

INSTRUCTIONS

I. SHORT INSTRUCTIONS

The preferable way of paper submission is online (www.folia-biologica.org/submission). Please remember, use commands of the system for navigation. One author, who will serve as a communicating author during the review process has to register in the Folia Biologica Online Manuscript Submission and Tracking system. This can be done by visiting <http://www.folia-biologica.org/registration/registration.php> and following the instructions.

The corresponding author needs to log to the Folia Biologica Online Submission and Manuscript Tracking System (by clicking on First time user) (<http://www.folia-biologica.org/registration/validate-user.php>) and validate the access: the communicating author will get a computer generated e-mail-activation code with details how to create a personal password and confirm it. It is wise to make the password neither obvious nor too complicated.

Once you have the access to the Folia Biologica Online Submission System, prepare your files according to the Instructions to Authors and submit them using The System. The manuscript status is labeled as Submitted, Under Review, Revision Required, Accepted or Rejected.

In case of problems, do not hesitate to contact the Editorial Office of Folia Biologica – folia.biologica@lf.cuni.cz.

Please keep your login and password secure. You may use the same access for submitting multiple articles. You may change your password and also register for an additional article separately.

Actions necessary for submitting a manuscript:

1/ Prepare manuscript files.

a/ Manuscript in Microsoft Word program (containing title page, abstract on the separate page, manuscript text, references, figure legends and tables)

b/ Cover letter with links to corresponding author and special circumstances, you wish to communicate to Editors. Please state any conflicts of interests, people of institutions you do not wish to be involved in the review process.

c/ Figures in TIFF or JPG format (high resolution figures assembled as expected in printed form, size up to 8 Mb flattened to one layer.

2/ Log on Folia Biologica Online Submission system. Click on New manuscript.

3/ Fill the manuscript title, add your files using the command **Browse**, click on the square **Figures** if figures are included. You can attach a message up to 250 characters to the message window.

4/ Click on Add manuscript.

In case of successful submission, the article status should read submitted and corresponding author is receiving a computer generated message.

5/ Communications to authors and manuscript status. The manuscript status is visible in the first window.

If authors' action required, an e-mail is sent to the corresponding author.

II. ADDITIONAL INFORMATION

ADDITIONAL INSTRUCTIONS TO AUTHORS

Although the preferable form of submission is online, the manuscript may also be submitted via an e-mail. The e-mail, addressed to folia.biologica@lf1.cuni.cz has to include the complete version of the article in PDF format, separately the manuscript text as a Microsoft Word file and a cover letter. All parts have to be added as attachments. Individual figures of required quality are to be sent in separate e-mails. Make sure that each individual e-mails do not exceed the size of 8 MB.

Submitting a manuscript by regular mail is also possible. However, this will substantially delay the manuscript review process. In this case, the printed manuscript (the original and two copies, including three sets of tables and figures) have to be sent to: Folia Biologica, Kateřinská 32, 121 08, Prague 2, Czech Republic. The printed manuscripts must contain the manuscript text and figures in electronic form on a CD. The content of the printed form of the manuscript must be identical to the version provided on the CD.

General guidelines.

The text of full-length papers should generally be restricted to 10 printed pages, whereas the length of Short Communications should be no more than 4 printed pages: this includes all figures, tables and references. A printed page of the Journal contains about 800 words. The papers should also be submitted in the electronic format (PC-compatible) using Microsoft Word text processor.

Format of papers:

Full-length papers should include the following elements: Title Page; Abstract; Introduction (with no heading); Materials and Methods; Results; Discussion; Acknowledgement; References. The Title Page should carry: page heading (running title no more than 60 characters including spaces); title of paper; keywords; initials and surname of each author; name, city and country of each author's institution; footnotes: (i) any footnotes regarding funding sources, (ii) full name (first name, middle initials, surname) and postal address of the author to whom all correspondence (including galley proofs) should be directed (Corresponding Author), (iii) abbreviations. The second page of every manuscript must contain an Abstract, which should be a single paragraph not exceeding 250 words. In Abstract do not use abbreviations.

Short Communications should follow the same format, except that Materials and Methods, as well as Results and Discussion, are combined into one section. Each Short Communication must have an abstract.

A limited number of **Review articles** is published. Reviews are limited to 10 printed pages (exclusive of references) and provide focused insight into fast-developing areas. Reviews must be based on published articles and may address any of scope of molecular and cellular biology journal. **Authors who wish to submit a review article should contact the Editorial Office first since all reviews are by invitation only.**

References should be listed alphabetically at the end of the paper and typed doublespaced on separate pages. First and last page numbers must be given. Journal names should be abbreviated according to the Chemical Abstract Service Source Index.

Examples of the style to be used are:

Yokoyama, K., Gachelin, G. (1991) An Abnormal signal transduction pathway in CD4–CD8– double-negative lymph node cells of MRL *lpr/lpr* mice. *Eur. J. Immunol.* **21**, 2987-2992.

Lloyd, D., Poole, R. K., Edwards, S. W. (1992) *The Cell Division Cycle. Temporal Organization and Control of Cellular Growth and Reproduction.* Academic Press, London.

Teich, N. (1984) Taxonomy of retroviruses. In: *RNA Tumor Viruses*, eds. Weiss, R., Teich, N., Varmus, H., Coffin, J., pp. 25-207, Cold Spring Harbor Laboratory, Cold Spring Harbor, New York.

Every reference has to bring out all names of authors, abbreviations et al. are not acceptable.

References only to Abstracts are excluded.

References in the text should be cited as follows: two authors, Smith and Brown (1984) or (Smith and Brown, 1984); three or more authors, Smith et al. (1984) or (Smith et al., 1984). Reference to papers by the same author(s) in the same year should be distinguished in the text and in the reference list by lower-case letters, e.g. 1980a, or 1980a,b.

Tables should be typed double-spaced on separate sheets of paper and numbered consecutively with Arabic numerals. Their contents should be self-explanatory and include a brief descriptive title. Lower-case letters should be used to indicate footnotes.

Figures (line drawings, including graphs) should be provided in a form suitable for scanning. If available, also attach computer files, preferably in the .TIF, JPG format. They should not be supplied as part of the main document (*.doc); but instead, they should be delivered as separate files. The resolution of colored and gray scale figures should be 300dpi minimum at final size and 600 dpi for black and white figures. For black-and-white print, plots containing differently colored columns should not be used; patterns are preferred to the grey scale. Letters and numbers should be kept uniform and be at least 2 mm high when printed. It is however possible to print figures at color version only if part of the costs are covered by the author (350 EUR per color page).

Photographs should be sharply focused and well contrasted, on white paper. They should be unmounted and approximately the final printed size. Photocopies are not acceptable. Each figure should bear on the back, in light pencil, the first author's name, the figure number, and orientation (top). Figure legends should be on a separate, numbered page of the manuscript.

Abbreviations. The use of abbreviations should be restricted to SI symbols and those

recommended by the IUPAC-IUB. Abbreviations should be defined in brackets on first appearance in the text. Standard units of measurements and chemical symbols of elements may be used without definition.

Galley proofs should be corrected and returned to the Editorial Office within 2 days by express post. Changes, additions or deletions should be kept to the minimum.

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