Journal of Microbiology

Instructions to Authors

SCOPE

General guidelines
The Journal of Microbiology (J. Microbiol., JM) publishes papers that deal with research on microorganisms, including archaea, bacteria, yeasts, filamentous fungi, microalgae, protozoa, and simple eukaryotic microorganisms. Fields considered for publication include Microbial Systematics and Evolutionary Microbiology, Microbial Ecology and Environmental Microbiology, Microbial Genetics, Genomics and Molecular Biology, Microbial Physiology and Biochemistry, Microbial Pathogenesis and Host-Microbe Interaction, Systems and Synthetic Microbiology and Bioinformatics, and Virology.

Specific guidelines
JM does not consider manuscripts consisting mainly of the following:
- Simple identification of a microorganism(s)
- Cloning and sequencing of cDNAs or genes that have previously been reported for other species
- Purification of proteins that have previously been reported for other species
- Conventionally achieved expression of proteins
- Incomplete NMR or other spectroscopic assignments
- Conventionally achieved crystallization of proteins
- Crystallization of proteins whose homologous structures have already been reported
- Simple antibiotic resistance patterns of clinical isolates
- Simple sequence types of clinical isolates
- Clinical statistics
- Simple production and biotechnological application of natural or recombinant products
- Simple expression of a cloned gene(s) in a microbial host
- Antimicrobial activities of natural products without providing information with regard to defined mechanisms and purified compounds

It is a requirement of JM and the ICSP (International Committee on Systematics of Prokaryotes) that authors provide evidence that type specimens for new names and new combinations have been 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 Editorial Office.

It is necessary to provide genome sequencing data with descriptions of novel taxa and determine an average nucleotide identity (ANI) between genomes of the putative new taxon and the closest relatives.

In most cases, methodological papers will not be published unless they are novel and significant.

EDITORIAL POLICY

Originality
Only papers that report novel and significant scientific findings in microbiology will be considered and accepted for publication in JM. Thus, any manuscript submitted to JM must report original research. JM accepts a submitted manuscript on the condition that the presented work has not been published and is not under consideration for publication elsewhere.

Authorship
All authors must agree to be so listed and must have seen and approved the manuscript, its content, and its submission to JM. All authors of a manuscript are responsible for the entire paper and must have agreed that the corresponding author has the authority to act on their behalf in all matters pertaining to publication of the manuscript. To avoid any possible dispute during the processing, changes to authorship (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.

Ethical Aspects
Authors must do their best to avoid plagiarism. As defined in the 1995 Random House Compact Unabridged Dictionary, plagiarism is the use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work. Plagiarism is not limited to the text. Authors must not use any part of a manuscript, including figures and tables, from another publication without permission. Authors also must not reuse their previously published work without specific address; this is considered self-plagiarism. Fabrication, manipulation, and falsification of data also constitute misconduct in JM. Authors must respond to requests from the Editors of JM when original data and research notes need to be verified.

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. When the paper describes a novel species, the type strain of the species must be deposited in two culture collections in two different countries and the deposit certificates should be simultaneously submitted with the manuscript. The authors should indicate laboratory strain designations and donor source when they distribute the culture or subculture specimen.

Nucleic acid and protein sequences
Any novel nucleotide or amino acid sequences described in the manuscript should be deposited in one of three major public databases (GenBank, EMBL, and DDBJ), and the accession numbers should be included in the Materials and Methods section. The sequence data must be available on publication.

Microarray data
Microarray data must be deposited in the public databases, such as GEO, ArrayExpress, or CIBEX, and the assigned number must be included in an appropriate section in the manuscript. The microarray data must be available on publication.

Structural determination
The atomic coordinates and related experimental data (structure factor amplitudes/intensities and/or NMR restraints) must be deposited at a member site of the Worldwide Protein Data Bank before publication. The PDB code must be included in a separate
paragraph in the Materials and Methods section. The atomic coordinates and experimental data must be available on publication.

Supplementary Data
Supplementary information contains experimental data and figures that cannot be presented in the printed version because of space or technical limitations. Supplementary information should be as concise as possible and must be related to the main conclusion of the paper. It will be 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.

