

# AUTHOR GUIDELINES

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<https://pkp.sfu.ca/wiki/index.php?title=Authors: Submitting to an OJS Journal>

## **MANUSCRIPT SUBMISSION OVERVIEW**

**Submitted manuscripts should be full-length original research articles**, excluding technical reports and short publications such as "Communications", "Comments", "Notes", etc.

**The Archives of Biological Sciences is a multidisciplinary journal that covers original research in a wide range of 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 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 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(s), 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 pedagogy of biological science are not considered.

**Scientific review articles (unsolicited submissions) will be considered.**

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.

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.*

## **IMPORTANT INFORMATION**

**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.

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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. Therefore, a submission MUST BE UPLOADED BY THE CORRESPONDING AUTHOR as the PRIMARY CONTACT.**

The editor may reject a paper that has not been submitted by the prospective corresponding author.

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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.

## **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 adhere to these guidelines.**

Please take note that it is in your interest to present and submit your work as stated to avoid resubmission and delayed acceptance for peer review.

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, is rejected immediately as an "Unsuitable Submission", the corresponding author is immediately informed and the paper is archived.

## **BASIC REQUIREMENTS**

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### **SUBMISSION METADATA**

**A submission is not complete until all details for all authors:** first, middle and last name, 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. 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 particularly recommended for the corresponding author and will speed up manuscript evaluation. Note that an ORCID iD with "no public information available" serves no purpose and should not be submitted.**

ORCID iDs can only be assigned by [the ORCID Registry](http://orcid.org). You must conform to their standards for expressing ORCID iDs, and include the full URI as follows:

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

### **COPYRIGHT TRANSFER AGREEMENT**

**Upon submission of a paper**, the corresponding author must **fill** and **each author** must **sign** the Archives of Biological Sciences Copyright Transfer

Agreement: [\[http://serbiosoc.org.rs/NewUploads/Uploads/Copyright%20Transfer%20Agreement.pdf\]](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 the work concerned), and that the authors agree to be personally accountable for the authors' individual 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. Please take note that 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.

### **SUBMISSION SUMMARY / SUBMISSION COMPONENTS**

--- UPLOAD ONLY REQUIRED FILES, DO NOT OVERLOAD A SUBMISSION WITH UNNECESSARY UPLOADS ---

+ **The Manuscript** must be prepared as delineated herein and uploaded as ONE MS Word document (referred to as "Article Text" in the journal's online system) with all figures embedded.

*Files also uploaded:*

+ **Data Report** (ONE PDF file) containing data supporting all findings presented in the submission as well as any supplementary information. The data report must be provided as part of the submission when not deposited in an appropriate public repository.

+ **Copyright Transfer Agreement** (ONE PDF file)

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

## **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 engagement of a native English speaker or a professional editing service.

Sentences should be clear and concise. Avoid wordiness, excessive use of jargon, a stilted, flowery, deliberately complicated delivery which impairs the reader's ability to grasp and appreciate the author's message. Take note that no sentence must be alone, therefore, write in paragraphs. A paragraph is not just a sum of sentences; a paragraph is a story or a demonstration.

### **\* MANUSCRIPT FORMAT**

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

Manuscripts must be **Microsoft Word documents (DOC format)**.

**Margins:** Normal margin page layout with justified margins.

**Indents and Spacing:** Manuscripts must be **double-spaced** throughout in Unicode **Times New Roman throughout**, normal font spacing; **font size 12 pts; US English spelling.**

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."

**Main section headings** are bold all caps font (14 pts), **subheadings** (in Materials and Methods and Results sections) are bold sentence case font (12 pts).

#### **Paragraph:**

Lines 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 spacebar. 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.

In the body of the text there are:

- no bold fonts (except section headings),
- no numbered paragraphs/sections,
- no sub-section headings in italics in the Materials and Methods and Results sections
- no bullet points,
- no tables, no figures,
- no mention of the placement of tables or figures,
- no embellishments: no footnotes, no headers.

