

The Journal of Microbiology

Instructions to Authors

GENERAL GUIDELINES

Scope of the Journal

The Journal of Microbiology (JM) publishes papers that deal with research on microorganisms, including archaea, bacteria, yeasts, fungi, microalgae, protozoa, and simple eukaryotic microorganisms. Topics considered for publication include biochemistry, physiology, molecular biology, genetics, genomics, molecular biotechnology, virology, immunology, microbial pathogenesis, ecology, environmental microbiology, molecular systematics, bioinformatics, chemical or physical characterization of microbial structures or products and basic biological properties of organisms. Manuscripts dealing with simple identification of microorganism(s), cloning of a known gene and its expression in a microbial host, and clinical statistics will not be considered for publication by JM.

The **environmental microbiology and ecology** section expects authors to deposit important strains in publicly accessible culture collections and to refer to the collections and strain numbers in the text. Since the authenticity of subcultures of culture collection specimens that are distributed by individuals cannot be ensured, authors should indicate laboratory strain designations and donor sources as well as original culture collection identification numbers.

Furthermore, it is a requirement of the Journal of Microbiology and the ICSP (International Committee on Systematics of Prokaryotes) that authors of new names and new combinations provide evidence that types are deposited in two recognized culture collections in two different countries (i.e. documents certifying deposition and availability of type strains). Papers will not be accepted until such documentation has been received by the Editor.

The **molecular biology, genetics, and biochemistry** section does not consider manuscripts describing mainly the followings: cloning and sequencing of cDNAs or genes that have previously been reported for other species; purification of proteins that have been previously been reported for other species; conventionally achieved expression of proteins; incomplete NMR or other spectroscopic assignments; conventionally achieved crystallization of proteins; or negative observations. In most cases, methodological papers are not published unless they are novel and significant.

Submission of Papers

All submissions to JM must be made electronically via the web-enabled **online manuscript submission and review system** : www.editorialmanager.com/tjom (E-mail submissions will not be accepted). Information regarding acceptable types of files for submission can be found on the On-line Submission page of the Journal Homepage. It is recommended that all tables and figures be assembled into a single file together with the main text when submitted.

The manuscript must be accompanied by a cover letter stating the title of the manuscript, names of each author, and complete mailing address(es), telephone and fax number(s) of the corresponding author, electronic mail address(es) if available.

Manuscripts should be double-spaced and all pages, including the abstract, figures, and tables, should be numbered in sequence. Manuscript pages must have margins of at least 2.5 cm on all four sides. Authors who are not confident of their English writing

should have checked their manuscripts by an English proofreader. All queries regarding the submission should be directed to the Editorial Office.

Editorial Office

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EDITORIAL POLICY

Originality

Only papers that report novel and significant scientific findings in microbiology will be considered and accepted for publication. Manuscripts submitted to JM must represent reports of original research. A manuscript will be accepted on the conditions that the presented work was not published previously, and is not under consideration for publication elsewhere.

Authorship

Anyone who made a substantial contribution to the work may be included in the author list. All authors of each manuscript are responsible for the entire paper and must have agreed that the corresponding author has the authority to act on their behalf on all matters pertaining to publication of the manuscript. To avoid any possible dispute during processing, authorship changes including the order of authors' names during revision must be agreed upon by all of the authors and brought to the editor's attention in the cover letter submitted with the revised version.

Copyright

JM requires the corresponding author to sign a copyright transfer agreement on behalf of all the authors. This agreement form is sent to the corresponding author when the manuscript is accepted and scheduled for publication. Unless the signed agreement form is received, JM will not publish the manuscript.

Ethical Aspects

Manuscripts dealing with any experimental work on human or animal materials should meet the relevant regulations or requirements imposed by institutional or governmental authorities, and this should be clearly stated in the manuscript. Copies of these regulations and guidelines must be available for review by the editor if necessary. The editor reserves the right to reject papers if ethical aspects are in doubt.

Page Charges

Page charges are currently 40,000 Korean won (35 US dollars) per page. A page charge form is sent along with page proofs and a reprint order form to the corresponding author prior to publication. Invited minireviews are not subject to page charges.

Availability of Materials

By publishing in JM, the authors agree that any microbial strains, plasmids, viruses, or other materials such as prions or cell lines newly described in the articles be available in a timely fashion to members of the scientific community for noncommercial purposes.

JM strongly encourages the authors to deposit important strains in publicly accessible culture collections and to refer to these collections and strain numbers in the manuscript. The authors should indicate laboratory strain designations and donor source when individuals distribute the culture or subculture specimen.

Nucleotide and Amino Acid Sequences

Any novel nucleotide or amino acid sequences described should be deposited in a public database, such as GenBank, EMBL or DDBJ, and the accession numbers should be included in a separate paragraph in the Materials and Methods section. It is expected that the sequence data will be publicly available no later than the publication of the article.

