Instructions for Authors IVA

In Vitro Cellular & Developmental Biology – Animal (In Vitro Animal) is a journal of the Society for In Vitro Biology (SIVB). Original manuscripts reporting results of research in cellular, molecular, and developmental biology that employ or are relevant to organs, tissue, tumors, and cells in vitro will be considered for publication. The scope of the journal is embodied in the following matrix:

- Biotechnology
- Cell and Tissue Models
- Cell Growth/Differentiation/Apoptosis
- Cellular Pathology/Virology
- Cytokines/Growth Factors/Adhesion Factors
- Establishment of Cell Lines
- Product Applications
- Signal Transduction
- Stem Cells
- Toxicology/Chemical Carcinogenesis

CELL LINE AUTHENTICATION

To encourage the highest level of quality and accuracy in research submitted to the journal, In Vitro–Animal has put into effect a requirement for a statement to be included in all papers submitted to our journal beginning on January 1, 2009. This statement, which should be included in the Materials and Methods section of full articles and with the listing of materials in Reports, must include the following:

Authors must state:
1. Whether you have tested and authenticated the cell lines utilized in the research
2. List the method by which the cells were tested
3. List when the cells were last tested and where, or
4. State when the cells were obtained from a cell bank

All papers that do not include this information could have their manuscript returned with the requested revision to include this information. If you have not tested your cells for authentication, the paper might not be accepted. To access a database that lists cell lines that are currently known to be cross-contaminated or otherwise misidentified, please visit http://clac.org/databases/cross-contaminations/. Re-authentication is not required for serially passaged cells obtained directly from an internationally recognized cell bank that performs cell line characterizations or from a characterized Master Cell Bank and proliferated in the users laboratory for less than 6 months after receipt or reconstitution.

MANUSCRIPT SUBMISSION REQUIREMENTS

When submitting a manuscript for consideration, authors should select the matrix heading, which best covers the scope of their manuscript. The journal publishes three types of manuscripts:

Reports, Articles, Letters to the Editor, and Invited Reviews. Reports (formerly Scientific Letters to the Editor) are usually limited to three printed pages and no more than three illustrations that contain especially timely results that are of special interest to readers before development into a complete study. The Report format is particularly suited for characterizations of new cell lines, tools, techniques, and methods that do not justify a full Article. Reports receive expedited peer review and are subject to additional editorial review prior to final publication to comply with the Report format.

Articles are not restricted in length. Letters to the Editor (formerly nonscientific Letters to the Editor) concerning a wide range of issues of interest to readers, including controversial opinions, quality control of cell cultures, etc., are welcomed and are subject to editorial or peer review. Unsolicited Reviews on relevant topics will be considered; however, it is recommended that authors contact the Editor prior to preparation. Both unsolicited and Invited Reviews are subject to rigorous editorial review, often in consultation with multiple experts in the field.

CHANGES TO AUTHORS

Author changes are not allowed after submission. Authors can be added at resubmission only when additional experiments are requested. No author changes are allowed after acceptance.

ETHICAL COMPLIANCE

DISCLOSURE STATEMENTS

Disclosure statements are required for each author to be included within the manuscript text. Each statement must include the author’s name and declare the conflict of interest, or “no conflict of interest”. All potential benefits in any form from a commercial party related directly or indirectly to the subject of the manuscript or any of the authors must be acknowledged. For each source of funds, both the funding organization (written in full) and the grant number should be given. Please note that the manuscript will be returned to the corresponding author if the disclosure statement for each author is not included in the manuscript text. Details provided in the disclosure statement must correspond with the information provided in the Conflict of Interest forms uploaded during submission.

CONFLICT OF INTEREST FORMS WITH SUBMISSION

As part of the submission process you must upload a completed and signed ICMJE disclosure form for each author. Manuscripts submitted without all forms will be returned for corrections. Blank ICMJE forms are available for download at http://www.icmje.org/

EXPERIMENTAL SUBJECTS/ANIMALS

All authors are expected to abide by accepted ethical standards. In investigations that involve human subjects or laboratory animals, authors should provide an explicit statement in Materials and Methods that the experimental protocols were approved by the appropriate institutional review committee and meet the guidelines of their responsible governmental agency. In the case of human subjects, informed consent is essential.

CONSENSUS STATEMENT ON SUBMISSION AND PUBLICATION OF MANUSCRIPTS

Increasing problems of duplicate and fraudulent submissions and publications have prompted the editors of In Vitro Cellular and Developmental Biology - Animal to support the following overall principles of publication. While not intended as an all-inclusive document, these examples and guidelines should alert authors to potential problems that should be avoided when they are considering submission of a manuscript to a peer-reviewed journal. This consensus statement is intended as a basic guide for authors. In the interest of promoting the highest ethics in scientific publishing, we ask that authors take these criteria into careful consideration when submitting a manuscript to a peer-reviewed scientific journal.
DUPLICATE SUBMISSION AND PUBLICATION
In general, if a manuscript has been peer-reviewed and published, any subsequent publication is duplication. Exceptions to this general rule may be:

a) Prior publications in meeting program abstract booklets or expanded abstracts. However, these must be referenced in the final manuscript.

b) A manuscript which extends an original database (a good rule might be expansion by 50% or more) or which analyzes the original database in a different way in order to prove or disprove a different hypothesis. Previous manuscripts reporting the original database must, however, be referenced.

c) Manuscripts that have been published originally in non-English language journals, provided that the prior publication is clearly indicated on the English language submission and referenced in the manuscript. In some circumstances, permission to publish from the non-English language journal may be required.

