

# CABIOS INSTRUCTIONS TO AUTHORS

---

Please read these instructions carefully and follow them strictly, so that the publication process is efficient and as rapid as possible. The editors reserve the right to return submissions that are not prepared in accordance with the following instructions.

## Scope and policy of CABIOS

CABIOS provides a forum for the exchange of information in the field of molecular biology and genome bioinformatics. The following categories of paper may be submitted for publication:

### Papers (approximately 6 printed pages)

Original papers that describe new research developments in computer biology, for example: theoretical models, algorithms, software involving new methods, biological databases and network information services, and their impact on biology or computer science.

### Application Note (maximum 2 printed pages)

Application notes are short communications about novel software or network services limited to 2 printed pages (approximately 1500 words or 1000 words plus a figure). An abstract is not required.

### Reviews (approximately 6 printed pages)

Most review papers are commissioned. However the editors welcome suggestions from prospective authors who should in the first instance submit a draft. Special issues of CABIOS are devoted to topical or tutorial reviews or selected papers from conferences.

### Preparation of manuscripts

The Executive Editors, in conjunction with the Editorial Board and other referees will handle the full editorial process.

### Submission

Submission of a paper implies that it reports unpublished work, that is not under consideration for publication elsewhere and that, if accepted, will not be published elsewhere in the same form, either in English or in any other language, without the consent of the Publisher. If previously published tables, illustrations, or more than 200 words of text are to be included, then the copyright holder's written permission must be obtained. Enclose copies of any such permission letters with your paper.

Papers must be clearly and concisely written in English. In the interests of speed, manuscripts are not extensively copyedited and authors are requested to check their texts carefully before submitting them so that proofs will require only correction of typographical errors.

Authors should submit either 3 hard copies of the manuscript, or the entire manuscript including figures as an E-mail attachment, a ftp, or WWW pointer to the location of the manuscript, to the appropriate Editor as indicated below.

*The Americas (USA, Canada, South America), the Pacific Rim, Australasia*  
Gary D. Stormo, Department of Molecular, Cellular and Developmental Biology, University of Colorado, Boulder, CO 80309-0347, USA. E-mail: stormo@boulder.colorado.edu

#### Japan

Minoru Kanehisa, Institute for Chemical Research, Kyoto University, Uji, Kyoto 611, Japan. E-mail: kanehisa@kuicr.kyoto-u.ac.jp

#### Europe and the rest of the world

Barbara Cox, EMBL-EBI, Hinxton Hall, Cambridge CB10 1SD, UK. E-mail: cabios@embl-ebi.ac.uk

### Pre-screening

Papers received in the CABIOS office undergo a pre-screening process to increase the efficiency of the publication process. Papers that are

considered to be of minor importance to the readership of the journal are not reviewed.

### Refereeing

The papers are sent out to two referees, who agree to undertake the refereeing within a short period. Authors should normally carry out the revision within three weeks, however after a 60 day period revised manuscripts will be treated as new submissions.

### Acceptance

When accepted by the editors, the authors should send one hard copy of the manuscript and figures, (unless the paper is submitted electronically) and a copy on a disk. The disk may be used for typesetting, and most Macintosh or PC-based word processing packages are acceptable (with images printed to a postscript file). A copyright form is required to be completed by the authors.

### Sections of the manuscript

Please subdivide manuscripts into the following sequence of sections, according to the type of paper.

*Original Papers:* Title page, Structured Abstract, Introduction, System and methods, Algorithm, Implementation, Discussion, References.

*Reviews:* May be in a format best suited to the subject matter, but should include Title page, Structured Abstract, Text, References. For clarity, the main body of text should be sub-divided into sections.

*Applications Notes:* Title page, Text, including availability of software and URL (ftp or WWW address) for internet access, and E-mail.

### Title page

The title should be short, specific and informative. The surname and initials of each author should be followed by his/her department, institution, city with postal code and country. Any changes of address may be added to the footnotes. The author to whom offprint requests are to be sent should be indicated by an asterisk and the footnote 'To whom correspondence should be addressed'. Please provide a running head of not more than 50 characters. Up to five key words should be supplied to assist with the compilation of the annual Subject Index.

### Structured Abstract

Abstracts are structured with a standard layout such that the text is divided into sub-sections under the following four headings: Motivation, Results, Availability, and Contact (see example). In cases where authors feel the headings inappropriate, some flexibility is allowed. The abstracts should be succinct and contain only material relevant to the headings. A maximum of 150 words is recommended. If internet hyperlinks are available for any part of the abstract, then this should be given in the form of 'clickable text', i.e. {{http://www...}}.

*Motivation:* This section should specifically state the scientific question within the context of the field of study.

*Results:* This section should summarize the scientific advance or novel results of the study, and its impact on (computational) biology.