Supplementary Material

Supplementary material may consist of information that cannot readily be displayed in printed version because of space or technical limitations. Such material may include data from microarray, structural, biochemical, or video image analysis. It is reviewed along with the paper and must be approved by the editors and referees. Instead of appearing in the printed version of the journal, it will be published in SpringerLink (<http://www.springerlink.com/content/120956>) at the time of publication.

Review Process

All manuscripts are reviewed confidentially by members of the editorial board or qualified reviewers. When a manuscript is submitted to JM, it is given a manuscript number and assigned to one of the members of the board for review. The manuscript number should be referred to in any subsequent communications between the corresponding author and the editor or the Editorial Office. The reviewers operate under the Guidelines for Reviewers and are expected to complete their reviews as soon as possible. The corresponding author is generally notified of the reviewers' decision to accept, reject, or require modification or revision from the editor or the Editorial Office within 4 weeks of submission.

When a manuscript is returned to the corresponding author for modification or revision, it should be returned to the editor within 3 months, or it may be considered withdrawn. The authors should supply the Authors' Checklist and Response to the editor along with the modified or revised manuscript. Manuscripts that have been rejected or withdrawn may be resubmitted if the major criticisms have been properly addressed. As with the initial submission, resubmitted manuscripts should be accompanied by a cover letter stating that the manuscript is a resubmission and describing in detail what changes have been made. The same editor that handled the original submission will normally handle the resubmitted manuscript.

Notification of Acceptance

When an editor has decided that a manuscript is acceptable for publication, the corresponding author and the editorial office will be notified. The Editorial Office will check if the manuscript was prepared according to the guidelines, however the authors are primarily responsible for the format and quality of the paper. The editor of JM will complete the assignment of editing after the manuscript is considered to meet the prescribed standards.

Page Proofs

The Editorial Office sends printed page proofs and a page charge/

reprint order form to the corresponding author. Page proofs should be corrected, signed by the corresponding author and mailed back to the editorial office within 48 hours, however extensive corrections, additions, or deletions should not be made during the proof stage. Important new information or references of unpublished data or personal communications that have become available in the time between acceptance of the manuscript and receipt of the proofs may be inserted with the permission of the editor. Otherwise, changes are limited to correction of spelling errors, incorrect data, grammatical errors and updated information regarding references.

Reprints

Reprint charge is currently 50,000 Korean won (45 USD) for the initial 50 copies. Extra copies are available for 30,000 Korean won (25 USD) per additional 50 copies. It can be ordered and purchased through the page charge/reprint order form that is sent to the corresponding author prior to publication.

ORGANIZATION AND FORMAT

Regular Papers

Regular papers are considered the usual format of JM. Each manuscript should present the results of an independent and cohesive study. Thus, numbered series titles are not allowed. Avoid the main title/subtitle arrangement, complete sentences, and unnecessary articles. A regular paper should include all of the elements described in this section.

The entire manuscript, including the figure legends, table legends, and References, should be double spaced and pages should be numbered. Manuscript pages should have line numbers. The font size should not be larger than 12.

JM strongly recommends using the past tense to narrate particular events in the past, including procedures, observations, and data pertaining to the study that you are reporting. Use the present tense for your own general conclusions, conclusions of previous researchers, and generally accepted facts. Thus, most of the Abstract, Materials and Methods, and Results sections will be in the past tense, and most of the Introduction and Discussion sections will be in the present tense.

Manuscripts may be editorially rejected on the basis of poor English or lack of format conformity to the Instructions.

Title Page

On the title page, include the title, running title (not to exceed 10 words), name of each author, address(es) of the institution(s) where the work was performed, each author's affiliation, and a footnote indicating the present address of any author no longer at the institution where the work was performed. Place an asterisk after the name of the corresponding author.

Abstract

The abstract should not exceed 250 words, and should concisely summarize the basic content of the paper. Experimental details should not be presented in the abstract. Avoid abbreviations and do not include references or diagrams. Provide less than six key words at the bottom of the Abstract.

Introduction

The introduction should supply sufficient background information to allow the reader to understand and evaluate the results of the present study without referring to previous publications on the topic. The introduction should also provide the rationale for the present study. Use only those references required to provide the

most salient background rather than an extensive review of the topic.

Materials and Methods

The Materials and Methods section should include sufficient technical information to allow the experiments to be repeated. Give enough information about the maker and model of instrument, operating conditions and other details of the experimental procedures. For commonly used materials and methods (media and protein determinations for example), a simple reference is sufficient.

Enzyme purifications or procedures should be described as briefly as possible. If several alternative methods are commonly used, it is helpful to identify the method briefly as well as to cite the reference. Describe new methods or techniques in detail and give sources of unusual chemicals, equipment, or microbial strains so that another investigator can repeat the same procedure. When a large number of microbial strains, mutants, bacteriophages, or plasmids are used, include tables identifying their sources and properties.