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FRAUDULENT PUBLICATION
The following activities are examples of fraudulent publication practices:

- Willful and knowing submissions of false data for publication.
- Submission of data from sources not the author's (or authors') own.
- Falsely certifying that the submitted work is original and has not been submitted to, or accepted by, another journal.
- Sponsoring or vouching for a manuscript containing data over which the sponsor has no control or knowledge.
- Allowing one's name to appear as an author without having contributed significantly to the study.
- Adding an author's name to a manuscript to which he/she has not contributed, or reviewed or agreed to in its current form.
- Flagrant omission of reference to the work of other investigators which established their priority.
- Falsification of any item on the copyright form.
- Failure to disclose potential conflict of interest with a sponsoring agency.

AUTHORSHIP
In the majority of research studies submitted to journals for possible publication, many individuals participate in the conception, execution, and documentation of each of those works. However, recognition of work in the form of authorship has varied widely. This consensus statement is being issued to clarify and define the criteria for journal authorship. The following guidelines should be used to identify individuals whose work qualifies them as authors as distinct from those who are contributors to the work under consideration. All persons designated as authors should qualify for authorship, and all those who qualify should be so credited.

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Individuals claiming authorship should meet all of the following 3 conditions:

1) Authors make substantial contributions to conception and design, and/or acquisition of data, and/or analysis and interpretation of data;

2) Authors participate in drafting the article or revising it critically for important intellectual content;

3) Authors give final approval of the version to be submitted and any revised version to be published.

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Allowing one’s name to appear as an author without having contributed significantly to the study or adding the name of an individual who has not contributed or who has not agreed to the work in its current form is considered a breach of appropriate authorship. Acquisition of funding, collection of data, contributing cases, or general supervision of the research group, of itself, or just being the Chair of the department does not justify authorship if the above criteria are not fulfilled.

ORDER OF AUTHORS
The order of authorship on the byline should be a joint decision of the co-authors.

MULTI-CENTER STUDIES
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We are pleased to announce that we have moved to an online system of manuscript tracking called Editorial Manager. Authors are encouraged to submit their articles to In Vitro Animal ONLINE. This will allow even quicker and more efficient processing of your manuscript. A wide range of submission file formats is supported, including: Word, RTF, TIFF, GIF, JPEG, EPS, Excel and PowerPoint. PDF is not an acceptable file format.

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Manuscripts are to be submitted in their final form. Papers must be written in English, and authors are urged to aim for clarity, brevity, and accuracy of information and language. Authors whose first language
is not English should have their papers checked for linguistic accuracy by a native English speaker.

Submitted manuscripts should conform to the following format and sequence. The Report format is similar to that for Articles and Reviews described below, except that the body of the text is not divided into sections or subheadings. Methods are integrated into the text or legend to figures and Results and Discussion are combined.

Type double-spaced, and order the elements comprising the manuscript as follows:

- Title Page
- Summary
- Key Words
- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusions
- Appendix
- Acknowledgements
- References
- Tables
- Figure Legends
- Figures

**TITLE PAGE:** The title page should include

- the title of the article
- author(s)' name(s) and affiliation(s) (the department and institution from which the work originated)
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Note that the affiliation should be a footnote to the author's name.

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Literature citations in the text should indicate the author’s surname with the year of publication in parentheses, e.g., Carlin (1992); Brooks and Carlin (1992). If there are more than two authors, only the first should be named, followed by “et al.”

References at the end of the paper should be listed in alphabetical order by the first author's name. If there is more than one work by the same author or team of authors in the same year, a, b, etc. is added to the year both in the text and in the list of references.

**JOURNAL PAPERS:**

- name(s) and initial(s) of all authors; year; title of article; journal; journal title abbreviated in accordance with international practice; volume number; first and last page numbers

**SINGLE CONTRIBUTIONS IN A BOOK:**

- name(s) and initial(s) of all authors; year; title of article; editor(s); title of book; edition; volume number; publisher; place of publication; page numbers

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**AGENCY PUBLICATION:**


**WEB PAGES:**


Unpublished results may be cited in the text as personal communications. However, in this case the final version of the manuscript must be accompanied by a note of consent signed by each author quoted.

**REFERENCES: CELL LINE AND REAGENT DATA**

The source of cells utilized, species, sex, strain, race, age of donor, and whether primary or established should be clearly indicated. The name, city, and state or country of the source of reagents should be stated within parentheses when first cited. Specific tests used for verification of cell lines and novel reagents should be identified. Specific tests for the presence of
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**NOMENCLATURE**


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**Guidelines for Electronically Produced Illustrations for Print**

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- Vector graphics exported from a drawing program should be stored in EPS format.
- Suitable drawing program: Adobe Illustrator. For simple line art the following programs are also acceptable: Corel Draw, Freehand, Canvas.
- No rules narrower than .25 pt.
- No gray screens paler than 15% or darker than 60%.
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If you are submitting electronic graphics that you have scanned, be prepared to send the hard copy originals upon request. While the electronic files you have created are satisfactory for the review process, they may not be of sufficient quality for printing. This also holds true for files created in low-resolution graphics environments such as MS Powerpoint, etc.

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- Separate files should be prepared for the frames from a video that are to be printed in the journal. When preparing these files you should follow the same rules as listed under Halftone Figures.

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- For multimedia articles, video clips should not exceed 9 minutes. For dynamic articles, video clips should not exceed 3 minutes and each manuscript should not contain more than 3 video clips.
- Multimedia file for review and submission: MPEG-1 file with the largest frame size (usually 320 x 240 pixels) that will fit on a CD and will be playable on a Windows-based computer.
- The content of these files must be identical to that reviewed and accepted by the editors of the In Vitro Plant and Animal Journals.
- All narration should be in English.
- There should be a “manuscript” submitted with the video that includes a title page, abstract and key words, as well as references if needed.

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