

Author Guidelines

Submission Preparation Checklist

As part of the submission process, authors are required to check their submission's compliance with all of the following items. Submissions will be returned to authors that do not adhere to these guidelines.

- ✓ This submission has not been previously published nor submitted for consideration in another journal.
- ✓ The submission will be uploaded by the CORRESPONDING AUTHOR who is automatically designated as the primary contact in the submission system.
- ✓ Details for all contributors: full first, middle and last names, e-mail, academic/research rank, affiliation, country, ORCID iD will be entered online.
- ✓ The manuscript will be uploaded as an Arch. Biol. Sci. Manuscript Template WORD document [ITEM I].
- ✓ If not deposited in a PUBLIC DATA REPOSITORY, data supporting the findings will be uploaded as a Data Set [ITEM II].
- ✓ Figures containing images will be supplied as one TIFF file per complete figure [ITEM III].
- ✓ The License Agreement signed by the corresponding author will be uploaded [ITEM IV].
- ✓ A COVER LETTER [ITEM V] summarizing the study's contribution to scientific literature and relating it to previously published work will be uploaded.

A submission must comply with the guidelines below to be considered for peer review. It must include ITEMS I, II, III (as required), IV and V.

ITEM I Manuscript

The Manuscript Template Microsoft WORD document with step-by-step guidelines for formatting and presenting a manuscript for the *Archives of Biological Sciences* must be fully implemented. The Template can be downloaded **HERE:** [Arch.Biol.Sci Manuscript Template](#)

ITEM II Data available in a publicly accessible repository or as a raw dataset
Data Availability Statement

The Serbian Biological Society is committed to supporting open scientific exchange and enabling authors to achieve best practices in sharing and archiving research data. The Society expects authors of articles published in the Archives of Biological Sciences to share their research data. Data sharing policy concerns the minimal dataset that supports the central findings of a published study.

Generated data should be publicly available and referred to upon submission in the **Data Availability Statement** with details where data supporting the reported results can be found, such as links to publicly archived datasets analyzed or generated during the study, or to raw data provided with the submission.

Suggested data availability statements:

> For data 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**]."

> For data available in a publicly accessible repository that does not issue DOIs:

"Publicly available datasets were analyzed in this study. This data can be found here: [**link/accession number**]."

> For an **archived raw dataset** (e.g. *Microsoft Excel Spreadsheet*) accessed via a link provided by the journal in the published article:

"Data underlying the reported findings have been provided with the submitted article and are available here: [**link in the published article**]"

- The **RAW DATASET** contains individual items of numerical data supporting the findings presented in definitive tables and figures. The dataset is not a semi-organized collection of numerical data and images. It contains a compilation of multiple, uniformly formatted, clearly labeled, and described tables and images, starting with Raw Table S1/Raw Image S1, with every raw table/image associated in accompanying legends with definitive data.

> For data available on request due to restrictions **for studies involving human participants** (privacy or ethical issues):

"The data are not publicly available due to [**insert reason here (privacy or ethical)**]. The data are available on request from the corresponding author. "

Data should not be shared where ethical, legal, or privacy issues are present, authors should make any limitations clear and ensure that data are shared with the consent of participants on the use of confidential data.

ITEM III TIFF files

Required only if a figure is an image or when a composite figure contains an image.

ITEM IV License Agreement

The corresponding author must complete and upload the *Archives of Biological Sciences* [License Agreement](#)

ITEM V COVER LETTER

A cover letter should be provided as a separate document. It should summarize the study's contribution to the scientific literature and relate the study to previously published work.

Note that parts of the cover letter may be used for the published paper's Facebook page.

Authors may include information regarding potential reviewers with their e-mail addresses and affiliations, links to recently published articles, and a brief explanation of why the scientists would be good referees.

INSTRUCTIONS FOR AUTHORS *as stated in the manuscript TEMPLATE*

Manuscript Organization

The Manuscript Template WORD document with step-by-step guidelines for presenting a manuscript for the *Archives of Biological Sciences* MUST BE IMPLEMENTED.

The Template can be downloaded *HERE*:

https://www.serbiosoc.org.rs/NewUploads/Uploads/Arch.Biol.%20Sci_Manuscript.Template.docx

- **PAPER DESCRIPTION/HIGHLIGHTS**

The **FIRST PAGE** of the manuscript is the Paper Description in not more than 100 words.

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 Facebook.

The Paper Description should be in a bulleted paragraph style, in FOUR bullet points not as one paragraph, and presented as brief responses to the questions below. Do not use unexplained concepts, abbreviations, and acronyms.

- 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.
- Provide an explanation of the design and methods and the experimental model employed in the research.
- Describe specific results. What is new in your work that has not already been reported?
- Indicate the work's broader significance: what does it add to the existing body of knowledge?

• COVER PAGE

Title: must not exceed 200 characters with spaces. Abbreviations should be avoided. The title must be straightforward; avoid a title that is too general, avoid a title that is phrased as a question.

Authors must be listed in the following order: first name, middle name initials (if applicable), family name.