*Availability:* This section should state software availability (academic or commercial) if the paper focuses mainly on software development or on the implementation of an algorithm. Examples are: free availability over the internet on WWW or ftp server; available on request from the authors; or available as a commercial package. The complete address (URL) should be given. In the electronic version of the journal, URLs will appear as active hyperlinks. Software that is the main focus of the paper should also be available to the referees. Papers will not be accepted if the software is not generally available. Where possible authors are encouraged to place their academic software on the EMBL file server (send E-mail to Software@embl-ebi.ac.uk) or the Indiana University software repository (ftp://ubio.bio.indiana.edu/).

*Contact:* Full electronic mail address to be given.

---

---

## Introduction, Systems and Methods, Algorithm, Implementation, Discussion and Conclusion

These should conform to standard scientific reporting style. Previous work in the field should be mentioned. Sufficient information should be given so that an application can be reimplemented. A test data set and results must be provided (where appropriate).

## References

Authors are responsible for the accuracy of the References. Published articles and those in press (state the journal which has accepted them) may be included. In the text, a reference should be cited by author and date; not more than 2 authors may be cited per reference; if there are more than 2 authors use *et al.* References must NOT be numbered. At the end of the manuscript, the citations should be given in alphabetical order, with the authors surname followed by the initial. References should include in the following order: author name(s), year, paper title, journal title, volume number, inclusive page numbers. The name of the journal should be abbreviated according to the *World List of Scientific Periodicals*. Book references should also include the editors and the name and address of the publisher. References should therefore be listed as follows:

- Bryce, C.F.A. (1982) Rapid nucleic acid sequencing methods - alternative approaches to facilitating learning. *J. Biol. Educ.*, **16**, 275–280.
- Soll, D. and Roberts, R.J. (1984) *The Applications of Computers to Research on Nucleic Acids II Part 2*. IRL Press, Oxford
- Lonsdale, D.M., Hodge, T.P. and Stoehr, P.J. (1984) A computer program for the management of small cosmid banks. In Soll, D. and Roberts, R.J. (eds), *The Applications of Computers to Research on Nucleic Acids II Part 2*. IRL Press, Oxford, pp. 429–436.

Personal communications (J.Smith, personal communication) should be authorized by those involved in writing, and unpublished data should be cited as (unpublished data). Both should be used as sparingly as possible and only when the unpublished data referred to is peripheral rather than central to the discussion. References to papers in press should be cited in the text as: (B.Smith and N.Jones, in press) and should also be included in the list of references.

## Acknowledgements

These should be included at the end of the text and not in footnotes.

## Tables

Tables should be included separately from the text and be numbered consecutively with roman numerals. Tables should be self-explanatory and include a brief descriptive title. Footnotes to tables should be indicated by lower case letters but should not include extensive experimental detail.

## Figures

All figures should be referred to in the text as Figure 1 etc. They should follow the main body of the text and their approximate final positions indicated in the margin of the text. Where available, the figures should be submitted in electronic form e.g. as a PDF file. Please label figures lightly on the back with number, first author and manuscript title. An arrow should be used to indicate the top of the figure. All figures should be formatted to fit into, or be reduced to, a single (86 mm) or double (178 mm) column width. Figure legends should appear on a separate page.

**Line illustrations:** These must be of sufficient quality for publication as submitted, i.e. clear, sharp, clean and of even density. Figures will NOT be redrawn or relabelled. Any lettering or text should be in proportion with the rest of the figure.

**Photographs:** These must be of sufficient quality with respect to detail, contrast, and fineness of grain to withstand the unavoidable loss of contrast inherent in the printing process.

**Colour plates:** Inclusion of colour plates is subject to a special charge.

## Conventions

In general, the journal follows the conventions of the *CBE Style Manual* (Council of Biology Editors, Bethesda, MD, 1983, 5th edition).

Follow *Chemical Abstracts* and its indices for chemical names. For guidance in the use of biochemical terminology follow the recommendations issued by the IUPAC-IUB Commission on Biochemical Nomenclature, as given in *Biochemical Nomenclature and Related Documents*, published by the Biochemical Society, UK. For enzymes, use the recommended name assigned by the IUPAC-IUB Committee on Biochemical Nomenclature, 1978, as given in *Enzyme Nomenclature*, published by Academic Press, New York, 1980. Where possible, use the recommended SI units. Genotypes should be italicized. Phenotypes should not be italicized. For bacterial agents nomenclature, follow Demerc *et al.* (1966) *Genetics*, **54**, 61–76.

## LaTeX

TeX-based manuscripts should be produced using the LaTeX article style format only. The document style options used must indicate two-column text with 86 mm column widths. The final version should be supplied containing both .tex and .dvi files. Hard copies of both text and figures should be supplied in the conventional way. Authors will receive proofs.

## Page charges

Page charges are NOT levied.