Conflict of interest
Authors must agree to disclose all affiliations, funding sources, and financial or management relationships that could be perceived as potential sources of bias.

Studies involving humans and animals
Manuscripts dealing with any experimental work on humans or animals should meet the relevant regulations or requirements imposed by the institutional or governmental authorities: All research on humans must have IRB approval. Experimental animals must be handled in accordance with the authors’ institutional guidelines.

Sex and Gender Equity
Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and use inappropriate, report the sex and/or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex and gender. If the study was done involving an exclusive population, for example, such sex/gender-specific cases as those of prostate cancer, authors should define how they determined race and ethnicity, justifying their relevance.

PREPARATION OF MANUSCRIPTS

I. Article Types and Organization

Full-length Articles
Full-length articles are considered as the usual format of JM. Each manuscript should present the results of an independent and complete study. The main text file should contain: Title Page, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References, Tables, and Figure Legends. The Results and Discussion sections may be combined and may include additional subheadings.

The entire manuscript should be double spaced, and line and page numbers should be included in the submitted text file. The font size should not be larger than 12. 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, the names of authors, and each author’s affiliation. Current addresses of authors should appear as a footnote. Place an asterisk after the name of the corresponding author, and provide e-mail address, telephone and fax numbers for correspondence. A running title of not more than 10 words should be provided.

Abstract
The abstract should not exceed 250 words and should concisely summarize the basic content of the paper in a single paragraph. Abbreviations and references should be avoided.

Introduction
The introduction should supply sufficient background information to understand the purpose and impact of the present study. Avoid extensive review of the topic and present only the necessary information relevant to the study.

Materials and Methods
The Materials and Methods section should provide sufficient technical details to permit the experiments to be reproduced. Sources of unusual chemicals, equipment, or microbial strains should be indicated. New procedures should be described in detail, but previously published procedures should be referenced, with a brief indication of key parameters.

Results
The Results section, and associated figures and tables, should concisely and accurately describe the experimental findings of the study.

Discussion
The Discussion section should be focused on the interpretation of the results, but not be repetitive with the Results or Introduction section. The Results and Discussion sections may be combined.

Acknowledgements
Acknowledgements of financial support 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 author’s surname. 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’ surnames, whereas papers with more than ten authors are cited by the first author’s surname followed by et al. in italic. Other relevant sources, such as articles submitted for publication, unpublished data, or personal communications, should not be listed in this section, but can be cited in the text.

JM recommends the use of a tool such as EndNote for reference management and formatting. The current EndNote reference styles are available from the Journal website. Follow the styles shown in the examples below.


The Williams & Wilkins Co., Baltimore, Maryland, USA.


Sigma Chemical Co. 1989. Sigma manual. Sigma Chemical Co., St Louis, Missouri, USA.


Protocol Articles
The aim of protocol articles is to publish the research protocols from the leading laboratories in all fields of microbial science, which are not currently described in sufficient detail in the Materials and Methods sections of the original research articles. Many, but not all, protocol articles are invited. Authors wishing to submit a protocol article should contact the editorial office for pre-submission inquiries with a potential title and the content, which should include the following headings: Abstract, Overview, Applications, Methods containing considerations and limitations of methods, Materials, Protocols, and Expected Results.

Minireviews
The aim of minireviews is to provide a concise summary of a fast-moving field that is currently interesting and important to the rea-
ders of JM. Many, but not all, minireviews are also invited; authors wishing to submit a minireview should contact the editorial office to provide a potential title and subject. Minireviews that are pro-
ferred by authors are subject to editorial review.

Fast-track Publication (Accelerated Publication)
A fast-track process is available for authors who desire quick publica-
tion of their papers. Authors should contact the Editorial Office (e-mail: msk@msk.or.kr, fax: +82-2-3453-3322) for fast-track sub-
mission. Authors must submit a cover letter stating the novel and significant results of the research and justifying 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 1 or 2 months of the date of acceptance. Manuscripts requiring major revisions will not be accepted, but can be considered for normal review.

