

QUICK CHECKLIST

MAIN DOCUMENT

General format and length of article types accepted by JBCPP:

	Word limit	Word limit in abstract	Number of keywords	Number of tables & figures	Number of references	Article structure
Original Article	3500	250, structured*	3-6	8	50	Structured into Introduction, Materials (Subjects) and methods, Results, Discussion
Review	6000	200, structured**/ unstructured	3-6	8	150	Structured
Mini Review	3500	200, structured**/ unstructured	3-6	4	40	Structured
Short Communication	1500	200, structured*	3-5	4	15	Unstructured; Materials & methods are described in the legends to Figures and Tables
Case Report	1500	150, structured***	3	2	10	Structured into Introduction, Case presentation, Discussion, up to 5 Learning points
Letter to the Editor	1200	n/a	3-5	2	10	Unstructured
Editorial	1500	n/a	n/a	1	10	Structured or unstructured

*Background, Methods, Results, Conclusions; **Background, Content, Summary and Outlook; ***Background, Case presentation, Conclusions.

General layout guidelines:

- Use the provided template for the respective article (go to Supplementary Information on the [journal website](#)). Stay within the word limit (that refers to the main text excluding the title page, abstract, tables, legends, and references) of the article type. Number all pages serially.
- **Fonts:** Bookman Old Style, 8 pt. font size. For main text, Gotham Book, 7 pt. font size for table titles and footnotes and figure legends. Italic font style is restricted to genes and Latin terms (except for abbreviations such as e.g., et al.). Do not use bold face within text.
- **Numbers:** Written out in words up to ten and unless they are used as a unit of measurement or when used at the beginning of a sentence. This does not apply for figures and tables. Use decimal points, not commas. Write symbols, mathematical signs and their respective value without spaces (e.g n=1).

- **Language:** Write in concise English. Non-native speaking authors may contact the editorial office for advice on appropriate language editing service providers ([American Journal Experts](#)).
- **Use of word processing software:** Save your file in the native format of the word processor used. Do not submit a PDF. You are strongly advised to use the 'spell-check' and 'grammar-check' functions to avoid unnecessary errors.
- **List of authors:** Include author names above the title, separated by slash. Use a full stop after initials. Give affiliations with a superscript number (starting with 1). Give the name of the corresponding author(s) on the bottom of the first page. Give an email address and telephone number for the corresponding author. Mark equal contributing authors with a superscript a.
- **Title:** Write the title in down style (non-capitalized, except for the first word and any proper name).
- **Abstract:** Structure your abstract (if it is a requirement of submission, see table above), according to the respective article type.
- **Keywords:** Give keywords below the abstract (non-capitalized, separated by comma).
- **Heading- and subheadings:** Down style (see section "Title"). The hierarchy of the main text must be clearly recognizable.
- **Supplier names:** Are to be provided incl. city and country for reagents and apparatus reported in the manuscript.
- **Abbreviations:** Both in the abstract and in the main text, abbreviations are to be spelled out at first mention. Thereafter, only these abbreviations are to be used.
- **Figures:** Should have a minimum resolution of 300 dpi (halftone figures) and 1200 dpi (line drawings) and be of good contrast. Faint shading may be lost upon reproduction. When drawing bar graphs, use patterning instead of grayscales. Do not put boxes or borderlines around figures. Uppercase letters A, B, etc. should be used to identify parts of multi-part figures. Make sure all axes have been clearly labelled. Insert figures at the appropriate position within the article template. Additionally, upload the source files during manuscript submission.
- **Figure legends:** Should not be embedded in the figure files themselves. Provide a short descriptive title and a legend (written on a new line) to make each figure self-explanatory. Explain all symbols used in a figure. Remember to use the same abbreviations as in the text body. Uppercase letters identifying parts of multi-part figures have to be included in parentheses.
- **Tables:** Number tables consecutively using Arabic numerals. Provide a short descriptive title, column headings, and (if necessary) footnotes to make each table self-explanatory. In the footnote, refer to information within the table with superscript lowercase letters, and do not use special characters or numbers. Separate units with a comma and use parentheses or square brackets for additional measures (e.g., %, range, etc). Abbreviations must be explained in the footnote as well (separated by comma and semicolon). Remember to use the same abbreviations as in the main text.

- **Supplemental material:** Within the text, supplemental material must be cited consecutively and be referred to as supplemental material (e.g. see Supplemental Material, Figure 1, or Supplemental Figure 1).
- **Videos:** Authors are encouraged to submit videos accompanying the article as supplemental material.
- **Author disclosure form:** The [Author Form for Disclosure of Potential Conflicts of Interest](#) needs to be filled out by the submitting author on behalf of all others and uploaded at the time of the original submission.
- **Statements on ethical and legal considerations: Author statements template:** The [Ethical and Legal Declarations Template](#) needs to be customized and uploaded as a separate file at the time of the original submission. Statements will be automatically implemented before the reference section. Instructions on how to make declarations can be found [here](#). Strictly adhere to the instructions and the wording of the template.
- **References:** References should be listed at the end of the manuscript. Examples of reference formatting are to be found in the article templates.

Adhere strictly to the reference style of the Journal (Vancouver; recommendations of the “International Committee of Medical Journals Editors”; found [here](#)). All references mentioned in the reference list have to be cited in the text and vice versa. List and number the references consecutively in the order they appear in the text, including Tables and Figures. In the text, identify references by Arabic numerals in [parentheses]. Italic and boldface font type is not allowed in the reference section. List all authors; if the number is 7 or more, list the first 6 names followed by et al. Identify authors by last name first, followed by up to 2 initials, without periods, indicating the authors’ first name. Only the first name of the title is capitalized, as well as proper names within the title. Journal names are abbreviated as indicated in PubMed and in the Web of Knowledge ([NIH.Linkout.Journals; Web of Knowledge](#)), without periods. After the abbreviated journal name, give the year of publication, followed by a semicolon, volume number (but no issue number), followed by a double colon, and the page numbers, with the last page number in shortened format. Meeting abstracts may be cited only if published in journals. Unpublished observations and personal communications are cited only in the text. Correct linking of the references depends on strict adherence to journal style.

- **Nomenclature:** Follow the rules of the [IUPAC-IUB Commission on Biochemical Nomenclature](#). Enzyme names should be in accordance with the recommendations of the IUPAC-IUB Commission on Biochemical Nomenclature, 1978, as in *Enzyme Nomenclature*, published by Academic Press, New York, 1992. Genotypes should be given in italics, phenotypes should not be italicized. Indicate the gene symbol and gene name as approved by the [HUGO Gene Nomenclature Committee](#). Nomenclature of bacterial genetics should follow [Demerec et al. Genetics 1966; 54:61-76](#).