

Instructions for Authors IVA

In Vitro Cellular & Developmental Biology – Animal (In Vitro Animal) is a journal of the Society for In Vitro Biology (SIVB). Original manuscripts reporting results of research in cellular, molecular, and developmental biology that employ or are relevant to organs, tissue, tumors, and cells in vitro will be considered for publication. The scope of the journal is embodied in the following matrix:

- Biotechnology
- Cell and Tissue Models
- Cell Growth/Differentiation/Apoptosis
- Cellular Pathology/Virology
- Cytokines/Growth Factors/Adhesion Factors
- Establishment of Cell Lines
- Product Applications
- Signal Transduction
- Stem Cells
- Toxicology/Chemical Carcinogenesis

CELL LINE AUTHENTICATION

To encourage the highest level of quality and accuracy in research submitted to the journal, *In Vitro– Animal* has put into effect a requirement for a statement to be included in all papers submitted to our journal beginning on January 1, 2009. This statement, which should be included in the *Materials and Methods* section of full articles and with the listing of materials in Reports, must include the following:

Authors must state:

1. Whether you have tested and authenticated the cell lines utilized in the research
2. List the method by which the cells were tested
3. List when the cells were last tested and where, or
4. State when the cells were obtained from a cell bank

All papers submitted after January 1, 2009 that do not include this information could have their manuscript returned with the requested revision to include this information. If you have not tested your cells for authentication, the paper might not be accepted. Re-authentication is not required for serially passaged cells obtained directly from an internationally recognized cell bank that performs cell line characterizations or from a characterized Master Cell Bank and proliferated in the users laboratory for less than 6 months after receipt or reconstitution.

CHANGES TO AUTHORS

Author changes are not allowed after submission. Authors can be added at resubmission only when additional experiments are requested. No author changes are allowed after acceptance.

MANUSCRIPT SUBMISSION REQUIREMENTS

When submitting a manuscript for consideration, authors should select the matrix heading, which best covers the scope of their manuscript.

The journal publishes three types of manuscripts: *Reports*, *Articles*, *Letters to the Editor*, and *Invited Reviews*. *Reports* (formerly *Scientific Letters to the Editor*) are usually limited to three printed pages and no more than three illustrations that contain especially

timely results that are of special interest to readers before development into a complete study. The *Report* format is particularly suited for characterizations of new cell lines, tools, techniques, and methods that do not justify a full *Article*. *Reports* receive expedited peer review and are subject to additional editorial review prior to final publication to comply with the *Report* format. *Articles* are not restricted in length. *Letters to the Editor* (formerly nonscientific Letters to the Editor) concerning a wide range of issues of interest to readers, including controversial opinions, quality control of cell cultures, etc., are welcomed and are subject to editorial or peer review. Unsolicited Reviews on relevant topics will be considered; however, it is recommended that authors contact the Editor prior to preparation. Both unsolicited and Invited Reviews are subject to rigorous editorial review, often in consultation with multiple experts in the field.

ONLINE SUBMISSION

We are pleased to announce that we have moved to an online system of manuscript tracking called Editorial Manager. Authors are encouraged to submit their articles to *In Vitro Animal* ONLINE. This will allow even quicker and more efficient processing of your manuscript. A wide range of submission file formats is supported, including: Word, RTF, TIFF, GIF, JPEG, EPS, Excel and PowerPoint. PDF is not an acceptable file format.

SUBMIT ONLINE

(<http://www.editorialmanager.com/ivan/>)

To submit papers on plant related materials, please visit: (<http://www.editorialmanager.com/ivpl/>)

MANUSCRIPT PREPARATION

Manuscripts are to be submitted in their final form. Papers must be written in English, and authors are urged to aim for clarity, brevity, and accuracy of information and language. Authors whose first language is not English should have their papers checked for linguistic accuracy by a native English speaker.

Submitted manuscripts should conform to the following format and sequence. The *Report* format is similar to that for *Articles* and *Reviews* described below, except that the body of the text is not divided into sections or subheadings. Methods are integrated into the text or legend to figures and Results and Discussion are combined.

Type double-spaced, and order the elements comprising the manuscript as follows:

- Title Page
- Summary
- Key Words
- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusions
- Appendix
- Acknowledgements
- References
- Tables
- Figure Legends
- Figures

TITLE PAGE: The title page should include

- the title of the article
- author(s) name(s) and affiliation(s) (the department and institution from which the work originated)
- complete mailing address of the one author who will review the proofs
- and suggested running head (not to exceed 40 characters, including spaces)

Note that the affiliation should be a footnote to the author's name.