Results

The Results section should include results of the experiments. Extensive interpretation of the results should be reserved for the Discussion section. Present the results as concisely as possible in one of the following: text, table(s), or figure(s). Avoid extensive use of graphs to present data that might be more concisely presented in the text or tables. Limit photographs, particularly photomicrographs and electron micrographs, to those that are absolutely necessary to show the experimental findings. Number figures and tables in order and be sure to cite all figures and tables in the text.

Discussion

The Discussion section should provide an interpretation of the results in relation to previously published works and should not contain extensive repetition of the Results section or reiteration of the Introduction. In short papers, the Results and Discussion sections may be combined.

Acknowledgements

Acknowledgements of financial and personal assistance are to be given in a separate paragraph(s) as briefly as possible.

References

The References section should include all journal articles, books, patents, and theses cited in the text, tables or figures. Arrange the citations in alphabetical order based on the first authors' name. Abbreviate journal names, according to BIOSIS Serial Sources, in italic letters. Cite the references in the text by author name(s) with the publication year. Single- and double-authored papers are cited by both authors' last names, whereas papers with more than three authors are cited by the first author's last name followed by *et al.* in italic. Other relevant sources, such as articles submitted for publication, unpublished data, or personal communication, should not be listed in this section, but can be cited in the text.

Follow the styles shown in the examples below.

- Anagnostopoulos, C. and Spizizen, J.** 1961. Requirements for transformation in *Bacillus subtilis*. *J. Bacteriol.* **81**, 741-746.
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- Miller, J.H.** 1972. Experiments in molecular genetics, pp. 352-355. Cold Spring Harbor Laboratory Press, Cold Spring Harbor, New York, N.Y., USA.
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- Sigma Chemical Co.** 1989. Sigma manual. Sigma Chemical Co., St Louis, Missouri, USA.
- Smyth, D.R.** 1972. Ph. D. thesis. University of California, Los Angeles, California, USA.

Notes

The note format is intended for the presentation of brief observations that do not warrant full-length papers. Submit Notes in the same way as regular papers. They receive the same review and are not considered preliminary communications. Notes should be prepared according to the following guidelines. The abstract should not exceed 100 words. Section headings (Introduction, Materials and Methods, Results, Discussion etc.) should not be used in the body of Note. Text should not exceed 2,000 words, excluding the Title page and References, and the number of figures and tables should also be kept to a minimum. Present acknowledgments in a separate paragraph, but do not use a heading. The References section is identical to that of Regular Papers.

Minireviews

Minireviews are brief summaries of developments in fast moving areas. They must be based on published articles, and may address any subject within the scope of JM. Minireviews are invited by the editors, not solicited, and are not subject to editorial review.

Anyone, wishing to submit minireviews, should provide a potential title and subject of the review article to the editors to seek permission.

Errata

The Erratum section includes correcting errors that occurred during typing, editing, or printing (like as a misspelling, a dropped word) of a published article. Send Errata to the JM editorial office by e-mail (msk@msk.or.kr).

Author's Correction

The Author's Correction section is for correcting errors of a scientific nature or omission that do not affect the original results of a published article. Send the Corrections of a scientific nature to the JM editorial office by e-mail (msk@sk.or.kr).

Fast-track Publication (Accelerated Publication)

A fast-track process is available for authors who desire quick publication of their papers. Authors should contact the Editorial Office (fax: +82-2-3453-3322, e-mail: msk@msk.or.kr) for fast-track submission. Authors must submit a cover letter stating the novel and significant results of the research and the need for fast-track publication. The review process will be conducted as rapidly as possible, usually within 7-10 working days of receipt, and publication of accepted papers in an issue will follow within 2 months of the date of acceptance. Manuscripts requiring major revisions will not be accepted, but can be considered for normal-track review. Authors will be charged 100,000 KRW per printed page of fast-track publication. Additionally, 100,000 KRW will be charged for the initiation of fast-track review.

ILLUSTRATIONS AND TABLES

Photographs

Photographs must be of sufficient contrast to withstand the inevitable loss of contrast and detail inherent in the printing process. Submit one photograph of each figure in the manuscript. Photocopies are not acceptable. If possible, figures submitted should be the size they will appear when published so that no reduction is necessary. If they must be reduced, make sure that all elements, including labeling, can withstand reduction and remain legible. Electron and light micrographs must be direct copies of the original negative. Indicate the magnification with a scale marker on each micrograph.

Computer-Generated Images

Computer-generated images should be the highest-quality and simplest reproduction of illustration(s).

Color Photographs

Color photographs are usually discouraged. However, if necessary, include an extra copy at the time of manuscript submission so that a cost estimate for printing may be obtained. The cost of printing color photographs must be paid by the author.

