Manuscript Submission for CELL BIOLOGY AND TOXICOLOGY

Online Manuscript Submission

Springer now offers authors, editors and reviewers of Cell Biology and Toxicology the option of using our fully web-enabled online manuscript submission and review system. To keep the review time as short as possible (no postal delays!), we encourage authors to submit manuscripts online to the journal's editorial office. Our online manuscript submission and review system offers authors the option to track the progress of the review process of manuscripts in real time. Manuscripts should be submitted to: http://cbto.edmgr.com

The online manuscript submission and review system for Cell Biology and Toxicology offers easy and straightforward log-in and submission procedures. This system supports a wide range of submission file formats: for manuscripts - Word, WordPerfect, RTF, TXT and LaTeX; for figures - TIFF, GIF, JPEG, EPS, PPT, and Postscript.

NOTE: By using the online manuscript submission and review system, it is NOT necessary to submit the manuscript also in printout + disk.
In case you encounter any difficulties while submitting your manuscript online, please get in touch with the responsible Editorial Assistant by clicking on “CONTACT US” from the tool bar.

Electronic figures

You should supply the electronic versions of your figures. We prefer figures in TIFF, EPS, PS, PDF and Microsoft® Office format. Be aware that we may not be able to use other file formats and that the hard copy may be scanned instead. For vector graphics, EPS is the preferred format. For bitmapped graphics, TIFF is the preferred format. The following resolutions are optimal: line figures - 600 - 1200 dpi; photographs - 300 dpi; screen dumps - leave as is. Colour figures can be submitted in the RGB colour system. Font-related problems can be avoided by using standard fonts such as Times Roman, Courier and Helvetica. Figures should be saved in separate files. The figure legends should be included in the text file.

Language

We appreciate any efforts that you make to ensure that the language is corrected before submission. This will greatly improve the legibility of your paper if English is not your first language.

Manuscript Preparation
The manuscript should be arranged in the following order (typed capital + lower case):

**Title page**
- Title (the title should be as short as possible, but should contain adequate information regarding the contents).
- Subtitle (this may be used to supplement and thereby shorten an excessively long main title).
- Author's full name(s) (if more than one, use 'and' before the last name).
- Affiliation(s)/Address(es)
- Mailing address for corresponding author

**Key words/Abstract/Abbreviations**
- Key words (maximum of 6, in alphabetical order, suitable for indexing).
- Abstract (brief and informative, not to exceed 250 words).
- Abbreviations (arranged alphabetically, only those which are not familiar and/or commonly used).

**Main text**
- The relative importance of headings and subheadings should be clear. The approximate location of figures and tables should be indicated in the margin.
- New paragraphs should be indicated by clear indentation.
- The use of footnotes should be avoided. However, if essential, they should be typed on the appropriate page, but clearly separated from the text with a line above them.
- Mathematical formulas should have a clarification of all symbols and an accompanying 'translation' of the meanings, e.g. 'this formula shows that when the highly variable factor $\rho$ is found to exceed unity, the viscosity of the medium $\beta$ is no longer significant'.

**Style manuals**

The following three books are recommended as guides in writing scientific papers:
- O'Connor M, Woodford FP, eds. Writing scientific papers in English, Amsterdam: Elsevier; 1976.

**Abbreviations and units**
Only SI units and abbreviations should be used although some quantities may be given in common units, e.g. mmHg. Abbreviations should be defined in full as mentioned above under item 2. Whenever in doubt use SI (Système International) units.

Acknowledgements

To assistants, grants, funding bodies etc. Please make sure that any persons acknowledged consent to their names appearing.

References

- References should be cited according to the author/date (Harvard) system, i.e. (Smith, 1993; Smith and Jones, 1993; Smith et al, 1993a). Citations of personal communications and unpublished data should be avoided unless absolutely necessary. When used, such citations should appear in the text only, e.g. '(E.D. Smith, personal communication)', and not in the reference list.
- Abbreviate titles of periodicals according to the style of Index Medicus.
- References should be listed in alphabetical order and styled according to the following examples (Vancouver style):


  Do not use italics in titles of articles or books.

Figures

All photographs, graphs and diagrams should be referred to as a 'Figure' and they should be numbered consecutively (1, 2, etc.). Multi-part figures ought to be labeled with lower case letters (a, b, etc.). Please insert keys and scale bars directly in the figures. Relatively small text and great variation in text sizes within figures should be avoided as figures are often reduced in size. Figures may be sized to fit approximately within the column(s) of the journal. Provide a detailed legend (without abbreviations) to each figure, refer to the figure in the text and note its approximate location in the margin. Please place the legends in the manuscript after the references.

Tables
Each table should be numbered consecutively (1, 2, etc.). In tables, footnotes are preferable to long explanatory material in either the heading or body of the table. Such explanatory footnotes, identified by superscript letters, should be placed immediately below the table. Please provide a caption (without abbreviations) to each table, refer to the table in the text and note its approximate location in the margin. Finally, please place the tables after the figure legends in the manuscript.

**Colour Illustrations**

Springer offers two options for reproducing colour illustrations in your article. Please let us know what you prefer: 1) Free online colour. The colour figure will only appear in colour on www.springer.com and not in the printed version of the journal. 2) Online and printed colour. The colour figures will appear in colour on our website and in the printed version of the journal. The charges are EUR 950/USD 1150 per article.

**Proofs**

Proofs will be sent to the corresponding author by e-mail. Your response, with or without corrections, should be sent within 72 hours.

**Offprints**

Ordering information for offprints will be sent with the proofs.

**Page charges**

No page charges are levied for this journal.

**Springer Open Choice**

In addition to the normal publication process (whereby an article is submitted to the journal and access to that article is granted to customers who have purchased a subscription), Springer now provides an alternative publishing option: Springer Open Choice. A Springer Open Choice article receives all the benefits of a regular subscription-based article, but in addition is made available publicly through Springers online platform SpringerLink. To publish via Springer Open Choice, upon acceptance please visit www.springer.com/openchoice to complete the relevant order form and provide the required payment information. Payment must be received in full before publication or articles will publish as regular subscription-model articles. We regret that Springer Open Choice cannot be ordered for published articles.

**Additional Information**

Meran Owen
Springer-Verlag London Ltd.
Ashbourne House, The Guildway
Old Portsmouth Road
Guildford, Surrey GU3 1LP
United Kingdom

Tel: +44 (1483) 734623
Fax: +44 (1483) 734411
Email: Meran.Owen@springer.com