

INSTRUCTIONS TO AUTHORS

EDITORIAL POLICY

Acta virologica aims to publish papers reporting original results of fundamental and applied research. Papers describing new methods without application to research are not accepted. Also preliminary or inconclusive data as well as those differing only slightly from previously published data are not accepted. Besides original experimental papers also review articles are published. Manuscripts should be written in English as concisely as possible. The submission of a manuscript to *Acta virologica* implies that (i) it has not been previously published elsewhere (except in abstract form), (ii) it is not being submitted for publication elsewhere, and (iii) its submission for publication has been approved by all authors.

SUBMISSION OF MANUSCRIPTS

Manuscripts (MS) should be submitted to the Editorial Office of *Acta virologica* in hard copy as well as electronic version.

Hard copy version should include a complete textscript, tables and figures in one original plus two copies. MS should be printed only on one side of A4 sheets using a standard page (2.5 cm margins, double spacing and font size 12). The first or the corresponding author ("the author") should indicate his full postal address, E-mail address and fax number. Color figures should be submitted as original photographs or high quality PC prints.

Electronic version containing the complete MS should be submitted via E-mail attachment or PC disk. The recommended storage medium is a *Microsoft Word document* for the textscript and tables, a *jpg* file for photographic documentation, and a *gif* file for graphs. The fast save mode should not be employed. Tables should be saved together with the textscript on a common file. Each figure should be saved on a separate file.

TYPES OF PAPERS

Standard, full-length paper should be divided into these sections: Summary, Key words, Abbreviations, Introduction, Materials and Methods, Results, Discussion (or Results and Discussion in one section), Acknowledgements, References, Tables, and Titles and legends to figures. A typical standard paper contains 15–25 standard pages (without figures).

Short communication must not exceed 10 MS pages (without figures). It may have either a structured form of standard paper or a non-structured form with just Summary, Key Words, Abbreviations, the core of the paper, Acknowledgements, References, Tables, and Titles and legends to figures. It must report a completed work but not preliminary findings.

Letter to the Editor represents the most rapid form of publication of very original results. It must not exceed 5 MS pages including one table or figure without numbering and title. It is not divided into sections. The description of materials and methods used should be kept at minimum. Only essential references should be cited in the text by serial numbers and listed in References in an abbreviated form, without titles of papers.

Review or minireview aims to give an overview of a topical field interesting for wide spectrum of readers. While a review should not exceed 25–50 MS pages, a minireview may have 10–25 MS pages. It is usually divided into Summary, an optimal number of topical sections and subsections, and References. Use of tables and figures is recommended. The standard system of citation and listing of references should be employed. The latter may have a complete or abbreviated form (without titles of papers).

DETAILS OF FORMAT

General. Before writing a paper, intending authors are advised to read the *Instructions to Authors* and to examine a current copy of *Acta virologica*. The simple past tense should be used in relation to the results of the paper, the present perfect tense in relation to the papers published in the past, and the simple present tense for the generally accepted views. In general, SI units should be used. Standard abbreviations (PFU, LD₅₀ etc.) can be used without definition. Non-standard abbreviations should be defined on first appearance and listed in Abbreviations.

Title page should contain the title of paper, running title, names(s) of author(s) (the name of the corresponding author should be marked with an asterisk), name(s) and address(es) of institution(s) where the work has been performed, full postal address of the corresponding author and footnote indicating the present address of the corresponding author (if different from that where the work was performed), his E-mail address, and fax number.

Summary, limited to 250 words should concisely summarize the basic content of the paper without extensive experimental details and references. When it is essential to include a reference, it should be cited without the article title.

Key words. Up to six key words characterizing the paper should be given.

Introduction should give a concise background and provide a rationale to the present study. It must not be an exhaustive review of the topic.

Materials and Methods should give sufficient information to allow others to repeat the work. It is recommended to divide it into subsections. Established methods should be just cited with a reference, their modifications described briefly, and novel methods given in greater detail.

Results should describe concisely the rationale and design of the experiments and the obtained results. It may have subsections with descriptive titles.

Discussion must not repeat parts of Introduction or Results and, as a rule, it has no subsections. It should relate the presented results to previous work and interpret them. It can outline working hypotheses and theories. If the authors wish, they may combine Results and Discussion into one section.

Acknowledgements. This optional section contains acknowledgements of personal and/or financial assistance.

References (their list) should be assembled in alphabetical order on a separate sheet(s). In the text they should be referred to by name(s) (two names in the case of two authors, and the name of the first author followed by *et al.* in the case of more than two authors) and year. More than one paper from the same author(s) in the same year must be identified by the letters *a, b, c*, etc., placed after the year of publication. All listed references must be cited in the text. The label *in press* may be used only for a paper accepted for publication in the indicated journal. *Unpublished data* and *personal communications* may be cited in the text but not listed in References. Papers *in preparation* or *submitted for publication* should not appear either in the text or References.

In References journal names should be abbreviated according to *BIOSIS Serial Sources*, vol. 1999, Biosis, Philadelphia, PA, USA. The style of writing references derived from various sources (periodicals, monographs, abstracts of conferences etc.) is shown below.

Biswal N, McCain B, Benyesh-Melnick M (1971): The DNA of murine sarcoma-leukemia virus. *Virology* **45**, 697–706.

Burton K (1968): Determination of DNA concentration with diphenylamine. In Grossman L, Moldave K (Eds): *Methods in Enzymology*. Vol. 12, Part B. Academic Press, New York-London, pp. 163–166.