Drawings

Submit graphs, charts, sequences, complicated chemical or mathematical formulas, diagrams, and other drawings as glossy photographs made from finished drawings not requiring additional artwork or typesetting. Computer-generated graphics produced on high-quality laser printers are also acceptable. No part of the graph or drawing should be handwritten. In figure ordinate and abscissa scales as well as table column headings, avoid ambiguous use of numbers with exponents. For example, representation of 10,000 cpm on a figure ordinate should be written as 10 kcpm. Likewise, the preferred designation for an enzyme activity of 0.06 U/ml would be 60 mU/ml (milliunits per milliliter).

Presentation of Nucleic Acid Sequences

Nucleic acid sequences of limited length that are the primary subject of a study may be presented freestyle in the most effective format. Submit the sequence as a camera-ready copy of dimensions in standard orientation.

Figure Legends

Legends should provide enough information so that figures are understandable without frequent reference to the text. However, detailed experimental methods must be described in the Materials and Methods section, not in a figure legend. Define all symbols and abbreviations used in the figure.

Tables

Type each table on a separate page. The headings should be sufficiently clear so that the meaning of the data will be understandable without reference to the text. Explanatory footnotes should not include detailed descriptions of the experiment. Tables must include enough information to warrant table format.

USE OF ABBREVIATIONS

Abbreviations should be used as an aid to the reader, rather than as a convenience to the author, and therefore their use should be limited. Abbreviations other than those recommended by the IUPAC-IUB (Biochemical Nomenclature and Related Documents,

1978) should be used only when a case can be made for their necessity, such as in tables and figures. Standard chemical symbols and trivial names or their symbols may normally be used. It is strongly recommended that all abbreviations, except those listed below, be defined and introduced in parentheses the first time they are used.

Common Abbreviations

The following abbreviations can be used without definition or introduction: bp, kb, Da, DNA, cDNA, RNA, crRNA, DNase, RNase, rRNA, mRNA, tRNA, AMP, ADP, ATP, dAMP, ddATP, and GTP, etc. (for the respective 5' phosphates of adenosine and other nucleotides: add 2', 3', or 5'-when needed), ATPase, dGTPase, etc., NAD, NAD⁺, NADH, NADP, NADPH, NADP⁺, poly(A), poly(dT), etc., oligo(dT), etc., Pi, PPi, UV, PFU, CFU, MIC, Tris, DEAE, A260, EDTA, PCR, SDS, AIDS. Abbreviations for cell lines also need not be defined.

The following abbreviations should be used without definition in tables:

amt (amount)	prepn (preparation)
approx (approximately)	SD (standard deviation)
avg (average)	SE (standard error)
concn (concentration)	sec (second)
diam (diameter)	SEM (standard error of the mean)
expt (experiment)	sp act (specific activity)
exptl (experimental)	sp gr (specific gravity)
h (hour)	temp (temperature)
ht (height)	vol (volume)
min (minute)	vs (versus)
mo (month)	wt (weight)
mol wt (molecular weight)	yr (year)
no. (number)	

Reporting Numerical Data

Standard metric units are used for reporting length, weight, and volume. For these units and for molarity, use the prefixes m, n, and p for 10⁻³, 10⁻⁶, 10⁻⁹, and 10⁻¹², respectively. Likewise, use the prefix k for 10³. Avoid compound prefixes such as mm or mm. Use mg/ml or mg/g in place of the ambiguous ppm. Units of temperature are presented as follows: 37°C or 310 K. When fractions are used to express units such as enzymatic activities, it is preferable to use whole units. For example, 1.0 "pmol/min" would be preferable to 0.001 "mmol/min." It is also preferable that an unambiguous form, such as exponential notation, be used. For example, "mmol g⁻¹ min⁻¹" is preferable to "mmol/g/min."

Isotopically Labeled Compounds

For simple molecules, isotopic labeling is indicated in the chemical formula. Brackets are not used when the isotopic symbol is attached to the name of a compound that does not contain the element in its natural state (e.g., ³⁵S-ATP) or to a word that is not a specific chemical name (e.g., ¹²⁵I-labeled protein, ¹⁴C-amino acids, ³H-ligands, etc.)

For specific chemicals, the symbol for the isotope introduced is placed in square brackets directly preceding the part of the name that describes the labeled entity. Note that configuration symbols and modifiers precede the isotopic symbol. The following examples illustrate correct usage: [¹⁴C]urea, L-[methyl-¹⁴C]methionine, [2,3-³H]serine, [a-¹⁴C] lysine, [g-³²P]ATP, UDP-[U-¹⁴C] glucose, *E. coli* [³²P]DNA, and fructose 1,5-[1-³²P]bisphosphate.

JM follows the same conventions for isotopic labeling as the Journal of Biological Chemistry, and more detailed information can be found in the instructions to authors of that journal.



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