ABSTRACT: An abstract is to be provided, preferably no longer than 250 words. Do not use abbreviations, footnotes, or references in the abstract.

KEY WORDS: A list of 4–5 key words is to be provided directly below the abstract. Key words should express the precise content of the manuscript, as they are used for indexing purposes.

ACKNOWLEDGMENTS: All acknowledgments (including those for grant and financial support) should be typed in one separate paragraph that directly precedes the references section.

REFERENCES

Literature citations in the text should indicate the author's surname with the year of publication in parentheses, e.g. Carlin (1992); Brooks and Carlin (1992). If there are more than two authors, only the first should be named, followed by "et al."

References at the end of the paper should be listed in alphabetical order by the first author's name. If there is more than one work by the same author or team of authors in the same year, a, b, etc. is added to the year both in the text and in the list of references.

JOURNAL PAPERS:

name(s) and initial(s) of all authors; year; full title; journal title abbreviated in accordance with international practice; volume number; first and last page numbers

Example: Nakashima K, Yamada L, Satou Y, Azuma J, Satoh N (2004) The evolutionary origin of animal cellulose synthase. *Dev Genes Evol* 214: 81–88.

SINGLE CONTRIBUTIONS IN A BOOK:

name(s) and initial(s) of all authors; year; title of article; editor(s); title of book; edition; volume number; publisher; place of publication; page numbers

Example: Sanger JW (1977) Nontubulin molecules in the spindle. In: Little M, Paweletz N, Petzelt C, Ponstingl H, Schroeter D, Zimmermann H-P (eds) *Mitosis facts and questions*. Springer, Berlin Heidelberg New York, pp 98–113

BOOK:

name and initial(s) of all authors; year; title; publisher; place of publication

Example: Hall BK (1999) *The Neural Crest in Development and Evolution*. Springer, Berlin Heidelberg New York

AGENCY PUBLICATION:

Council of biology editors style manual. CBE style manual committee. 5th ed. Bethesda, MD: Council of Biology Editors; 1983

WEB PAGES:

1. Article by DOI (with page numbers): Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med* 78:74–80. doi: 10.1007/s001090000086

2. Article by DOI (before issue publication with page numbers): Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med* (in press). doi: 10.1007/s001090000086

3. Article in electronic journal by DOI (no paginated version): Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *Dig J Mol Med*. doi: 10.1007/s801090000086

4. Online document: Doe J (1999) Title of subordinate document. In: *The dictionary of substances and their effects*. Royal Society of Chemistry. Available via DIALOG. http://www.rsc.org/dose/title_of_subordinate_document. Cited 15 Jan 1999

5. Online database: Healthwise Knowledgebase (1998) *US Pharmacopeia*, Rockville. <http://www.healthwise.org>. Cited 21 Sept 1998

6. Supplementary material/private homepage: Doe J (2000) Title of supplementary material. <http://www.privatehomepage.com>. Cited 22 Feb 2000

7. University site: Doe J (1999) Title of preprint. <http://www.uni-heidelberg.de/mydata.html>. Cited 25 Dec 1999

8. FTP site Doe J (1999) Trivial HTTP, RFC2169. <ftp://ftp.isi.edu/in-notes/rfc2169.txt>. Cited 12 Nov 1999

9. Organization site: ISSN International Centre (1999) *Global ISSN database*. <http://www.issn.org>. Cited 20 Feb 2000

Unpublished results may be cited in the text as personal communications. However, in this case the final version of the manuscript must be accompanied by a note of consent signed by each author quoted.

REFERENCES: CELL LINE AND REAGENT DATA

The source of cells utilized, species, sex, strain, race, age of donor, and whether primary or established should be clearly indicated. The name, city, and state or country of the source of reagents should be stated within parentheses when first cited. Specific tests used for verification of cell lines and novel reagents should be identified. Specific tests for the presence of mycoplasma contamination of cell lines are recommended. If these tests were not performed, this fact should be clearly stated. Other data relating to unique biological, biochemical, and/or immunological markers should also be included if available. Publication of results in *In Vitro Animal* is based on the principle that results must be verifiable. Authors are expected to make unique reagents available to qualified investigators. Authors deriving or using cell lines are encouraged to follow the UKCCCR Guidelines for the Use of Cell Lines in Cancer Research in respect to validation of identity and infection-free cultures.

NOMENCLATURE

The recommendations of the Society for In Vitro Biology Committee on Terminology should be followed. Schaeffer, W. I. Terminology associated with cell, tissue and organ culture, molecular biology and molecular genetics. *In Vitro Cell. Dev. Biol.* 26:97–101; 1990.