Howard CR, Zuckerman A J (1986): *Arenaviruses*. Elsevier, Amsterdam, pp. 120–134.

Johnson AB (1990): Chemotherapy of AIDS. *Proc. VI. Int. Conf. AIDS*. San Francisco, pp. 45–50.

Zorba TG: A new antiviral compound. *Acta Virol.* (in press).

Tables should occupy separate sheets and be numbered consecutively with Arabic numerals. They should contain only horizontal lines. A short descriptive title should appear above each table, with possible legend and footnotes (identified with *a, b, c*, etc.) below each table.

Titles and legends to figures should be cumulatively listed and occupy a separate sheet(s).

Figures should be submitted in printed as well as in electronic form (see Electronic version of MS above). On the back of prints the figure number (Arabic numeral), the first author's name and the top (arrow) should be marked lightly with a soft pencil. They must not contain titles and legends; these should be listed separately (see above). Usually, figures will be reduced to one-column width (80 mm), exceptionally they can reach any width between one and two columns. The preferred point symbols in graphs are ▲▼■□●○. Photographs, micrographs, electron micrographs etc. should be submitted as clear black and white prints on glossy paper, and have as sharp contrast as possible. Optimal size of prints is 60 x 90 mm. They should preferably be unmounted and non-essential areas should be removed. If a mounted composite is supplied, there should be left minimum space between the photographs. On micrographs, the magnification should be shown by a bar marker and described in the legend. Reproduction of photographs in color is possible following the approval of the Editor-in-Chief and extra payment (about 100 USD per page).

Nucleotide and amino acid sequences. As a rule, complete sequences of genes or proteins (polypeptides) are not reproduced, they are referred to only by their accession numbers in databases. Partial sequences are reproduced in justified cases. These should be computer-generated. One page line contains optimally 80–120 nucleotide (amino acid, single letter code) symbols either with no space between them or with space between blocks of ten symbols; their position should be appropriately numbered.

Chemical and biochemical nomenclature should be in accord with *Chemical Abstracts Service Index* (1985), *Biochemical Nomenclature and Related Documents* (1978) and *Instructions to Authors* of the *Journal of Biological Chemistry* (first issues of each year). It is recommended to define the size of nucleic acids and proteins by their *relative molecular mass* (M_r , unitless, i.e. without Daltons) or by the number of residues: bases (b, kb) in single-stranded RNA or DNA, base pairs (bp, kbp) in double-stranded RNA or DNA, and amino acids in proteins.

Nomenclature of restriction nucleases should follow the recommendations of R.J. Roberts (in Bukhari *et al.* (Eds): *DNA Insertion Elements, Plasmids, and Episomes*. Cold Spring Harbor Laboratory, Cold Spring Harbor, 1977, pp. 757–768.)

Isotopically labeled compounds should be written according to the conventions described in *Instructions to Authors* of the *Journal of Biological Chemistry* and illustrated below.

[¹⁴C]urea SV40[³²P]DNA
[2,3-³H]serine UDP-[U-¹⁴C]glucose
[gamma-³²P]ATP fructose 1,6-[1-³²P]biphosphate

Virus nomenclature approved by International Committee on Taxonomy of Viruses (van Regenmortel *et al.* (Eds): *Virus Taxonomy. Seventh Report of the International Committee on Taxonomy of Viruses*. Academic Press, San Diego, 2000) should be used (<http://www.ncbi.nlm.nih.gov/ICTVdb/Ictv/ICTVindex.htm>). Vernacular names of viruses (not italicized and the first initials capitalized) may be used in the case the viruses have been first correctly taxonomically identified or the viruses are generally known. All virus taxons inclusive of virus species should be written in italics. Nomenclature of bacteria should use binary names (e.g. *Escherichia coli*). When repeatedly used, they can be abbreviated (e.g. *E. coli*). Names of all taxa (phyla, classes, orders, families, genera, species and subspecies) are written in italics, while strain designations and numbers are not (e.g. *E. coli* K12).

Genetic nomenclature should follow the recommendations of Demerec *et al.* (*Genetics* **54**, 61–76 (1966)).

Abbreviations. Authors should give an alphabetical list of non-standard abbreviations used in MS on a separate sheet.

PROCESSING OF PAPERS

Each MS is first subjected to a preliminary examination by the Editor-in-Chief to establish that it fits the scope and formal requirements of the Journal. Then an independent referee reviews it. On the basis of his recommendations the Editor-in-Chief decides to accept the MS in the presented form, or to return it to the author for revision, or to reject it. MS may be rejected also on the basis of poor English or lack of conformity to accepted standards of style. As a rule, the receipt of the MS by the Editorial Office as well as the outcome the reviewing process are announced immediately to the author by E-mail. The Journal editors maintain the right to edit the accepted MS to the extent necessary to achieve clarity and precision in expression and conformity with English usage and the Journal's conventions. The edited version of the MS is sent to the author for checking, approving or correcting. No substantial changes can be made by the author at this stage. The checked edited version should be returned within 48 hrs by E-mail, express courier mail or fax to the Editorial Office. In the case of returning by E-mail all changes made by the author should be typed in bold. The galley proofs of the MS will be sent to the author in pdf format by E-mail. After checking and correcting they should be returned within 48 hrs by E-mail.

REPRINTS

No reprints will be provided to the author. As a substitute the author will receive his article by E-mail in pdf format exactly matching the printed version.