” tab on the submission web page, not as separate files.**

The supplementary material must not be embedded in the body of the manuscript.

The supplementary material file is copyedited.

All supplementary tables and supplementary figures must be referred to in the manuscript as required, beginning as **Supplementary Table S1, Supplementary Fig. S1**.

Do not provide any figure(s) as supplementary figures as TIFF / JPG files, also, figures should only be embedded in the supplementary file.