Author affiliations: Each author must list an associated department, university, organizational affiliation, address, city, country.

Corresponding author: One author, designated as the corresponding author must provide an email address that will be published if the article is accepted.

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 will be rejected before the review stage.

• Abstract

The abstract is ONE PARAGRAPH, without headings, and must not exceed 200 words. The abstract should present the hypothesis, avoiding 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). Lay out the objectives of the study, the experimental approach, the major results, and

the conclusion. The last sentence of the abstract should provide a strong summary statement of the study. Unexplained abbreviations should be avoided.

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

Abbreviations: Do not use uncommon abbreviations and acronyms in the manuscript title, abstract, or paper description. The full name must be given on first use and only once in full, with the abbreviation or acronym in parentheses; the acronym should be used consistently thereafter.

- **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, and where appropriate, controversial and diverging hypotheses. State what the contribution is going to be, conclude with the aim of the work and whether it was achieved.

Note that references are numbered in order of appearance and indicated by a numeral or numerals in square brackets: [1] or [2,3], or [4-6].

- **MATERIALS AND METHODS**

The Materials and Methods section must be divided into appropriate subheadings.

Ethics statement

The ethics statement must be declared under the first subheading 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 presented.

- **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.** The authors should confirm that the research was conducted per the principles embodied in the Declaration of Helsinki and in 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 genus name, which is always capitalized, and 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, protein products of the loci are not italicized. Experimental groups must not be presented as a bulleted list but in one paragraph. 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), as should the percent symbol % which is written without a space (10% not 10 %) because % is not an SI unit. 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 “×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.).

Information related to the Materials and Methods section, such as a list of primers, specialized methods, calculations, sites, localities, etc., must be either incorporated in the appropriate section in the text (not as an inserted table) or presented as Supplementary Material (see *below*).

• RESULTS

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

The results section should begin by restating the purpose of the research so that readers can focus on the article. A section should conclude with a short paragraph that summarizes the key outcome(s).

Every table/figure/plate 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.

- **DISCUSSION**

The discussion section must not include subheadings.

The discussion should provide an interpretation of the results. While the discussion section should be written at a high academic level, 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 or drawing conclusions for which they have not provided sufficient experimental proof.

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, specific figure mention is allowed.

- **CONCLUSIONS**

This section is optional, however, if the Discussion section is long and complex, the conclusions should provide a summary of the presented findings.

- **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 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. A short paragraph specifying their contributions must be provided for research articles with several authors. The following statements should be used “Conceptualization, XX, and YY; methodology, XX; software, XX; validation, XX, YY, and ZZ; formal analysis, XX; investigation, XX; resources, XX; data curation, XX; writing - original draft preparation, XX; writing - review and editing, XX; visualization, XX; supervision, XX; project administration, XX; funding acquisition, YY. 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:** Authors should describe any potential conflicts of interest.
- **Data Availability Statement:** *see above*

- **REFERENCES**

The inclusion of more than 60 references must be avoided.

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 to “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.

The complete guide to the Vancouver Style is available in this online book: Citing Medicine <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), 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 Mendeley is used, copy this URL: <https://csl.mendeley.com/styles/90452301/ABS> and paste it into your reference manager to use it.

- **DATA – Tables and Figures**

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

Tables and figures must only contain novel research findings obtained in the study – new and original discoveries or insights that have been made through your scientific research – the essential contribution of your research. Information that is auxiliary to the main content of the article must be presented under the optional (next) section designated **Supplementary Material**.

- **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; rows and columns should not be shaded. Table fonts are in Unicode Times New Roman, font size 10 pt, single-spaced. Consistency between the text and details in tables (abbreviations, group names, treatment names, units of measurement, etc.) must be ensured. THE DECIMAL MARK IS A DOT (.), NOT A DECIMAL COMMA. Tables should have a clear, self-explanatory TITLE, and a short description explaining the table 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 (i) definitions of the abbreviations and (ii) information on the applied statistical procedures. EACH TABLE MUST BE SEPARATED BY PAGE BREAKS so that only one complete table is presented on one page (unless the table is very long).

- **Figures**

Results must be presented concisely. Avoid multiple redundant figure legends. Combine graphs that share a common legend into a single figure. When a composite figure is comprised of different plates labeled A, B, C, etc. (graphs, line drawings, micrographs, electropherograms, 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 plates. The number of the figure should be referred to in the word document as "Fig. ...", numbered consecutively in the order in which it is referred to in the Results section.

- **Figures when they are line drawings.**

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. The graph should be 2D in black and white and patterned horizontally or diagonally striped bars as required. 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 the location in the graph. Ensure consistency between the text and details in the figures (abbreviations, group names, treatment names, units of measurement). 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. 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).

- **Figures when they are IMAGES 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.

When a complex figure comprises 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 containing the different plates. Every image 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 size reduction. Do not include the figure number, title, or caption in the figure TIFF file.

- **SUPPLEMENTARY MATERIAL**

Definitive tables and figures must contain novel research findings obtained in the study while information that supplements the article's main content should be presented in this optional section.