II. Figures and Tables

Figures

General
All figures and tables must be cited in the order that they appear. Figures should be provided as separate files, not embedded in the text file. Each figure should include a single illustration and should fit on a single page in the portrait format. If a figure consists of separate parts, it is important that it be submitted as a single composite illustration file that contains all parts of the figure. In the author PDF, figures are included sequentially at the end of the article. JM does not redraw author-provided figures. It is the author’s responsibility to ensure that figures are provided at a sufficiently high resolu-
tion to ensure high-quality reproduction in the final article. Color photo-
graphs 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.

Please note that it is the responsibility of the author(s) to obtain permission from the copyright holder to reproduce figures or tables that have previously been published elsewhere.

The following file formats can be accepted:
- PDF (preferred format for diagram)
- DOCX/DOC (single page only)
- PowerPoint (suitable for diagrams and/or images, figures must be a single page)
- EPS (suitable for diagrams and/or images)
- PNG (suitable for images)
- TIFF (suitable for images)
- JPEG (suitable for photographic images, less suitable for graphical im-
ages)
- BMP (suitable for images)

Figure size and resolution
Figures are resized during publication of the final full text and PDF versions to conform to the JM standard dimensions, which are detailed below.
- width of 600 pixels (standard), 1200 pixels (high resolution).
- width of 85 mm for half page width figure;
- width of 170 mm for full page width figure;
- maximum height of 225 mm for figure and legend;
- image resolution of approximately 300 dpi (dots per inch) at the final size.

Figure legends
Legends should provide enough information so that figures are understand-
able without frequent reference to the text. However, detailed experimental methods must be described in the ‘Materials and Methods’ section, not in a figure legend. The legends should be included in the main manuscript text file, at the end of the document, rather than being a part of the figure file.

Define all symbols and abbreviations used in the figure. For each figure, the following information should be provided: figure number, in sequence, using Arabic numerals (i.e. Figure 1, 2, 3 etc.); short title of figure with maxi-
mum 15 words; detailed legend with maximum 300 words.

Electronic manipulation of images
Enhancement of digital images using image-editing software can increase clarity of figures and is acceptable practice, if carried out responsibly. It is crucial, however, that artefacts are not introduced and the original data are not misrepresented. Details of significant electronic alterations to images must be given in the text of the article. Linear adjustment of the color, contrast or brightness are permitted, but they must be applied to the entire image, not just parts of it. Original, unmanipulated source images should be retained by the author, as JM will support requests from referees to view the original files.

Tables
Tables must include enough information to warrant table format. Tables should be supplied in Word or Excel format, and must be editable (not pasted in as a picture). Each table should be numbered in sequence using Arabic numerals (i.e. Table 1, 2, 3 etc.). Each table should be placed on a separate page. The headings should be sufficiently clear so that the meaning of the data will be understand-
able without reference to the text. Explanatory footnotes should be related to the legend or table using superscript, lower-case letters, and should not include detailed descriptions of the experiment. All abbreviations should be defined after the footnotes, below the table.

Abbreviations and Conventions
Conventional standard abbreviations should be used when abbrevi-
ation is justified. For further information, authors are directed to the instructions of American Society for Microbiology (http://mbio.asm.org/site/misc/journal-ita_abb.xhtml).

Nomenclature
Standard nomenclature (chemical and biochemical nomenclature, nomenclature of microorganisms, genetic nomenclature) should be used. For further information, authors are directed to the instruc-
tions of American Society for Microbiology (http://mbio.asm.org/ site/misc/journal-ita_nom.xhtml for nomenclature).

SUBMISSION OF MANUSCRIPTS

General information for initial submission
All submissions to JM must be made electronically via the web-
enabled online manuscript submission and review system: www.
editorialmanager.com/tjom. This site will guide authors stepwise through the submission process, including the creation and up-
loading of their files and will provide them with information re-
garding acceptable types of files for submission. It is recommended that all tables and figures be assembled into a single file together with the main text for submission.

The manuscript must be accompanied by a cover letter stating the title of the manuscript, and giving the names of the authors, with complete mailing address, and telephone, fax, and email contact information for the corresponding author.

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 their manuscripts checked by an English proofreader. Manuscripts may be rejected for publication because of poor English.

The editorial office will acknowledge receipt of manuscripts within 48 hours of submission. The editorial office should be contacted if confirmation is not received within this period of time or if authors have any queries regarding the submission.

