

SHORT INSTRUCTIONS

The 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

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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** (photographs, line drawings, including graphs) must be submitted as digital files, preferably in the .TIF, .JPG, .GIF or .EPS format. (high resolution figures assembled as expected in printed form, size up to 8 Mb flattened to one layer). These should not be supplied as part of the main document (*.doc); instead, they should be delivered as separate files of publication quality (300 dpi or better).

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.

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ADDITIONAL INSTRUCTIONS TO AUTHORS

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 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) alphabetically listed 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 standard abbreviations.

Short Communications should follow the same format, except that 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.

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. All equipment and materials used must be identified and specified according to the manufacturer (distributor), including the City and State (in the case of USA abbreviated).

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** (photographs, line drawings, including graphs) must be submitted as digital files, preferably in the .TIF, .JPG, .GIF or .EPS 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 or 500 US \$ per one color printed page). **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 to Folia

Biologica preferably via e-mail or by fax. Changes, additions or deletions should be kept to the minimum.

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Copies of guidelines that were followed throughout the work on the reported work must be provided to the Editor if requested.