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

**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>].

When submitting a manuscript, **turn on the Line Numbers** via the Page Layout option of word, 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:

### **PAPER DESCRIPTION / HIGHLIGHTS**

### **COVER PAGE**

### **ABSTRACT**

### **INTRODUCTION**

### **MATERIALS AND METHODS**

### **RESULTS**

### **DISCUSSION**

### **CONCLUSIONS**

### **Funding**

### **Acknowledgements**

### **Author contributions**

### **Conflict of interest disclosure**

### **DATA AVAILABILITY STATEMENT**

### **REFERENCES**

### **Tables**

### **Figure Legends**

### **Figures**

*optional:* **SUPPLEMENTARY MATERIAL / online-only supplement**

## PAPER DESCRIPTION / HIGHLIGHTS

### THE FIRST PAGE OF THE MANUSCRIPT IS THE 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** simple questions using **not more than 100 words**.

The Paper Description should be in a **bulleted paragraph style in FOUR bullet points**, presented as brief answers to these questions, (not as one paragraph):

- ***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, has not already been reported?
- ***What does it mean?***  
Provide an indication of 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. Note that the Paper Description/Highlights of your article, if it is published, will also be used by **Archives of Biological Sciences on Facebook**.

*Do not skim through the Paper Description. An inadequate Paper Description is indicative of a lack of focus, poor English, a superficial, careless presentation, and can preclude further consideration of the submission for peer review.*

### THE SECOND PAGE OF THE MANUSCRIPT IS THE 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 not a puzzle.** Avoid titles that are too general. **Avoid titles that are phrased as a question.**

All **authors' full names** 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.

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.

### **Preprint, data availability**

**PREPRINT of the research paper:** 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**. It should present the hypothesis (avoid statements about how a process is not well understood), objectives of the study, the experimental approach, major results and conclusion, with the last sentence of the abstract providing a strong summary statement of the study.

**Unexplained abbreviations should be avoided; the abstract must be straightforward not a puzzle.**

Do not include references in the abstract.

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

**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 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.

**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, 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.  
**Gene symbols** should be **italicized**; protein products of the loci are not italicized.

## 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, i.e. a description of the problem addressed in the manuscript and the aim of the work. This section must not contain subheadings; it must not refer to any supplied tables nor figures.

## MATERIALS AND METHODS

**The Materials and Methods section must be divided into appropriate subsections.** Do not begin the section with a free-flowing text, i.e. 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 in the manuscript under the first heading of the Materials and Methods section.

**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.

**For experiments (biochemical research) involving human subjects**, 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.

**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, 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.

**Protein products** of the loci are not italicized.

### *Nomenclature*

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 (litre) 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.

Information related to the Materials and Methods section, such as 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 should present clearly and concisely the obtained findings. Related findings must be presented as one figure comprised of several sub-figures, labeled A, B, C, etc. and described under one figure legend. (For detailed instructions regarding the presentation of results see below).

This section **should be divided with subheadings** that convey information about the findings. **Reuse the subheadings of the Results section in the Figure Legends to make the relationship clear.**

**Essential background information related to the Results section**, such as maps, large data sets, experimental flowchart, etc. must be uploaded as **online SUPPLEMENTARY MATERIAL** (see below).

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

## **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.

Please take note 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, specific figure mention is allowed.

## CONCLUSIONS

The conclusions section is **optional**. It should provide a summary of the presented findings. This section must not be written in a routine manner, without much care or attention, by copy/pasting parts of the abstract.

It must not contain a bulleted list of conclusions.

The conclusions should preferably be presented in one paragraph, without references.

**Funding:** All funding sources must be fully acknowledged; provide grant support details. If you did not receive any funding for this work, please state: “The author(s) received no specific funding for this work.”

**Acknowledgements:** Persons who contributed to the work but do not fit authorship criteria should be mentioned.

**Author contributions:** This should include a statement of the different responsibilities that specify the contribution of every author.

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

## DATA REPORT

### Data Availability Statement

All data supporting the findings presented in the submission should be **uploaded** as a **DATA REPORT PDF file** provided as **part of the submission**, *or deposited in an appropriate public repository*.

In this section, provide details where data supporting the reported results can be found, either as an uploaded Data Report accompanying the manuscript, or links to publicly archived datasets analyzed or generated during the study.

Please refer to 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 in accordance with 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 in accordance with 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:

- 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 [*reference number*].
- 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*]
- Data available on request due to restrictions e.g. privacy or ethical.
- The data presented in this study are available on request from the corresponding author. The data are not publicly available due to [*insert reason here*].
- 3rd Party Data
- Restrictions apply to the availability of these data. Data were obtained from [*third party*] and are available [from the authors/at URL] with the permission of [*third party*].
- Data sharing not applicable
- No new data were created or analyzed in this study. Data sharing is not applicable to this article.
- Data is contained within the supplementary material
- The data presented in this study are available in [*insert article here*].