Editorial Office
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Submissions of Revised Manuscripts

Papers may be returned to authors for revision. Authors will be given 3 months after receipt of the reviewers’ comments to revise their paper. Revisions must be submitted via the online submission system, under the heading “Submit Manuscript Online.” Authors should click on the link “Submit a revised manuscript” then upload their revised files.

Checklist for Final Submission

1. All authors have read and approved the final version submitted.
2. References are formatted according to the style required by JM.
3. Abstract is 250 words or less.
4. Short running title of fewer than 10 words is provided.
5. Key words are provided (should be inserted in the submission step).
6. A cover letter has been prepared (should be inserted in the submission step).
7. Correspondent footnote (mailing address, email, phone and fax) is included.
8. Line and page numbers have been included on each page.
9. Any figures that are to be reproduced in color are so indicated.

EDITORIAL PROCESS

Review Process

When a manuscript is submitted to JM, the Editorial Office checks if the manuscript was prepared according to the guidelines, gives it a manuscript number (e.g., TJOM-D-15-00154) and assigns it to one of the members of the editorial 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. All manuscripts are reviewed confidentially by members of the editorial board or qualified reviewers. To expedite the review process, authors may recommend at least three reviewers who have expertise in the field, who are not members of the institution(s), who have not recently been associated with their laboratory(ies), and who could not otherwise be considered to pose a conflict of interest regarding the submitted manuscript. The reviewers operate under the Guidelines for Reviewers and are expected to complete their reviews as soon as possible.

Decision

The corresponding author is generally notified of the Editor’s decision to accept, reject, or require modification or revision by the Editor or the Editorial Office within 4 to 5 weeks of submission. Manuscripts that have been rejected may be resubmitted once the major criticisms have been properly addressed. 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 Response to the Reviewers and Certificate for English Editing (non-native speaker) along with the modified or revised manuscript. 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. When an editor has decided that a manuscript is acceptable for publication, the corresponding author and the Editorial Office will be notified. If necessary, the corresponding author will be asked to re-edit the manuscript to improve English. If the manuscript is re-edited by JM’s English Editor, the cost (8,000 KRW [8 USD]/page, 300 words/page) will be charged to the corresponding author.

Appeals of Decisions

Authors who wish to appeal a decision should contact the Editor-in-Chief, explaining in detail their reasons for the appeal. All appeals will be discussed with at least one other editor. If those editors do not agree, the appeal will be discussed at a full editorial meeting. JM may or may not then seek external advice on appeals. JM does not consider second appeals.

MANUSCRIPTS ACCEPTED FOR PUBLICATION

Proofs

The Editorial Office will deliver electronic page proofs and a page charge/reprint order form to the corresponding author. Authors will receive proofs approximately 1 to 2 weeks after final acceptance of the manuscript. Page proofs should be corrected, signed by the corresponding author and sent back to the Editorial Office (msk@msk.or.kr) by e-mail within 3 days of receipt of the proofs. With the exception of typographical errors, incorrect data or updated information regarding references, no extensive changes will be made in the manuscript at 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 added with the permission of the Editor. Failure to act promptly to approve the page proofs may delay publication of the manuscript. Page proofs are considered to be the final version of the manuscript.

Publication Charges

The corresponding author will be charged 60,000 KRW (member)/80,000 KRW (non-member)/60 USD (overseas) per printed page. Publication in JM is not contingent upon the author’s ability to pay the charges. Invited reviews are not subject to page charges. For Fast-track (Accelerated) publication, the corresponding author will be charged 200,000 KRW (member)/240,000 KRW (non-member)/240 USD (overseas) per printed page.

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The corresponding author is responsible for signing 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.

Errata, Corrigenda, Retraction

Authors are requested to bring any errors made by the Journal or the authors to the attention of the Editorial Office as soon as possible. Corrections will be published as Errata or Corrigenda in a later issue of the journal. Articles may be retracted by any of the authors, academic or institutional sponsor, or JM, because of scientific misconduct, such as duplicate publication, plagiarism, or fabrication, manipulation or falsification of data. Retractions will be listed on the Contents page.
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