TABLES AND FIGURES

TABLES: Each table should be numbered consecutively with Arabic numerals. Footnotes to tables should be indicated by lower-case superscript letters. If you use data from another published or unpublished source, obtain permission and acknowledge fully.

LEGENDS: Legends must be brief, self-sufficient explanations of the figures and tables in no more than four or five lines. Remarks such as "For explanation, see text" should be avoided. The legends should be typed double-spaced and grouped together on a separate page. When symbols, arrows, numbers or letters are used to identify parts of the illustration, identify and explain each one clearly.

FIGURES: Figures should be limited to those essential for the text. The same results should be presented as either the graph or tables, not as both. Color may be used without charge for the electronic edition of the journal if files are supplied but will appear in the printed version at the author's expense: \$534 per article (+VAT).

NOTE: If you wish your figures to be placed in the print edition in color, you must specifically list this request. Once the paper is accepted, you will need to contact the publisher directly to arrange payment at raymond.ramonas@springer.com.

ALL FIGURES, whether photographs, graphs, or diagrams, should be numbered consecutively. If figures are created electronically please see Guidelines for Electronically Produced Figures for Print. Line drawings should be supplied as clear black and white drawings suitable for reproduction. All lines should be of uniform thickness. Letters and numbers should be of professional quality and proper dimensions. All figures submitted should allow for high quality reproduction at a same size permitting direct printing (with no reduction) usually 12.7 by 17.3 cm (5 by 7 inches) but no larger

than 20.3 by 25.4 cm (8 by 10 inches). The publisher reserves the right to reduce figures. Micrographs have an internal magnification marker; the magnification should also be stated in the legend. If photographs of persons are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph. Please note that Publisher cannot return original art to authors.

Guidelines for Electronically Produced Illustrations for Print

GENERAL

- Send figures separately from the text (i.e. files should not be integrated with text files).

VECTOR (line) GRAPHICS

- Vector graphics exported from a drawing program should be stored in EPS format.
- Suitable drawing program: Adobe Illustrator. For simple line art the following drawing programs are also acceptable: Corel Draw, Freehand, Canvas.
- No rules narrower than .25 pt.
- No gray screens paler than 15% or darker than 60%.
- Screens meant to be differentiated from one another must differ by at least 15%.

HALFTONE FIGURES

- Black & white and color figures should be saved in TIFF and EPS formats.
- Figures should be created using Adobe Photoshop whenever possible.

SCANS

- Scanned reproductions of black and white photographs should be provided as 300 ppi TIFF files.
- Scanned color figures should be provided as TIFF files scanned at the minimum of 300 ppi with a 24-bit color depth.
- Line art should be provided as TIFF files at 600 ppi.
- We do prefer having the original art as our printers have drum scanners, which allow for better reproduction of critical medical halftones.

GRAPHICS QUALITY

If you are submitting electronic graphics that you have scanned, be prepared to send the hard copy originals upon request. While the electronic files you have created are satisfactory for the review process, they may not be of sufficient quality for printing. This also holds true for files created in low-resolution graphics environments such as MS Powerpoint, etc.

GRAPHICS FROM VIDEOS

- Separate files should be prepared for the frames from a video that are to be printed in the journal. When preparing these files you should follow the same rules as listed under Halftone Figures.

MULTIMEDIA ARTICLE AND DYNAMIC MANUSCRIPT SUBMISSION REQUIREMENTS (I.E. STREAMING VIDEOS)

Multimedia articles are papers where the heart of the article is the video and, generally, only an abstract and references are included. Dynamic articles are regular articles with video(s) included as electronic supplementary material.

Upon submission of multimedia or dynamic articles, the author(s) will be required to submit the video in the following format:

- For multimedia articles, video clips should not exceed 9 minutes. For dynamic articles, video clips should not exceed 3 minutes and each manuscript should not contain more than 3 video clips.
- Multimedia file for review and submission: MPEG-1 file with the largest frame size (usually 320 x 240 pixels) that will fit on a CD and will be playable on a Windows-based computer.
- The content of these files must be identical to that reviewed and accepted by the editors of the *In Vitro Plant and Animal Journals*.
- All narration should be in English.
- There should be a "manuscript" submitted with the video that includes a title page, abstract and key words, as well as references if needed.

DYNAMIC MANUSCRIPT:

A dynamic manuscript is a print article with imbedded video material. Up to 3 (one minute maximum each) videos per manuscript submission will be accepted. Make sure to note in your manuscript the placement of the video clips. All standard instructions for manuscript and video submission should be followed for a dynamic manuscript submission.

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