## REFERENCES

**Inclusion of more than 60 references must be avoided.** Authors must limit the number of cited references by referring to the most relevant papers regardless of whether a research or review article is submitted.

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.**

**IN THE TEXT**, citations must be indicated by the reference number in **square brackets** [...]. Numbers corresponding to references listed in the REFERENCES section **must not be in brackets**.

**More than two references in 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 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 the following**: MSc theses, posters presented at scientific meetings, abstracts, unavailable and unpublished data, personal communications and manuscripts that have been submitted but have not yet been accepted. Therefore, avoid 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**

#### **Articles**

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, Hilderlink 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 use of **Mendeley**, a free reference manager ([www.mendeley.com](http://www.mendeley.com)). If you are using Mendeley, you can copy this url: <https://csl.mendeley.com/styles/90452301/ABS> and paste it in your reference manager in order to use it.

## TABLE AND FIGURE PRESENTATION OVERVIEW

The results, which are presented in tables and figures (and figure legends), are the focal point of a 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 contain not 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 does 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 tables and/or 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 PART OF THE DATA REPORT file for publishing as an online-only supplement.**

### **DATA REPORT file**

All data supporting all findings presented in the submission should be uploaded as a DATA REPORT PDF file which should be provided as part of the submission if the data has not been deposited in a 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 in accordance with the journal's instructions for authors - it must NOT be presented as an unorganized collection of data.

Tables and images contained in a data report file must be labelled as Raw table S1, and Raw image S1, respectively, and clearly described in the table and figure title and caption.

Raw dot and gel images must be clearly labelled to identify the loading order, the identity of the experimental samples, 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.

## **Supplementary material / supporting information**

Supplementary information related to the Materials and Methods and Results sections such as maps of localities, list of primers, methods, calculations and other essential background information must be incorporated in the data report file (not embedded in the body of the manuscript).

Supplementary tables and supplementary figures must be referred to in the manuscript as **Supplementary Table S1**, **Supplementary Fig. S1**, etc., respectively.

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

Tables must be incorporated in 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 pts, single spaced.

Tables should be labeled as Table 1, etc., numbered consecutively in the order in which they are referred to in the text.

In the body of the text, tables should not be abbreviated and referred to as "Tab."

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 (all abbreviations within a table must be defined), 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. Abbreviations in tables must be explained at the end of the caption.

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 actually 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-use of 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). 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"), numbered consecutively in the order in which the figures are referred to in the results section).

- **Figures, when they are LINE DRAWINGS (graphs)**

Authors can provide graphs as an Excel graphic copied in the manuscript or Word Chart (these figures do not have to 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 are in compliance 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.).

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.

Your graph is not complete without a short title summarizing what it depicts. The title can be placed in the center, above the graph.

Maintain a clean layout. In bar graphs avoid 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 reduction in size.

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

Image resolution: It is important that the correct resolution is 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**

Do not clutter the body of the manuscript with tables and/or 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 separate file for publishing as an online-only supplement.

Readers will access the file via a hyperlink in the paper.

Table(s) / figure(s) cannot supplement the Introduction section.

Information related to the Materials and Methods section (e.g. maps of localities, list of primers, methods, calculations, etc.) must be uploaded as online supplemental material.

Essential background information related to the Results section, such as large data sets, maps, etc. should be uploaded as online supplemental material.

A proposed novel mechanism, model or hypothesis described in the Discussion section can be presented in a figure (schematic diagram) accompanying the main body of the manuscript. Provide a detailed description of the schematic diagram, note that the figure legend should make the figure (diagram) comprehensible without reference to the text.

**Supplementary data should be 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.** Supplementary data should not be embedded in the body of the manuscript.

Supplementary tables and supplementary figures must be referred to as such in the manuscript (as "Supplementary Table S1", etc., "Supplementary Fig. S1", etc.).

In the supplementary material WORD file the figure legend should be written below the supplementary figure. Do not provide any figure(s) as either TIFF or JPG files, figures should only be embedded in the supplementary file.

The supplementary material file is copyedited.