## Proofs

Authors are sent page proofs. These should be checked immediately and returned to the Publishers by express post, telephone or fax, to Production Editor (CABIOS), Oxford University Press, Walton Street, Oxford OX2 6DP, UK. Tel: +1865 267791; Fax: +1865 267773. A charge is made to authors who insist on amendment within the text at the page proof stage.

## Copyright

It is a condition of publication in CABIOS that authors assign copyright. This ensures that requests from third parties to reproduce articles are handled efficiently and consistently and will also allow the article to be as widely disseminated as possible. In assigning copyright, authors may use their own material in other publications provided that CABIOS is acknowledged as the original place of publication.

## Offprints

Authors receive 30 offprints free of charge. Additional offprints may be purchased on multiples of 100. Rates are indicated on the order from which must be returned with the proofs.

## Example structured abstract

**Motivation:** To improve the quality of the science carried out with biosequence databases, redundant information must be removed or classified. This is important both for performing statistical analyses and for decreasing the time spent searching the nucleotide sequence databases.

**Results:** The paper presents a new algorithm called CLEANUP based on an 'approximate string matching' procedure, which is able to determine the overall degree of similarity between each pair of sequences contained in a nucleotide sequence database, and to generate automatically nucleotide sequence collections free from redundancy. The method is very fast and sensitive, and has been tested on two sequence databases.

**Availability:** Cleanup is available free of charge by anonymous ftp: IP address: area.ba.cnr.it, directory: pub/software/cleanup.

**Contact:** E-mail address: graziano@ava.-bu.cnr.it

---

# Guide for authors preparing electronic documents

## DO

Enter text in the style and following order of the journal:

Title  
Authors  
Address  
Abstract  
Introduction  
Materials and methods  
Results  
Discussion  
Acknowledgements  
References  
Figure legends  
Tables  
Abbreviations  
Running heads.

Save any tables, diagrams, figures, graphs or illustrations generated electronically as separate files and not embedded into the text file.

Type references as near to *CABIOS* style as possible with no space between names and initials of individual authors, the Journal titles italicized and volume numbers bold.

Type unjustified, without hyphenation, except for compound words.

Type headings in the style of the journal.

Use the TAB key once for paragraph indents.

Where possible use Times for the text font and Symbol for the Greek and special characters.

Use the word processing formatting features to indicate **Bold**, *Italic*, Greek, Maths, <sup>Superscript</sup> and <sub>Subscript</sub> characters.

Indicate clearly any special characters that you have drawn by hand.

Check the final copy of your paper carefully, as any spelling mistakes and errors will be faithfully translated into the typeset version. In the case of a mismatch between disk and hard copy, the hard copy will be taken as the definitive version.

Indicate on the form overleaf the contents of each file.

Supply three hard copy printouts of the paper.

### For further information contact:

Journals Department  
Science, Medical & Journals Division, Oxford University Press  
Walton Street, Oxford OX2 6DP, UK  
Telephone: (+ 44 1865 or 01865) 56767 Telefax: (+ 44 1865 or 01865) 267773

## DO NOT

Enter carriage returns to obtain spacing between lines, paragraphs, references etc. The space required is generated automatically by the typesetters.

Use double spaces after each sentence within a paragraph.

Use the automatic page numbering, running titles and footnote features of your word processing programme. Number the hard copies by hand at the bottom of the page.

Include any copyright material (e.g. word processor software or operating system files) on the disk.

## DISK SUBMITTAL

After the manuscript has gone through all the review and editing stages, copy the data on to a clean newly formatted disk. To avoid confusion do not copy any irrelevant files and/or back-up files onto the disk.

Apple Mac users should ensure the disk wastebasket is empty before submitting the disk.

Use the first-named author's name or manuscript number for the disk label and the file name.

To avoid loss or damage in transit ensure that the disk is adequately protected and always keep a copy of the data on your computer and/or back-up disk.

OUP does not intend to return the disk to the originator.

# OUP Journals Manuscript/Disk Submittal Form

Completion of all the relevant sections of this form will assist in the swift and efficient publication of your paper.

## EDITORIAL OFFICE USE

MS Number: \_\_\_\_\_

Received: \_\_\_\_\_

Revised: \_\_\_\_\_

Accepted: \_\_\_\_\_

Title: \_\_\_\_\_  
\_\_\_\_\_

Author(s): \_\_\_\_\_  
\_\_\_\_\_

Corresponding Author: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Number of Tables: \_\_\_\_\_ Number of Figures: \_\_\_\_\_

## Disk Information

Whilst we can accept most computer and word processor disks, the preferred combinations are either PC MS-DOS, PC WINDOWS or APPLE MAC, and either Microsoft Word or Word Perfect.

File Names/Contents: \_\_\_\_\_

Computer Make/Model: \_\_\_\_\_ Format: MS-DOS/Windows/Apple Mac

Word Processor Software: \_\_\_\_\_ Version Number: \_\_\_\_\_

Please list any special characters used:

Key/character used							
Denoting							



